

MIZORAM BOARD OF SCHOOL EDUCATION

CITIZEN'S CHARTER 2023



MIZORAM BOARD OF SCHOOL EDUCATION
AIZAWL - 796 012



CITIZEN'S CHARTER

FOR

**MIZORAM BOARD OF SCHOOL EDUCATION
AIZAWL - 796012**

FOR THE YEAR 2023

Address : Chaltlang, Aizawl, Mizoram

Website : www.mbse.edu.in

Portal : www.mbseonline.com

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CITIZEN'S CHARTER, 2023
MIZORAM BOARD OF SCHOOL EDUCATION

VISION AND MISSION

VISION

To provide quality education to the students of Mizoram that is relevant to the changing scenario in terms of academic and non-academic activities.

MISSION

1. *Prescribing and recommending standardized textbooks for High School and Higher Secondary School.*
2. *Preparing and publication of up-to-date schemes of examination and question designs.*
3. *Conducting free and fair examinations for High School Leaving Certificate, Higher Secondary School Leaving Certificate, District Institute for Education & Training, Vocational, Mizoram Teacher Eligibility Test and any other examinations entrusted by the Government.*
4. *To register students and issue them Registration Cards.*
5. *To publish the results of its examinations.*
6. *To affiliate High School, Higher Secondary School and District Institute for Education & Training.*

CITIZEN'S CHARTER, 2023
MIZORAM BOARD OF SCHOOL EDUCATION

I. MAIN SERVICES

Sl/No	Services delivered to citizens or other departments/organizations including non-governmental organizations	Responsible official with designation	Email and mobile phone No.	Process for delivery of service within the department/office	Documents, if any, required for obtaining the service to be submitted by citizen/client	Fees, if any, for the service with amount
1	Scheme of Examinations and Question Design for High School, Higher Secondary School, DIET & Vocational courses	R.Lalthlamuana, Director (Academic)	mbseoffice@gmail.com 9774149119	1. Workshop. 2. Approval of Syllabus Committee.	No document is required. It can be obtained either by direct purchase on payment of the requisite fees shown in the next column or direct download from the MBSE website www.mbse.edu.in	HS : ₹ 80 HSS : ₹ 100 D.El.Ed : ₹ 50 Vocational : ₹ 50
2	Syllabus and curriculum for High School, Higher Secondary School, DIET & Vocational courses	R.Lalthlamuana, Director (Academic)	mbseoffice@gmail.com 9774149119	1. Followed the NCF 2005 prepared by NCERT. 2. Workshop. 3. Approval of Syllabus Committee.	No document is required. It can be obtained either by direct purchase on payment of the requisite fees shown in the next column or direct download from the MBSE website www.mbse.edu.in	HS : ₹ 50 HSS : ₹ 100 D.El.Ed : ₹ 100
3	Affiliation (Regular & Provisional) of Institutions viz., high school, higher secondary school and DIET	R.Lalthlamuana, Director (Academic)	mbseoffice@gmail.com 9774149119	1. Receiving application form through online at www.mbseonline.com . 2. Spot verification. 3. Preparation of Statement of Applications. 4. Approval of Affiliation Committee. 5. Issue of Notification.	Duly filled in online application form(s) with complete attachment of requisite document(s) prescribed (if any).	Regular Affiliation HSS Affiliation fee : ₹ 1500 Annual Affiliation fee : ₹ 400 Reserve fund (for non-govt) : ₹ 10000 Processing fee : ₹ 100 HS Affiliation fee : ₹ 1000 Annual Affiliation fee : ₹ 300 Reserve fund (for non-govt) : ₹ 6000 Processing fee : ₹ 100

						DIET Affiliation fee : ₹ 2000 Annual Affiliation fee : ₹ 500 Provisional Affiliation HSS Affiliation fee : ₹ 800 Annual Affiliation fee : ₹ 300 Processing fee : ₹ 100 HS Affiliation fee : ₹ 500 Annual Affiliation fee : ₹ 200 Processing fee : ₹ 100
4	Prescription/ Recommendation of textbooks for High School and Higher Secondary School	R.Lalthlamuana, Director (Academic)	mbseoffice@gmail.com 9774149119	1. Manuscript/ specimen copies collection from renowned publishers 2. Selection of manuscripts/ specimen copies through a series of workshop 3. Adaptation/ Adoption/ Original copyright 4. Approval of Syllabus Committee	Not required	Does not arise
5	Textbook dealership	R.Lalthlamuana, Director (Academic)	mbseoffice@gmail.com 9774149119	1. Receiving application form through online at www.mbseonline.com . 2. Spot verification. 3. Preparation of statement of applications. 4. Approval of Syllabus Committee. 5. Issue of Notification.	Duly filled in online application form(s) with complete attachment of requisite document(s) prescribed (if any).	Registration Fee : ₹ 500 Annual Renewal fee : ₹ 300

