

**HUMAN RESOURCE DEVELOPMENT DEPARTMENT**

Sr.No	NAME OF NOTIFIED SERVICES		DESIGNATED PUBLIC SERVANT	NAME OF APPELLATE AUTHORITY	NAME OF REVIEWING AUTHORITY
1	Distribution of scholarship		DSE/DEO/Programme Officer		Director(Primary) Director (Secondary)
2	Provision of consolidated result and individual mark sheet after publishing of the results of exams conducted by bihar school examination board(BSEB)	(A) provision of consolidated result and individual mark sheet received from DEO offices	Concerned District Education Officer(DEO)	Concerned Regional Deputy Director of Education(RDDE)	Secretary Bihar School Examination Committee (BSEC)
		(B) Issuance of marksheet to the concerned boy/girls by the schools	Headmaster of concerned school	Concerned District Education Officer(DEO)	Concerned Regional Deputy Director of Education(RDDE)
3	action for correcting/retotalling of marksheet and issue of duplicate certificate		Assistant Deputy Secretary,B.S.E.B	Secretary,B.S.E.B	Chairman B.S.E.B
4	action for correcting/retotalling the marksheet temporary or original certificate/migration certificate		university controller of examination	pro-Vice Chancellor	Concerned Vice-chancellor
5	Application for registration and college leaving certificate		Concerned Principal	Concerned Dean,Student welfare	Concerned Vice-chancellor

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6	Attestation of certificates issued by universities	(A) presenting received applications before the competent (B) Direct delivery to applicant through competent authority after completing the required work	Deputy Director	Director

