

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	Issue of Duplicate Marks Card
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 Kalburgi in respect of candidates residing in the concerned divisions.
4	Procedure involved to get this service	<ol style="list-style-type: none">1. Prescribed application form duly filled to be submitted through concerned school with seal and signature of the Head of the Institution.2. Application form will be scrutinized with reference to the details furnished by the candidate.3. The result of the candidate will be searched in the result volumes of the board.4. After verifying the correctness of the details duplicate marks card will be prepared and signed by the Secretary of the Board.5. After signature of the Secretary the marks card will be dispatched to the concerned institution through speed post.
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 Kalburgi 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">• Affidavit Prescribed fee to be paid through a NEFT Challan which can be obtained either personally from KSEEB Bangalore or from the divisional office of the board at Mysore, Belguam and Kalburgi or can be downloaded from the KSEEB Website.

8	Fee/Charges to be paid to get this service	<ol style="list-style-type: none">1. Duplicate Copy<ul style="list-style-type: none">• Rs.1750 for special case• Rs.875 for ordinary case2. Triplicate Copy<ul style="list-style-type: none">• Rs.5250 for special case• Rs.3500 for ordinary case3. FourthCopy<ul style="list-style-type: none">• Rs.8750 for special case• Rs.5250 for ordinary case <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 Kalburgi
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 ExamsBangalore.
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">1. The work in respect of Issue of duplicate marks cards is decentralized. Candidates residing in the districts can approach the concerned divisional offices in Mysore, Belgaum and Kalburgi2. KSEEB Web Site. www.kseeb.kar.nic.in

