

APPENDIX I

TIME TABLE FOR THE HIGHER SECODNARY EXAMIACTIONS MARCH 2016

No.	DATE	FIRST YEAR	SECOND YEAR
1	9/3/2016 Wednesday	PART II - LANGUAGES, COMPUTER INFORMATION TECHNOLOGY	COMPUTER SCIENCE, HISTORY, ISLAMIC HISTORY AND CULTURE, ELECTRONICS
2	10/3/2016 Thursday	PART I - ENGLISH	BIOLOGY, ACCOUNTANCY, GANDHIAN STUDIES
3	14/03/2016 Monday	COMPUTER SCIENCE, HISTORY, ISLAMIC HISTORY AND CULTURE, ELECTRONICS	PART I ENGLISH
4	15/03/2016 Tuesday	BIOLOGY, ACCOUNTANCY, GANDHIAN STUDIES	PART II LANGUAGES, COMPUTER INFORMATION TECHNOLOGY
5	16/03/2016 Wednesday	STATISTICS, GEOLOGY, COMPUTER APPLICATION	COMMUNICATIVE ENGLISH, POLITICAL SCIENCE, SANSKRIT SAHITYA
6	17/03/2016 Thursday	CHEMISTRY, PART III LANGUAGES, SOCIAL WORK, MUSIC	MATHEMATICS, ANTHROPOLOGY, SOCIOLOGY
7	21/03/2016 MONDAY	ECONOMICS, ENGLISH LITERATURE, HOME SCIENCE	BUSINESS STUDIES, PHILOSOPHY, ELECTRONIC SERVICE TECHNOLOGY, PSYCHOLOGY
8	22/03/2016 TUESDAY	PHYSICS, SANSKRIT SASTRA, GEOGRAPHY, JOURNALISM	CHEMISTRY, PART III LANGUAGES, SOCIAL WORK, MUSIC
9	23/03/2016 WEDNESDAY	BUSINESS STUDIES, ELECTRONIC SERVICE TECHNOLOGY, PHILOSOPHY, PSYCHOLOGY	ECONOMICS, ENGLISH LITERATURE, HOME SCIENCE
10	28/03/2016 MONDAY	COMMUNICATIVE ENGLISH, POLITICAL SCIENCE, SANSKRIT SAHITYA	PHYSICS, JOURNALISM, GEOGRAPHY, SANSKRIT SASTRA
11	29/03/2016 TUESDAY	MATHEMATICS, ANTHROPOLOGY, SOCIOLOGY	COMPUTER APPLICATION, STATISTICS, GEOLOGY

ART SUBJECTS

SL. No.	DATE	FIRST YEAR SUBJECT	SECOND YEAR SUBJECTS
1	9/3/2016 Wednesday	PART II LANGUAGES	LITERATURE
2	10/3/2016 Thursday	PART I - ENGLISH	SANSKRIT
3	14/03/2016 Monday	LITERATURE	PART I ENGLISH
4	15/03/2016 Tuesday	SANSKRIT	PART II LANGUAGES
5	17/03/2016 Thursday	AESTHETICS	MAIN
6	21/03/2016 MONDAY	MAIN	SUBSIDIARY
7	23/03/2016 WEDNESDAY	SUBSIDIARY	AESTHETICS

TIME OF EXAMINATION

Subjects without Practicals 10.00 A.M TO 12.45 P.M [IST] including Cool Off Time of 15 minutes

Subjects with Practicals except Biology & Music

10.00 A.M TO 12.15 P.M [IST] including Cool Off Time (15minutes)

Biology 10.00 A.M TO 12.25 P.M [IST] including Cool Off Time (20 minutes ie., 10 minutes each for Botany & Zoology and 5 minutes preparatory time for Zoology)

Music 10.00 A.M TO 11.45 A.M [IST] including Cool Off Time (15 minutes)

NB: The Practical Evaluation will be conducted from 10/02/2016 to 26/02/2016.

LIST OF SUBJECTS WITH PRACTICAL EVALUATION

1. Physics
2. Chemistry
3. Botany
4. Zoology
5. Geography
6. Computer Science
7. Computer Applications
8. Accountancy with Computer Accounting
9. Communicative English
10. Electronics
11. Home Science
12. Geology
13. Psychology
14. Social Work
15. Statistics
16. Gandhian Studies
17. Journalism
18. Electronic Service Technology
19. Computer Information Technology
20. Music

APPENDIX-3

Details for submission of applications and remittance of Exam Fee
&
Other Important Days

Sl. No.	Last Date	Second Year	First Year
1	For receiving application without fine	30/11/2015	07/12/2015
2	For receiving application with a fine of Rs. 20/-	07/12/2015	14/12/2015
3	For receiving application with an additional fine of Rs. 5/- per day (Fine Rs. 20 + additional fine Rs. 5/day)	14/12/2015	21/12/2015
4	For receiving application with a Super fine of Rs. 600/- (Fee +Rs. 600/-)	21/12/2015	28/12/2015
5	Publication of candidate details through DHSE Portal	07/12/2015	14/12/2015
6	For uploading teacher details for exam related duties	14/12/2015 To 19/12/2015	
7	Uploading of CE details to DHSE portal	04/01/2016 To 11/01/2016	
8	For submission of CE related items by Open School candidates	13/01/2016	20/01/2016
9	Downloading of Admission Tickets	05/02/2016	20/02/2016
10	For receipt of application for condonation of shortage of attendance in the Regional Deputy Director Offices as on 31.01.2016.	10/02/2016	
11	Practical Evaluation	10/02/2016 To 26/02/2016	
12	For submission of application for special concessions for differently abled / mentally challenged students in the Regional Deputy Director Offices.	08/02/2016	
13	For receipt of application for award of Grace Mark for class (XI th & XII th)	27/02/2016	
14	Terminal Evaluation	09/03/2016 To 29/03/2016	
15	application for cancellation of exam registration (Std: XII)	31/03/2016	

APPENDIX- 4

THE PATTERN OF ALLOTMENT OF SCORES FOR SECOND YEAR HIGHER SECONDARY EXAMINATION, MARCH, 2016

Subject & Paper	First year				Second year				Combined Total (First & Second Year)				Separate Minimum for TE (30%)	Total Score for Eligibility for Higher Studies (60 out of 200 – Grade D+)
	TE	CE	PE	Total	TE	CE	PE	Total	TE	CE	PE	Total		
Part I ENGLISH	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Part II Languages	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Comp.Inf. Technology	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Physics	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Chemistry	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Computer Science	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Home Science	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Electronics	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Geology	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Ele.Service Technology	60	20	--	80	60	20	40	120	120	40	40	200	36	60
BIOLOGY														
Botany	30	10	--	40	30	10	20	60	60	20	20	100		
Zoology	30	10	--	40	30	10	20	60	60	20	20	100		
Botany & Zoology (Total)	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Mathematics (S)	80	20	--	100	80	20	--	100	160	40	--	200	48	60
History	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Economics	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Political Science	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Sociology	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Gandhian Studies	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Philosophy	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Social Work	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Part III Languages	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Sanskrit Sahitya	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Sanskrit Sastra	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Islamic History & Culture	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Psychology	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Communicative English	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Journalism	60	20	--	80	60	20	40	120	120	40	40	200	36	60
English Literature	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Anthropology	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Computer Application (H)	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Geography	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Music	40	20	--	60	40	20	80	140	80	40	80	200	24	60
Statistics	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Business Studies	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Accountancy with AFS	80	20	--	100	80	20	--	100	160	40	--	200	48	60
Accountancy with Computer Accounting	60	20	--	80	60	20	40	120	120	40	40	200	36	60
Mathematics ©	80	20	--	100	80	20	--	100	160	40	40	200	48	60
Computer Application ©	60	20	--	80	60	20	40	120	120	40	40	200	36	60

TE – Terminal Evaluation ; CE – Continuous Evaluation ; PE – Practical Evaluation. For subjects except Music, no separate minimum for CE & PE. No separate minimum for TE in Botany or Zoology. Separate minimum for Biology is 36 scores. For Music separate minimum of 24 score required for PE.

