



NOTICE

(Transcript & Verification)



1. This is to inform all students that the charge for the first set (Two copies) of transcript and recommendation letter will be **Rs. 1,000/-**, and the charge for every additional set of transcripts will be **Rs. 250/-** only if the request for such additional transcripts is made along with the first request of transcripts and recommendations.

For example, if a request for 5 sets of transcripts is made at the same time, the total charges will be:

- **Rs. 1000 (first 2 copies) + 250 x 3 copies = Rs 1,750/-.**

2. These charges are applicable for requests made within two years of completion of degree program.
3. After 2 years of passing the charge for the first set (Two copies) of transcript and recommendation letter will be **Rs. 1,500/-**, and the charge for every additional set of transcripts will be **Rs. 350/-** only if the request for such additional transcripts is made along with the first request of transcripts and recommendations.

For example, if a request for 5 sets of transcripts is made at the same time, the total charges will be:

- **Rs. 1500 (first 2 copies) + 350 x 3 copies = Rs 2,550/-.**

4. Any request for additional transcripts made later and separately than the original request will be liable for charges of **Rs. 350/-** per set provided this request is made within one year of the first request.
5. Recommendation letters charged Rs. 50/- per letter per original copy.

The charges will have to be paid by way of on-line (net-banking / credit / debit card) or Demand Draft in favour of "**THE PRINCIPAL, VPKBIET BARAMATI**".

Date: 11/03/2017

**PRINCIPAL
VPKBIET, Baramati**

Application for Transcript / Recommendation Letter

To,
The Principal,
VPKBIET, Baramati,
Pune – 413133.

Date: / /20

Subject: **Issue of Transcript / Recommendation Letters**

Sir,

I have passed the _____ examination held by the Savitribai Phule Pune University in _____ 20 /20 . Attested Xerox copies of marks statement of each year/semester are enclosed herewith. Kindly issue me _____ copy / copies of the Transcript / Recommendation Letters. I am ready to pay prescribed fee by on-line (net-banking / credit / debit card) or Demand Draft in favour of "**THE PRINCIPAL, VPKBIET BARAMATI**". The relevant particulars are given below.

Thanking you,

Yours faithfully,

(Signature of the candidate)

1. Name in full : _____

(Beginning with surname in block letters which is written on the statement of marks of final year examination)

2. Passout Year: 20 - 20 Admission Taken in: FE / DSE

3. Admission year: First Year: 20 - 20 Second Year: 20 - 20
Third Year: 20 - 20 Fourth Year: 20 - 20

4. Department: _____

5. Address for communication : _____

6. e-mail address : _____ Tel./Cell No. _____

For Office Use

Application Received on: / /20

Fees Paid: Rs. /-

Receipt No.: Date: / /20

Transcript / RL Received on: / /20

Remark: _____

HOD / PRINCIPAL

(Students Signature)