

(Before filling-up this form, please go through the Guidelines, Rules and Procedures)

Dear Sir,

1.	Name of Student				
2.	Student Regn. No.				
3.	Complete Correspondence Address	PIN CODE: MOBILE :			
4.	E-mail id				
5.	Specify your request for: (by ticking(✓) the appropriate box)	Providing inspection of my answer book(s)		Supply of certified copy(ies) of my answer book(s)	
6.	Details about appearance in the subjects of examination for which copy(ies) of answer book(s) is/are requested	<i>Stage & Session of Exam.</i>	<i>Roll No.</i>	<i>Name of the Subject(s)</i>	<i>Marks Obtained</i>
7.	Details of fee remitted: (i) Rs. 500/- per subject/ answer book for supply of certified copy(ies); and (ii) Rs.450/-per answer book for seeking inspection.	<i>Demand Draft No.</i>	<i>Date</i>	<i>Name of the Issuing Bank</i>	<i>Amount (Rs.)</i>

I hereby undertake that I am a *bona fide* student of the Institute and the above answer book(s) belong to me. For this purpose, I am enclosing self-attested photocopy of my Admit Card (Roll No.)/Student Identity Card issued to me by the Institute. In case, any particulars or statement is found to be false, the Institute may take appropriate action against me, as deemed fit.

Yours faithfully,

Place:

Name: _____

Date: _____