



# PANIMALAR ENGINEERING COLLEGE

(An Autonomous Institution)

Office of the Controller of Examinations

## APPLICATION FOR OBTAINING DUPLICATE FOR LOST/DAMAGED STATEMENT OF GRADES/CONSOLIDATED STATEMENT OF GRADES

1. Name of the Applicant (Block letters) :
2. Father's Name (Block Letters) :
3. Degree and Branch :
4. Register Number :
5. Gender :
6. Duplicate of which Grade sheet required : Statement of Grades/  
Consolidated Statement of Grades
  - (i) If applying for Duplicate Statement of Grades, furnish the month & year of exam for which Statement of Grades is required : Month & Year :
  - (ii) If applying for Duplicate Consolidated Statement of Grades, fill in the Month and Year of last appearance in which qualified for the degree : Month & Year :
7. Reason for applying duplicate grade sheet (Lost/Damaged) :
8. Circumstances under which the grade sheet was lost/damaged :
9. Address :
10. Mobile No. :
11. LDR No. :

(Applicable only for lost Statement of Grades / Consolidated Statement of Grades)

I solemnly declare that the particulars filled in by me are correct and in case of any discrepancy found therein, I shall be responsible for the consequences.

Place :

Signature of the Candidate

Date :

Forwarded by

Signature of the Head of the Department

PAYMENT DETAILS	
DD NO.:	BANK NAME :
DD DATE:	BRANCH :
DD AMOUNT: ₹	(IN WORDS) :

## DUPLICATE STATEMENT OF GRADES/CONSOLIDATED STATEMENT OF GRADES RECEIVED

Date :

Signature of the Candidate

## PROCEDURE TO APPLY FOR DUPLICATE

### STATEMENT OF GRADES / CONSOLIDATED STATEMENT OF GRADES

(Shall be applied only if original Statement of Grades / Consolidated Statement of Grades were DAMAGED / LOST )

- The candidate shall submit the following to the Controller of Examinations for issuance of Duplicate Statement of Grades / Consolidated Statement of Grades.
  1. An application in prescribed format.
  2. Demand Draft (DD) for issuance of Duplicate Statement of Grades / Consolidated Statement of Grades.
    - The prescribed fee is Rs. 300/- per Statement of Grades and Rs.1000/- for Consolidated Statement of Grades. The fee may be paid in the form of a DD drawn in favour of the “**Controller of Examinations, Panimalar Engineering College**” payable at Chennai.
  3. Lost Document Report (LDR) - (Required if the document was lost)
    - Procedure to apply for LDR – Refer FAQ in the link provided <https://eservices.tnpolice.gov.in/CCTNSNICSDC/LostDocumentReport?8>
    - Mention the **Type of Certificate** while filling the LDR as given below:
      - Semester 05 Grade Sheet (Or) Semester 05 and 07 Grades Sheets
      - Semester 05 & 07 Grade Sheets and Consolidated Statement of Grades
  4. The damaged Statement of Grades / Consolidated Statement of Grades if previous Statement of Grades / Consolidated Statement of Grades were damaged.
- Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.
- Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.
- Duplicate Certificate is to be surrendered to the college immediately if the Original Certificate is recovered later.

**Tick the appropriate enclosures attached:**

- 1. Application Form
- 2. Demand Draft
- 3. LDR
- 4. Damaged Grade Sheets

Signature of the candidate with date