

ERODE SENGUNTHAR ENGINEERING COLLEGE PERUNDURAI, ERODE - 638 057

Phone 04294 – 232701,02 03

Web www.esec.ac.in

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Email coe@esec.ac.in

 \Box

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APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Grade	Sheet	
urauc	Jucci	

Consolidated Statement of Grades

1.	Name of the Candidate			
2.	Register Number			
3.	Programme/ Specialization			
4.	If applying for duplicate Grade Sheet, specify the	1.	5.	
	month and year of exam for which Grade Sheet is required	2.	6.	
		3.	7.	
	lequireu	4.	8.	
5.	If applying for duplicate Consolidated Statement			
	of Grades, specify the month & year of last			
	appearance qualified for award of degree			
6.	Circumstances under which the certificate was lost			
7.	Whether the affidavit in the prescribed format has			
	been enclosed along with the application	YES / NO		
8.	Mode of receipt of certificate(s), either in person			
	or by post. In case, by post, mention the complete			
	postal address with contact details and E-mail ID			
Place:				
Date: SIGNATURE OF THE CANDIDATE			OF THE CANDIDATE	
Мо	de of Payment: ONLINE 🗆 Cash 🗖 Amour	nt:	Date:	

For office use only

Amount in words (Rs.

Original Certificate(s)			Duplicate Certificate(s)		
Sem.	Sl. No./ Folio No.	Date of Issue	Sem.	Sl. No./ Folio No.	Date of Issue
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		
CSG			CSG		

DD/Receipt No.:

INSTRUCTIONS

- 1. Duplicate Grade Sheet/Consolidate Statement of Grades 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) An affidavit explaining the circumstances under which the original certificate was lost.
 - (b) The affidavit should be duly executed in the prescribed format before the Notary Public/ Principal of the College.
 - (c) Photocopy of the Grade Sheet / Consolidated Statement of Grades for which duplicate is required (if available).
 - (d) Proof of payment
- 4. Application should be completed in every aspect and failure to furnish the correct details may cause delay in the issue of the certificate.
- 5. The fee for the issue of various certificate is as follows:

(a)	Grade Sheet	:	Rs. 300/- each
(b)	Consolidated Statement of Grades	:	Rs. 1,500/-

- 6. The fee should be paid in the college through ONLINE.
- 7. Fee once paid will not be refunded or adjusted for any other certificate or means under any circumstances.
- 8. Duplicate Grade Sheet / Consolidated Statement of Grades have to be surrendered to the COE office of the college immediately, if the Grade Sheet / Consolidated Statement of Grades is recovered later.

AFFIDAVIT FOR ISSUE OF DUPLICATE CERTIFICATE

Affidavit	of Thiru / Selvi
1. I	Son/Daughter of
aged	Years, studied/ studying Year of
Branch	n with Register number at Erode sengunthar Engineering College,
Perund	durai, Erode and residing at
do here	eby solemnly and sincerely state as follows.

- 2. My Grade Sheet* (S.No. Folio No:)/ Consolidated Statement of Grades* (S.No.: Folio No:)/issued by Erode sengunthar Engineering College, Perundurai, Erode relating to the examinations held during......has irrevocably been lost/destroyed.
- 3. I file this affidavit for the purpose of receiving duplicate certificate(s).
- 4. I will return immediately the duplicate certificate(s) to the COE office of 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	
inacc	

Date

Signature of the Candidate

Solemnly affirmed

:

atday of 20....

and his / her signature is affixed in my presence.

Signature of the Notary Public/Principal

Address: Office seal:

* Delete which is not applicable.