

**Procedure for applying for various Certificates / Activities related to  
Higher Secondary Examinations.**

**1. Examination Registration**

Students who wish to register for the Higher Secondary Examinations shall submit the applications in the prescribed form with prescribed fee to the schools.

- a) in which they are studying in the case of School going candidates.
- b) to which they were allotted in the case of Open School candidates
- c) in which they had made their previous appearances for the Higher Secondary Examination in the case of compartmental candidates.

No change of centre will be allowed. The Principals shall upload the details to the Directorate Portal as per instructions in this regard.

**2. Name Correction.**

Students requiring correction of their names in their certificates issued by the Directorate shall submit the original certificate along with an attested copy of the SSLC mark list and application duly recommended by the Principal of the school in which the students had appeared for the Examination. No fee is required. A forwarding letter from the Principal stating the details of the candidate shall accompany the application. If there is correction in Date of Birth, Principal should certify that the correction was made in the School admission register. A copy of the order issued by the commission of public Examinations should also be submitted along with the application.

**3. Duplicate Certificate.**

Application for duplicate certificate shall be submitted in the prescribed format duly certified by the Principal of the school in which the student had appeared for the Examination along with the chalan for the required fee remitted in any of the treasuries in Kerala, and an affidavit on stamp paper worth Rs.50/- solemnly affirmed by the candidate and counter signed by a First Class Judicial Magistrate or an officer of the Indian Embassy concerned.

**Format of the affidavit.**

I .....  
..... (name and address) do hereby solemnly affirm & state as follows.

I completed my Plus Two Course in the Year ..... and appeared for the Higher Secondary Examination ..... (Month & Year) with Register Number .....

A Plus Two Certificate was issued to me with Register Number ..... The same was irrecoverably lost ..... (give details).

I made all my efforts to get the above certificate. Now I am convinced that the certificate is irrecoverably lost. I need a duplicate copy of the certificate. I am swearing this affidavit for getting a duplicate of Plus Two Certificate and submit that I am highly in need of a duplicate of Plus Two Certificate as early as possible.

If at any time the lost Certificate is recovered it will be surrendered to the concerned authority and I shall not misuse the above Certificate for any other purpose.

The above facts are true.

Dated ..... (Month & Year)

Deponent

4. **Migration Certificate.**

Application for Migration Certificate shall be submitted to the Schools in the prescribed format along with an attested copy of the mark list and chalan receipt for the required fee. The Principals shall upload the same to the Directorate and the certificate shall be send to the Schools. The students shall collect them from the concerned schools.

5. **Duplicate Migration Certificate.**

Application for Duplicate Migration Certificate shall be submitted in the prescribed form to the Directorate along with the chalan for the required fee and a declaration of the student duly attested by two gazetted officers.

**Format of the declaration.**

I .....  
..... (name and address) do hereby solemnly affirm & state as follows:

I completed my Plus Two Course in the Year ..... and appeared for the Higher Secondary Examination ..... (Month & Year) with Register Number .....

A Migration Certificate was issued to me with Register Number ..... on request to seek admission for further studies outside Kerala. The same was irrecoverably lost .....

..... (give details) I hereby of affirm that the Migration Certificate has not been utilized for the purpose for which it was issued, nor has it been used for any other purpose.

I made all my efforts to get the above certificate. Now I am convinced that the certificate is irrecoverably lost. I need a duplicate copy of the Migration Certificate for seeking admission for higher studies outside Kerala.

I hereby declare that I have not used the Migration Certificate for any other purpose and that if it is recovered it shall be returned to the concerned authorities for necessary action.

Signature before me

Signature and name of candidate  
( to be signed before two gazetted officers)

6. **Verification of genuineness of certificate issued.**

Genuineness of Certificates shall be verified and reports shall be sent to agencies concerned if they request for the same along with a copy of the mark list. No fee is required.

7. **Verification of Certificate for enrollment into army**

The verification of certificates for enrollment into army will be countersigned on submission of the application attested by the Principal of the concerned schools along with the attested copy of SSLC and Plus Two Certificate. No fee is required.

8. **Academic Transcript.**

Academic Transcripts will be attested on submission of its application in the required form with chalan receipt for required fees.

9. **Pass Certificate / Eligibility Certificates.**

Pass Certificate / Eligibility Certificates will be issued to students who apply for the same along with chalan receipt for fee remitted.

10. **Equivalency Certificate**

Equivalency Certificates will be issued to the students on request. The students shall submit application along with chalan for fee remitted and attested copies of Scheme & Syllabus of the course for which equivalence is required. They shall also submit attested copies of Course Certificate / Transfer Certificate.

