

KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD BANGALORE.
Work Flow and Time Norms for Individual Service Generated under Act.

Service	Process Followed	Name /Designation of Individual Officer	Time taken for Individual step	Fees	Documents required	Designated Officers	Stipulated time
1	2	3	4	5	6	7	8
Re totaling of marks	Receiving the proposal in the inward section	Inward Case Worker	01 day	`150	<ul style="list-style-type: none"> • Fee-Demand Draft • Photo copy of the Admission Ticket 	DDPI KSEEB Bangalore	15 days
	Sending the proposal to the Section officer	ADPI Tappal Section	Same day				
	Sending the proposal to the case worker of the concerned Scrutiny Section	Case Worker of Tappal Section	01day				
	Receive the proposal and prepare the indent to the search the answer booklet and submit to superintendent	Case Worker	Same day				
	Scrutiny by the superintendent and return the indent to the caseworker for search	Superintendent	Same day				
	Searching the answer booklet in the godown	Case Worker	3 days				
	After the picking the answer booklet re total the marks in the answer booklet	Case Worker	1 day				
	Submit the proposal to the superintendent	Case Worker	Same day				

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	Scrutiny by the superintendent and submission to Section Officer	Superintendent	1 day				
	Verification of Re totaling by Section Officer Submit the answer booklet to the DDPI for submission to secretary	ADPI / SADPI	1 day				
Re totaling of marks	Verification of Re totaling by DDPI and Submit the answer booklet to the Secretary for orders	DDPI	1 day				
	Verification by Secretary and submit for orders to the Director	Secretary	1 days				
	Verify and pass orders on re totaling Director	Director	1 days				
	Preparation of Intimation Letter to the candidate and submit to superintendent	Case Worker	1 day				
	Submission of the letter to the section officer for signature	Superintendent	Same day				
	Signing of the letter by the section officer and return to case worker	ADPI / SADPI	Same day				
	Send the letter for dispatch	Case Worker	1 day				
	Dispatch the letter to the candidate in outward section	Case Worker	Same day				

Service	Process Followed	Name /Designation of Individual Officer	Time taken for Individual step	Fees	Documents required	Designated Officers	Stipulated time
1	2	3	4	5	6	7	8
Re totaling of marks	If there is upward or down ward revision of marks send the note to the computer section for alteration of the result through section officer	Case Worker	Same day				
	Effect changes in the result and send the revised result sheet to the scrutiny section	Computer Section	1day				
	Send the result sheet for dispatch to the outward section	Case Worker	Same day				
	Dispatch the result sheet to the school and the candidate.	Case Worker	1 day				

For Director Exams

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Revaluation of Answer Scripts	Receiving the proposal in the inward section	Inward Case Worker	01 days	`700	<ul style="list-style-type: none"> • Fee-Demand Draft • Facing sheet of the Photo copy of the answer scripts 	DDPI KSEEB Bangalore	30days
	Sending the proposal to the Section officer	ADPI Tappal Section	01 days				
	Sending the proposal to the case worker of the C Section in SSLC Board	Case Worker of Tappal section	Same day				
	Preparing the indent to the search the answer booklet	Case Worker	1 days				
	Scrutiny by the superintendent and forward to the proposal to the section officer	Superintendent	Same day				
	Sending the indent to the Scrutiny Section to send the answer booklet to C Section	Case Worker	1 day				
	Search the answer booklet in Scrutiny Section and prepare the note to send the answer booklet to C Section	Case Worker	1 day				
	Scrutiny of the note by superintendent and forward the note to the section officer	Superintendent	1 day				
	Approve the note and send back to case worker	SADPI C Section	1 day				

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Revaluation of Answer Scripts	Forward the answer booklet to C Section	Case Worker	1 day				
	Submit the note for revaluation to the Superintendent.	Case Worker	1 day				
	Verification of note by superintendent and submit to section offer	Superintendent	1 day				
	Verify and order for revaluation	SADPI C Section	1 day				
	Submit the answer booklet to the committee constituted for revaluation	Case Worker	1 day				
	Revaluation by the committee Forward the revaluation results back to C Section	Committee	5 days				
	Put up the revaluation results for approval to the DDPI	SADPI C Section	1 day				
	Forward the results for approval to the secretary	DDPI	1day				
	Forward the results for approval to the Director	Secretary	1day				
	Approve the results and send back to the section	Director	1 day				
Prepare the Intimation letter .	Case Worker	1 day					
Scrutiny by Superintendent and forward for signature to the section officer	Superintendent	1 day					

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Revaluation of Answer Scripts	Sign the intimation letter and send it back to caseworker	SADPI C Section	1 day				
	Send the intimation letter for dispatch to the out ward section.	Case Worker	1 day				
	Dispatch the letter to the candidate	Case Worker	1 day				
	If there is upward or down ward revision of marks send the note to the computer section for alteration of the result through section officer	Case Worker	1 day				
	Effect changes in the result and send the revised result sheet to the scrutiny section	Computer Section	1 day				
	Send the result sheet for dispatch to the outward section	Case Worker	1 day				
	Dispatch the result sheet to the school and the candidate.	Case Worker	1 day				

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Issue of Duplicate Marks Card	Receiving the proposal in the inward section	Inward Case Worker	02 days	1. Duplicate Copy <ul style="list-style-type: none"> • ` 1000 for special case • ` 500 for ordinary case 2. Triplicate Copy <ul style="list-style-type: none"> • ` 3000 for special case • ` 2000 for ordinary case 3. Fourth Copy <ul style="list-style-type: none"> • ` 5000 for special case • ` 3000 for ordinary case No Further copies will be issued when once the candidate obtains the fourth copy of the SSLC Certificate.	<ul style="list-style-type: none"> • Affidavit • Prescribed fee to be paid through a demand draft drawn in favour of Secretary KSEEB Bangalore. OR The divisional Secretary of the concerned division. 	DDPI KSEEB Bangalore in respect of Bangalore Division And DDPI in the Divisional office of the board at Mysore, Belgum and Gulburga in respect of candidates residing in the concerned divisions.	30days
	Sending the proposal to the Section officer	Section Officer Tappal Section	02 days				
	Sending the proposal to the case worker of the D Section in SSLC Board	Case Worker of Tappal section	01 day				
	Receive the tappal and verify the details furnished by the candidate and the attached documents.	Case Worker	3 days				
	Search the result volumes	Case Worker	3 days				
	Verify the correctness of the details furnished by the candidate with reference to the details in the result volumes	Case Worker	7 days				
	After verifying the correctness of the details prepare the duplicate marks card and forward to the superintendent.	Case Worker	3 days				

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Issue of Duplicate Marks Card	Scrutiny of the marks card by superintendent and submit to the section officer.	Superintendent	2 days				
	Forward the marks card and the volume to the DDPI for verification and submission to signature of the secretary.	ADPI / SADPI	2 days				
	Verify and submit the marks card and volume to the secretary for signature	DDPI	1 days				
	Verify and the sign the marks card and return back case worker.	Secretary	2 days				
	Forward the marks card for dispatch to the dispatching section	Case Worker	1 day				
	Dispatch the marks card to the concerned institution	Case Worker	1 day				

For Director Exams