

OXFORD INTERNATIONAL SR. SEC. SCHOOL

M.P BASAI, BOLNI, REWARI

APPLICATION FOR DUPLICATE DOCUMENT

Document required (duplicate) :

Name of the applicant :

Father's Name :

Address :
.....

Contact number :

Class in which last studied :

Reason for applying for duplicate :

I, hereby declare that above said information are true to the best of my knowledge and I request you to issue a duplicate copy of the above said document as early as possible.

Date:

Signature of the applicant/representative

FOR OFFICE USE ONLY

Application for obtaining duplicate copy of forwarded by Mr./Ms. is approved and forwarded to the concerned department for further action. The applicant is hereby directed to deposit Rs. 500 as processing fee of the document. The required document will be issued to the applicant on

Signature of Principal

ACCOUNTS DEPARTMENT

A sum of Rupees is received from the applicant as processing fee for the duplicate copy of document requested.

Signature of Accountant

CASH RECEIPT

A sum of Rupees is received from Mr./Ms. as processing fee for the duplicate copy of

Date:

Signature of Accountant