

No.Ex/CGI(1)/51702/2015/CGE

Office of the Commissioner for  
Government Examinations,  
Pareekshabhavan, Poojappura,  
Thiruvananthapuram – 12  
Date: 11/08/2015

From

Secretary

To

The District Educational Officer

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.....

Sir/Madam,

Sub: SSLC Examination March 2016 – 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 to the following.

The proposals for opening of new examination centre for the SSLC Examination March 2016 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 centres.

The first and foremost point to be born in mind while considering a school being examination centre or clubbing centre for SSLC examination must be a recognised 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 Instructions. While the proposal is being recommended, District Educational Officer must also ensure that the recognition granted by the Government / Director of Public Instructions or by himself has not been withdrawn during the academic year.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 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 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 District Educational Officers must verify the status of recognition of schools and ensure that only those schools which have proper recognition are presenting students for SSLC Examination March 2016. 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 need to be submit their application if they accomplish 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 borne consequence. Specific remarks of the District Educational Officers must be furnished in space provided in proforma.

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. 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.
4. There may be schools which upgraded recently and presenting the candidates for the SSLC Examination in March 2016 for the first time. Such school may also be recommended for being as a new centre for SSLC Examination March 2016 in the enclosed form A.
5. Similarly, if any school under your Educational District found paucity of minimum strength and accommodation, it is to be clubbed with their adjacent centres. Details of such schools may also be furnished in form B.
6. Your personal attention in the matter is invited and also request you to forward proposal so as to reach this office on or before 31/08/2015. It is mandatory that a nil statement should be forwarded unless any proposal is received within the time limit. The proposals received after 31/08/2015 will not be considered.
7. Specimen forms for opening new examination centre ( Form A) and clubbing centre (Form B) as enclosed herewith. Postal address of the school with pin code, phone number, centre code, school code should also be included.

8. 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 2016**

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 recognised for the year 2015-16 (Yes/No)	Whether Permanent/ Temporary	If Temporary		If Permanent	
		Whether revived this year or not	Recognition obtained up to	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)

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 2015-16. 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 2016

School code

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 recognised for the year 2015-16 (Yes/No)	Whether Permanent/ Temporary	If Temporary		If Permanent	
		Whether revived this year or not	Recognition obtained up to	Year in which recognition is obtained	Order No. of recognition

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

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 2015-16. I also declare  
that all 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 FOR SSLC EXAMINATION MARCH 2016

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 recognised for the year 2015-16 (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		

DECLARATION

I,.....Headmaster/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)