

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Procedure for Applying for a Duplicate Statement of Grades Sheet / Consolidated Statement of Grades Sheets

Fees : Duplicate Statement of Grades : Rs.500/- for each

Duplicate Consolidated Statement of Grades : Rs.1000/-

A) If originals were lost :

The applicant shall submit a written request for issuing a duplicate grade sheet /consolidated statement of marks and grade sheets to the CoE's office in person

The applicant has to submit the following documents to the CoE's office:

- a) Request Letter
- b) Application form(Download Section)
- c) Affidavit (Original)
- d) Fees Receipt

An Affidavit as per the specimen, typed on a Rs. 100/- stamped paper and affirmed by Notary Public(Specimen copy)

A Non-Traceability Certificate issued by the Police Station having jurisdiction over the area where the certificates were lost shall be submitted if duplicate copies of more than one Statement of Grades are required.

B) If originals were damaged :

The candidate shall submit the following to the Controller of Examinations office

- a) Request Letter
- b) Application form(Download Section)
- c) Affidavit (Original)
- d) Fees Receipt
- e) The original damaged Statement of Grades/Consolidated Statement of Grades.