

PROFORMA FOR OBTAINING THE DEGREE IN ABSENTIA**(To be sent through Speed/Registered Post)**

To,

**The Registrar
Bihar Animal Sciences University,
Patna, Bihar-800014**

Dated _____

Sir,

This is to request you to please supply my degree as follows:

1. Name of the Degree _____
2. Full Name (in capital letters) as per qualifying examination certificate:
In Hindi _____
In English _____
3. Present Mailing Address _____

Bank Draft/Cash receipt for Rs. 200/- (Rs. Two Hundred) only as fee for degree in absentia and Rs. 50/- (Fifty) only for the degree, amount drawn in favour of the Finance Comptroller, Bihar Animal Sciences University, Patna with the following particulars is/are enclosed.

Bank Draft/Cash Receipt No. _____ **Dated** _____ **Amount** _____

1.

2.

Note : The absentia fee of Rs. 200/- is compulsory. The cost of degree mount may be sent only if the mount is needed.

Yours faithfully,

Signature of Student

Reg./Adm.No. _____

IDENTIFICATION CERTIFICATE

Certified that Sri/Ms. _____ Reg./Adm No. _____ who is applying for degree in absentia, is known to me and has signed in my presence.

Gazetted Officer/MP/MLA/MLC
Principal of Degree College/
University Teacher/Officer with seal

OFFICE OF THE REGISTRAR

The student has also submitted his/her withdrawal form and no dues are outstanding against his/her name. He/she has also submitted all the documents.

Degree sent vide letter No.

Date: _____

Chief Clerk**Registrar**