



DUP - 1

SRI RAMAKRISHNA ENGINEERING COLLEGE, COIMBATORE – 641 022

Office of the Controller Of Examinations

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Certificate for which applied for * ...

Details of payment made

Degree & Branch ...

DD No / Bank Challan No./ Transaction No. :

DD / Bank Challan / Transaction Date :

Bank :

Amount paid Rs. :

1. Name of the Candidate

...

2. Register Number

...

3. (a) If applying for duplicate Statement of Grade, fill in the Month and Year of Exam for which Grade statement is required.

...

(b) If applying for duplicate consolidated Statements of Grade fill in the Month & Year of last appearance in which qualified for the degree.

...

4. Circumstances under which the certificate was lost.

...

5. Whether the prescribed affidavit has been enclosed with the application

...

6. Address to which the certificate is to be sent.

...

Place:

Date:

Signature of the Candidate

FOR OFFICE USE ONLY

Certificate issued on :

Prepared by :

Folio No. :

Examined by :

Date on which the DD was sent to College Office :

Controller of Examinations.

* Write as Statement of Grades / Consolidated statement of Grades.

(for Instructions see over leaf)

P.T.O

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 detailing the circumstances under which the original certificate was lost.

The affidavit should be duly executed before the Notary Public / Principal of Sri Ramakrishna Engineering College where he / she had studied.

(b) self - addressed stamped envelope (for Registered Post)

(c) Xerox copy of the Grade Statement / Certificate for which duplicate is required (if available)

(d) The Demand Draft / Bank Chellan / Transaction Receipt.

4. Application should be complete 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 Grades - Rs. 590 /- (Incl.of GST) per mark statement

(b) Consolidated statement of marks - Rs. 1180 /- (Incl.of GST)

6. The fee if paid in the form of Demand Draft/ NEFT should be in favour of **“The Principal Sri Ramakrishna Engineering College” payable at Coimbatore – 641 022.**

Account Details for online Payment :

Benficiary Name : The Principal, Sri Ramakrishna Engineering College

A/C NO : 243205001357

IFSC Code : ICIC0002432

Branch : Thudiyalur

7. Fees once paid will not be refunded nor adjusted for any other certificate under any circumstances.
8. Duplicate Certificate is to be surrendered to the Controller of Examinations immediately if the Original Certificate is recovered.

AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

(in Rs. 10 /-- Stamp Paper)

Affidavit of Thiru / Selvi.....

1. I.....Son / Daughter of
.....aged Years,
an old student / student of... Degree of
.....
.....college with Register number.....and residing
at.....

.....
do hereby solemnly and sincerely state as follows.

2. My (i) * Statement of marks issued relating to the Examinations held during
(ii) * Consolidated Statement of Grade
issued by the Controller of Examinations, Sri Ramakrishna Engineering College has
irrevocably
been lost / destroyed.
3. I file this affidavit for the purpose of receiving duplicate certificate.
4. I will return immediately the duplicate certificate(s) to the Controller of Examinations, Sri
Ramakrishna Engineering College once my original certificate(s) is / are recovered by
chance.
5. The facts stated are true and correct to the best of my knowledge and if found false by the
Principal Sri Ramakrishna Engineering College, I shall abide by the decision of the College.

Place :

Date :

Signature of the Candidate

Solemnly affirmed at (Place) this.....day of 20... and his /
her signature is affixed in my presence.

Notary Public / Principal

Address:

Office seal :

* Delete which is not applicable.