



E.G.S. PILLAY ENGINEERING COLLEGE
(An Autonomous Institution, Affiliated to Anna University, Chennai)
Nagore Post, Nagapattinam – 611 002, Tamilnadu.

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Certificate which applied for* ---		Details of payment made _____
Degree ---		Demand Draft/Challan No:
Branch ---		<u>Date</u> _____ :
		Bank _____ :

		Amount paid Rs.:

-
1. Name of the Student ---
 2. Registration Number ---
 3. Sex & DOB ---
 4. (a) If applying for duplicate Grade Sheet, fill in the
Month and Year of Exam for which Grade
Sheet is required ---
 - (b) If applying for duplicate Consolidated Statement of
Grades fill in the Month & Year of last appearance
in which qualified for the Degree ---
 5. Circumstances under the certificate was lost ---
 6. Whether the prescribed declaration has been enclosed
with the application ---
 7. Address to which the certificate is to be sent ---

Place:

Date:

SIGNATURE OF THE CANDIDATE

FOR OFFICE USE ONLY

Certificate issued on _____ :	Prepared by _____ :
-------------------------------	---------------------

Folio No. _____ :	Examined by _____ :
-------------------	---------------------

Date on which the D.D./Challan was
sent to COE Office _____ :

CONTROLLER OF EXAMINATIONS

* Write as Grade Sheet / Consolidated Statement of Grades

(Please see Instructions)

INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application should be made only by the candidate in the prescribed format and should be sent to the Controller of Examinations directly. Application received on behalf of the candidate will not be accepted.
3. The following documents should be enclosed along with the application.
 - a) Declaration explaining the circumstances under which the original certificate was lost.
 - b) The declaration should be duly executed in the prescribed format before the witness of two persons with full postal address.
 - c) Self - addressed stamped envelope (for Registered Post).
 - d) photocopy of the Grade Sheet / Consolidated Statement of Grades (if available).
 - e) the Demand Draft / Challan.
 - f) Photocopy of Aadhaar Card / Driving License / Voter ID Card
4. Application should be completed in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.
5. The fee for the issue of various certificate is as follows:

S.No	Type of Certificate	Fee
1	Statement of Grade Sheet	Rs. 300/- each
2	Consolidated Statement of Grades	Rs. 1,000/-

6. The fee shall be paid in person at office or through a Demand Draft drawn in favour of the “CONTROLLER OF EXAMINATIONS, E.G.S. PILLAY ENGINEERING COLLEGE, NAGAPATTINAM” payable branch at Nagapattinam.
7. Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.

CONTROLLER OF EXAMINATIONS

DECLARATION TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

Declaration of Thiru / Selvi.....

1. I Son / Daughter of
.....aged... .. Years,
a student of..... Degree of
with Register number.....and residing at.....
.....
do hereby solemnly and sincerely state as follows.

- 2. My (i)* Grade Sheet issued relating to the Examinations held during
- (ii) * Consolidated Statement of Grades has irrevocably been lost / destroyed.
- 3. I file this declaration for the purpose of receiving duplicate certificate.
- 4. I will return immediately the duplicate certificate(s) to the college once my original certificate(s) is / are recovered later.
- 5. The facts stated are true and correct to the best of my knowledge and if found false by the college, I shall abide by the decision of the college.

Place :

Date :

SIGNATURE OF THE CANDIDATE

Witness (1) Name : _____
Signature : _____
Address : _____

Witness (2) Name : _____
Signature : _____
Address : _____

