

Name of the Service	Returning of Original Documents
Whom to approach for this service (Designated Officer)?	Principal
Procedure involved to get this service	Submit a written application addressed to the Principal.
Form to be submitted to get this service	Written application
Who are eligible to get this service	Those candidates who are studying/have studied in the institution
Documents to be enclosed with the request	Identity card issued by the college
Fee/Charges to be paid to get the service	1) NoFee upto 1 year 2) Rs.50.00 upto 2 year 3) After 2 years, yearly Rs.20.00 additional fee
Maximum number of days to wait to get this service delivered	04 working days from the date of receipt of marks cards from the Academic Section
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	10 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

WORK FLOW

Step	Description	No. of Working Days	Designation
1	Receiving the Application and Entry to the Issue Register	2.00	Case worker
2	Verification	1.00	Superintendent
3	Returning of the Documents	1.00	Case worker

For more details you may log on to www.sakala.kar.nic.in

Helpline No:080-44554455