

**Must Furnished in Triplicate**

To \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/20\_\_\_\_  
The Centre-in-Charge  
Dewan Dighi Youth Computer Training Centre  
Dewan Dighi, Palitpur More,  
Post – Mirzapur, Dist – Burdwan  
Pin – 713102

**Sub :-** Application to obtain a **Duplicate Transcript / Result.**

Respected Sir,  
With due respect I beg to state that I have LOST / DAMAGE my *Transcript / Result* of \_\_\_\_\_  
Course on \_\_\_\_/\_\_\_\_/20\_\_\_\_, the intimation (in ORIGINAL) to the \_\_\_\_\_ Police Station about the  
LOST / DAMAGE of the said Certificate is duly furnished herewith.  
Please issue a DUPLICATE TRANSCRIPT on my favour.  
I do confirming that I will bear the required Charges (*if any*) **for the same.**  
Please take necessary steps infavour.  
Thanking You.

Yours faithfully,

(Full Signature of the Student)

Name of the Student : \_\_\_\_\_  
Registration No. : \_\_\_\_\_  
Course : \_\_\_\_\_  
Session \_\_\_\_\_  
Contact Phone Nos. (Land Line) \_\_\_\_\_  
(Mobile) \_\_\_\_\_

**Enclosed :** 1) Police Report in ORIGINAL

Photocopied of the followings :  
2) Student ID CARD  
3) *Transcript / Certificate* of all relevant courses

**For Office Use Only**

**Application (in Original)  
Forwarded to the  
District Youth Officer**

**District for approval and  
further proceedings.**

Signature of the Centre-in-Charge  
Date : \_\_\_\_\_

**Received Approval / Refusal**

From the DYO \_\_\_\_\_  
On \_\_\_\_\_

**Proceed for necessary steps**  
On \_\_\_\_\_

**DUPLICATE Transcript  
Received by**

**FULL Signature of the  
Student**

On \_\_\_\_\_

**Informed to Student on**

1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_