

FORMAT I

(To be executed by the candidates who are at present studying)

AFFIDAVIT

I _____ aged _____ years, S/o, D/o _____ with permanent residence at _____ had joined _____ course/programme during _____ at PGP College of Engineering and Technology with Register Number _____. I do hereby solemnly affirm and sincerely state as follows:

I am at present studying in _____ Course / Programme in _____ semester. I received all the documents and statements pertaining to my study till date in the college. No documents/statement remains to be issued to me from the college. Now, I found that I have inadvertently misplaced my _____ semester mark/grade sheet issued by the college. Despite a diligent search undertaken by me to recover the mark/grade sheet, I found it is impossible to retrieve the same. I presume that the mark/grade sheet has been lost beyond retrieval.

I submit that the mark/grade sheet mentioned supra lost by me is a very essential document concerning all my future ventures. I hence request the authorities of the college to provide me a duplicate mark/grade lost/misplaced by me. I state that I have not in any way misused or improperly handled the mark/grade sheet that has been lost by me. I state that I will handover the original mark/grade sheet in the event of retrieval of the lost original mark/grade sheet at a later date.

I submit that all matters stated above are true and correct. I will indemnify you and your authority if any disputes arise in the above matter and I will be held responsible for the same.

DEPONENT

PLACE :

DATE :

**Solemnly affirmed and signed before me at
..... (Place) on this (dated)**

(Seal & Sign of Notary Public)

FORMAT II

(To be executed by the candidates who have completed the course)

AFFIDAVIT

I _____ aged _____ years, S/o, D/o _____ with permanent residence at _____ underwent _____ course/programme from _____ to _____ at PGP College of Technology Register Number _____. I do hereby solemnly affirm and sincerely state as follows:

I joined the Course / Programme _____ in the year _____ and completed the same in the year _____. On completion of the course/programme, I received all the documents and statements pertaining to my study in the college. No documents/statement remains to be issued to me from the college. After receipt of the documents, I found that I have inadvertently misplaced my _____ semester mark/grade sheet issued by the college. Despite a diligent search undertaken by me to recover the mark/grade sheet, I found it is impossible to retrieve the same. I presume that the mark/grade sheet has been lost beyond retrieval.

I submit that the mark/grade sheet mentioned supra lost by me is a very essential document concerning the course/programme that I have completed and is very much essential for all my future ventures. I hence request the authorities of the college to provide me a duplicate mark/grade lost/misplaced by me. I state that I have not in any way misused or improperly handled the mark/grade sheet that has been lost by me. I state that I will handover the original mark/grade sheet in the event of retrieval of the lost original mark/grade sheet at a later date. I assure that none of the companies / industries/institutions where I have worked or have been working is in possession of any of my original mark/grade sheet and certificate.

I submit that all matters stated above are true and correct. I will indemnify you and your authority if any disputes arise in the above matter and I will be held responsible for the same.

DEPONENT

PLACE :

DATE :

**Solemnly affirmed and signed before me at
..... (Place) on this the (dated)**

(Seal & Sign of Notary Public)