11. **Medium of Instruction**

Certificate showing the Medium of Instruction will be given to the students on request with chalan for remittance of the required fee.

12. **Revaluation / Scrutiny / Photocopy**

Applications for Revaluation / Scrutiny / Photocopy shall be submitted to the Principals concerned along with the required fee and a copy / internet copy of the marklist before the last date prescribed. The Principals shall upload the details to the Directorate observing the time limit prescribed.

13. **Condonation of shortage of attendance.**

Application for condonation of attendance shall be submitted with recommendations of the Principals along with Treasury chalan receipt for the prescribed fee and application for leave availed supported by Medical Certificate from a Registered Medical Practitioner. Time limit shall be adhered to. If the percentage of attendance is less than 75 and above 65 the application shall be submitted to the concerned R.D.D. and if the same is less than 65 and above 50 the application shall be submitted to the Director. If the percentage is less than 50 the candidate is not eligible for condonation.

14. **Cancellation of Registration.**

Application in the prescribed form duly attested by the Principals, shall be submitted for cancellation of Examination registration. The same shall be submitted within the prescribed time. In the case of cancellation of examination registration as a prelude to course cancellation no time limit is prescribed.

15. **Award of Grace Marks.**

Application for award of grace marks shall be submitted through the Principals of the concerned schools along with attested copies of the certificates for the items participated with in the prescribed time. The Principals shall forward the same as per directions given in this regard.

16. **Permission for getting extra time for writing Theory Examination**

Candidates with Physical Handicap may submit the application in white paper for an extra time of 10 minutes grace time per hour of the Examination with supporting Medical Certificate issued by the Medical Board, which includes a specialist in Physical Medicine and Rehabilitation or Orthopedics. Candidates with visual handicap can also submit the application along with a Medical Certificate in original from the head of the Department of Ophthalmology or from a person not below the rank of an Associate Professor of Ophthalmology of a Medical College in the state or from the district Ophthalmic Surgeon. Candidates with 20 – 49% will be given 10 minutes grace and candidates with 50% or above will be given 15 minutes extra time per hour of Examination. The Principals should obtain the order for granting such permissions from the concerned Regional Deputy Director.

**17. Permission for availing the service of a scribe.**

Candidates who are unable to write with their hands shall apply to the Principals concerned for the service of a scribe along with Medical Certificate issued by a Medical Board, which include a specialist in Physical Medicine and rehabilitation or Orthopedics. Candidates with 80% or more visual disability may also apply with Medical Certificate from the head of the Department of Ophthalmology or from a person not below the rank of an Associate Professor of Ophthalmology of a Medical College in the state or from the district Ophthalmic Surgeon. The Educational Qualification of the scribe whose service is hired should be below Plus Two level for Second Year Higher Secondary Examination and below Plus One level for First Year Higher Secondary Examination. The Principals shall obtain the order for such permission from the concerned Regional Deputy Director.

**18. Permission for availing the service of an interpreter.**

Candidates who got permission for availing the service of an interpreter in SSLC Examination shall submit the application for the same to the concerned Principals along with a copy of the order granting such permission for the SSLC Examination. The Principals shall get the order for the permission from the concerned Regional Deputy Director.

**19. Additional grace marks for Differently Abled candidates.**

Differently abled candidates shall submit the application for an additional 25% scores secured by them in their Examination along with Medical Certificate from Medical Board constituted as per the Government instructions. The Principal shall get the order from the concerned Regional Deputy Director.

**20. Exemption from appearing for languages for Differently Abled candidates.**

Candidates shall submit the application for exemption from appearing for language paper for which exemption is granted for the SSLC Examination. The application for exemption shall be submitted to the Principals concerned along with a copy of the order from the DPI granting exemption for the SSLC Examination. The order should be obtained by the Principal from the concerned Regional Deputy Director.

**21. Examination on Saturday Evening.**

The candidates who were granted permission to write S.S.L.C. Examination on Saturday evenings shall submit the application in the prescribed form to the concerned principals to avail the same here first for the Plus Two Examination. A copy of the order from the DPI granting permission for the S.S.L.C. Examination shall also be attached along with the application. The Principal shall forward the application in time to the Secretary.



