

**Application Form for Detail Certificate**  
**(To be filled by Applicant)**

01. Name with Initials:- .....(Mr/Ms)  
02. Address:-.....  
.....

**Details of the Certificate**

01. Full name (As appeared on Certificate): .....  
.....  
02. Course Followed : .....  
03. Batch & Index No : .....  
04. Certificate No : .....  
05. Date of Completion : .....  
06. Date of Convocation : .....  
07. If the name of the Applicant and name of the Diploma / Degree holder different

Give reasons:

I Certify that particulars given above are true and correct, and sum of Rs.1000+VAT is paid to D.S.O.(.....)/P.S.G.O.(.....)/SGO/ISMD and copy of receipt (Receipt No.....) annexed.

Date: .....

.....

Signature of Applicant

**For Office Use Only**

Payment made office	(.....)
Full Name (as in the registration list)	(Correct/Incorrect/Not in the list)
Batch and Index No (as in the results sheet)	(Correct/Incorrect/Not given)
Certificate No	(Correct/Incorrect/Not awarded)
Date of completion	(Correct/Incorrect/Not available)
Year of convocation	(Correct/Incorrect/Not available)

Order Director (ISM)/DSG (Academic):-

.....

Date: .....

.....

Signature

## For office use only

Following items to be checked by preparing / checking officer before issuing Detail Certificate.

Item	Preparing Officer		Checking Officer	
	tick off	Comments	tick off	Comments
Course Name				
Name of Student				
Index No				
Course period				
Results				
Cumulative Average				
Date of Completion				
Subjects and Grade				
Certificate No				
Year of convocation				
Name and signature	..... ..... (I/Tr/.....)		..... ..... (I/Tr/.....)	

Final check with Observation & Comments DSG (Academic)/Snr .SS (ISM)

.....  
 .....

Date .....

.....  
 DSG (Academic)

Comment & Approval

.....

Date .....

.....  
 Director (ISM)