

Procedure to apply for Duplicate Marks Sheet / Consolidated Statement of Marks

The candidate shall submit the application in prescribed format [Click to Download the Format](#) for issuance of duplicate Marks Sheet and/or Consolidated Statement of Marks to Controller of Examinations along with an Affidavit as per the specimen, typed on a Rs.20/- stamped paper and affirmed by Notary Public - [Click to Download the Specimen](#)

The candidate has to pay Rs.500/- per duplicate Marks Sheet and/or Rs.1000/- for duplicate Consolidated Statement of Marks by cash in college Account section or by demand draft drawn in favour of the "The Principal, PSG Polytechnic College" payable at Coimbatore. Cheques will not be accepted.

The candidate has to submit 1) Filled in Application 2) Affidavit and 3) Fee receipt / DD to the Controller of Examinations

If duplicate copy of more than one Marks Sheet is required, then, in addition to the above documents, the candidate may be asked to submit a non traceability certificate issued by the Police Station situated in the area where the certificates were lost.

The outstation candidates may send all the above documents by post but shall attach a **self addressed, stamped A4 size cloth lined cover** for sending the Statement of Grades by Registered post.

Duplicate Marks Sheet will be issued in about 10 days.

Procedure to apply for Duplicate certificate for Damaged Marks Sheet / Consolidated Statement of Marks

The candidate shall submit the application in prescribed format [Click to Download the Format](#) issuance of duplicate certificate for damaged Marks Sheet and/or Consolidated Statement of Marks to Controller of Examinations

The candidate has to pay Rs.500/- per Fresh Marks Sheet and/or Rs.1000/- for Fresh Consolidated Statement of Marks by cash in college Account section or by demand draft drawn in favour of the "The Principal, PSG Polytechnic College" payable at Coimbatore. Cheques will not be accepted.

The candidate has to submit 1) Filled in Application 2) damaged Marks Sheet and 3) Fee receipt / DD to the Controller of Examinations

The outstation candidates may send all the above documents by post but shall attach a **self addressed, stamped A4 size cloth lined cover** for sending the Marks Sheet by Registered post.

Fresh Marks Sheet will be issued in about 10 days.