**GOVERNMENT OF KERALA**

DIRECTORATE OF HIGHER SECONDARY EDUCATION

**FIRST/SECOND YEAR HIGHER SECONDARY /ART HIGHER SECONDARY  
EXAMINATION MARCH/SAY/IMPROVEMENT 20....**

**APPLICATION FORM**

|                 |  |                 |  |
|-----------------|--|-----------------|--|
| 1. Centre Name: |  | 2. Centre Code: |  |
|-----------------|--|-----------------|--|

|  |         |            |          |           |     |
|--|---------|------------|----------|-----------|-----|
| 3. Group of Examination (Tick for the correct) | Science | Humanities | Commerce | Technical | Art |
|--|---------|------------|----------|-----------|-----|

|                   |              |             |               |            |
|-------------------|--------------|-------------|---------------|------------|
| 4. Type of study: | School going | Open school | Compartmental | Old Scheme |
|-------------------|--------------|-------------|---------------|------------|

|  |  |                      |  |
|--|--|----------------------|--|
| 5. Admission/ open school registration * No. |  | 6. Year of Admission |  |
|--|--|----------------------|--|

|  |             |      |       |
|--|-------------|------|-------|
| 7. Details of last Higher Secondary Examination<br>Appeared ( For supplementary candidates only) | Register No | Year | Month |
|  |             |      |       |

|  |  |  |  |
|--|--|--|--|
| 8. Register No, Month and Year of passing SSLC |  |  |  |
|--|--|--|--|

|  |           |  |
|--|-----------|--|
| 9. Name of the Candidate<br>(Block letters as in SSLC) | English   |  |
|  | Malayalam |  |

|         |      |        |              |  |           |  |
|---------|------|--------|--------------|--|-----------|--|
| 10. Sex | Male | Female | 11. Religion |  | 12. Caste |  |
|---------|------|--------|--------------|--|-----------|--|

|                        |    |    |     |     |        |
|------------------------|----|----|-----|-----|--------|
| 13. Whether belongs to | SC | ST | OBC | OEC | Others |
|------------------------|----|----|-----|-----|--------|

|                      |            |  |
|----------------------|------------|--|
| 14. Date of Birth ** | In figures |  |
|                      | In words   |  |

|  |
|--|
| 15. Subjects appearing now ( Specify the subjects) |
|--|

|                     |
|---------------------|
| Part I              |
| Part III Optional 1 |
| Part III Optional 3 |

|                     |
|---------------------|
| Part II ***         |
| Part III Optional 2 |
| Part III Optional 4 |

Affix a recently taken passport size photo (attested by the School Principal)

| 16. Details of previous appearance (Class XII) **** |                 |              |          |  |                       |
|---|-----------------|--------------|----------|--|-----------------------|
|   | Register number | Month & Year | Subjects | Eligible/not eligible for Higher studies | Grade/Scores obtained |
| <b>Part I</b>                                       |                 |              |          |  |                       |
| <b>Part II</b>                                      |                 |              |          |  |                       |
| <b>Part III</b>                                     | <b>1.</b>       |              |          |  |                       |
|   | <b>2.</b>       |              |          |  |                       |
|   | <b>3.</b>       |              |          |  |                       |
|   | <b>4.</b>       |              |          |  |                       |

\*Attach copy of open school registration memo  
 \*\*\* Specify language/subjects

\*\* Attach copy of SSLC or equivalent certificate  
 \*\*\*\* All the previous register numbers must be noted. Attach copies of all previous score/mark sheets

**17. Details of Examination fee Remitted**

|                     | Date of remittance | If remitted in Treasury |                  | If remitted in School Office |
|---------------------|--------------------|-------------------------|------------------|------------------------------|
|                     |                    | Chalan No.&Date         | Name of Treasury | Receipt No.& Date            |
| Examination Fee Rs. |                    |                         |                  |                              |
| Certificate Fee Rs. |                    |                         |                  |                              |

|  |  |
|--|--|
| 18 . Have you been granted Educational Concession from SC/ST Department(Yes/No)  |  |
| 19. In the case of SC/ST and OBC/OEC students , state whether their present appearance is 1 <sup>st</sup> or 2 <sup>nd</sup> |  |
| 20. If second, state whether it is within a continuous period of two years(Yes/No)   |  |

**DECLARATION**

Certified that the details furnished are correct

Name and signature of Candidate :

Name and signature of Father/ Guardian :

**CERTIFICATE**

Certified that the details furnished by the candidates were verified with this office records and found correct.

