

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