

<b>Name of the Service</b>	<b>Removal of 'Non-completion of lower exam' (NCL)</b>
Whom to approach for this service?	Deputy Registrar / Special Officer
Procedure involved to get this service	A complete set of Photocopies of marks cards of all successful attempts including marks cards which have NCL remark to be submitted.
Form to be submitted to get this service	<ol style="list-style-type: none"> <li>1. Prescribed Application Form duly forwarded by the Head of concerned college / institution</li> <li>2. Fee paid challan</li> </ol>
Who are eligible to get this service	Candidates having NCL remark on their marks cards
Documents to be enclosed with the request	Photocopies of marks cards of all years/semesters including marks cards having NCL remark
Fee/charges to be paid to get the service	<ol style="list-style-type: none"> <li>1. Rs. 10 application fee</li> <li>2. Rs. 180 per marks card within a month</li> <li>3. Rs. 120 additional fee per marks card per year after a month</li> </ol>
Maximum number of days to get this service delivered	6 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	

<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving the application in the Examination Section and computer feeding	2.00	Computer operator
2	Verification / Scrutiny	1.00	Deputy Registrar/ Special Officer
3	Preparation of the Marks Card	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](http://www.sakala.kar.nic.in)**

**Helpline No:080-44554455**