

## Issuing of CCM Certificates

Name of the Scheme	Issuing Certified copies of marks to those who have lost their original certificates of 10 <sup>th</sup> Standard (SSLC, OSLC, Anglo-Indian and Matric) and Higher secondary, Diploma in Elementary Education Examinations beyond recovery.
Object of the Scheme	Certified copy of marks are issued to help the students for Higher Studies and employment for immediate and interim use, if the students spoil or loss their original Certificates.
Eligibility to apply	For those students who have lost the original certificates issued by this department beyond recovery.
Details for applying	<p>The application for the issuance of CCM is available free of cost at the Directorate and at all the Regional offices of the Department, This can also be downloaded from the Website of the department.</p> <p>In Higher Secondary / SSLC Exam application has to be submitted duly filling in all the particulars called for there in duly obtaining the counter signature of HM of the School where the candidate had studied last or from the Headmaster of the nearby school in the case of Private Candidates, also duly remitting the fee for the CCM.</p> <p>In Diploma in Elementary Education Exam the prescribed format of application duly filled with relevant particulars as prescribed as required by the Department should be submitted along with Xerox copy of Mark sheet and fees in the concerned DIET.</p>
Fees Details	<p>1.First time CCM - Rs.305/-</p> <p>2. Second time CCM - Rs.405/-</p> <p>for each certificate the above amount should be remitted by means of challan in the Treasury Branch</p>
Officer to be approached	<p>1.10<sup>th</sup> Standard SSLC, OSLC, DEE - JD (P)</p> <p>2. Anglo-Indian , Matriculation - A.S(Matric)</p> <p>3. Higher Secondary Examination - JD (Hr.Sec)</p>