APPENDIX-5

THE PATTERN OF CONDUCT OF FIRST YEAR HIGHER SECONDARY EXAMINATION, MARCH, 2016

Subject & Paper	Hours of Exam	Maximum Score		
		TE	CE	Total
Part I ENGLISH	2.30	80	20	100
Part II Languages	2.30	80	20	100
Comp.Inf. Technology	2	60	20	80
PART – III (OPTIONAL SUBJECTS) (a) SCIENCE & TECHNICAL GROUP				
Physics	2	60	20	80
Chemistry	2	60	20	80
Computer Science	2	60	20	80
Home Science	2	60	20	80
Electronics	2	60	20	80
Geology	2	60	20	80
Ele.Service Technology	2	60	20	80
BIOLOGY				
Botany		30	10	40
Zoology		30	10	40
Botany & Zoology (Total)	2	60	20	80
Mathematics	2.30	80	20	100
(b) HUMANITIES GROUP				
History	2.30	80	20	100
Economics	2.30	80	20	100
Political Science	2.30	80	20	100
Sociology	2.30	80	20	100
Gandhian Studies	2	60	20	80
Philosophy	2.30	80	20	100
Social Work	2	60	20	80
Part III Languages	2.30	80	20	100
Sanskrit Sahitya	2.30	80	20	100
Sanskrit Sasthra	2.30	80	20	100
Islamic History & Culture	2.30	80	20	100
Psychology	2	60	20	80
Communicative English	2	60	20	80
Journalism	2	60	20	80
English Literature	2.30	80	20	100
Anthropology	2.30	80	20	100
Computer Application	2	60	20	80
Geology	2	60	20	80
Geography	2	60	20	80
Music	1.30	40	20	60
Statistics	2	60	20	80
(c) COMMERCE GROUP				
Business Studies	2.30	80	20	100
Accountancy with AFS	2.30	80	20	100
Accountancy with Computerised Accounting	2	60	20	80
Mathematics	2.30	80	20	100
Political Science	2.30	80	20	100
Economics	2.30	80	20	100
Computer Application	2	60	20	80
Statistics	2	60	20	80

TE – Terminal Evaluation ; CE – Continuous Evaluation ;

APPENDIX – 6

Distribution of scores for Second Year Higher Secondary Examination, March, 2016

Item	Continuous Evaluation (C.E)	Practical Evaluation (P.E)	Terminal Evaluation (T.E)	Total	Time of Terminal Evaluation
Subjects without Practicals	20	-	80	100	2 ½ hrs
For Music	20	80	40	140	1 ½ hrs
Biology	20	40	60	120	2 hrs
For other Subjects with Practicals	20	40	60	120	2 hrs

APPENDIX – 7

Distribution of scores for Higher Secondary Examination, March, 2016 – (Combined list)

	FIRST YEAR				SECOND YEAR				
Item	C.E	T.E	TOTAL	TIME	C.E	P.E	T.E	Total	Time of T.E.
Subjects without Practicals	20	80	100	2 ½ hours	20	-	80	100	2 ½ hrs
For Music	20	40	60	1 ½ hours	20	80	40	140	1 ½ hrs
Biology	20	60	80	2 hours	20	40	60	120	2 hrs
For other Subjects with Practicals	20	60	80	2 hours	20	40	60	120	2 hrs

APPENDIX – 8

Distribution of scores for First Year Higher Secondary Examination, March, 2016

ITEM	Continuous Evaluation (CE)	Terminal Evaluation (TE)	Total	Time
Subjects with Practicals	20	60	80	2 hours
Subject without Practicals	20	80	100	2 ½ hours
For Music	20	40	60	1 ½ hours

APPENDIX- 9

Nine Point Grading (Second Year Higher Secondary Examination, March, 2016)

Combined scores obtained by a candidate in the First & Second Year Higher Secondary Examinations taken together

Grade	Grade Range
A+	Total Score 180 -200
A	Total Score 160 - 179
B+	Total Score 140 - 159
B	Total Score 120 - 139
C+	Total Score 100– 119 with TE Score greater than or equal to 30% of TE Maximum
C	Total Score 80 - 99 with TE Score greater than or equal to 30% of TE Maximum
D+	Total Score 60 - 79 with TE Score greater than or equal to 30% of TE Maximum
D	Total Score 40 - 59 or TE Score less than 30% of TE Maximum
E	Total Score below - 40

- For Music, 30% each of the maximum score of PE & TE is necessary for D+ Grade or above.
- There will be no separate minimum for CE and PE whereas a minimum of 48 scores for subjects without practicals and 36 scores for subjects with practicals for TE is compulsory.
- To become eligible for higher studies a candidate should attain D+ Grade in all subjects.
- For securing D+ grade for Biology separate minimum for Botany or Zoology is not necessary.
- The combined scores obtained by a candidate in the First & Second Year Higher Secondary Examinations taken together and grades there upon will determine the eligibility of the candidate for higher studies.

APPENDIX – 10

AWARD OF GRACE MARKS

Grace marks are given to the winners in the State Level Higher Secondary School Youth Festival as given below.

- 1) A Grade - 5% of the aggregate score
- 2) B Grade - 4% of the aggregate score
- 3) C Grade - 3% of the aggregate score

Grace Marks are awarded to the eligible students who have participated / are winners in Island and U.T. level Kalolsav with effect from 2011-2012 academic year based on the guidelines issued as per G.O.(Rt) No. 40/2011/Gl.Edn. Dated: 16.02.2011, G.O.(Rt.) No.3812/12/Gl.Edn. Dated : 07/08/2012.

Grace Marks are given to school going regular candidates for their achievements in State/National level competitions during their First and Second Year separately in the respective First/Second Year Higher Secondary Examination. Grace Marks are awarded for the achievements in the following items also as recorded below:

<u>ITEM</u>	<u>GRACE MARKS</u> <u>(STATE LEVEL)</u>
Sasthra - Ganitha	
Sasthra - Samuhya	
Sasthra Pravarti Parijaya Mela/I.T. Mela	
A Grade	5% of the aggregate score
B Grade	4% of the aggregate score
C Grade	3% of the aggregate score
<u>BALA SASTHRA CONGRESS (W.E.F. 2013 MARCH ONLY)</u> (State Level)	
<u>G.O(MS)No.216/2012/G.Edn. Dated 05/07/2012</u>	
A Grade	5% of the aggregate score
B Grade	4% of the aggregate score
C Grade	3% of the aggregate score
<u>(SOUTHERN REGIONAL LEVEL)</u>	
A Grade	15 % of the aggregate score
B Grade	13 % of the aggregate score
C Grade	11 % of the aggregate score
<u>(NATIONAL LEVEL)</u>	
Participation	15 % of the aggregate score
<u>SPECIAL SCHOOL YOUTH FESTIVAL</u>	
A Grade	5 % of the aggregate score
B Grade	4 % of the aggregate score
C Grade	3 % of the aggregate score

Grace marks are given to candidates for their achievements in sports and games as detailed below.

i. STATE LEVEL

- | | | |
|--------------|---|----------------------------|
| First Place | - | 5% of the aggregate score |
| Second Place | - | 4% of the aggregate score |
| Third Place | - | 3 % of the aggregate score |

ii. NATIONAL LEVEL

- | | | |
|-------------------------------------|---|----------------------------|
| First Place/Winner (Gold Medallist) | - | 15% of the aggregate score |
| Second Place/Runner Up | - | 13% of the aggregate score |
| Third Place | - | 11% of the aggregate score |
| Participation | - | 10% of the aggregate score |

Maximum grace marks awarded in this category will be 50% of the aggregate score.

iii. INTERNATIONAL LEVEL

- | | | |
|--------------------|---|----------------------------|
| Participation only | - | 20% of the aggregate score |
|--------------------|---|----------------------------|

Director, Higher Secondary Education, will decide percentage of grace marks for Winners, Runner up and Third place holders in International participations.

GRACE MARKS FOR NCC CADETS

10% scores will be awarded to NCC Cadets as grace marks during Second Year only on satisfying the following four conditions.

