

CORRECTION IN NAME AND INITIALS IN MARKLISTS AND CERTIFICATES

Request for corrections in Name and Initials in the Certificate/Mark list should be submitted through Principal along with attested copy of SSLC/SSC/THSLC or equivalent.. Fee will be collected at a rate of Rs. 300/- for Diploma certificate and Rs. 100/- for each Mark list towards the extra expense to Govt. by way of stationery, postage and additional work to Govt. staff for correction of old Mark lists and Certificates. Fee is to be remitted in the Govt. Treasury under the revenue head of Account **0202-02-800-94 other receipts** and the original Chalan receipt should be attached with the request for correction. In case correction in name of any student has been effected through Notification in Kerala Govt. Gazette, corresponding correction will be done only in those Certificates and mark list issued after the date of that Notification.