

FORM B(Engg Campus)

(To be filled and dispatched if NOT attending the Convocation)

To

The Director
Sikkim Manipal Institute of Technology
Majitar-Rangpo-737136 (Sikkim)

From:

Name of the Student: -----

Registration Number: -----

Branch: -----

Year of Passing -----

Contact Nos -----

E-mail Id -----

Sir,

1. As I will NOT be able to attend the Convocation and collect the degree Certificate personally, I hereby request you to mail my degree Certificate at the address given below:-

Postal Address: -----

2. I am herewith enclosing a Demand draft for Rs. 600/- (Rupees Six hundred only) drawn in favour of SMU payable at Gangtok and having the following details:-

- (a) Demand Draft No _____ Date -----
- (b) Issuing Bank ----- Location-----
- (c) Drawn on ----- Bank Location-----
- (d) Amount:Rs. _____

3. I am aware of the following:-

- (a) University shall take care in examining/packing the Degree Certificate and mailing the Degree Certificate.
- (b) University is not responsible for any loss or damage occurring during the transit.
- (c) In case of any loss or damage, I will be required to produce sufficient documentary proof to prove the loss and apply for the duplicate, which is generally discouraged.

Thanking You,

Yours Sincerely,

Station:

Date:

(Signature of the Graduate)

FORM B (Medical Campus)

(To be filled and dispatched if NOT attending the Convocation)

To

The Dean,
Sikkim Manipal Institute of Medical Sciences (SMIMS)
5th Mile, Tadong
Gangtok, Sikkim, 737102

From:

Name of the Student: -----

Registration Number: -----

Branch: -----

Year of Passing -----

Contact Nos -----

E-mail Id -----

Sir,

1. As I will NOT be able to attend the Convocation and collect the degree Certificate personally, I hereby request you to mail my degree Certificate at the address given below:-

Postal Address: -----

2. I am herewith enclosing a Demand draft for Rs. 600/- (Rupees Six hundred only) drawn in favour of SMU payable at Gangtok and having the following details:-

- (e) Demand Draft No _____ Date -----
- (f) Issuing Bank ----- Location-----
- (g) Drawn on ----- Bank Location-----
- (h) Amount:Rs. _____

3. I am aware of the following:-

(d) University shall take care in examining/packing the Degree Certificate and mailing the Degree Certificate.

(e) University is not responsible for any loss or damage occurring during the transit.

(f) In case of any loss or damage, I will be required to produce sufficient documentary proof to prove the loss and apply for the duplicate, which is generally discouraged.

Thanking You,

Yours Sincerely,

Station:

Date:

(Signature of the Graduate)