Name and signature of Class Teacher :

Name and signature of Principal :

Place :

Date :

(Office seal)

(Attach copies of SSLC or equivalent certificates, mark sheets of previous appearances, private registration memo)



**GOVERNMENT OF KERALA**

DIRECTORATE OF HIGHER SECONDARY EDUCATION

**FIRST / SECOND YEAR HIGHER SECONDARY EXAMINATION MARCH 20...**

**APPLICATION FORM TO WRITE EXAMINATIONS ON SATURDAYS AFTER 6.00 PM**

|                 |  |                 |  |
|-----------------|--|-----------------|--|
| 1. Centre Name: |  | 2. Centre Code: |  |
|-----------------|--|-----------------|--|

|  |         |            |          |           |     |
|--|---------|------------|----------|-----------|-----|
| 3. Group of Examination (Tick for the correct) | Science | Humanities | Commerce | Technical | Art |
|--|---------|------------|----------|-----------|-----|

|                  |  |                      |  |
|------------------|--|----------------------|--|
| 4. Admission No. |  | 5. Year of Admission |  |
|------------------|--|----------------------|--|

|  |  |  |  |
|--|--|--|--|
| 6. Register No, Month and Year of passing SSLC |  |  |  |
|--|--|--|--|

|  |           |  |
|--|-----------|--|
| 7. Name of the Candidate<br>(Block letters as in SSLC) | English   |  |
|  | Malayalam |  |

Affix a recently taken passport size photo (attested by the School Principal)

|        |      |        |             |  |           |  |
|--------|------|--------|-------------|--|-----------|--|
| 8. Sex | Male | Female | 9. Religion |  | 10. Caste |  |
|--------|------|--------|-------------|--|-----------|--|

11. No. and date of the order granting permission to write the S.S.L.C. Examination on Saturday Evenings

|  |
|--|
|  |
|--|

|                   |            |  |
|-------------------|------------|--|
| 12. Date of Birth | In figures |  |
|                   | In words   |  |

|  |
|--|
| 13. Subjects appearing now ( Specify the subjects) |
|--|

|                     |
|---------------------|
| Part I              |
| Part III Optional 1 |
| Part III Optional 3 |

|                     |
|---------------------|
| Part II             |
| Part III Optional 2 |
| Part III Optional 4 |

**17. Details of Examination fee Remitted**

|                     | Date of remittance | If remitted in Treasury |                  | If remitted in School Office |
|---------------------|--------------------|-------------------------|------------------|------------------------------|
|                     |                    | Chalan No.&Date         | Name of Treasury | Receipt No.& Date            |
| Examination Fee Rs. |                    |                         |                  |                              |
| Certificate Fee Rs. |                    |                         |                  |                              |

**DECLARATION**

Certified that I shall be present in the School from 10 am onwards on the relevant Examination dates on Saturdays for writing the Higher Secondary Examination from 6.00 pm onwards. I will remain inside observing the religious practices and shall co-operate to maintain the confidentiality regarding the examination under any circumstances. I also certify that the details furnished are correct.

Name and signature of Candidate :

Name and signature of Father/ Guardian :

**CERTIFICATE**

Certified that the details furnished by the candidates were verified with this office records and found correct.

Name and signature of Class Teacher :

Name and signature of Principal :

Place :

Date :

(Office seal)





**GOVERNMENT OF KERALA**  
**DIRECTORATE OF HIGHER SECONDARY EDUCATION**  
**APPLICATION FOR THE CANCELLATION OF FIRST / SECOND YEAR**  
**HIGHER SECONDARY EXAMINATION, MARCH 20.....**  
**(Applications submitted after 31.03.20.... will not be considered)**

|  |             |  |   |             |               |
|--|-------------|--|---|-------------|---------------|
| 1. Name of Examination   | :           | <table border="1" style="display: inline-table;"><tr><td style="width: 100px;">First</td><td style="width: 100px;">Second Year</td><td style="width: 100px;">March 20.....</td></tr></table> | First   | Second Year | March 20..... |
| First  | Second Year | March 20.....  |   |             |               |
| 2. Examination centre code   | :           | <input style="width: 100%; height: 20px;" type="text"/>  |   |             |               |
| 3. Examination centre Name   | :           | <input style="width: 100%; height: 20px;" type="text"/>  |   |             |               |
| 4. Register No. of the candidate   | :           | <input style="width: 100%; height: 20px;" type="text"/>  |   |             |               |
| 5. Name of the candidate   | :           | <input style="width: 100%; height: 20px;" type="text"/>  |   |             |               |
| 6. Address for Communication   | :           | <input style="width: 100%; height: 20px;" type="text"/>  |   |             |               |
| 7. Registered of Subjects  | :           | <table border="1" style="width: 100%;"><tr><td>Part I-English, Part II<br/>.....<br/>Part III 1 ..... 2.</td></tr></table>   | Part I-English, Part II<br>.....<br>Part III 1 ..... 2. |             |               |
| Part I-English, Part II<br>.....<br>Part III 1 ..... 2.                                      |             |  |   |             |               |
| 8. Reason for cancelling the Examination registration [Attach relevant supporting documents] | :           | <input style="width: 100%; height: 40px;" type="text"/>  |   |             |               |

