

# VISVA-BHARATI



*Application for Original Degree / Diploma / Certificate for candidates  
who did not attend the Convocation.*

To  
THE DEPUTY REGISTRAR (EXAMINATIONS)  
VISVA-BHARATI  
SANTINIKETAN

THROUGH  
THE ADHYAKSHA,  
.....BHAVANA / VIBHAGA.

Sir,

I would request you to be good to issue the Degree / Diploma / Certificate in my favour  
for the following Examination :-

I passed the Examination  
in the year with Roll No.  
from the Bhavana  
with Class Honours  
in (Subject).

The fee of Rs.300/- paid on (vide cash Receipt No.  
dated ) in the Accounts Office, Santiniketan.

Yours faithfully,

\_\_\_\_\_  
*Signature (in full)*

Date.....

Address.....

.....  
Ph. No./M. No.....

## MEMO NO.

Forwarded to the Deputy Registrar (Examinations) for necessary action. The above statement  
is true.

\_\_\_\_\_  
Date..... Adhyaksha.....Bhavana / Vibhaga.

## CERTIFICATE

This is to Certify that Sriman / Srimati.....  
has deposited Rs.300/- ( Rupees Three hundred only ) as fee for Original Degree /  
Diploma / Certificate and that he/she has no dues in fees account.

Date.....

\_\_\_\_\_  
*Accounts Officer*  
**VISVA-BHARATI**