

<b>Name of the Service</b>	<b>Provisional Degree Certificate (P.D.C.)</b>
Whom to approach for this service?	Deputy Registrar / Special Officer
Procedure involved to get this service	A Complete set of Xerox copies of marks cards for having passed all the subjects prescribed for the various examinations of degree to be enclosed Candidate should apply after 30 days from the date of the announcement of results Withheld results if any must be got released before applying for PDC
Form to be submitted to get this service	Prescribed application form Fee paid challan Application forwarded by the concerned college/institution
Who are eligible to get this service	Those candidates who have successfully completed degree examination.
Documents to be enclosed with the request	Xerox copies of marks cards of all the semesters.
Fee/charges to be paid to get the service	Rs. 10 application fee Rs. 300 for Karnataka state students & Rs. 1000 for other state students
Maximum number of days to get this service delivered	6 working days
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			
<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving the application in the Examination Section and computer feeding	2.00	Computer operator
2	Verification / Scrutiny	1.00	Deputy Registrar/ Special Officer
3	Preparation of the PDC Certificate	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Dispatching Clerk

**For more details you may log on to [www.sakala.kar.nic.in](http://www.sakala.kar.nic.in)**

**Helpline No:080-44554455**