

Name of the Service	Genuineness of Marks Card/ Degree Certificate
Whom to approach for this service?	Deputy Registrar / Special Officer
Procedure involved to get this service	Photocopies of the marks card/Degree certificate need to be submitted
Form to be submitted to get this service	<ol style="list-style-type: none"> 1. Prescribed application form 2. Fee paid challan 3. Photocopies of marks cards and degree certificate
Who are eligible to get this service	Employer of the concerned candidate
Documents to be enclosed with the request	Photocopies of the marks cards and degree certificate
Fee/charges to be paid to get the service	<ol style="list-style-type: none"> 1. Rs. 10 application fee 2. Rs. 500 per set
Maximum number of days to get this service delivered	7 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	10 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other Information	
Website (if online)	
Reference Document	

Work Flow			
Step	Description	No. of working Days	Designation
1	Receiving of the application in the Examination Section	2.00	Case worker
2	1 st Verification 2 nd Verification/Scrutiny	1.00 1.00	Computer Operator Deputy Registrar/ Special Officer
3	Preparation of genuineness certificate	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Dispatching Clerk

For more details you may log on to www.sakala.kar.nic.in

Helpline No:080-44554455