

## PSG POLYTECHNIC COLLEGE, COIMBATORE – 641 004

### Duplicate Mark sheet

#### Procedure to apply for Duplicate Mark Sheet / Consolidated Mark sheet.

- The candidate shall submit a request letter for issuance of duplicate Mark sheet and/or consolidated Mark sheet to Controller of Examinations along with an **Affidavit as per the specimen**, typed on a Rs.20/- stamped paper and affirmed by Notary Public.
- The candidate has to pay Rs.500/- per duplicate Mark sheet and/or Rs.1000/- for duplicate Consolidated Mark Sheet by cash in college office or by demand draft in favour of the The Principal, PSG Polytechnic College, payable at Coimbatore. Cheques will not be accepted.
- The candidate has to submit 1) Request letter 2) Affidavit and 3) Fee receipt / DD to the Controller of Examinations.
- If duplicate copy of more than one Mark sheet is required, then, in addition to the above documents, the candidate should also 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 issuance of the mark sheet(s) by Registered post.

#### **If Mark sheets are damaged**

- One has to apply to Controller of Examinations for the issue of New Mark sheet and must surrender the damaged Mark sheet and pay the fee of Rs.500/- per Mark sheet.
- Duplicate / New Mark sheets will be issued in about 10 days.

CONTROLLER OF EXAMINATIONS