

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	Re-totaling Answer Scripts
3	Whom to approach for this service (Designated Officer)?	DDPI KSEEB Bangalore
4	Procedure involved to get this service	<ol style="list-style-type: none">1. Submit the application in the form prescribed by the board2. The Application and the fee paid will be verified in the scrutiny section and indent made to search the answer booklet.3. Trace the answer booklet and re totaling of marks will be done by the concerned section officer.4. After re totaling of marks intimation will be sent to the candidate through speed post.5. If there is upward or down ward revision of marks send the note to the computer section for alteration of the result through section officer6. Effect changes in the result and send the revised result sheet to the scrutiny section7. Send the result sheet for dispatch to the outward section8. Dispatch the result sheet to the school and the candidate.
5	Form to be submitted to get this service	<ol style="list-style-type: none">1. Prescribed printed application form can be obtained either personally from KSEEB Bangalore or downloaded from the KSEEB Website.
6	Who are eligible to get this service?	Passed or failed candidates who have appeared for the SSLC examinations conducted by the board in the concerned year of examination.
7	Documents to be enclosed with the request	<ul style="list-style-type: none">• Fee – Demand Draft• Photo copy of the Admission Ticket.• Re totaling fee ` 150 per subject.
8	Fee/Charges to be paid to get this service	
9	Maximum number days to wait to get this service delivered	15 days

10	Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Secretary KSEEB
11	Maximum number of days to wait to get the decision of the Competent Officer	15 days
12	Whom to approach as 2 nd 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	After the announcement of results the board will announce the opening and closing dates to submit the applications. Applications received after the last date will not be entertained. KSEEB Web Site. www.kseeb.kar.nic.in