Signature of the Parent / Guardian

Signature of the Candidate

Place :

Date :

.....  
**Forwarded by**

(Office Seal)

Signature of the Principal  
of the Examination Centre

Name

Designation

Address

Place :

Date :



Class:XI/XII

**GOVERNMENT OF KERALA**  
**DIRECTORATE OF HIGHER SECONDARY EDUCATION**  
**HIGHER SECONDARY EXAMINATION MARCH 20.....**  
**APPLICATION FOR GRACE MARKS**

1. Name of Examination :
2. Examination centre code :
3. Examination centre Name :
4. Register No. of the candidate :
5. Name of the candidate :
6. Address for Communication :
7. Event for which the candidate become eligible for grace mark :
8. Achivement in the participated event :  
[Attach Photocopies of the merit certificate attested by the Principal] :
  1. First place
  2. Second place
  3. Third Place
  4. Fourth place
  5. Participation
  6. Any other (give details)

**Forwarded**

(Office Seal)

Signature of the Principal

Name

Designation

Place :  
Date :

Address



**GOVERNMENT OF KERALA**  
**DIRECTORATE OF HIGHER SECONDARY EDUCATION**  
**APPLICATION FOR CONCESSIONS TO DIFFERENTLY - ABLED / MENTALLY**  
**CHALLENGED CANDIDATE IN THE FIRST / SECOND YEAR HIGHER SECONDARY**  
**EXAMINATION, MARCH – 20.....**

1. Name of Examination : 

|       |             |               |
|-------|-------------|---------------|
| First | Second Year | March 20..... |
|-------|-------------|---------------|

2. Examination centre code No : 

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

3. Name of the Examination centre : 

|  |
|--|
|  |
|--|

4. Name of the candidate : 

|  |
|--|
|  |
|--|

5. Address for Communication : 

|  |
|--|
|  |
|--|

6. Register No. of the candidate : 

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

7. Nature and percentage of handicap : 

|  |
|--|
|  |
|--|

8. Nature of concessions eligible :   
 [Tick mark the ..... boxes] :

|                                    |                          |
|------------------------------------|--------------------------|
| 1. Extra time                      | <input type="checkbox"/> |
| 2. Service of scribe               | <input type="checkbox"/> |
| 3. Service of an Interpreter       | <input type="checkbox"/> |
| 4. Exemption from Drawing diagrams | <input type="checkbox"/> |
| 5. Grace Mark                      | <input type="checkbox"/> |

Signature of the candidate

Place :  
 Date :

Certificate of the Principal of the School through which the candidate is presented for Examination:  
 Certified that the above candidate is eligible for concessions applicable to Differently abled / Mentally Challenged candidates and the documents submitted herewith are genuine.

Place :  
 Date :

(Office Seal)

Signature of the Principal  
 Name  
 Designation Documents attached

1. Photograph highlighting the handicap (for physical challenged)
2. Medical Certificate from Medical Board in original
3. Medical Certificate from the Medical Board – Attested copy
4. Details of the scribe (if necessary)



**GOVERNMENT OF KERALA**  
**DIRECTORATE OF HIGHER SECONDARY EDUCATION**  
**APPLICATION FORM FOR CONDONATION OF SHORTAGE OF ATTENDANCE**

Std: XI/XII

1. Name of the Higher Secondary School with district :
2. Name of the candidate as per the admission Register [in block letters] and postal address :
3. Total No. of working days during the academic year (as on 31.01.2011) :
4. No. of days present :
5. No. of days absent :
6. Shortage of attendance from the minimum prescribed :
7. No. of days for which condonation is required :

**8. Dates of absence, reason and whether Medical certificate is enclosed or not**

| DATES |    | REASON FOR ABSENCE | WHETHER LEAVE APPLICATION SUBMITTED IN TIME | WHETHER LEAVE SANCTIONED BY THE PRINCIPAL | WHETHER MEDICAL CERTIFICATE ENCLOSED FOR THE DAYS OF ABSENCE |
|-------|----|--------------------|---|---|--|
| FROM  | TO |                    |   |   |  |
|       |    |                    |   |   |  |

9. Particulars of condonation fee remitted

No. and Date of Chalan :  
Name of Treasury :  
Amount remitted :

Head of account.0202-01-102-97-[03] other receipts.

10. Signature of the student :
11. Recommendation of the Principal of the school :

Certified that timely application for leave was made and leave has been granted and that Condonation was granted/not granted to the student previously.

