

## KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD

### Annexure - B

#### Format for Information related to the Services (Education)

1	Name of the Department	Education
2	Name of the Service	<b>Issue of Duplicate Marks Card</b>
3	Whom to approach for this service (Designated Officer)?	1. DDPI KSEEB Bangalore in respect of Bangalore Division  and The DDPI in the Divisional office of the board at Mysore, Belguam and Gulburga in respect of candidates residing in the concerned divisions.
4	Procedure involved to get this service	<ol style="list-style-type: none"><li>1. Prescribed application form duly filled to be submitted through concerned school with seal and signature of the Head of the Institution.</li><li>2. Application form will be scrutinised with reference to the details furnished by the candidate.</li><li>3. The result of the candidate will be searched in the result volumes of the board.</li><li>4. After verifying the correctness of the details duplicate marks card will be prepared and signed by the Secretary of the Board.</li><li>5. After signature of the Secretary the marks card will be dispatched to the concerned institution through speed post.</li></ol>
5	Form to be submitted to get this service	Prescribed Printed application form can be obtained either personally from KSEEB Bangalore or from the divisional office of the board at Mysore, Belguam and Gulburga or can be downloaded from the KSEEB Website.
6	Who are eligible to get this service?	Those who have passed the SSLC examination conducted by the board and who have lost their certificates
7	Documents to be enclosed with the request	<ul style="list-style-type: none"><li>• Affidavit</li><li>• Prescribed fee to be paid through a demand draft drawn in favour of Secretary KSEEB Bangalore. OR The divisional Secretary of the concerned division.</li></ul>

8	Fee/Charges to be paid to get this service	<ol style="list-style-type: none"><li>1. Duplicate Copy<ul style="list-style-type: none"><li>• ` 1000 for special case</li><li>• ` 500 for ordinary case</li></ul></li><li>2. Triplicate Copy<ul style="list-style-type: none"><li>• ` 3000 for special case</li><li>• ` 2000 for ordinary case</li></ul></li><li>3. Fourth Copy<ul style="list-style-type: none"><li>• ` 5000 for special case</li><li>• ` 3000 for ordinary case</li></ul></li></ol> <p>No Further copies will be issued when once the candidate obtains the fourth copy of the SSLC Certificate.</p>
9	Maximum number days to wait to get this service delivered	5 days in respect of request for Special case 30 days in respect of request for ordinary case
10	Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Secretary SSLC Board Bangalore in respect of Bangalore Division and the regional secretaries in Divisional office of the board at Mysore, Belguam and Gulburga
11	Maximum number of days to wait to get the decision of the Competent Officer	15 days
12	Whom to approach as 2 <sup>nd</sup> appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented	Director of Public Instruction Exams Bangalore.
13	Maximum number of days to wait to get the decision of the Appellate Authority	15 days
14	Other information, if any	<ol style="list-style-type: none"><li>1. The work in respect of Issue of duplicate marks cards is decentralised. Candidates residing in the districts can approach the concerned divisional offices in Mysore, Belgaum and Gulburga.</li><li>2. KSEEB Web Site. <a href="http://www.kseeb.kar.nic.in">www.kseeb.kar.nic.in</a></li></ol>