- i. The candidate should be in the rank of Corporal or above.
- ii. The candidates are holders of A, B or C certificates.
- iii. The candidate must have represented any one centrally organised camp.
- iv. The benefit of 5% grace marks is awarded to NCC cadets who attended the following camps also;
 1. Naval Attachment Camp
 2. Army Attachment Camp
 3. Pre Republic Day Camp (RDC)
 4. Pre-Nau Sainik Camp (NSC)
- v. 5% Grace Marks is awarded to NCC cadets who have attained 75% attendance [(G.O.(Ms) No. 125/12/Gl.Edn., dated 20.04.2012)]
- vi. Application for grace marks for NCC shall be submitted in duplicate, one copy to the Secretary, Board of Higher secondary Education and the other to Deputy Director General, NCC. Marks are awarded on the basis of the recommendation of the Director General, NCC.

GRACE MARKS FOR NSS

Marks are awarded on the basis of the recommendation of the State Co-ordinator NSS. Grace Marks in Higher Secondary Examination to NSS Volunteers is awarded as detailed below;

- | | | |
|---|---|----|
| i. NSS Volunteers having NSS Certificates | - | 2% |
| ii. NSS Volunteers attended National Camps | - | 3% |
| iii. NSS Volunteers attended Republic Day Camps | - | 5% |

GRACE MARKS FOR STUDENTS POLICE CADET

5% Grace Marks for Students Police Cadet are awarded as per G.O.No 214/12/Home, dated 04.08.2012.

GRACE MARKS FOR QUIZ COMPETITION BY STATE LEGAL SERVICES AUTHORITY **G.O (MS) No. 121/2012/G.Edn. Dated : 17/04/2012.**

- | | | |
|--------------------------------------|---|---------|
| i. First winning team (3 students) | - | 5 Marks |
| ii. Second winning team (3 students) | - | 3 Marks |

GRACE MARKS FOR WINNERS OF BALA SREE AWARDS

Those candidates who have been awarded the Bala Sree awards given away by the National Bal Bhavan which is a Central Government undertaking, are eligible for 5% grace marks as per G.O.(MS) No.151/2013/Gl.Edn. dated 02.05.2013.

GRACE MARKS TO THE ELIGIBLE STUDENTS OF MAHE REGION OF UNION TERRITORY OF PUDUCHERY

As per G.O(Ms) No. 179/2013/G.Edn. dated 31.05.2013 Government accorded sanction for awarding grace marks to the eligible students of Mahe region of Union Territory of Puduchery who have participated / winners in Union Territory level / National level Sports, Arts and Science festivals / fairs from the academic year 2012-2013 onwards. The criteria for awarding such grace marks will be based on the guidelines issued as per G.O.(Ms) No.40/2011/G.Edn. dated 16.02.2011.

RULES FOR APPLYING FOR CONDONATION OF SHORTAGE OF ATTENDANCE

1. A minimum of 75% attendance is compulsory for regular school going students for appearing for +1 and +2 Examinations. Those who fail to get minimum attendance shall apply for Condonation of attendance in the prescribed form (Appendix – 28). Condonation will not be granted as a matter of right. The Regional Deputy Director concerned, Higher Secondary Education is delegated with powers to grant Condonation for students with at least 65% attendance.
2. For students who could not obtain 65% attendance the Government is the authority to grant Condonation on the recommendation of the Director of Higher Secondary Education. **A candidate who secures less than 50% of attendance is not eligible for condonation of attendance. Such candidates shall get readmitted and complete the course as per rules.**
3. Exemptions may ordinarily be granted to a student who has failed to keep 75% of the attendance prescribed if the following conditions are satisfied.
 - a) Treasury Chalan Receipt for the prescribed fee remitted under the Head of account 0202-01-10297-03 (other receipts)
 - b) **The exemption sought for is duly recommended by the Principal concerned.**
 - c) **The reasons given for failure to attain the minimum prescribed attendance are satisfactory and supported by documentary evidence.**
 - d) **Applications for condonation in the prescribed form is to be forwarded fully documented on or before 10/02/2016.**
 - e) **Entries in each column of the application shall be correct and documents proper.**
4. Application for condonation should be accompanied by Medical Certificate signed by a Registered Medical Practitioner, if the absence due to ill – health exceeds five working days at a stretch. In the medical certificate the total days of absence should be inclusive. ***Eg: For 7 days condonation (School working days) the medical certificate from 09/12/2015 to 15/12/2015 is not sufficient as the total school working days inclusive of this period is only five days.*** The Principal should verify the Medical Certificates and also certify against each period of absence whether applications for leave are submitted and granted in time.
5. Applications of Std: XI and std XII should be submitted separately with a list comprising the names of students who applied for condonation of shortage of attendance in each class.
6. The last date for calculating the total attendance of the candidate shall be fixed as 31/01/2016. The total number of working days in an academic year stated in the application should not vary with different candidates.
7. Only if the entries in each column of the application are correct, documents are proper and the candidate is eligible for condonation, the application need be recommended and forwarded to the superior authority.
8. A candidate who has applied for condonation of shortage of attendance and is eligible for the same, should be allowed to appear for the Examination only if he / she is in receipt of the order sanctioning condonation of shortage of attendance from the concerned authority. Disciplinary action will be initiated against those authorities who violate the direction.
9. Condonation of shortage of attendance will be granted to a candidate only once during the course of study. i.e. either during First or Second year. **Hence a candidate who is in receipt of an order granting condonation of shortage of attendance in Std: XI will not be eligible to apply for condonation of shortage of attendance in Std: XII.**
10. The application for Condonation at RDD level (65% and above) & condonation at Govt. level (below 65% but above 49%) should be separated and to be submitted at RDD Office at a stretch. The final verification and defect rectification process shall be carried out at RDD level and the foolproof application for condonation at Govt. level shall be forwarded to Directorate for submitting before Govt.

APPENDIX - 12

CONCESSIONS TO CANDIDATES WITH SPECIAL NEEDS

Candidates with special needs having 40% or more disability are eligible for availing the service of scribe, as per vide G.O. (MS) No. 11/2015/G.Edn. Dated : 14/01/2015 and G.O. (MS) No. 65/2015/G.Edn Dated : 06/03/2015.

- (a) Physically challenged candidates will be given 10 minutes grace time per hour of examination, according to the gravity of the handicap/disorder, if the following conditions are satisfied.
 - i) Application for concession should be submitted in the prescribed format provided in Appendix – 29 supported by medical certificate issued by a Medical Board, which include a specialist in physical medicine and rehabilitation or orthopaedics.
 - ii) Physically challenged candidates who are unable to write with their hands will be provided with the services of a scribe and extra time of 15 minutes per hour, if the Medical Board specifically states that the candidate is unable to write on his own. In the medical certificate from the medical board it should be clearly stated that the candidate examined deserves extra time and service of scribe.
 - iii) Physically challenged candidates who cannot move their hand freely will be exempted from drawing diagrams and geometrical figures, provided, it is so certified by the Medical Board in the medical certificate. Marks for diagrams will be given proportionately based on the marks secured by them.
 - iv) Mentally challenged candidates and candidates having neurological disorders shall be given 25% marks secured by them, additionally on producing medical certificate from medical board that includes a psychiatrist in the case of mentally retarded candidates and a neurologist in the case of candidates with neurological disorders.
 - v) For candidates having physical or orthopaedic handicap plus visual and or hearing problems, mental retardation etc the respective specialist must be present in the medical board, which certifies the handicap.
 - vi) Applications for the above concessions should reach the concerned Regional Deputy Director, Higher Secondary Education before the last date prescribed for the same. Original medical certificate from the medical board and attested photocopy of the same must be submitted along with the application. Original medical certificate will be returned after verification, to the candidate.
- (b) Hearing impaired Candidates will be exempted from appearing for the Second language and will be given 25% of marks secured by them additionally subject to their producing a medical certificate in original from a medical board comprising an ENT specialist. An attested copy of the medical certificate should also be attached with the application.
- (c) Visually impaired candidates are eligible for extra time/service of a scribe as detailed below.

