

No. Ex/CGI(1)56065/2013/CGE

Office of the Commissioner for
Government Examinations,
Pareekshabhavan, Poojappura
Thiruvananthapuram-12
Date: 16/08/2013

From

Secretary

To

The District Educational Officer

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Sir/ Madam

Sub: SSLC Examination March 2014- Opening of new examination centres
and clubbing of high schools- Proposal called for- reg.

Ref: G.O. (Rt) No.4762/98 G. Edn dtd.18/12/1998

Personal attention and comprehensive perusal are invited.

The proposals for opening of new examination centre for the SSLC Examination March 2014 may be obtained from the schools which are having required facilities. The proposals may be forwarded in Form A. The following points may be born in mind while recommending new centers.

The first and foremost point to be born in mind while considering a school being examination centre or clubbing centre for SSLC examination is the recognition of school granted by the competent authority. To consider for new examination centre a school must have permanent recognition granted by the Government/ Director of Public instruction. While the proposal is being recommended, District Educational Officer must also ensure that the recognition granted by the Government/ Director of Public Instruction or by himself has not been withdrawn during the academic year.

For considering a school being a clubbing centre it must have temporary recognition which should be revived annually, granted by the District Educational

Officer. The District Educational Officer has no power to grant temporary recognition for more than three consecutive years. When a school completes temporary recognition for three consecutive years, the school must approach Director of Public Instructions for getting permanent recognition.

Last year it was found that some unaided schools across the state were presenting their students for SSLC examination without getting proper recognition from competent authority presuming the school has recognition without considering the fact that the recognition was granted to it for only one academic year and not revived since then. It is even found that there were schools presenting students for examination which never availed recognition from the authority. It is an act of sheer negligence from the part of District Educational Officer that caters opportunity to function these schools in the state without recognition. It also infringes the merits of Government orders with regard to the recognition of schools.

When we identified these schools, the status being examination centres of these schools was cancelled with immediate effect. They filed writ petition in Honble High Court, which dragged the department to unnecessary legal tussle with the school managements. Even during the hectic period of SSLC Examination the department had to engage in legal battle to be in line with the existing government rules.

All these hardships are occurring on account of the ignorance from the part of District Educational Officers who are responsible officers to verify the records relating to the recognition of schools. This year at any ground it will not be allowed to repeat. All the District Educational Officers must verify the status of recognition of schools and ensure that only those schools which have proper recognition of schools and ensure that only those schools which have proper recognition are presenting students for SSLC Examination March 2014. It is also directed to maintain a record relating to the status of the recognition of Unaided Schools under your Educational District. The proforma enclosed herewith should be distributed to all the Unaided Schools under your Educational District and collect the same duly filled. The details furnished there should be recorded promptly. However proposal of those schools which aspire to have New Examination Centre or present their students in clubbing arrangements for the first time

for the SSLC Examination March 2014 only need to be submitted to this office if they are accomplished all the conditions specified above.

Stringent action will be taken against those District Educational Officers who recommends the proposal of the schools having no recognition. Any laxity in this regard will have grant consequence. Specific remarks of the District Educational Officers must be furnished in space provided in Performa.

The following points should also be verified with utmost care.

1. The strength in Standard X in the school, where a new centre is proposed should ordinarily be forty or above. In special circumstances the sanction of new centre in a school where strength is below forty can be considered. In each cases the reason thereon may be submitted separately.
2. The distance to the nearest existing centre should be more than 4 Kms. In exceptional cases this condition can be relaxed taking into consideration of the number of the candidates expected and non availability of adequate accommodation in existing centre.
3. The school should have a strong room (ie. A room having strong walls ceiling and iron bars for windows) and iron safe or school almirah with double safety locks for the safe custody of confidential papers.
4. The schools which are lacking these facilities should accomplish the same before the end of October 2013. The parent Teachers Association of the school may be entrusted to fulfill the condition in time, if they desire to have a centre in their school.
5. There must be proper accommodation and adequate furniture in the school for conducting the examination. There should also be a monogram seal (not school seal) in possession of the Head of the School which should be so designed that can identity the school or the Chief Superintendent.
6. There may be schools which are upgraded recently and presenting the candidates for the SSLC Examination in March 2014 for the first time. Such school may also be recommended for being as a new centre for SSLC Examination March 2014 in the enclosed form A.