Place

Date

(School seal)

Signature of the Principal



**GOVERNMENT OF KERALA**  
**DIRECTORATE OF HIGHER SECONDARY EDUCATION**  
**APPLICATION FOR DUPPLICATE CERTIFICATE/MARKLIST OF HIGHER**  
**SECONDARY EXAMINATION**

1. Name of the applicant with complete address  
[In block letters] with pin code :
2. Name of parent/guardian :
3. Date of Birth :
4. Particulars of Certificate/Mark list for which Duplicate is required

| Name of the Examination | Register Nos. | Year & Month | Centre of Examination | Remarks |
|-------------------------|---------------|--------------|-----------------------|---------|
|                         |               |              |                       |         |
|                         |               |              |                       |         |
|                         |               |              |                       |         |

5. Circumstances under which duplicate certificate is applied for :
- 6.[a] Whether the declaration attested by designated authority attached\* :
- [b] If the original certificate is damaged, give details and enclose its remnants\*\* :
- [c] Whether applied for Duplicate /Triplicate certificate before? If. yes give details :

7. Particulars of fees remitted.

| No. & date of Chalan | Amount remitted | Name of Treasury | Head of Account                    | Remarks |
|----------------------|-----------------|------------------|------------------------------------|---------|
|                      |                 |                  | “0202-01-102-97[03] other receipts |         |

Place.

Date.

Signature of the applicant

**CERTIFICATE OF THE PRINCIPAL OF THE HIGHER SECONDARY SCHOOL THROUGH WHICH THE CANDIDATE WAS PRESENTED FOR THE EXAMINATION**

Certified that to the best of my knowledge and belief, the original certificate/marklist issued to Sri/Smt.....was irrecoverably lost/damaged. I have carefully verified the particulars furnished above by the candidate and found the same correct. I recommend that a duplicate certificate/marklist may be issued to the applicant.

Principal :  
Name of School :  
Edl. Dist :  
Revenue Dist :

[Office seal]

|   |
|---|
| Fee for Single Duplicate Certificate/Marklist Rs.200/-[H/A “0202-01-102-97 [03] other receipts”]<br>Fee for Duplicate Certificate [Subsequent appearances] Rs100/- each |
|---|

\* If the original certificate/marklist is irrecoverably lost ,declaration of the candidate, in Stamped Paper worth of Rs. 50/-, attested by a First Class Judicial Magistrate under the seal of his court or by the Officer Commanding, in the case of Jawan, detailing the circumstances under which it was lost should be produced.

\*\* Affidavit not necessary in case of damaged certificates/marklists.



**GOVERNMENT OF KERALA**  
**DIRECTORATE OF HIGHER SECONDARY EDUCATION**  
**APPLICATION FOR MIGRATION CERTIFICATE**

Details of Fee Remitted

| Chalan no. | Date of remittance | Name of Treasury | Amount |
|------------|--------------------|------------------|--------|
|            |                    |                  |        |

1. Name of candidate [in block letters] :

2. Regno, Month and Year of Last Examination :

|   |       |      |  |  |  |  |  |       |  |      |   |  |  |  |  |
|---|-------|------|--|--|--|--|--|-------|--|------|---|--|--|--|--|
| REGNO   | MONTH | YEAR |  |  |  |  |  |       |  |      |   |  |  |  |  |
| <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> |       |      |  |  |  |  | <table border="1"><tr><td>March</td><td> </td><td>June</td></tr></table> | March |  | June | <table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> |  |  |  |  |
|   |       |      |  |  |  |  |  |       |  |      |   |  |  |  |  |
| March   |       | June |  |  |  |  |  |       |  |      |   |  |  |  |  |
|   |       |      |  |  |  |  |  |       |  |      |   |  |  |  |  |

3. Name & Centre Number of School at which candidate registered for the Examination :

4. The name of University/Institution in which the student is studying/proposed to join :

5. If applying for **DUPLICATE MIGRATION CERTIFICATE**, specify the details of  
original certificate No..... Date.....

[A declaration (to the effect that the certificate is irrecoverably lost and will be surrendered to the dept if found) of the student attested by two gazetted officers should be attached]

6. Address to which the Migration Certificate should be sent :

\_\_\_\_\_

\_\_\_\_\_

Pin Code \_\_\_\_\_

Phone with STD \_\_\_\_\_

7. If to be sent to an institution directly, give details of the candidate's course of study:

8. Signature of the candidate with date :

----- Delaration by the Principal -----  
-----

[If the application is submitted directly to the Directorate of Higher Secondary Education (Not through the DHSE Portal)]

**I have no objection to the issue of Migration Certificate to the applicant. The Transfer Certificate No.....Dated.....has been issued to the candidate whose conduct has been satisfactory throughout. The candidate has passed /not passed the Higher Secondary Examination**