- i) Candidates with visual disability of 20% to 39% of visual disability will be given 10 minutes extra time per hour of examination.
Candidates with visual disability of 40% – 49% will be given extra time of 10 minutes for every one hour of examination and the service of a scribe.
Candidates with visual disability of 50% and above will be given extra time of 15 minutes for every one hour of examination and the service of a scribe.
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, detailing the visual handicap should be enclosed along with the application. An attested photocopy of the medical certificate should also be attached with the application. **Candidates with visual disability upto 19% will be treated as normal.**
- i. The service of an interpreter can be availed in the case of hearing impaired / mentally challenged candidates. The service of Resource teachers (coming under IEDC, General Education Department) can be availed for the purpose. In the absence of the above, the service of an Invigilator posted to the school can be utilized. Visually impaired candidates will be allowed to use recognition facility and IED candidates will be provided opportunity to use Computer / Laptop provided they submit request in the prescribed application form and obtain order regarding the same.
- ii. Applications for concession, in the prescribed format provided in Appendix – 29 should be submitted before the last date prescribed for the same to the concerned Regional Deputy Director, Higher Secondary Education. Educational qualification of the scribe whose service is hired in all the above cases should be below Plus Two level, ie, the scribe should not have passed Higher Secondary or equivalent examinations. In the absence of the service of such candidates as scribes, the service of candidates who have completed Plus Two course with a different combination of subjects than that of the applicant can be availed. The details of the proposed scribe should be forwarded to the Regional Deputy Director, along with the application for the services of scribe. The Principal shall appoint scribe after verifying his identity and qualification.

The Principals of the Higher Secondary Schools shall ensure that differently abled / mentally challenged candidate are not admitted to batches with subject combination involving Practicals, which the student concerned are unable to cope with due to her/his disability.

The Chief Superintendent should write the order number granting concessions and also the nature of concession granted clearly on top of the answer scripts and such answer scripts shall be forwarded to the valuation camps in separate CV covers with the inscription “Answer Script of (nature of handicap) candidate, Order No.. nature of concession (25% grace mark, exemption from drawings etc.)

INSTRUCTIONS FOR THE CONDUCT OF PRACTICAL EVALUATION

- i. On receipt of the appointment, the external examiner shall confidentially intimate the Chief Superintendents of the centres assigned to them, the date and time of examination in that centre and shall conduct the examination on the specified date
- ii. Chief Superintendent shall make all necessary arrangements and make available all necessary materials for the conduct of Practical Evaluation in consultation with the External Examiner. The Principal shall appoint an Internal Examiner and Lab Assistant to assist the External Examiner, if required.
- iii. Practical Evaluation having 3 hour duration should be conducted in two sessions (Forenoon and After noon) and Practical Evaluation having 1½ hour duration shall be conducted in 3 sessions in a day
- iv. Question papers and blank mark sheets for entering marks shall be supplied to the Chief Examiner by the Examination Secretary. The Chief Examiner shall issue the same to the External Examiners. The External Examiner shall conduct the Practical Evaluation as per the instructions given by the Chairman/Chief Examiner and the sole responsibility of correctness of the evaluation of the performance shall rest with the External Examiner.
- v. The mark sheets shall be prepared in duplicate as soon as the Practical Evaluation is over and put in a cover and sealed. Marks shall be entered in figures and words in black ink. In the case of single digit mark, a hyphen shall be put on both sides of the digit. Register Number of absentees should be marked in red ink as ABSENT.
- vi. The cover containing original mark sheets shall be put in a cover and sealed. The cover shall be superscribed as CONFIDENTIAL and sent by speed post on the same day or at the latest by the next working day without fail in the name address of the Secretary. The Expenditure in this regard may be met from the fund allotted for the conduct of Examination in the parent school of the examiner.
- vii. An Examiner should keep the duplicate copy of the mark sheets under his/her safe custody in sealed covers, which shall be destroyed only after one year from the date of publication of results or otherwise instructed.
- viii. As soon as the practical examinations are over the External Examiner shall hand over all the answer scripts in a sealed cover to the concerned Chief Examiner under proper receipt. The Principal shall keep the answer scripts under safe custody for one year from the date of publications of results and produce the same before the authorities if directed.
- ix. Examiners should keep the scores awarded to the candidates strictly confidential.
- x. Admissible TA/DA and other remuneration as per rules shall be disbursed by the Principal of the centre. Examiners are eligible for duty leave for the days of Practical Evaluation. Duty leave shall be sanctioned by the Principal of the parent school on production of duty certificates from the Chief Superintendent/Principal of the Examination Centre.
- xi. If an Examiner is not in a position to attend the work due to any unavoidable circumstances, such as serious illness, death of close relative etc. he/she should immediately intimate the fact to the Chief Superintendent of the centre to which he/she is posted as well as to the Chief Examiner for making substitute arrangements.

**INSTRUCTIONS TO THE CANDIDATES APPEARING FOR THE HIGHER
SECONDARY EXAMINATION**

- i. Candidates shall take their allotted seats in the examination hall at least fifteen minutes before the commencement of the examination. Candidates presenting themselves more than half an hour after the appointed time will not be admitted to the examination hall. Candidates who are undoubtedly suffering from infectious disease of any kind will not be admitted. Candidates shall bring their admission tickets on all days of examinations.
- ii. Candidates are prohibited from writing upon their admission tickets or question papers. They are also prohibited from writing their name on any part of the answer books.
- iii. Candidates are permitted to write the examination, in English, Malayalam, Tamil or Kannada.
- iv. Candidates shall write their register numbers in words as well as in figures in the space provided for the purpose on the facing sheet of the answer books. They shall also write the name of Examination, name of the subject and the code number of the question paper in the space provided. They are strictly prohibited from writing their Register Numbers on any other page of their answer book and additional sheets.
- v. Candidates are prohibited from bringing in the examination hall any book or portion of the book, manuscripts or paper of any description, mobile phones, electronic gadgets and any other devices that can be used to breach the confidentiality of the examination. Candidates are prohibited from communicating with one another, or persons outside the examination hall during the examination. They are also prohibited from copying from the answer script of other candidates.
- vi. Candidates are permitted to use Scientific Calculators with single line display and Standard Clarke's Table for subjects having calculation. They are not permitted to use calculators with multiple line facility, programmable calculators (graphic calculators) & Personal Digital Assistants (PDA) in the Examination Hall.
- vii. Candidates will be allowed to leave the examination hall only after 30 minutes of commencement of examination and 30 minutes before the completion of the examination. Candidate who leaves the examination hall before the expiry of the examination time will not be permitted to return till the end of the examination.
- viii. When a candidate has finished writing, his/her answer books should be handed over to the invigilator present in the hall. He/she should not leave the hall leaving the answer book in his/her seat.
- ix. On completion of the Examination the candidates shall tie up the main and additional sheets, number the pages in order and write the number of additional sheets used in the column provided in the main sheet.
- x. Disciplinary action shall be taken against those candidates found violating the instructions issued.

DUTIES OF CHIEF SUPERINTENDENTS

- i. The Chief Superintendent shall be responsible for the smooth conduct of examination and he/she shall see that all instructions issued in this regard are strictly followed.
- ii. Chief Superintendents shall supervise and control the Deputy Chief Superintendents, Assistant Superintendents and other staff appointed for the conduct of examinations in a centre and shall make all necessary arrangements for the conduct of the examination.
- iii. Chief Superintendent is responsible for the maintenance of all the registers prescribed in connection with the examination.
- iv. Chief Superintendent is responsible for the maintenance of accounts of all examination materials.
- v. The monogram of the Chief Superintendent should be affixed on all pages of examination answer books and additional sheets. The monogram shall be so prepared in such that it shall not reveal the identity of the school. Monograms should not be affixed on the Bar coded answer scripts and additional sheets of Plus Two examination in Physics, Chemistry & Mathematics.
- vi. Before opening the question paper packets the Chief Superintendent, Deputy Chief Superintendent and Assistant Superintendents shall ensure that the correct question papers for the day as per the time table is being opened. Chief Superintendent shall open the question paper packets in time in the presence of the Deputy Chief and two Assistant Superintendents. Chief Superintendent shall distribute the right question papers to the candidates as per instructions in this regard.
- vii. Chief Superintendent shall ensure that laptop / computer, if any, provided to candidates with special needs contains neither any information related to that examination nor any manipulation is made in the same. The printout of the answerscripts of such candidates should be obtained from the Assistant Superintendent, authorize the same and sent it to the concerned C.V. Camp.
- viii. The written answer scripts shall be under his/her custody and he/she shall send it to the name address of the Camp Co-ordinator concerned by Registered Parcel as per instructions in this regard, on the same day itself. The Plus One & Plus Two answer scripts shall be bundled separately and in each bundle the answer scripts shall be packed subjectwise. He should send the consolidated absentee statement to the Secretary and subject wise absentee statement to the CV camp concerned. The consolidated absentee statement shall also be uploaded to the Higher Secondary Portal on the last day of the examinations.
- ix. Chief Superintendent shall be responsible for the timely disbursement of TA/DA and remuneration for the persons engaged for examination duty as per rules.
- x. Chief Superintendent shall maintain all accounts of expenditure in connection with the examination and forward the bills to the Directorate immediately after the examinations are over.
- xi. The provision in the 'HSE Manager' software shall be compulsorily used for preparing the seating arrangement of candidates in the examination hall.