6	Conduct of High School Leaving Certificate Examination, Higher Secondary School Leaving Certificate Examinations and - Diploma in Elementary Education Examinations & Vocational Examinations.	Lalrinmawia Ralte, Controller of Examinations	mbseoffice@gmail.com 9856307748	1. Receiving application forms through online at www.mbseonline.com 2. Generation of roll numbers and printing of Admit-Cards 3. Issue of Marksheets and Certificates	Duly filled in online application form(s) prescribed by the Board from time to time with complete attachment of requisite document(s) prescribed (if any).	As fixed and amended by the Board from time to time.
7.	Registration of students.	T.Lalrinzami, Deputy Controller of Examinations	mbseoffice@gmail.com 9862086510	Receiving application form through online at www.mbseonline.com	Duly filled in online application form(s) with complete attachment of requisite document(s) prescribed (if any).	₹ 200 for High School ₹ 250 for Higher Secondary School & DIET
8	<p>1. Change of personal records</p> <p>2. Issue of duplicate Certificates</p> <p>3. Migration Certificate</p> <p>4. Provisional Certificate</p> <p>5. Correction of Date of Birth</p> <p>6. Duplicate Marksheets</p> <p>7. Duplicate Admit Cards</p>	<p>Sarah Lalengzami Pachuau, Secretary</p> <p>Lalrinmawia Ralte, Controller of Examinations</p>	<p>mbseoffice@gmail.com 9436141267</p> <p>mbseoffice@gmail.com 9856307748</p>	<p>Verification and approval of application by the authority</p> <p>Verification and approval of application by the same</p>	<p>Duly filled in application form(s) with complete attachment of requisite document(s) prescribed (if any) in the application form. Sample Application forms are enclosed for reference in Annexure-I to V</p> <p>Duly filled in application form(s) with complete attachment of requisite document(s) prescribed (if any) in the application form. Annexure - IV</p>	<p>For sl. no. 1 & 5: As fixed and amended by the Board from time to time.</p> <p>For sl. no. 2,3 & 4: As per requisite fees prescribed on each application forms</p> <p>As per requisite fees prescribed in each application forms.</p>

	8. Verification of academic records 9. Duplicate Registration Card	T.Lalrinzami, Dy. Con- troller of Examinations	mbseoffice@gmail.com 9862086510	Verification and approval of application by the authority	Duly filled in online application form (for Verification of academic records) available at www.mbseonline.com and offline application form (for Duplicate Registration card), with complete attachment of requisite document(s) prescribed (if any) in the application form. Annexure – IV	₹ 200 for verification of academic record. For duplicate Registration Card, requisite fees prescribed on each application forms.
9	Change of course of studies	Sarah Lalengzami Pachuau, Secretary	mbseoffice@gmail.com 9436141267	Verification and approval of application by the authority	Duly filled in application form(s) with complete attachment of requisite document(s) prescribed (if any) in the application form. Sample Application form is enclosed for reference in Annexure - VI	₹ 200
10	Fixation of Fees and Remunerations	Sarah Lalengzami Pachuau, Secretary	mbseoffice@gmail.com 9436141267	Proposal of rates of fees and remunerations to the appropriate committee viz., Examination Committee.	Not required	N/A
11	Issue of photocopy of answer scripts	Lalrinmawia Ralte, Controller of Examinations	mbseoffice@gmail.com 9856307748	Examination of application and approval of the same	Duly filled in application form(s) with complete attachment of requisite document(s) prescribed (if any) in the application form. Sample Application form is enclosed for reference in Annexure - VII	₹ 300 per answer scripts