[School seal]

Station

Date

SIGNATURE OF THE PRINCIPAL

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**Applications for migration certificate shall be submitted to the Principal if it is within one year of the examination. Applications for .Migration certificates in all other cases including Old Scheme,duly recommended by the Principal, shall be submitted directly to the Joint Director (Exam), Directorate of Higher Secondary Education, Housing Board Buildings, Santhinagar, Thiruvananthapuram-1**

**Attach self addressed stamped envelope and original Chalan Receipt for fees remitted.(Fee Migration certificate : Rs 50/-, remitted to Treasury Head of Account : 0202-01-102-97(03)Other Receipts.).**

**Application for duplicate migration certificate should be submitted directly to the Joint Director (Exam).(Fee for duplicate certificate:Rs150/-Attach declaration of the candidate attested by two gazetted officers to the effect that' the original certificate has been lost irrecoverablyand that it has not been utilized for the purpose for which it was issued and that if it is received after the date of issue of the duplicate certificate the same shall be returned' )**

**Application for discontinued Migration should be submitted along with the copy of the discontinued Transfer Certificate and chalan receipt for the prescribed fee.**



**GOVERNMENT OF KERALA**  
**DIRECTORATE OF HIGHER SECONDARY EDUCATION**  
**APPLICATION FOR REVALUATION OF ANSWER SCRIPTS OF HIGHER SECONDARY**  
**EXAMINATION FIRST / SECOND YEAR ..... 20.....**

**DETAILS OF FEE REMITTED**

| <i>No. &amp; Date of Chalan</i> | <i>Name of treasury</i> | <i>Amount remitted</i> |
|---------------------------------|-------------------------|------------------------|
|                                 |                         |                        |

1. Name of candidate [in block letters] :
2. Reg. No. :
- [a] Name & Centre Number of School/Centre at which candidate took the Examination :
- [b] Revenue District :

3. **Subject[s] and paper[s] for which revaluation is required**

| <b>Sl. No.</b> | <b>Part</b> | <b>Name of paper[s]</b> | <b>Score</b> |
|----------------|-------------|-------------------------|--------------|
|                |             |                         |              |
|                |             |                         |              |
|                |             |                         |              |
|                |             |                         |              |
|                |             |                         |              |
|                |             |                         |              |

4. Whether copy of the Mark list is enclosed : Yes  / No
5. Whether applied for scrutiny also [separate application to be given] : Yes  / No
6. Address of the candidate to which communications are to be sent [in block letters]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code \_\_\_\_\_

Phone No: \_\_\_\_\_

Place :

Date :

SIGNATURE OF THE CANDIDATE

.....  
 Fee for Re-Valuation of Answer Script : Rs.400.00 per subject.Head of Account: "0202-01-102-97 [03] Other Receipts"

Applications should be submitted to the concerned Principal before the last date stipulated.





**GOVERNMENT OF KERALA**  
**DIRECTORATE OF HIGHER SECONDARY EDUCATION**  
**APPLICATION FOR SCRUTINY OF VALUED ANSWER SCRIPTS OF HIGHER SECONDARY**  
**EXAMINATION FIRST / SECOND YEAR ....., 20.....**

**DETAILS OF FEE REMITTED**

| <i>No. &amp; Date of Chalan</i> | <i>Name of treasury</i> | <i>Amount remitted</i> |
|---------------------------------|-------------------------|------------------------|
|                                 |                         |                        |

1. Name of candidate [in block letters] : \_\_\_\_\_
2. Reg. No. :
- [a] Name & Centre Number of School/Centre at which candidate took the Examination :
- [b] Revenue District :

3. **Subject[s] and paper[s] for which scrutiny is required**

| <b>Sl. No.</b> | <b>Part</b> | <b>Name of paper[s]</b> | <b>Score</b> |
|----------------|-------------|-------------------------|--------------|
|                |             |                         |              |
|                |             |                         |              |
|                |             |                         |              |
|                |             |                         |              |
|                |             |                         |              |
|                |             |                         |              |

4. Whether copy of the Mark list is enclosed : Yes  / No
5. Whether applied for revaluation also[separate application to be given] : Yes  / No
6. Address of the candidate to which communications are to be sent [in block letters] \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code \_\_\_\_\_

Phone No: \_\_\_\_\_

Place :

Date :

SIGNATURE OF THE CANDIDATE

.....  
 Fee for Scrutiny of Answer Script : Rs.75.00 per subject.Head of Account: "0202-01-102-97 [03] Other Receipts"

Applications shall be submitted to the concerned Principal before the last date stipulated.