7. Similarly, if any school under your Educational District found lacking sufficient strength and accommodation, it is to be clubbed with their adjacent centers. Details of such schools may also be furnished in form B.
8. Your personal attention in the matter is invited and also request you to forward proposed so as to reach this office on or before 30/09/2013. It is mandatory that a nil statement should be forwarded unless any proposal is received within the time limit. The proposals received after 30/09/2013 will not be considered.
9. Specimen forms for opening new examination centre (Form A) and clubbing centre (Form B) re enclosed herewith. Postal address of the school with pin code, phone number, centre code, school code should also be included.
10. No proposal from the schools, which are not complied with above condition should not be forwarded to this office. The same should be disposed immediately then and there and reply should be furnished to the schools concerned.

The receipt of this letter should be acknowledged by return post.

Yours faithfully,

Sd/-

SECRETARY

To

All District Educational Officers

Copy

All Deputy Directors of Education

FORM A
PROPOSAL FOR OPENING OF NEW CENTRE FOR SSLC
EXAMINATION MARCH 2014

School Code

1. Name of School
2. Strength in Standard X
3. State whether the High School is newly sanctioned one and presenting candidates for the first time (Furnish the Order No)
4. The Name of nearest High School which is already a centre and distance to it
5. Whether the School has strong room and Iron safe which double lock for the safe custody of confidential packets
6. Whether the head of school is in possession of monogram
7. Whether there is sufficient accommodation and furniture for conducting SSLC examination

8. Details of Recognition obtained

Whether the school has recommendation for the year 2013-14 (Yes/ No)	Whether Permanent/ Temporary	If Temporary		If Permanent	
		Whether revived this year or not	Recognition obtained upto	Year in which recognition is obtained	Order No of recognition

9. Specific remarks of District Educational Officer

(No application will be entertained without specific remarks)

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DECLARATION

I, District Educational Officer
..... hereby declare that I have verified all the
records relating to the recognition of school and
found that the school has permanent recognition / Temporary recognition for the
academic year 2013-2014. I also declare that all the details furnished in the proforma are
found correct.

Place

Date

DISTRICT EDUCATIONAL OFFICER

(Office Seal)

FORM B
DETAILS OF SCHOOL REQUIRING CLUBBING ARRANGEMENT FOR SSLC
EXAMINATION MARCH 2014

School Code

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1. Name of School

2. Strength in Standard X

3. Centre to which the school is to be clubbed with (Name and Centre No)

4. Whether the centre to which the school is to be clubbed with has sufficient accommodation and furniture for the candidates included from the clubbed centre

5. Distance to the centre to which the school is to be clubbed with

6. Details of Recognition

Whether the School has recognition for the year 2013-2014 (Yes/No)	Whether permanent/ temporary	If temporary		Year in which recognition is obtained	Order No of recognition
		Whether revived this year or not	Recognition obtained up to		

7. Specific remarks of District Educational Officer
(No application will be entertained without specific remarks)

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DECLARATION

I District Educational Officer
..... hereby declare that I have verified all the records
relating to the recognition of school and
found that the school has Permanent recognition/ Temporary recognition for the
academic year 2013-2014. I also declare that the details furnished in the proforma are
found correct.

Place:

Date:

DISTRICT EDUCATIONAL OFFICER

(Office Seal)

FORM – C
DETAILS REGARDING THE STATUS OF RECOGNITION OF
UNAIDED SCHOOL

Centre No.

1. Name of School :

2. Name of Educational District :

3. Strength in Standard X :

4. Details of recognition obtained :

Whether the school has recognition for the year 2013-14 (Yes/No)	Whether Permanent/ Temporary	If Temporary		Year in which recognition is obtained	Order No. of recognition
		Whether revived this year or not	Recognition obtained upto		

DECLARATION

I, Head Master/ Headmistress
.....school hereby declare that the details regarding the
recognition of my school furnished above is correct.

Name and Signature of Headmaster

Place:

Date:

(School Seal)