

CLASS XII

CBSE/AB Cell/13A

Central Board of Secondary Education

FORM OF APPLICATION FOR VERIFICATION OF MARKS
(TO BE SENT TO THE RESPECTIVE REGIONAL OFFICES)

The Regional Officer
(Regional Office,.....)
Central Board of Sec. Edu,

(If submitted by hand)
Stamp of the Cashier CBSE/Bank/School
Amount Received.....
Receipt No.....
Date.....
Sign. of Cashier

Sir,

I hereby apply for verification of marks of my son/daughter/ward who appeared in examination held in March/July (year of examination) in the subjects vide particulars mentioned below:

ROLL NO NAME.....

Name of School..... Centre No.	Subject Code No.	Subject(s)	Marks obtained		
			Theory	Pract.	Total
Name of Exam Centre					
Fees Paid Rs..... DD/IPO/Cash Receipt No.....					
Date.....					

I hereby undertake to accept the lower marks the same is established on the basis of Verification of marks.

Name & Address of the candidate (IN BLOCK LETTERS)

Yours faithfully

.....
.....
.....
Pin.....

(Signature of Applicant)
Tele. No. if any.....

Note: Form must be filled correctly and neatly.

Please give details, in case the candidate is handicapped.

Please see page no. 2 for addresses of Regional Offices.

RULES FOR VERIFICATION OF MARKS

- (i) A Candidate who has appeared at an examination conducted by the Board may apply to the concerned Regional Officer of the Board for verification of marks in any particular subject. The verification will be restricted to checking whether all the answer's have been evaluated and that there has been no mistake in the totalling of marks for each question in that subject and that the marks have been transferred correctly on the title page of the answer book and to the award list and whether the supplementary answer book(s) attached with the answer book mentioned by the candidate are in tact. No revaluation of the answer book or supplementary answer book(s) shall be done.
- (ii) Such an application must be made by the candidate within 21 days from the date of the declaration of results in case of main examination and within 15 days in case of compartment examination.
- (iii) All such applications must be accompanied by payment of fee as prescribed by the Board i.e. Rs. 200/- per subject (Rs.300 for urgent verification, can be applied within first five days from the date of declaration of result). In case of DD/IPO it should be in favour of Secretary CBSE, payable at concerned Regional Office's city
- (iv) No candidate shall claim, or be entitle to, revaluation of his/her answers or disclosure or inspection of the answer book(s) or other documents.
- (v) A candidate shall not be entitled to refund of fee unless as a result of the verification his/her marks are changed.
- (vi) In no case the verification of Marks shall be done in the presence of the candidate or any one else on his /her behalf, nor will the answer books be shown to him/her or his/her representative.
- (vii) The marks, on verification will be revised upward or downward, as per the actual marks obtained by the candidate in his/her answer book.
- (viii) The communication regarding the revision of the marks, if any, shall be sent to the candidate within a reasonable period of time.
- (ix) The Board will not be responsible for any loss or damage or any inconvenience caused to the, candidate, consequent on the revision of marks or delay in communications for reasons beyond control.
- (x) The Board shall revise the marks Statement in respect of such candidates after the previous marks statement is returned by the candidate.
- (xi) The decision of the Chairman on the result of the verification of marks shall be final.

Regional Offices

Regional Office Central Board of Secondary Education, PS-1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110 092.	NCT of Delhi, Foreign Schools	Tel:91-11-22239177-80 Fax: 91-11-22248990 rodelhi.cbse@nic.in
Regional Office Central board of Secondary Education, Plot No. 1630 A, "J" Block, 16th Main Road Anna Nagar West, Chennai-600040.	Tamil Nadu,Kerala, Andhra Pradesh, Karnataka, Maharashtra, Goa, Puducherry, Andaman and Nicobar Islands, Daman and Diu	Tel. 91-44-26162214 /26162213 Fax:91-41-26162212 rochennai.cbse@nic.in
Regional Office Central Board of Secondary Education, House No.10, Seuj Sarani, Lakhimi Nagar, Hatigaon, Guwahati-781006	Assam, Nagaland, Manipur, Meghalaya, Tripura, Sikkim, Arunachal Pradesh, Mizoram.	Telfax:91-361-2229992, 2229995 roguwahati.cbse@nic.in
Regional Office Central Board of Secondary Education, Todarmal Marg, Ajmer-305 030	Rajasthan,Gujarat, Madhya Pradesh, Dadra and Nagar Haveli	Tel:91-145-2627451/2627139 Fax:91-145-2421543 roajmer.cbse@nic.in
Regional Office Central Board of Secondary Education, Sector- 5 , Panchkula - 134109 (Haryana)	Haryana,U.T.of Chandigarh, Punjab, J&K, Himachal Pradesh.	Tel: 91-172-2585193/2583547 Fax:91-172-2585163 ropanchkula.cbse@nic.in
Regional Office Central Board of Secondary Education, 35 B, Civil Station, M.G. Marg , Civil Lines, Allahabad-211 015	Uttar Pradesh, Uttaranchal	Tel:91-532-2407970-72 Fax:91-532-2408977 roallahabad.cbse@nic.in
Regional Office Central Board of Secondary Education, Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road Patna-800 014.	Bihar, Jharkhand New Regional Office opened	Tel:91-612-2295048 Tel: 2295008, 2295080 ropatna.cbse@nic.in
Regional Office Central Board of Secondary Education, 6th Floor, Alok Bharti Building, Shaheed Nagar, Bhubaneswar	West Bengal, Orissa, Chhattisgarh New Regional Office opened	Tel:91-674-2542312 robhubaneshwar.cbse@nic.in