DUTIES OF DEPUTY CHIEF SUPERINTENDENTS

- i. Deputy Chief Superintendent shall act under the control and supervision of the Chief Superintendent and render all assistance for the conduct of examination as per rules.
- ii. Deputy Chief Superintendent shall act as the Chief Superintendent in the temporary absence of the Chief Superintendent.
- iii. Deputy Chief Superintendent is competent to report directly to the Secretary, on any relevant matters for preserving the sanctity of the examination.

Explanation:

- a) Violation of examination rules by the chief superintendent/
invigilators/any other person in the Examination centre
- b) Opening of question papers not meant for that days examination
- c) Issue of wrong question papers to the candidates
- d) Any other relevant matters

In the above cases the Deputy Chief Superintendent should send a report directly to the Secretary on the same day the event occurred, by fax/speed post/telephone.

- iv. Deputy Chief Superintendent shall check the seating arrangement in the examination halls and ensure that the arrangements are as per that generated through the HSE Manager.
- v. Deputy Chief Superintendent should verify all the question paper packets before the commencement of the examination each day. He/She should see that question papers of the Higher Secondary Examinations are kept in a separate safe with locker facility.
- vi. Deputy Chief Superintendent shall be present at the time of closing and opening of the locker containing question papers and shall sign in the register for entering the date, day and time of opening/closing the safe containing question papers.
- vii. Deputy Chief Superintendent shall be present at the time of opening the question paper packets and follow the rules in this regard.
- viii. Deputy Chief Superintendent shall visit all rooms when the examination is in progress and ensure that the Assistant Superintendents are performing their duties as per rules.

DUTIES OF ASSISTANT SUPERINTENDENTS (INVIGILATION DUTY)

- i. Assistant Superintendents shall discharge their duties as per instructions from the Chief and Deputy Chief Superintendent
- ii. They shall be responsible for maintaining discipline and decorum in the examination hall.
- iii. They shall put their initials in the additional sheets issued to the candidates and also on the last page of the answer script.
- iv. They shall identify the candidate as per hall tickets and see that the candidates have written the correct Register Number in the main sheet of the answer script. They shall ensure that no malpractice is indulged by the candidates during the examination.
- v. They shall see that no candidate is admitted to the examination hall after 30 minutes from the commencement of examination and no candidate leaves the examination hall before 30 minutes from the completion of the examination.
- vi. They shall see that the right question paper is distributed to the candidates. While distributing question papers they shall verify the scheme to which a candidate belongs and also see that the different versions of question papers like Accountancy with AFS & Accountancy with CA, Mathematics - Science and Commerce and Computer Application - Humanities and Commerce are issued to the right candidates. As separate question papers are issued to Scheme 1 & 2 students in subjects like Physics, Chemistry, Biology, Maths, Geography, Economics & Political Science, the Assistant Superintendents shall ensure that the correct question papers are distributed to the Scheme 1 & Scheme 2 students.
- vii. They shall see that the candidates are writing their Register numbers correctly in figures and words, the name of the Examination, subject, question paper code number etc. in the space provided for the purpose in the facing sheet of the answer book. The Register Number written by the candidate should be verified with the Register Number in the Admission ticket and shall see that the register number is written in no other place in the answer script.
- viii. They shall maintain the accounts of the main answer books and additional sheets issued to the candidates in the room. The acknowledgement of the candidates should be obtained while issuing the additional sheets. They should ensure that the sheets already issued are completely used before issuing additional sheets
- ix. They shall see that all the supporting documents as per rules prescribed for the examination are maintained.
- x. They shall ensure that the candidates are seated in such away that there is no chance for copying or other malpractices. Seating arrangement should be noted in the seating arrangement register. They shall ensure that the seating arrangements made in the Examination hall has not been manipulated by the candidates for their benefit and that each candidate occupies the seat allotted to him by the Chief Superintendent as per the seating arrangement generated through 'HSE Manager'.
- xi. They shall ensure that the candidates receive no external help and candidates are not indulging in any kind of malpractices. Any such incident should be reported to the Chief Superintendent/ Deputy Chief Superintendent and steps as prescribed in these rules should be initiated.
- xii. They shall ensure that the candidate fills the column earmarked for filling the total number of pages in the main answer book.
- xiii. They shall ensure that the Computer / Laptop, if any, provided for the candidate with special needs, does not contain any information related to the concerned Examination. They should also get the printout of the answer scripts in the presence of Chief Superintendent.
- xiv. The Assistant Superintendents authorized by the Chief Superintendent to sign the certificate on top of the question papers packet shall verify whether the correct question papers packet for the day as per the time table is being opened.
- xv. On the first day of the Examination all Assistant Superintendents shall reach the Examination centre allotted to them atleast one hour before the commencement of the Examination to become a part of the initial arrangements and also to attend the meeting to be convened by the Chief Superintendent.

NB: All duties assigned in connection with the Examination are part of the official duties and the act of abstaining from such duties can be considered as an act of gross negligence and irresponsibility that invites disciplinary action.

INSTRUCTIONS FOR PACKING ANSWER SCRIPTS

- i. Before packing the answer scripts, the Chief Superintendent should ensure that the candidates have written their correct Register number in the column allotted for the purpose.
- ii. The answer scripts should be arranged register number wise and packed 13 numbers in each C.V cover in the case of the subjects except Botany and Zoology. Botany and Zoology papers should be packed in 20 numbers in separate C.V.covers.
- iii. The packing slip generated using the software 'HSE Manager' after entering the absentee details shall be pasted on the CV cover The blank marklist with register number generated shall be kept inside the CV cover, except for Plus Two Physics, Chemistry and Mathematics. The answer scripts should be packed and sent by Registered post to the name address of the Camp Co-ordinator in the respective C.V. camp as per the instruction from the Secretary on the day itself if possible or on the next day. Retention of answer scripts in the centre for more than the minimum time required for despatch will invite punishment to the person responsible
- iv. The answer scripts of candidates with special needs should be sent in separate covers superscribed "Physically challenged/visually impaired / hearing impaired /neurological disorders" as the case may be and the order granting concession to the above category of candidates and the nature of the concession given to the candidate should be noted on the answer script as well as on the C.V cover by the Chief/Deputy Chief Superintendent and attested by them.
- v. The consolidated absentees' statements should be sent in the prescribed proforma to the Secretary and subject wise absentees' statement to the Centralised Valuation Camps concerned. This should be prepared with utmost care.
- vi. The answer scripts shall be packed subjectwise first. The Plus One & Plus Two answer scripts thus packed subject wise shall be packed in separate bundles and sent to the CV Camps.

