

**APPLICATION FOR GRANT OF PROVISIONAL (TRANSCRIPT) CUM
CHARACTER CERTIFICATE**

To

The Principal
Govt. Polytechnic
Sundernagar Distt. Mandi (HP)

Subject: Request for grant of Provisional (Transcript) cum Character Certificate – regarding.

Sir,

On the subject cited above , it is humbly submitted that I _____

S/o _____ R/o _____
_____ was a bonafide student of your
institution under _____ Branch .My IR No. is _____ & State Board Roll No.
_____. The detail of Examination passed are as under:

Semester	Marks		Session		Remarks
	Obtained	Maximum	Passing session	Final Session	
1 st					Detail Mark Cards/ Result Notification (1 st to 6 th) is enclosed
2 nd					
3 rd					
4 th					
5 th					
6 th					

It is therefore requested that provisional (Transcript) cum Character certificate may please be issued in favour of me. The DMCs/ Result Notification is enclosed herewith for your ready reference please.

Yours faithfully,

Signature:

Name (Capital Letters):

Fathers' Name (In Capital Letters)

Address:

APPLICATION FOR GRANT OF STUDY CERTIFICATE

To

The Principal
Govt. Polytechnic
Sundernagar Distt. Mandi (HP)

Subject: Request for Grant of Study Certificate- regarding.

Sir,

On the subject cited above , it is humbly submitted that I
_____S/o_____ R/o
_____ is a bonafide student of your institution under
_____ Branch_____ Semester _____. My IR No. is _____ & State
Board Roll No. _____. I require study certificate for
..... (Specify reason).

It is therefore requested that study certificate may please be issued in favour of
me.

I shall be highly thankful to you for this act of kindness.

Yours faithfully,

Signature:

Name (Capital Letters):.....

Fathers' Name (In Capital Letters)

Address:

.....
.....
.....



**OFFICE OF THE PRINCIPAL
GOVT. POLYTECHNIC SUNDERNAGAR,
DISTRICT MANDI (H.P.)**

www.gpsundernagar.org, E mail: gpsnr-hp@nic.in,
Phone No.: 01907-266778



PERFORMA FOR APPROVAL OF ADVANCE FROM SWF/ IRG/ OTHER FUND

1. Name of the applicant & Designation: _____
2. Amount of Advance required: _____
3. Purpose for which advance required: _____
4. Detail of last advance taken by the applicant: _____
5. Whether the last advance adjusted or otherwise . if not reasons thereof: _____

**Signature of Applicant with Date
Designation**

.....

Recommended / Not recommended

Request C/s by the HOD/ OIC

.....

Approved/ Not Approved

Principal

.....
Advance released vide Ch. No. _____ dated _____ for Rs. _____ in
favour of Mr./ Mrs. _____ today on _____ and adjustment of the same is due
on or before _____ failing which, the recovery schedule shall be sent to the
accounts section for recovery of unadjusted advance from his salary .

Agreed and received advance

(Applicant)

Cashier

