



To  
**The Chief Controller of Examinations**  
**JBLET**

Sir,

Sub: Request for processing of award of Grace Marks and issue of PC & CMM – Reg.

With reference to the subject cited above, I hereby forward the application for award of Grace marks of Mr./Ms. \_\_\_\_\_, student of B. Tech bearing the hall-ticket number \_\_\_\_\_.

**Signature of Controller of Examinations**

***Note: The performance of the student submitting this application will be calculated by adding grace marks, the grades and class so calculated will be final. The student shall not be permitted to write supplementary examinations in future.***