INSTRUCTIONS TO CHIEF SUPERINTENDENTS
REGARDING SETTLEMENT OF ADVANCE SANCTIONED TOWARDS THE
CONDUCT OF EXAMINATIONS

The practice of sanctioning advance from the Directorate for the conduct of Higher Secondary Examination will be discontinued from 2015 March examination onwards. Instead, the anticipated amount of expenditure towards conduct of examination will be placed at the disposal of Principals/Chief Superintendents concerned by way of allotment. The Principals/Chief Superintendents will in turn draw the amount in advance on the strength of proceedings issued by them for presenting at the treasury along with a contingent bill in form TR 59 (C). The advances so drawn shall be regularized within one month by presenting final settlement bills at the treasury concerned along with original bills, vouchers and chalan towards remittance of excess amount if any. Copies of the same shall be kept in the Schools for verification at the time of local audit by Directorate / RDD. In cases where actual expenditure exceeds the amount allotted, copy of the proceedings and expenditure statement shall be forwarded to Directorate for releasing balance amount. **Bills and vouchers need not be submitted to Directorate for settlement of advances.** (Circular No. Fin. A5/577/2015/HSE Dated : 07/04/2015)

1. Chief Superintendents shall maintain all accounts of expenditure in connection with the examination. The provision in the 'HSE Manager' software shall be compulsorily used for the purpose. 'HSE Manager' software should invariably be used for payments of Examination expenses including Theory and Practical Examinations.
2. The upload file attached along with 'HSE Manager' should be uploaded within two weeks on completion of Examinations.
3. Chief Superintendent shall be responsible for the timely disbursement of TA/DA and remuneration for the persons engaged for Examination duty as noted in Appendix – 20. No further claims will be entertained in this regard.

APPENDIX –20
THE RATE OF REMUNERATION FOR THE CONDUCT OF THEORY AND PRACTICAL
EXAMINATION MARCH 2016

A. Conduct of theory examination:

- | | | |
|--------------------------------|---|-------------------|
| 1. Chief Superintendent | : | Rs. 84.50 per day |
| 2. Deputy Chief Superintendent | : | Rs. 65.00 – do – |
| 3. Assistant Superintendent | : | Rs. 52.00-do- |
| 4. Clerk | : | Rs. 39.00-do- |
| 5. Peon | : | Rs. 29.9-do- |

B. Preliminary Arrangements

- | | | |
|---|---|---|
| a. Seating Arrangements | : | Rs. 26/- for every 40 candidates or part thereof. |
| b. Head load charges (including packing) | : | Rs. 10.4/- for every 200 answer books or part thereof |
| c. Telephone Charges | : | Actual amount on the strength of bills |
| d. For Hall ticket generating | : | Rs. 2.6/- per candidate |
| e. Postage | : | Actual amount on the strength of receipt/vouchers |
| f. The Practical Examiners should claim the postage expenses from their parent institutions for the duties in Government and Aided schools. For Un-Aided schools, they should claim postage expenses from the concerned institutions. Towards the claims they should submit the original postal receipts. | | |
| g. Watchman allowance (From the date of receipt of Question Paper to the previous day of the completion of exam) | : | Rs. 150/- per day |
| h. Stationary | : | Rs. 2.6/- per candidate |

C. Conduct of Practical Examination

- | | | |
|--------------------------|---|--------------------|
| 1. Chief Superintendents | : | Rs. 32.5 per day |
| 2. Clerk | : | Rs. 19.5 per day |
| 3. Lab Attender | : | Rs. 32.5 per batch |

(Candidates consisting of 15 numbers shall be treated as one batch & part thereof shall be treated as a batch if the number of candidates is above four ie; 25% of 15)

I. Practical Examinations in three hour subjects:

- | | | |
|--|---|-----------------------------------|
| a. External Examiner (prescribing the work, conducting the practical, supervising and judging the merit of candidates) | : | Rs. 65 per batch |
| b. External Examiner (preparing for the examination) | : | 52 Paise per candidate registered |
| c. External Examiner (Valuing Lab Records) | : | Rs. 1.30 per candidate |
| d. Internal Examiner | : | Rs. 39/- per batch |

II. Practical Examination in Botany and Zoology (2 hours):

- a. External Examiner (prescribing the work, conducting the practical, supervising and judging the merit of candidates) : Rs. 32.50 per batch
- b. External Examiner (preparing for the examination) : Paise 26 per candidate registered
- c. External Examiner (Valuing Lab Records) : Rs. 1.30 per candidate
- d. Internal Examiner : Rs. 31.20 per batch

III. Cost of Materials for Practical Examinations:

- 1. Physics / Botany : Rs. 1.63 per candidate
- 2. Chemistry : Rs. 3.90/- per candidate
- 3. Zoology : Rs. 3.25 per candidate
- 4. Geography : Rs. 1.17 per candidate

D. TA for Invigilators and External Examiners:

- Up to 8 KMs : No TA
- Above 8 KMs and Up to 32 KMs : ½ DA
- Above 32 KMs with in the Districts : 1 DA
- Inter District TA : As per Rules

The practical examiners can claim TA for attending the district wise meeting from the contingent expenses for their schools as above.

- up to 8 KMs : No TA
 - Above 8 KMs and up to 32 KMs : ½ DA
 - Above 32 KMs with in the Districts : 1 DA
- Mode of seating arrangement for theory examinations
- Std: XI & XII candidates together : One Invigilator for 30 candidates
 - Std: XII candidates only : One Invigilator for 20 candidates
 - Std: XI candidates only : One Invigilator for 20 candidates.

CV CAMP TA/DA/REMUNERATION & CONTINGENT EXPENDITURES

I. TA/DA/REMUNERATION TO EXAMINERS

1. **Travelling Allowance**
(Shortest route from the place of duty to the station is to be preferred while claiming TA)

Upto 8 Kilometers : No TA
Above 8 Kilometers upto 32 Kilometers : ½ DA
Above 32 Kilometers : 1 DA
2. **DA** : Existing rate prescribed on the basis of basic pay
3. **Remuneration** :
For valuation of Answerscripts : Rs. 8/- per script
Other than Botany and Zoology
For Botany and Zoology : Rs. 6/ script
For Scrutiny : Rs. 10.4 for every 25 script

II. DA/REMUNERATION TO CAMP OFFICIALS

DA : From the first day of exam to the last day of valuation +3 continuous days
Remuneration : (For the working days in between the starting day of exam to the last day of valuation + 3 continuous days)

Camp Co-ordinator	:	Rs. 117/day
Camp Officer	:	Rs. 110.50/day
Camp A.O.	:	Rs. 104/day
Camp Clerk	:	Rs. 84.50/day
Camp Peon	:	Rs. 65/day

Allowances

Data Entry Operator	:	Rs. 400/day (For the working days in between the starting day of exam to the last day of valuation + 2 continuous days)
Sweeper	:	Rs. 100/day for actual no.of valuation days + 2 days
Night Watchman	:	Rs. 150/day from last day of exam to the last day of valuation

Contingency (Supported by proper vouchers)

Upto 50,000/- scripts – 25 paise per script, then
20 paise per script for the next 50,000 and then
15 paise per script for the balance.

Contingency for online tabulation

Rs. 400/- per computer (for formatting/software installation)
Rs. 20/- per computer (electricity charges)

NB :- Any additional expense towards water supply, Use of Generator, making additional infrastructure facilities etc. shall be got authenticated by concerned RDD.

CENTRALISED VALUATION CAMP - INSTRUCTIONS TO CAMP CO-ORDINATORS

1. 'C.V Camp Manager' software should invariably be used in the camp for script distribution, payments, attendance certificate etc.
- a) The upload file attached along with the C.V.camp manager should be uploaded within two weeks on completion of the camp (Click 'Make Upload File' in 'Basic Settings')
- b) Time schedule should be strictly maintained in the camp
- c) The mark sheets should be sent on the same day of valuation in the name of Dr.K.Mohana Kumar, Joint Director (Examination), Directorate of Higher Secondary Education, Housing Board Buildings, Santhi Nagar P.O., Thiruvananthapuram – 695001
- d) The Camp Co-ordinator should verify the basic pay of the examiners and the distance to the camp from their parent school. Camp Co-ordinator will be responsible for any excess payments found later.
- e) Camp expenses should be grouped under the following categories
 - (1) TA / DA / Remuneration to Camp Staff & Examiners
 - (2) TA / DA / Remuneration to Examiners engaged in Scheme finalization.
 - (3) TA / DA / Vehicle fare relating to shifting of answer scripts and collection of cash from other CV camps, if needed.
 - (4) Allowance to a data entry operator
 - (5) Allowance to a night watchman.
 - (6) Allowance to a sweeper.
- f) Postage : Actual amount on the strength of receipt/vouchers
- g) Contingent expenses : Expenses which may be included under contingencies are as follows:
 - h) Telephone
 - i) Water Charges
 - j) Electricity Charges including hiring of fans/tube lights/generator etc.
 - k) Arrangement of storage room before & after valuation
 - l) Sanitation expenses
 - m) Stationery & Paper Charges
 - n) Cartridge
 - o) Photostat
 - p) Audio System Charges
 - q) Projector Charges
 - r) Loading & Unloading Charges
 - s) Transportation Charges to despatch marksheets
 - t) Room Arrangement
 - u) Miscellaneous, if any.
8. The proper vouchers for the above said expenditures should be kept in the camp for further verification and audit. Each & every voucher or bill should be admitted and passed for payment by the camp co-ordinator. The camp co-ordinator will solely be responsible for fraud and fake bills or vouchers if any, found later.
9. The Camp Co-ordinator should submit the bill in TR59 with a copy of 'Summary Report' (Software generated) to the Directorate with in a week on completion of CV Camp. Supporting vouchers need not be sent to the Directorate. If the vouchers are to be verified, further directions to this effect will be issued separately. The genuineness and correctness of vouchers and invoices should be ensured by Camp Co-ordinator. Any delay in settlement of the advance bill due to non-submission of the bill in time will be the sole responsibility of the co-ordinator concerned.

