**Office of the Controller of Examinations**

***Procedure for Duplicate Grade sheet/ PC/CMM/TC/Study & Conduct Certificate***

***( For Autonomous Batch Students only)***

1. The candidate who have pursued the course under Autonomous Regulations shall submit the application for issuance of Duplicate grade sheet/ PC/CMM/TC/Study & Conduct Certificate in the Office of the Controller of Examinations along with an Affidavit, typed on a Rs.10/- stamped paper and affirmed by Notary Public .
2. The candidate should also submit a non traceability certificate issued by the Police Station situated in the area where the certificates were lost.
3. The candidate has to pay the prescribed fee for the certificates at Andhra Bank, G.Pulla Reddy Engineering College, Kurnool through Challan.
4. The candidate has to submit the following documents in the office of the Controller of Examinations
	* 1. Application
		2. Affidavit
		3. Non Traceability Certificate
		4. Fee receipt ( Download challan online for payment of fee)
5. Duplicate certificates will be issued in about 15 days from the receipt of application between 4 P.M and 5 P.M on all working days.

***Fee Particulars***

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| --- | --- | --- | --- | --- | --- | --- |
| Certificate | PC | CMM | TC | S&C | Marks/Grade Sheet | Processing |
| Fee (http://daxserver.com/wp-content/uploads/2013/06/Indian-Rupee-symbol.png?5f3697) | 1500 | 1500 | 300 | 300 | 1000 per certificate | 20 per application |