12	Complaint of results via 1. Post Publication Scrutiny (PPS) and 2. Re-Evaluation	Lalrinmawia Ralte, Controller of Examinations	mbseoffice@gmail.com 9856307748	Examination of application and approval of the same	Duly filled in application form(s) with complete attachment of requisite document(s) prescribed (if any) in the application form. <i>Sample Application form is enclosed for reference in Annexure – VIII</i>	1. PPS : ₹ 100 per paper for HSLC and ₹ 150 per paper for HSSLC and DIET 2. Re-evaluation : ₹ 1000 per paper
13	Educational Transcript	Lalrinmawia Ralte, Controller of Examinations	mbseoffice@gmail.com 9856307748	Verification and approval of application by the authority	Application in a plain paper to be submitted by the applicant.	₹ 200 All exams under MBSE
14	MBSE website & Portal : www.mbse.edu.in mbseonline.com	Lalremsiama Ralte, System Administrator	mbseoffice@gmail.com 9436361606	Maintenance & update of MBSE website	N/A	
15	All matters relating to finance and accounts.	Michael Lalrinmawia, Under Secretary (Accounts)	mbseoffice@gmail.com 9862361889	Submission of proposals etc; and approval by the authority	N/A	

CITIZEN'S CHARTER, 2023
MIZORAM BOARD OF SCHOOL EDUCATION

SERVICE DELIVERY STANDARD

Sl. No.	Services delivered by the department/office to citizens or other departments/organizations including non-governmental organisations	Stipulated time limit for delivery of service (days/weeks/months)	Remarks, if any
1	Issue of Registration Cards	Three months or earlier after receiving application form.	Issue of documents may be delayed due to unforeseen circumstances
2	Issue of Admit Cards	Three months or earlier after receiving Examination form.	
3	Issue of Marksheets	Same day of the declaration of results	
4	Issue of HSLC and HSSLC Certificates	2 months after declaration of results	
5	Issue of HSLC and HSSLC Provisional Certificates	1-3 days after receiving application.	
6	Issue of Migration Certificate	1-2 days after receiving application.	
7	Correction of personal records and issue of certain documents viz. Registration Cards, Admit Cards, Marksheets, Certificates, etc	1 week after receiving the duly completed application forms.	
8	Verification of document issued by MBSE	1 week after receiving the duly completed application forms.	
9.	Issue of Notification of Affiliation of institutions.	1 week after sitting of Affiliation Committee.	
10.	Issue of duplicate marksheet/certificate/admit card/registration card.	1-3 days after receiving application.	
11.	Issue of affiliation certificate.	1 week after issue of notification of affiliation.	

GRIEVANCE REDRESS MECHANISM

Sl. No.	Name of the responsible officer to handle public grievance in the department/office	Contact number	E-mail	Time limit for redress of grievances
1.	C.Lalbiakngura, Deputy Secretary - Nodal Officer for Complaints relating to violation of Transgender Persons (Protection of Rights) Act, 2019.	0389-2347841 (O) 9436361170 (M)	mbseoffice@gmail.com	N/A
2.	T.Lalrinzami, Deputy Controller of Examinations - Presiding Officer for Internal complaints committee of sexual harassment on women at workplace (Protection, Prohibition and Redressal) Act, 2013.	0389-2391065 (O) 9862086510 (M)	mbseoffice@gmail.com	
3.	Lalramsanga, Under Secretary - Grievance Redressal Officer for Persons with Disability in MBSE.	0389-2393503 (O) 9856618126 (M)	mbseoffice@gmail.com	
4.	Michael Lalrinmawia, Under Secretary (Accounts) - Nodal Officer for Centralized Public Grievance Redress and Monitoring System (CPGRAMS), MBSE.	0389-2398228 (O) 9862361889 (M)	michaelmbse@gmail.com	

CITIZEN'S CHARTER, 2023
MIZORAM BOARD OF SCHOOL EDUCATION

LIST OF STAKEHOLDERS/CLIENTS

Sl. No.	Stakeholders/Clients
1	Students, parents, teachers and lecturers of High Schools, Higher Secondary Schools & DIETs in Mizoram.
2	Higher Secondary School Lecturers Association of Mizoram (HISSLAM).
3	Mizoram Secondary School Teachers Association (MISSTA).
4	Mizoram Independent School Association (MISA).

EXPECTATIONS OF THE DEPARTMENT / OFFICE FROM CITIZENS / SERVICE RECIPIENTS

Sl. No.	Expectations of the department/office from citizens/service recipients
1	Visitors should wear proper attire. Any person wearing casual dress like shorts, sleeve-less shirts and flip-flops will not be allowed to enter the office of the MBSE.
2	Submission of completely filled-in application form along with the required document(s), duly attested where required.
3	Cross-checking for updated information on the MBSE website before raising query or grievance, etc.
4	Payment of appropriate fees, charges, etc.
5	Applications as per prescribed format and completed in all respects along with all requisite attested documents as required are to be submitted.
6	To comply with certain statutes and orders notified and issued, in the interest of public service, by the Board/Govt. of Mizoram.
7	To offer suggestions and feedback to improve our service delivery.