UPLOADING OF CANDIDATE DETAILS

SECOND YEAR EXAMINATION

a. Regular School going Open School candidates :-

The centre wise list of Second Year Regular candidates will be published through the web portal www.dhsekerala.gov.in

All the Higher Secondary School Principals should download the list and publish the same in the school notice board. Before publishing the list, the names of all candidates not eligible to appear for the Second Year Higher Secondary Examination, March 2016, due to various reasons should be deleted. In the case of lateral entry candidates, the Principal shall ensure that the candidates have appeared for all subjects in the improvement examination. Those candidates who are absent for any subject in the examination shall be removed from the list.

After the last date for receiving the application form at the Examination centre, those candidates who were not eligible/ not applied for registration shall be UNREGISTERED in the list through the web portal (Detailed instructions in this regard shall be issued separately).

b. Compartmental candidates :-

The list of all eligible compartmental candidates for online registration shall be made available through the web portal and online registration shall be made by selecting those candidates who had submitted application at the school for examination registration (Detailed instructions in this regard shall be issued separately). In the case of Compartmental candidates the Principal shall see that they have appeared for all the registered subjects in the First Year Improvement Examination, October 2015.

c. Special Category candidates :-

The photocopy of the application for examination registration submitted by such candidates (XI & XII) should be forwarded to the Joint Director (Examination) immediately after the last date prescribed for receiving the applications at the school. The registration of such candidates will be done at the Directorate.

FIRST YEAR EXAMINATION

The centre wise list of all First Year Regular candidates admitted to the First Year Higher Secondary course (School Going and Open School) for the academic year 2015 – 2016 will be published through the web portal www.dhsekerala.gov.in.

All the Higher Secondary School Principals (Government, Aided and Un-aided) should download the list and publish the same in the school notice board. Before publishing the list, the names of all candidates not eligible to appear for the Examination, due to various reasons should be deleted.

Those candidates who are not eligible/ not applied for registration shall be UNREGISTERED in the list through the web portal (Detailed instructions in this regard shall be issued separately).

APPENDIX - 24

UPLOADING OF EXAMINATION FEE REMITTANCE DETAILS

Centre wise Examination fee demand statement will be made available through the dhse web portal along with a program for uploading the examination fee remittance details. The details of the examination Demand Collection Balance (DCB) Statement should be uploaded using this program.

APPENDIX - 25

DOWN LOADING OF ADMISSION TICKETS

Centre wise **admission tickets** of the registered candidates will be made available through the web portal www.dhsekerala.gov.in. The Principals of the Examination centres can down load the admission tickets from the portal. However the admission tickets of the candidates whose CE marks were not uploaded through the portal shall be blocked by the Principal and such candidates should not be allowed to attend the Examination.

APPENDIX - 26

UPLOADING OF CONTINUOUS EVALUATION (CE) SCORES

The software, 'EVALPRO', for the preparation of the CE scores shall be made available through the web portal www.dhsekerala.gov.in. The data base of the candidates registered for the Examination from each centre shall be included in the software. The Principals of the Examination centres shall down load the software , make the required entries in time and prepare the CE scores. The CE scores shall be uploaded through the portal within the stipulated time following the instructions issued in this regard. If the CE scores are not uploaded from a centre within the stipulated time the results of the candidates will be withheld and Principal shall be held responsible for the consequences.

APPENDIX-27



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.			No	6. Year of Admission			
7. Details of last Higher Secondary Examination Appeared (For supplementary candidates only)				Register No	Year	Month	
8. Register No, Month and Year of passing SSLC							
9. Name of the Candidate (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 – II ***.....				
Part III Subjects			Tick the language opted, if the candidate wishes to write the Part III subject/s in Tamil/Kannada				
1.			Tamil	Kannada			
2.			Tamil	Kannada			
3.			Tamil	Kannada			
4.			Tamil	Kannada			

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

*Attach copy of open school registration memo ** Attach copy of SSLC or equivalent certificate

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

*** Specify language/subjects

**** 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 st or 2 nd	
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)

APPENDIX - 28

APPLICATION FORM FOR CONDONATION OF SHORTAGE OF ATTENDANCE

1. Name and School Code of the Higher Secondary School with district :

School Code:

Std:

2. Name of the candidate as per the admission Register [in block letters] and postal address :

3. Total No. of school days as on 30.01.2016 :

4. No. of days present :

5. No. of days absent :

6. Percentage of attendance obtained

$$\frac{(\text{days of present}) \times 100}{\text{total school days}}$$
 :

7. No. of days for which condonation is required :

8. No of school days included in the Medical Certificate :
 (The days required for condonation should be inclusive in the period of absence mentioned in the Medical Certificate)

10. 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				

11. Particulars of condonation fee remitted (Head of account 0202-01-102-97-[03] other receipts.)

No. and Date of Chalan :

Name of Treasury :

Amount remitted :

12. Signature of the student :

13. Remarks of the Principal (mark yes or no) :

a) Whether recommends for the condonation :

b) Whether obtained not less than 50% of attendance :

c) Whether the total condonation days (absented school days) are included in the Medical Certificate :

d) Whether condonation obtained previously :

Certified that timely application for leave was made and leave has been granted.

Place

Date

(School seal)

Signature of the Principal

APPENDIX – 29
GOVERNMENT OF KERALA
DEPARTMENT 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 :	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">First Year</td> <td style="width: 33%; padding: 2px;">Second Year</td> <td style="width: 34%; padding: 2px;">March 20.....</td> </tr> </table>	First Year	Second Year	March 20.....					
First Year	Second Year	March 20.....							
2. Examination centre code No :	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; height: 20px;"></td> <td style="width: 20%; height: 20px;"></td> <td style="width: 20%; height: 20px;"></td> <td style="width: 20%; height: 20px;"></td> <td style="width: 20%; height: 20px;"></td> </tr> </table>								
3. Name of the Examination centre :									
4. Name of the candidate :									
5. Address for Communication :									
6. Register No. of the candidate :	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> </tr> </table>								
7. Nature and percentage of handicap :									
8. Nature of concessions eligible :									
[Tick mark the boxes]	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">1. Extra time</td> <td style="width: 40%; text-align: center;"><input style="width: 40px; height: 20px;" type="checkbox"/></td> </tr> <tr> <td>2. Service of scribe</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="checkbox"/></td> </tr> <tr> <td>i) Exemption from Drawing diagrams</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="checkbox"/></td> </tr> <tr> <td>Grace Mark</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="checkbox"/></td> </tr> </table>	1. Extra time	<input style="width: 40px; height: 20px;" type="checkbox"/>	2. Service of scribe	<input style="width: 40px; height: 20px;" type="checkbox"/>	i) Exemption from Drawing diagrams	<input style="width: 40px; height: 20px;" type="checkbox"/>	Grace Mark	<input style="width: 40px; height: 20px;" type="checkbox"/>
1. Extra time	<input style="width: 40px; height: 20px;" type="checkbox"/>								
2. Service of scribe	<input style="width: 40px; height: 20px;" type="checkbox"/>								
i) Exemption from Drawing diagrams	<input style="width: 40px; height: 20px;" type="checkbox"/>								
Grace Mark	<input style="width: 40px; height: 20px;" type="checkbox"/>								

