

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

1. Duplicate of which Certificate * required
2. Name of the Candidate
3. Register Number
4. Programme
5. Branch
6. Period of study
7. If applying for duplicate statement of marks, fill in the Month and Year of exam and semester for which mark statement was issued.
8. Circumstances under which the certificate was lost / destroyed
9. Whether the prescribed affidavit has been enclosed with the application
10. Address to which the certificate is to be sent
11. Fees Paid (Enclose copy of the receipt) :

Place :

Date :

FOR OFFICE USE ONLY

Signature of the Candidate

Certificate issued on

Prepared by :

Examined by :

Date :

Controiler of Examinations

*Write as Statement of marks / consolidated statement of marks / Rank Certificate

INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application duly filled-in along with (a) an affidavit detailing the circumstances under which the original certificate was lost or destroyed (b) self-addressed stamped cover (for registered post) and (c) copy of the fee receipt should be sent to the Controller of Examinations, through the Principal, P.S.G.R. Krishnammal College for Women, Coimbatore - 04. The affidavit should be duly executed before the Notary Public / Principal, P.S.G.R. Krishnammal College for Women, Coimbatore - 04.
3. Application shall be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate. The application shall be filled in only by the candidate otherwise it will be rejected.
4. The fee for the issue of various certificates is as follows :

FOR FIRST TIME

Statement of marks - Rs.750/- per mark statement

FOR SECOND TIME

Statement of marks - Rs.1500/- per mark statement

5. The fee should be paid in the College office.
6. Fees once paid shall neither be refunded nor adjusted against any other certificate under any circumstances.
7. For more than one certificate at a time - Rs.2000/-

AFFIDAVIT TO BE FILLED FOR ISSUE OF DUPLICATE CERTIFICATE

Affidavit of Self/.....

1. I daughter of aged years, an old student / student of college with register number and residing at Street do hereby solemnly and sincerely state as follows.
2. My * statement of marks / Consolidated statement of marks / Rank Certificate issued relating to the examinations held during issued by P.S.G.R. Krishnammal College for Women, Coimbatore has irrevocably been lost / destroyed.
3. I file this affidavit for the purpose of receiving duplicate certificate.
4. The duplicate certificate shall be returned to the College once my original certificate(s) is (are) recovered by chance.
5. The facts stated are true and correct to the best of my knowledge and if found false by the institution I shall abide by the decision of the institution.
6. For candidates who have passed out, a claim to be registered at the police station concerned and the affidavit to be attached in the original.

Solemnly affirmed

At (place)

This (date) day of (month)

and her signature affixed in my presence

Signature of the Candidate

Place :

Date :

Before me

Notary Public / Principal

Address

Office Seal :

* delete which is not applicable