HSLC / HSSLC / DIET
Change of Personal records



To,

The Secretary
Mizoram Board of School Education
Challlang, Aizawl

Subject : Application for change of Personal records (alteration/addition/deletion) on **HSLC / HSSLC / DIET** documents.

Madam,

I have the honour to request you to kindly change my personal records on my documents applied as under :

1. **HSLC / DIET (All entries are to be made in block letters)**

- (a) Name in full : _____
 (b) **Name applied for** : _____
 (c) Father's name in full : _____
 (d) **Father's name applied for** : _____
 (e) Mother's name in full : _____
 (f) **Mother's name applied for** : _____
 (g) Roll No. _____ Year _____ Division _____

2. **HSSLC (All entries are to be made in block letters)**

- (a) Name in full : _____
 (b) **Name applied for** : _____
 (c) Father's name in full : _____
 (d) **Father's name applied for** : _____
 (e) Mother's name in full : _____
 (f) **Mother's name applied for** : _____
 (g) Roll No. _____ Year _____ Division _____

3. Tick (✓) whether : GEN SC ST OBC

4. Reason(s) for change as applied for _____

I enclose the following documents in support of my application :

- (a) Affidavit (Original)
 (b) News paper copy
 (c) Recommendation letter from President / Chairman of YMA/ VC/ LC
 (d) An Original Birth Certificate with attested photocopy.
 (e) Original Church Certificate like Baptisma Certificate etc. with attested photocopy.
 (f) Original EPIC/Aadhar Card (if any) with attested photocopy.
 (g) HSLC / HSSLC/DIET Certificate (Original & Photocopy)
 (h) Letter of approval from Father / Mother.

Yours faithfully,

(_____)

Phone No. _____

Home Address _____

DUPLICATE CERTIFICATE

(See Section 41)



To,

The Secretary,
Mizoram Board of School Education,
Chaltlang, Aizawl - 796012

Subject : **APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE.**

Madam,

I have the honour to request you kindly to issue me **Duplicate Certificate** for which my necessary particulars are given below :-

1. Name in full (in block letters) : _____
2. Father's Name in full : _____
3. Mother's Name in full : _____
4. Name of Examination _____ Roll No. _____ Year _____
5. Total Marks obtained _____ Division _____ Regular/ Private/ Compartment _____
6. Registration No. with year (HSLC/ HSSLC/ DIET) _____
7. Date of Birth (for HSLC/MTET) : _____
8. School from which appeared in the above Examination _____
9. Contact No. _____
10. Purpose for which the document is necessary : _____
11. What happened to the Original document _____
12. I enclose an attested xerox copy of one (any) of the following documents in support of my application :

Tribal Certificate / Aadhar Card / Epic Card / Birth Certificate / Admit Card

Yours faithfully,

Date : _____

Signature of the applicant

PLEASE NOTE :

1. One application shall be made for one document only.
2. If the original certificate is partially damaged, the remaining portion should be attached with the application.

FOR USE IN THE BOARD'S OFFICE

Dealing Assistant
May be issued/may not be issued

Superintendent
May be issued/may not be issued

Controller of Examinations
Mizoram Board of School Education

Secretary
Mizoram Board of School Education

RATE OF FEES

1. Duplicate Certificates of HSLC/HSSLC/DIET : ₹ 600.00
2. Duplicate Certificate of MTET : ₹ 200.00

Form man : ₹ 10/-

HSLC/HSSLC
(See Section 43)



To

The Secretary,
Mizoram Board of School Education,
Chaltlang, Aizawl - 796012

Madam,

Kindly issue me **Migration Certificate** for which my necessary particulars are given below :-

1. Name in full (in block letter) : _____
2. Father's name in full : _____
3. Name of Examination (HSLC/HSSLC) _____ Arts/Science/Commerce/Vocational
4. Year : _____ (Main/Compartment/Special)
5. Roll No. : _____ Division : _____
6. School from which appeared in the above Examination : _____
7. Registration No. _____ of _____
8. I enclose **Original Registration Card** in support of my application.

