

**FORM-3**

Date: \_\_\_\_\_

To  
The Director of Evaluation  
JNTUH  
Kukatpally, Hyderabad – 500085

Sir,

Sub: Name/Father Name/Gender corrections in certificates – Reg.

Ref: Hall-ticket number of the candidate is \_\_\_\_\_

With reference to the subject cited above, Mr./Ms.

\_\_\_\_\_, a student of

B.Tech./B.Pharmacy/M.Tech./M.Pharmacy/MBA/MCA bearing the hall-ticket number \_\_\_\_\_ requires his/her corrections as mentioned below.

Error exists in	Name Printed on Certificate	Required Correction	Change Required
Name			Yes / No
Father Name			Yes / No
Gender			Yes / No

After incorporation of the corrections, the below mentioned certificates are required to be printed:

PART-A (If Marks memos need to be Corrected)

S.No.	Year - Semester	Regular	Supplementary *		
		Month & Year	Month & Year	Month & Year	Month & Year
1					
2					
3					
4					
5					
6					
7					
8					

\*If more than four appearances in any semester, it should be mentioned overleaf (backside)

Total No.of marks memos: \_\_\_\_\_ x 50/- = \_\_\_\_\_ (PART-A Amount)

PART-B

S.No	Certificate type	Amount Rs.	Yes/No
1	Consolidated Marks memo	50/-	
2	Provisional Certificate	250/-	
3	Original Degree Certificate	500/-	
	PART-B amount		

Total amount payable

1	PART-A amount	
2	PART-B amount	
3	Total amount to be paid	

The above amount was paid/transferred and the details of payment are as follows: Instrument (DD/Challan/Online/T-wallet) No \_\_\_\_\_ date \_\_\_\_\_

Singature of the Candidate

PRINCIPAL  
(Signature with College Stamp)

Enclosure:

- 1) Document to be enclosed
  - a) SSC certificate
  - b) Original certificates of which correction required

**\*Principal Signature is not mandatory for the course completed students.**