**GOVERNMENT OF KERALA**  
**DIRECTORATE OF HIGHER SECONDARY EDUCATION**  
**APPLICATION FOR PHOTOCOPY OF ANSWER SCRIPTS OF HIGHER SECONDARY**  
**EXAMINATION FIRST / SECOND YEAR ..... 20.....**

**DETAILS OF FEE REMITTED**

| <i>No. &amp; Date of Chalan</i> | <i>Name of treasury</i> | <i>Amount remitted</i> |
|---------------------------------|-------------------------|------------------------|
|                                 |                         |                        |

1. Name of candidate [in block letters] : \_\_\_\_\_
2. Reg. No. :
- [a] Name & Centre Number of School/Centre at which candidate took the Examination : \_\_\_\_\_
- [b] Revenue District : \_\_\_\_\_

3. **Subject[s] and paper[s] for which photocopy of answer scripts is required**

| <b>Sl. No.</b> | <b>Part</b> | <b>Name of paper[s]</b> | <b>Score</b> |
|----------------|-------------|-------------------------|--------------|
|                |             |                         |              |
|                |             |                         |              |
|                |             |                         |              |
|                |             |                         |              |
|                |             |                         |              |
|                |             |                         |              |

4. Address of the candidate to which communications are to be sent [in block letters] \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Pin Code \_\_\_\_\_
- Phone No: \_\_\_\_\_

Place :

Date :

SIGNATURE OF THE CANDIDATE

.....

Fee for Photo Copying of Answer Script : Rs.300.00 per subject.Head of Account: "0202-01-102-97 [03] Other Receipts"

Applications shall be submitted to the concerned Principal before the last date stipulated.

**GOVERNMENT OF KERALA**  
**DIRECTORATE OF HIGHER SECONDARY EDUCATION**  
**VARIOUS FEE RATES RELATED TO HIGHER SECONDARY EXAMINATIONS**

| ITEM  | AMOUNT           | HEAD OF ACCOUNT  |
|---|------------------|--|
| 1. (a) Examination Fee (Second Year)<br>(b) Examination Fee (First Year)          | 125.00<br>125.00 | “0202-01-102-97 [02] Exam Fees”                                    |
| 2. Fee for Certificate  | 20.00            | “0202-01-102-97 [03] Other Receipts”                               |
| 3. Exam fee for one subject (including Practical)                                 | 30.00            | “0202-01-102-97 [02] Exam Fees”                                    |
| 4. Fee for late submission of application for Examination                         | 10.00            | “0202-01-102-97 [02] Exam Fees”                                    |
| 5. Exam fee for “SAY” [a] Subject without Practical<br>[b] Subject with Practical | 100.00<br>125.00 | “0202-01-102-97 [02] Exam Fees”<br>“0202-01-102-97 [02] Exam Fees” |
| 6. Fee for Improvement Exam including Practical (one subject)                     | 400.00           | “0202-01-102-97 [02] Exam Fees”                                    |
| 7. Fee for First Year Improvement / Supplementary Examination (one subject)       | 125.00           | “0202-01-102-97 [02] Exam Fees”                                    |
| 8. Issue of Duplicate Marklist/Certificate  | 200.00           | “0202-01-102-97 [03] Other Receipts”                               |
| 9. Issue of Additional Duplicate Marklist/Certificate                             | 300.00           | “0202-01-102-97 [03] Other Receipts”                               |
| 10. Fee for Migration Certificate   | 50.00            | “0202-01-102-97 [03] Other Receipts”                               |
| 11. Fee for Duplicate Migration Certificate                                       | 150.00           | “0202-01-102-97 [03] Other Receipts”                               |
| 12. Any other Certificate [for specific purposes]                                 | 200.00           | “0202-01-102-97 [03] Other Receipts”                               |
| 13. Fee for Revaluation per paper/subject   | 400.00           | “0202-01-102-97 [03] Other Receipts”                               |
| 14. Fee for Scrutiny per paper/subject  | 75.00            | “0202-01-102-97 [03] Other Receipts”                               |
| 15. Fee for Confidential reporting of marks                                       | 100.00           | “0202-01-102-97 [03] Other Receipts”                               |
| 16. Fine for late submission of Application for Grace Mark                        | 100.00           | “0202-01-102-97 [03] Other Receipts”                               |
| 17. Fee for getting Photocopy of the Answerscripts/Paper                          | 300.00           | “0202-01-102-97 [03] Other Receipts”                               |
| 18. Fee for Codonation of shortage of attendance                                  | 25.00            | “0202-01-102-97 [03] Other Receipts”                               |