Yours faithfully,

Date : _____

Signature of the applicant

Phone No: _____

FOR USE IN THE BOARD'S OFFICE

*Statement verified and
found correct*

Entered by -

Fee Receipt No. & Date

*Signature of
Dealing Assistant*

Sl.No. of the Document

*Superintendent
(Examinations)*

RATE OF FEE

1. Migration Certificate : ₹ 300.00

Form man : ₹ 10/-

HSLC/MSLC/MESLC/DIET

(See Section 9/18/37/44)



To

The Secretary/Controller of Examinations/Dy. Controller of Examinations,
Mizoram Board of School Education,
Chaltlang, Aizawl - 796012

Madam/Sir,

Kindly issue me _____

for which my necessary particulars are given below :-

1. Name in full (in block letter) : _____
2. Father's name in full : _____
3. Mother's name in full : _____
4. Name of Examination : _____
5. Centre No. _____ Roll No. _____ Year _____
6. Division _____ Main/Compartment/Special _____
7. Registration No. _____ of _____
8. Date of Birth : _____
9. School from which appeared : _____
in the above Examination _____
10. I enclose an attested photo copy of one (any) of the following documents in support of my application :

Aadhaar Card/EPIC/Admit Card

Yours faithfully,

Date : _____

Signature of the applicant

FOR USE IN THE BOARD'S OFFICE	
<i>Statement verified and found correct</i>	<i>Fee & Receipt may be issued.</i>
<i>Signature of Dealing Assistant</i>	<i>Sl.No. of the Document</i>
_____	_____
	<i>Superintendent (Examns)</i>

RATE OF FEES

- | | |
|---------------------------------------|------------|
| 1. Provisional Certificate | : ₹ 200.00 |
| 2. Duplicate Marksheet | : ₹ 200.00 |
| 3. Duplicate Admit Card | : ₹ 200.00 |
| 4. Duplicate Registration Card - HSLC | : ₹ 200.00 |
| 5. Duplicate Registration Card - DIET | : ₹ 250.00 |

Form man : ₹ 10/-

HSSLC
(See Section 9/18/37/44)



To

The Secretary/Controller of Examinations/Dy. Controller of Examinations,
Mizoram Board of School Education,
Chaltlang, Aizawl - 796012

Madam/Sir,

Kindly issue me _____

for which my necessary particulars are given below :-

1. Name in full (in block letter) : _____
2. Father's name in full : _____
3. Name of Examination : HSSLC - *Arts/Science/Commerce/Vocational*
4. Year : _____ (Main/Compartment/Special)
5. Roll No. : _____ Division _____
6. College/School from which appeared : _____
in the above Examination _____
7. Registration No. _____ of _____
8. I enclose an attested photo copy of one (any) of the following documents in support of my application :

Aadhaar Card / EPIC / Admit Card

Yours faithfully,

Date : _____

Signature of the applicant

<u>FOR USE IN THE BOARD'S OFFICE</u>	
<i>Statement verified and found correct</i>	<i>Fee & Receipt may be issued.</i>
<i>Signature of Dealing Assistant</i>	<i>Sl.No. of the Document</i>
_____	_____
	<i>Superintendent (Examns)</i>

RATE OF FEES

- | | |
|--------------------------------|------------|
| 1. Provisional Certificate | : ₹ 200.00 |
| 2. Duplicate Marksheet | : ₹ 200.00 |
| 3. Duplicate Admit Card | : ₹ 200.00 |
| 4. Duplicate Registration Card | : ₹ 250.00 |

Form man : ₹ 10/-



To

The Secretary,
Mizoram Board of School Education,
Aizawl - 796012

Subject : Application for change of Date of Birth on HSLC Document (s)

Madam,

I have the honour to request you to kindly change my date of birth on my HSLC document(s) as I had committed mistake(s) at the time of filling up the HSLC Examination form.

My particulars are as given below :-

1. Name in full (in block letter) : _____
2. Father's name in full : _____
3. Mother's name in full : _____
4. Centre No. _____ Roll No _____ Year _____
5. Division _____ Main/Compartment/Special _____
6. Registration No. _____ of _____
7. Date of Birth (as per HSLC documents) : _____
8. **Date of Birth applied for** : _____
9. Reason for change of Date of Birth : _____

In support of my application, I enclose the following :-

- (a) Birth Certificate (Original & attested copy)
- (b) Baptismal Certificate/ Dedication Certificate (Original & attested copy)
- (c) HSLC Certificate (Attested photocopy)
- (d) Any other relevant documents.

