

# PSG COLLEGE OF TECHNOLOGY, COIMBATORE – 641 004

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

Procedure to apply for **Duplicate** Statement of Grades/Consolidated Statement of Grades, if originals were **Damaged/Lost**.

**Fees** : Duplicate Statement of Grades : Rs.500/- for each  
Duplicate Consolidated Statement of Grades : Rs.1000/-

### A) If originals were lost :

- a) The candidate may apply for issuance of Duplicate certificates in person or by post
- b) The candidate shall submit the following to the Controller of Examinations office
  - i) An application in prescribed format **Click to Download the Format.**
  - ii) Fees receipt in having paid cash at College Account section  
(OR)  
DD drawn in favour of "The Principal, PSG College of Technology" payable at Coimbatore.
  - iii) An Affidavit as per the specimen, typed on a Rs. 20/- stamped paper and affirmed by Notary Public **Click to Download the Specimen.**
  - iv) A non traceability certificate issued by the Police Station situated in the area where the certificates were LOST, if duplicate copy of more than one Statement of Grades is required

### B) If originals were damaged :

The candidate shall submit the following to the Controller of Examinations office

- i) An application in prescribed format **Click to Download the Format.**
- ii) Fees receipt in having paid cash at College Account section  
(OR)  
DD drawn in favour of "The Principal, PSG College of Technology" payable at Coimbatore.
- iii) The original damaged Statement of Grades/Consolidated Statement of Grades.

**C)** The outstation candidates may send all the above documents by post but shall attach a self addressed, stamped A4 size cloth lined cover with Rs.50/- stamp for sending the Statement of Grades/Consolidated Statement of Grades by Registered post.

**D)** Fresh Statement of grades will be issued in about 10 days.



Date : 26.10.2022

CONTROLLER OF EXAMINATIONS