

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
Issue of Duplicate, Triplicate and Fourth copy of Marks Card	Receiving the proposal in the inward section	Inward Case Worker	02 days	1. Duplicate Copy • Rs. 1750 for special case • Rs. 875 for ordinary case	• 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.	DDPI KSEEB Bangalore in respect of Bangalore Division And JDPI in the Divisional office of the board at Mysore, Belguam and Kalburgi in respect of candidates residing in the concerned divisions.	Urgent case -05 days
	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	2. Triplicate Copy • RS.5250 for special case • Rs.3500 for ordinary case			General case 30days
	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	3. FourthCopy • Rs. 8750 for special case • Rs. 5250 for ordinary case No Further copies will be issued when once the candidate obtains the fourth copy of the SSLC Certificate.			
	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				

