

ACADEMIC - UNDERGRADUATE STUDIES DIVISION

REQUISITION FOR ISSUE OF DUPLICATE GRADE SHEET(S) for CONTINUING STUDENTS

To
The Associate Dean
AUGS Division
BITS Pilani, Hyderabad Campus

FOR OFFICE USERequisition No.
Payment Verified

Sir,

Please issue me the following (ticked ✓) documents :

ID. No.: _____ NAME: _____

E-mail: _____ Mobile No.: _____

☐ I am On-Campus **HOSTEL:** _____ **ROOM NO** _____☐ I am in PS-2 at _____

Duplicate Grade Sheet for following semesters		Copies	Charges (Rs.)	Total charges
<input type="checkbox"/>	I / II Semester _____ Year (ex: 2015-16)	<input type="text"/>	100/- per copy _____	
<input type="checkbox"/>	I / II Semester _____ Year	<input type="text"/>	100/- per copy _____	
<input type="checkbox"/>	I / II Semester _____ Year	<input type="text"/>	100/- per copy _____	
<input type="checkbox"/>	I / II Semester _____ Year	<input type="text"/>	100/- per copy _____	
<input type="checkbox"/>	I / II Semester _____ Year	<input type="text"/>	100/- per copy _____	
<input type="checkbox"/>	I / II Semester _____ Year	<input type="text"/>	100/- per copy _____	
<input type="checkbox"/>	I / II Semester _____ Year	<input type="text"/>	100/- per copy _____	
<input type="checkbox"/>	I / II Semester _____ Year	<input type="text"/>	100/- per copy _____	
Total		<input type="text"/>		<input type="text"/>


Courier Charges (Please see overleaf for details) _____

Total Amount Payable (Rs.)

I have paid the above amount

☐ by State Bank Collect receipt No.: _____ Dated : _____ or☐ by Demand Draft _____

(Give details like DD No./Issuing Bank/Date/amount etc. Please mention your ID.NO. and Name on the back of DD)

<input type="checkbox"/> I shall collect the document (s) personally	
<input type="checkbox"/> Please mail the documents(s) to : 	_____

Date: _____

Signature

For office use (Details of dispatch) Dispatched by : _____ Dispatched on : _____ Dispatch No: _____ Signature of Dispatcher. _____

Received _____ Signature with Date:

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE PILANI, HYDERABAD CAMPUS
ACADEMIC - UNDERGRADUATE STUDIES DIVISION

The following charges shall be applicable for issue of **Academic Records and duplicates** for Continuing Students.

ITEM	Charges for Request form candidates residing		Remarks
	In India (Rs.)	ABROAD (USD \$) (or equivalent in any currency)	
I Continuing Transcript (Original) <i>Duplicate of Continuing Transcript</i> (Note: If you need duplicate transcripts in separate sealed cover(s), clearly indicate it in your request and you must provide the university addressed envelope(s). Don't forget to write your ID No. on top left-hand corner of the envelope(s))	200 100	10 05	Per copy
II Duplicate Grade Sheet (Only issued until the issue of final Transcript)	100	05	Per copy

Mailing charges for each mailing address are as follows:

(a) By Registered Parcel Post:			
(i) Within India	100	10	Per copy
(ii) To foreign countries (by Air)	200	15	Per copy
(b) By Speed Post (per copy)			
(i) Within India	100	10	Per copy
(ii) To foreign countries	1800	30	Per copy
(c) By Blue Dart Courier (per copy)			
(i) Within India	100		Per copy
(ii) To foreign countries	*		Per copy

* For actual amount, please check with the AUGSD office.

Payment can be made through online (www.onlinesbi.com → State Bank Collect) or ***Demand Draft*** drawn in favour of BITS, Hyderabad payable at Hyderabad and others or **International Money Order** in favour of BITS Pilani, Hyderabad Campus. ***Outstation Cheques/ Drafts are not accepted.***

ID NO (Roll No.) MUST be given in the request without which it will not be possible to process the request.

Request along with correct payments shall be sent to :

The Associate Dean
Academic - Undergraduate Studies Division
Birla Institute of Technology & Science Pilani, Hyderabad Campus
Jawahar Nagar, Kapra Mandal, Hyderabad 500 078
Telangana, India