

Procedure for Applying Duplicate Grade Sheet / Consolidated Grade Sheet:

- A **Duplicate Grade Sheet / Consolidated Grade Sheet** will be issued only if the original has been lost or irretrievably destroyed.
- The application must be submitted only by the candidate in the prescribed format available on the website and should be handed over to the **Controller of Examinations in person**. Applications submitted on behalf of the candidate will not be accepted.
- The following documents must be enclosed along with the application.
 1. Photocopy of the Grade Sheet / Consolidated Grade Sheet for which a duplicate is required (if available)
 2. **Lost Document Report (LDR)** certificate issued by the Police Department
 3. **Original Newspaper advertisement** along with an enlarged copy of the advertisement on an A4 sheet.
- The fee for the issue of the Grade Sheet / Consolidated Grade Sheet is as follows:
 1. Grade Sheet: Rs.500/- per statement (plus 18% GST)
 2. Consolidated Grade Sheet: Rs.1000/- (plus 18% GST)
- Fees once paid will **not be refunded or adjusted** against any other certificate under any circumstances.
- Duplicate Grade Sheet / Consolidated Grade Sheet must be surrendered to the College immediately if the Original Grade Sheet / Consolidated Grade Sheet is subsequently recovered.
- Upon submission of the above documents, along with a requisition letter, the duplicate grade sheet will be issued within 5 working days from the date of submission.