Place :

Date :

Signature of the candidate

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 physically 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)

DEPARTMENT OF HIGHER SECONDARY EDUCATION
HIGHER SECONDARY EXAMINATION MARCH 2016
APPLICATION FOR GRACE MARKS

Class: XI/ XII

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

Address

Place :

Date :

APPENDIX – 31

GOVERNMENT OF KERALA

DEPARTMENT OF HIGHER SECONDARY EDUCATION
APPLICATION FOR THE CANCELLATION OF FIRST/SECOND YEAR
HIGHER SECONDARY EXAMINATION, MARCH 2016
(Applications submitted after 31.03.2016 will not be considered)

1.	Name of Examination	:	<table><tr><td>First Year</td><td>Second Year</td><td>March 20.....</td></tr></table>	First Year	Second Year	March 20.....
First Year	Second Year	March 20.....				
2.	Examination centre code	:	<table><tr><td></td></tr></table>			
3.	Examination centre Name	:	<table><tr><td></td></tr></table>			
4.	Register No. of the candidate	:	<table><tr><td></td></tr></table>			
5.	Name of the candidate	:	<table><tr><td></td></tr></table>			
6.	Address for Communication	:	<table><tr><td></td></tr></table>			
7.	Registered Subjects	:	<table><tr><td>Part I-English, Part II</td></tr><tr><td>Part III 1 2.</td></tr><tr><td>3. 4.</td></tr></table>	Part I-English, Part II	Part III 1 2.	3. 4.
Part I-English, Part II						
Part III 1 2.						
3. 4.						
8.	Reason for cancelling the Examination registration [Attach relevant supporting documents]	:	<table><tr><td></td></tr></table>			

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 :



GOVERNMENT OF KERALA
DIRECTORATE OF HIGHER SECONDARY EDUCATION

APPLICATION FOR DUPLICATE CERTIFICATE/SCORE SHEET 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 Examination

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

5. Circumstances in 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.
8. 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 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.300/- [H/A "0202-01-102-97[03]" other receipts]
Fee for Duplicate Certificate [Subsequent appearances] Rs. 300/- each

* If the original certificate/marklist is irrecoverably lost, declaration of the candidate, in Stamped Paper worth not below Rs.25/ (Twenty Five), attested by a Judicial First Class Magistrate under the seal of his court or by the Officer Commanding, the case if Jawan, detailing the circumstances under which it was lost should be produced.

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

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 needed
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

APPENDIX - 33
APPLICATION FOR MIGRATION CERTIFICATE



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. Reg No. , Month and Year of Last Examination:

REGNO

--	--	--	--	--	--	--

MONTH

--	--	--	--

YEAR

--	--	--	--

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 gazette officers should be attached}

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

Pin Code _____ Phone with STD _____

7. If to Send to an institution directly, give details if the candidates course of study:

8. Signature if the candidate with date

-----Declaration 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.....Datedhas been issued to the candidate whose conduct has been satisfactory throughout. The candidate has passed/not passed the higher Secondary Examination.

Station

Date:

SIGNATURE OF THE PRINCIPAL

Applications should be submitted to the PRINCIPAL of the centre at which the candidate registered for the examination. Attach copy of the admission ticket/Certificate, self addressed stamped envelop and original Chalan Receipt for the required fees remitted. (Fee Migration certificate: Rs30/- 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: Rs 200/-)

**APPLICATION FOR REVALUATION OF ANSWER SCRIPTS OF HIGHER SECONDARY
EXAMINATION FIRST/SECOND YEAR, 20.....**

DETAILS OF FEE REMITTED

<i>No. & 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**

Sl. No.	Part	Name of paper[s]	Score

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

.....

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

**APPLICATION FOR SCRUTINY OF VALUED ANSWER SCRIPTS OF HIGHER SECONDARY
EXAMINATION FIRST / SECOND YEAR 20.....**

DETAILS OF FEE REMITTED

<i>No. & 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**

Sl. No.	Part	Name of paper[s]	Score

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

.....

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

APPENDIX – 36

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

DETAILS OF FEE REMITTED

<i>No. & Date of Chalan</i>	<i>Name of treasury</i>	<i>Amount remitted</i>

- Name of candidate [in block letters] :
- Reg. No. :
 [a] Name & Centre Number of School/Centre at which candidate took the Examination :
 [b] Revenue District :
- Subject[s] and paper[s] for which photocopy of answer scripts is required**

Sl. No.	Part	Name of paper[s]	Score

- Address of the candidate to which communications are to be sent [in block letters]

 PIN Code _____
 Phone No: _____

Place :

Date :

SIGNATURE OF THE CANDIDATE

.....

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

APPENDIX - 37

VARIOUS FEE RATES RELATING TO HIGHER SECONDARY EXAMINATIONS

[As per G.O.(MS) No.173/2013/Gl.Edn. dated 20.05.2013]

<u>ITEM</u>	<u>AMOUNT</u>	<u>HEAD OF ACCOUNT</u>
<u>Second Year</u>		
1. (a) Examination Fee	200.00	“0202-01-102-97 [02] Exam Fees”
(b) Fee for Certificate including Fee for Migration Certificate	70.00	“0202-01-102-97 [03] Other Receipts”
(c) Examination Fee for one subject (Compartmental Candidates)	50.00	“0202-01-102-97 [02] Exam Fees”
<u>First Year</u>		
2. (a) Examination Fee	200.00	“0202-01-102-97 [02] Exam Fees”
(b) Fee for Certificate	40.00	“0202-01-102-97 [03] Other Receipts”
3. Exam fee for “SAY” [a] Subject without Practical	150.00	“0202-01-102-97 [02] Exam Fees”
[b] Subject with Practical	175.00	“0202-01-102-97 [02] Exam Fees”
4. Fee for Improvement Exam including Practical (one subject)	500.00	“0202-01-102-97 [02] Exam Fees”
5. Fee for First Year Improvement / Supplementary Examination (one subject)	175.00	“0202-01-102-97 [02] Exam Fees”
6. Issue of Duplicate Marklist/Certificate	300.00	“0202-01-102-97 [03] Other Receipts”
7. Issue of Additional Duplicate Marklist/Certificate	400.00	“0202-01-102-97 [03] Other Receipts”
8.. Fee for Duplicate Migration Certificate	200.00	“0202-01-102-97 [03] Other Receipts”
9. Any other Certificate [for specific purposes]	150.00	“0202-01-102-97 [03] Other Receipts”
10. Fee for Revaluation per paper/subject	500.00	“0202-01-102-97 [03] Other Receipts”
11. Fee for Scrutiny per paper/subject	100.00	“0202-01-102-97 [03] Other Receipts”
12. Fee for Confidential reporting of marks	200.00	“0202-01-102-97 [03] Other Receipts”
13. Fine for late submission of Application for Grace Mark	300.00	“0202-01-102-97 [03] Other Receipts”
14. Fee for getting Photocopy of the Answerscripts/Paper	300.00	“0202-01-102-97 [03] Other Receipts”
15. Fee for Condonation of shortage of attendance	50.00	“0202-01-102-97 [03] Other Receipts”
16. Fee for verification of genuineness of certificate (As per G.O.(MS) No.318/2013/G.Edn dated 06/12/2013) Central/State Govts, Quasi Govt. Establishments, Foreign Embassy Establishments are exempted from the fees)	100.00	“0202-01-102-97 [03] Other Receipts”

TELEPHONE NUMBERS

DIRECTOR	:	[0471]	2320714 [O]
JOINT DIRECTOR (EXAM)	:	[0471]	2323192 [O]
JOINT DIRECTOR [Academic]	:	[0471]	2323198 [O]
ADMINISTRATIVE OFFICER	:	[0471]	2325868 [O]
FINANCE OFFICER	:	[0471]	2320928 [O]
FAX NUMBERS	:	[0471]	2338735(Exam)
		[0471]	2320714 [DIR],
		[0471]	2323198 [Acad]
E Mail address(Exam)	:	jdexamdhse@gmail.com	
Department Web Portal address	:	www.dhsekerala.gov.in	