

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) an affidavit explaining the circumstances under which the original certificate was lost.
The affidavit should be duly executed in the prescribed format before the Principal.
 - (b) photocopy of the Statement of Grade Sheet / Consolidated Statement of Grades for which duplicate is required (if available).
 - (c) Fee Receipt.
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:

(a) Statement of Grade Sheet	- Rs. 1500/- (+GST) each
(b) Consolidated Statement of Grades	- Rs. 2000/- (+GST)
6. The fee should be paid at our Accounts Section.
7. Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.
8. Duplicate Certificate is to be surrendered to the CoE Office immediately if the Original Certificate is recovered later.