



**REGIONAL OFFICE , DAV INSTITUTIONS ODISHA ZONE-I**

**CLASS XI ANNUAL EXAMINATION -2020**

**APPLICATION FOR VERIFICATION OF MARKS**

**( TO BE SENT TO THE REGIONAL OFFICE )**

**[LAST DATE : 27/03/ 2020 ]**

To

The Regional Office  
DAV Institutions  
Odisha Zone – I  
Chandrasekharpur  
Bhubaneswar- 21

( Through the Principal of the School concerned )

Sir,

I hereby apply for verification of marks of my son / daughter/ ward.....

( Name ) .....( Roll No .) who appeared in the Annual Examination 2020 in the subjects mentioned below :

Name of the School .....	Subject ( s )	Marks obtained		
		Theory	Pract.	Total
.....				
.....				
.....				
Fees paid Rs.....				
D.D. No .....				
Date: .....				

I hereby undertake to accept to accept the lower marks , if the same is established on the basis of verification of marks.

Yours faithfully,

Date: \_\_\_\_\_

(Signature of Applicant)

E-mail ID ( Parents).....

Mobile No.....

**Note: Form must be filled correctly and neatly. The application received after the stipulated date will not be entertained.**

**(Rules for verification of marks overleaf)**



## RULES FOR VERIFICATION OF MARKS

1. A candidate who has appeared at Annual Examination 2020 conducted by the Regional Office may apply for verification of marks in any particular subject.

**Verification of answer scripts means verification of the following:**

- (a) Verification of un-assessed/unevaluated portion if any.
- (b) Verification of addition of total marks.
- (c) Verification of correct transfer of marks to Title Page and Award List.
- (d) Verification of stitching of Additional Sheet(s) if any.

No revaluation of Answer script/additional sheet shall be made as per the rules.

2. **Application for verification of marks must be made within the stipulated time mentioned in the proforma..**
3. All such applications must be accompanied with D.D. of Rs. 100/- of per subject towards the verification fee, to be drawn in favour of **Regional Director , DAV Institutions, Odisha Zone- I , payable at Bhubaneswar.**
4. If the mark of any student is changed after verification, the amount deposited shall be refunded on written request.
5. In no case the verification of Marks shall be done in the presence of the candidate or anyone else on his/her behalf, nor will the answer books be shown to him/her or his/her representative.
6. The marks on verification will be revised upward or downward, as per the actual marks obtained by the candidate in his/her answer book.
7. The communication regarding the revision of the marks if any, shall be sent to the candidate through concerned school.
8. The Regional Office will not be held 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.
9. The Regional Office shall revise the Marks Statement in respect of such candidates even if the previous marks statement is not returned by the candidate.
10. The decision of the Regional Office on the result of the verification of marks shall be final and binding.
11. **The changes if any will be intimated to the concerned schools on 01.04.2020**

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