

# APPLICATION FOR DUPLICATE MARKSHEET/CERTIFICATE/TRANSCRIPT/VERIFICATION/BONAFIDE CERTIFICATE/ LANGUAGE CERTIFICATE/CGPA CERTIFICATE/MODE OF STUDY CERTIFICATE/APPEARANCE CERTIFICATE/EQUIVALENCE CERTIFICATE

For Office Use

Director (EEA)  
The Institution of Engineers (India)  
8, Gokhale Road  
Kolkata 700020

Dear Sir,

I require the following as ticked (✓) in appropriate box:

Tick (✓)	Item (Per copy)	Nepal/India (INR)	Foreign INR-equivalent	Documents required to be enclosed
	Duplicate Grade Card (Current)	100	375	Copy of FIR/GD (for pass marksheets only)
	Duplicate Grade Card (Previous session)	300	750	Copy of FIR/GD (for pass marksheets only)
	Duplicate Marksheet (over 20 years old)	2000	7500	Copy of FIR/GD
	Duplicate Combined Certificate	1000	3750	Copy of FIR/GD
	Duplicate Combined Certificate (over 20 years old)	2000	7500	Copy of FIR/GD
	No Objection Certificate	1000	3000	
	Appearance Certificate	500	1500	
	Transcript for Sections A and B*	1000	3750	
	Transcript for Sections A and B (over 20 years old)*	2000	7500	
	Equivalence/Bonafide Certificate	500	1500	
	CGPA Conversion to percentage of Marks/ Division Certificate	500	3000	
	Verification of Qualification **	2000	3750	
	Language Certificate	500	1500	
	Certificate for Mode of Study	500	1500	
	Sec AB Exam Backlog Certificate upto 20 years Old	1000	3750	
	Sec AB Exam Backlog Certificate over 20 years Old	2000	7500	

**My particulars are given below:**

Membership Grade and Number :

NAME (in capital letters):

ADDRESS (in capital letters):

ADDRESS where documents are to delivered

Mobile No. \_\_\_\_\_ E-mail: \_\_\_\_\_

Passed Section A in Summer/Winter \_\_\_\_\_ with Roll No. \_\_\_\_\_ or Exempted from Section A having passed \_\_\_\_\_ Examination from \_\_\_\_\_ in the year \_\_\_\_\_ (Copy of the document enclosed).

Passed Section B in Summer/Winter \_\_\_\_\_ with Roll No. \_\_\_\_\_ and Membership No. \_\_\_\_\_ in \_\_\_\_\_ Branch

### DETAILS OF PAYMENT (Please send duly filled hard copy of the form along with NEFT Payment Transaction Slip)

NEFT/RTGS/IMPS/Online Net Banking Transfer to IEI Account, please mention the following:-

Beneficiary Name : THE INSTITUTION OF ENGINEERS (INDIA)

Amount (₹)

Account No. : 012104000094674

IFSC No. : IBKL0000012

Swift Code – IBKLINBB135

Bank Name & Branch : IDBI Bank, Siddha Point, Ground Floor, 101 Park Street, Kolkata 700 016

Transaction date:

Name of Bank & Branch \_\_\_\_\_

Transaction ID/UTR No./Payment Reference No. :- \_\_\_\_\_

After NEFT/Online Net Banking Transfer to IEI Account, please enclose the transaction slip generated.

\_\_\_\_\_  
Full Signature of Candidate with Date

The Official Transcript will be sent directly to the concerned university/institution/college.

\* The name and address of the concerned university/institution/college along with photocopies of pass grade card of Sections A & B Examinations and For Office use combined certificate of passing Sections A & B Examinations

\*\* The Application should be received from the concerned authority enclosing photocopies pass grade card of Sections A & B Examinations and combined certificate of passing Sections A & B Examinations..

In case your application is not accepted, fee will be refunded through NEFT to the Bank Account mentioned by you below:

**TO BE FILLED BY CANDIDATES (BLOCK LETTERS)**

Name	:	_____
Membership No.	:	_____
Name as per Bank Account	:	_____
Bank A/C No	:	_____
Bank Name	:	_____
Branch	:	_____
IFSC Code	:	_____
Mobile	:	_____
Email	:	_____

I am attaching the photocopy/original cancelled cheque with name printed in it.