



CITIZEN CHARTER OF J & K BOARD OF SCHOOL EDUCATION

VISION:

1. To conduct the various Board examinations in a healthy and fair manner, to prepare the students to enter the gateway of life smoothly and excel in their lives with their intelligence and ability.
2. To make JK BOSE as an epitome of quality education by continuously raise the educational standards in order to meet the National and Global needs.
3. To integrate technology in education in order to simplify the procedures for the benefit of student community.

MISSION:

1. To prepare the student to be a future ready citizen who can excel in their lives and can contribute in nation building and at the same time can lead a purposeful and happy life.

Following services are provided by the J&K Board of School Education in a fixed time bound manner:

S.No.	Services Provided	Prescribed Fee	Formalities/Documents Required	Time taken for issuance of the document
01	Duplicate Marks Certificate	Rs.310/-	1. Prescribed form to be filled in with requisite information and duly attested by the concerned institution.	07 working days
02	Duplicate Qualification Certificate	Rs.1135/-	1. Prescribed form to be filled in with requisite information alongwith two photographs duly attested by the concerned Head/Principal of the institution. 2. Two self-attested Photostat copies of Marks Certificate and RR Card. 3. Newspaper having Public Notice published of Diploma lost. 4. Photo identity proof like Aadhar card/Voter Card.	21 days
03	Provisional Certificate	Rs.410/-	1. Prescribed form to be filled in with requisite information and duly attested by the concerned institution. 2. Photostat copy of Marks Certificate.	07 working days
04	Eligibility Certificate	Rs.640/-	1. Prescribed form to be filled in with requisite information and duly attested by the concerned institution. 2. Original Marks Certificate of last examination passed. 3. Transfer certificate duly countersigned by K. V Sangathan/and or authorized signatory of the concerned Board.	01 day
05	Inter School Migration	Rs.410/-	1. Prescribed form to be filled in with requisite information and duly attested by both the institutions. 2. Original School Leaving Certificate.	01 day

			3. Marks Certificate of the last Class examination passed/attended duly countersigned by the concerned CEO/Principal of GHSS.	
06	Interstate Migration Certificate	Rs.520/-	1. Prescribed form to be filled in with requisite information and duly attested by the concerned institution. 2. Marks Certificate of the last examination passed/attended.	07 working days
07	Duplicate Registration Card	Rs.310/-	1. Prescribed form to be filled in with requisite information and duly attested by the concerned institution.	07 working days
08	Verification of Class 10 th , 12 th certificates.	Rs.810/- civil Departments & Rs.635/- Defence and Paramilitary forces per certificate	1. Letter from the concerned Department along with authenticated copies of Certificates/original certificates required for verification and prescribed fee.	07 working days
09	a) Rectification of transcriptional error occurred in Class 10 th , 11 th & 12 th certificates. b) Correction in Registered Particulars. (Major Corrections)	Rs. 1420/- Rs.1420/-	1. Application from the candidate. 2. Self-attested Photostat copies of certificates. 3. Registration Card in original. 1. Prescribed form to be filled in with requisite information along with photograph duly attested by the concerned Head/Principal of the institution. 2. Self-attested Photostat copies of Marks Certificate and RR Card. 3. Newspaper having Public Notice published with regard to Correction. 4. Supporting proof like Aadhar card/Voter Card/Ration Card etc. 5. Birth certificate of the candidate. 6. School Record supporting correction viz Admission-cum-withdrawal Registers of Ist primary department, Middle department and High department duly attested by the concerned Head/Principal of the institution and countersigned by the concerned ZEO/CEO. Note: PI contact the concerned Dealing Assistant for detailed formalities required for correction in particulars.	21 working days after issuance of Correction Order. 21 working days after the conduct of Correction Committee Meeting

Besides the above time bound services rendered by the JK BOSE, the following activities are conducted in accordance with the Academic Calendar issued by the Academic Division of the Board:

- a. Online Registration of Class 9th students
- b. Filling of Admission-cum-Permission Forms of classes 10th, 11th and 12th
- c. Conduct of Examination and declaration of results.
- d. Online registration for re-evaluation of answer scripts and declaration of its result.
- e. Submission of files for extension/up gradation of schools, for the UT of J&K.
- f. Free supply textbook distribution under SSA/District Plan for the UT of J&K through concerned Chief Education Officers.
- g. Academic activities like Revision of Curriculum/Text-books from classes 1st to 12th in phased manner developed by JK BOSE is conducted as per the time schedule decided by the Director, Academics.
- h. The centrally sponsored scholarship schemes (NMMS, NTSE) are conducted by the academic division of the JK BOSE