



GRT INSTITUTE OF ENGINEERING AND TECHNOLOGY

Tiruttani -631 209

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai,
Accredited with NAAC "A++" Grade, An NBA Accredited (ECE) & ISO 9001:2015 certified institution)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR SCRIBE

Name of the Candidate (in Block Letters)	:	
Register No.	:	
Year & Department	:	

Reason for seeking Scribe	:	
Details of records – Attach medical certificate, Recommendation letter from HoD/Principal	:	1.
	:	2.
	:	3.
Whether original records enclosed	:	YES /NO
Number of Exams Scribe Needed	:	

1. Details of Scribe*

Name of the Scribe	:	
Qualification	:	
Details of records – Attach certificate of Qualification , Recommendation letter from HoD/Principal	:	1.
	:	2.
	:	3.
Whether original records enclosed	:	

2. Payment Details

Amount Paid (Rs. 500 / Course)	:	(Rs. _____)
Transaction ID. & Date	:	

**In case the student refers the scribe*

Signature of the Candidate

Signature of the HOD

Signature of the Principal

Date:

For office Use:

Approved by:

Issued Details: