



PONDICHERRY UNIVERSITY EXAMINATION WING - DDE

APPLICATION FOR ISSUE OF OFFICIAL TRANSCRIPTS - DDE

(For candidates studied in Directorate of Distance Education / Twinning Programme)

1. Name of the candidate (*in capital*) :
2. Enrolment Number (as per the University records):
3. Examination / Course Passed :
4. Period of Study : From.....To.....
5. Reason for which transcripts required :
6. Number of copies required (in words) :
7. Name of the Certificates :
 - 1.
 - 2.
 - 3.
 - 4.
8. Permanent Address :
9. Mobile No. and E-mail ID :
10. Amount paid with details of DD/Challan No. and Date : Rs.....
No.....dated.....
11. Address to which the transcripts are to be submitted:
(if the column is not sufficient a separate address list may be enclosed)

Sl. No.	Name and Address	Sl. No.	Name and Address
1.		2.	
3.		4.	
5.		6.	

Place:
Date:

Signature of the candidate

Instruction to applicants

1. All the entries in the application form must be written neatly and legibility by the candidate.
2. Original certificates need not be enclosed with the application.
3. Duly addressed envelope should be enclosed for affixing Assistant Director signature on the cover, after sealing.
4. The fee prescribed for the issue of Transcripts is:

Application Fee : Rs.1000/- Each copy : Rs.500/- (per page)

- The fee should be remitted in the Indian Bank, Pondicherry University Branch, Pondicherry 605 014, in the **Account No. 6659354606 and Old A/c No.211** (White Color Challan) or Demand Draft drawn in favour of the **Finance Officer, Pondicherry University**, payable at Pondicherry.
5. Duly stamped self addressed cover to send the sealed / stamped envelope should be enclosed.
 6. The Filled Application Form along with its enclosures may be sent to :

The Assistant Director
Examination Wing – DDE
Pondicherry University
R.V. Nagar, Kalapet
Puducherry – 605 014.

For Office Use only

Verified and found to be in order.

Section Officer / Assistant Director