Yours faithfully,

Signature of the applicant

Form man ₹ 10/-

Phone No : _____

MIZORAM BOARD OF SCHOOL EDUCATION
AIZAWL - 796 012



APPLICATION FORM FOR CHANGE OF COURSE OF STUDIES

To

The Secretary,
Mizoram Board of School Education,
Chaltlang, Aizawl.

Subject : Application for change of course of studies

Madam,

I have the honour to request you to kindly change my course of studies as :

1. Name of the candidate in full : _____
2. Father's Name : _____
3. Registration No. : _____
4. Name of School last attended : _____
5. Class last attended : _____
6. Name of School in the current session : _____
7. Present course of studies : _____
8. Course applied for : _____
9. Reason(s) for change : _____

SAMPLE COPY

I enclose the following documents:

1. Class XI Progress report card (Original & photocopy)
2. Photocopy of HSLC marksheet.
3. Class XI Registration card (Original)

Yours faithfully,

Full signature of
Head of institution with seal

Fee for Change of Course/Subjects : ₹ 200.00

Form man : ₹ 10/-

(_____)
Phone No. _____

Home Address _____

To,

The Secretary,
Mizoram Board of School Education,
Aizawl - 796012.

Subject : Application for Photocopy of **answerscript(s)** (HSLC/HSSLC/DIET)

Sir,

With due respect, I request you to kindly allow Issue of Photocopy of my answer paper for the subject(s) mentioned below. I promise to abide by the Rules and Regulations formulated by M.B.S.E in this regard.

Subject(s) 1. _____
2. _____

Particulars of Candidate

NAME : _____
FATHER'S NAME : _____
ROLL NO. : _____
NAME OF CENTRE : _____

SAMPLE COPY

Document(s) to be enclosed :

1. Admit Card (Original)
2. Original marksheet

Yours faithfully,

Signature : _____

Postal Address : _____

Phone No. (if any) : _____

Rates of fees :

1. For obtaining Photocopy = ₹ 300.00 per answerscript

CANDIDATE'S UNDERTAKING

I, _____ son/ daughter of
_____ resident of _____
who appeared in the HSLC/HSSLC/DIET Examinations, _____ conducted by the
Mizoram Board of School Education (MBSE) under Roll No. _____ of
_____ institution, do hereby undertake to do and act as
follows :-

1. That I have received a photocopy each of my answerscript(s) in the following subject(s) as per my written request :
(1) _____ (2) _____
(3) _____ (4) _____
(5) _____ (6) _____
2. That I shall maintain utmost secrecy regarding the contents of the answerscript(s) and the marks awarded as the originals are still the property of MBSE.
3. That I shall not use the photocopies for any purpose other than for verifying that a thorough assessment of my answerscript(s) had been made. Further, I shall ensure that the same is properly disposed off and that it does not fall into the hands of others.
4. That I shall not reveal the contents of the copy/copies to the media or raise any scurrilous allegations against MBSE.
5. That I shall return all the original documents of the examination including Marksheet, Certificate and Admit Card in case the Board deems fit to declare the result null and the examination cancelled.

Dated : _____

The _____

Signature of the candidate

Phone No. _____

Note : Willful violation of any of the term of the above undertaking at items 2, 3 and 4 above shall result in appropriate action to be initiated by the Board including declaration of the result null and void and cancellation of the Examination.



To

Secretary,
Mizoram Board of School Education,
Aizawl - 796012

Subj : **Application for Post Publication Scrutiny / Re- evaluation od answerscript(s)
(HSLC/HSSLC/DIET)**

Sir,

With due respect, I request you to kindly allow Post Publication Scrutiny/ Re- evaluation of my answer paper for the subject(s) mentioned below. I promise to abide by the Rules and Regulations formulated by the M.B.S.E. in this regard.

Subject(s) 1. _____
 2. _____

Particulars of Candidate

NAME : _____
FATHER'S NAME : _____
ROLL NO : _____
NAME OF CENTRE: _____

Document(s) to be enclosed (tick the relevant):

1. Original marksheet for Re-evaluation
2. Photocopy of marksheet - for PPS

Yours faithfully,

Signature : _____

Postal Address : _____

Phone No. (if any): _____

Rates of fees :

- | | | |
|------------------------------------|---|--|
| 1. For Post - Publication Scrutiny | = | (a) Rs 100.00 per paper for HSLC
(b) Rs 150.00 per paper for HSSLC/DIET |
| 2. For Re-evaluation | = | Rs 1000.00 per paper |