

DIVISIONAL OFFICES OF THE BOARD

1. Appointment of Divisional Secretary:- The Board may appoint such number of Divisional Secretaries, who shall be officers of the Department of Public Instruction not below the rank of a Joint Director of Public Instruction.

2. The powers and duties of the Divisional Secretaries: - (1) The Divisional Secretaries and Ex-officio Joint Director shall notwithstanding anything contrary contained in these regulations, but subject to the provisions of the Act, or the rules made there under and the Directors issued by the Director from time to time, exercise the following powers and perform the duties within their jurisdiction namely:

- a. To sign and issue on behalf of the Board:
 - o Marks cards;
 - o Certificates;
 - o Corrections in marks cards and certificates;
 - o Duplicate marks cards;
 - o Triplicate certificates;
 - o Migration certificates.
- b. To identify centers of Examination in accordance with the regulation 54 and sanction such examination centers
- c. With the approval of the Director, to appoint:
 - o Chief Superintendents;
 - o Custodians;
 - o Examiners.
- d. With the approval of the Director to identify "Camp Office".
- e. To receive the applications in the prescribed form, collect fees, verify the correctness of the applications and send the details to the Director both in the paper copy and in digital form within the time specified by the Director.
- f. To make necessary arrangements for distribution of Admission tickets, nominal rolls and marks cards to the respective schools.
- g. To send annual budget to the Director and get the accounts audited annually through the Department Officials of the Board or the State Accounts Department.
- h. To take proper care for depositing question papers in the name of the Block Education officer in the Taluk Head quarters.
- i. To participate in the Boards meeting when ever such meetings are called for.

Addresses of Regional Offices along with telephone numbers:

Sl. No.	DIVISIONS	POSTAL ADDRESS	JURISDICTION	PHONE NO
1	BANGALORE	Karnataka Secondary Education Examination Board, First floor, 6 th cross, Malleswaram, Bangalore – 3	Bangalore North, South, Rural, Ramnagar, Kolar, C.B.pur, Tumkur, Madhugiri edn dt, Chitradurga, Davangere, Shimoga	080-23369154 Fax : 080-23347670
2	MYSORE	Secretary and Ex-officio Joint director, Karnataka Secondary Education Examination Board, Department of Public Instructions, Mysore division, D. Subbaiah Road, opposite, “MUDA” office, Mysore	Mysore, C’nagar, Mandya, Madikeri, Mangalore, Udupi, Hassan, C’magalur	0821-2422208 Fax : 0821-2422208
3	BELGAUM	Secretary and Ex-officio Joint director, Karnataka Secondary Education Examination Board, Department of Public Instructions, Court compound, Belgaum	Belgaum, Chikkodi edn dt, Dharwad, Haveri, Gadag, Bagalkote, Bijapur, Karwar, Sirsi edn dt,	0831-2421950 Fax: 0831-2434658
4	GULBURGA	Secretary and Ex-officio Joint director, Karnataka Secondary Education Examination Board, Department of Public Instructions, Commissioner’s office, Ivon Shahi area, Gulburga -585102	Gulbarga, Yadgiri, Bidar, Bellary, Raichur, Koppal	08472-256267 Fax: 08472-255027