

**GOVERNMENT OF ANDHRA PRADESH
SCHOOL EDUCATION DEPARTMENT**

Memo. Lr.Rc.No: 1141553 /TB-2/2020 Date: 30/12/2020

Sub: School Education – SSC Corrections-Guidelines to be followed while
- submitting the proposals -Instructions - Issued - Regarding.

Ref:- This Office Proce.Rc.No. 1141553 /Text Books/2020

Date:14/05/2020.

The attention of all the DEOs of the state is invited to the reference cited wherein guidelines to be followed while submitting the proposals for corrections in SSC Certificates have been issued. But the proposals are being submitted to this office without enclosing the evidence and attestation of the inspecting officer even though clear instructions were issued in the reference cited.

Also, certain Head Masters are sending the proposals directly to the Director of School Education for corrections in the SSC which is very much improper.

Hence all the DEOs are once again requested to instruct the Dy.E.Os and the Head Masters, to follow the guidelines issued by this office in the reference cited, and adhere to them strictly, and scrutinize the evidences scrupulously, before submitting the proposal through proper channel.

Encl: Copy of the reference cited.

**VADREVU CHINAVEERABHADRUDU
DIRECTOR, SCHOOL EDUCATION**

Copy to all the Regional Joint Directors in the State.

Through mail

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION,

ANDHRA PRADESH, AMARAVATI

Present: V.Chinaveerabhadru, IAS.,

Rc.No. 1141553 /Text Books-/2020

Date:14/05/2020

Sub: School Education- Corrections of SSC Certificate – Certain instructions issued – Request - Reg.

Read: As per the instructions of the Commissioner of School Education.

All the District Educational officers in the state are informed that certain districts have submitting the proposals regarding corrections of SSC Certificate without any justification and recommendations.

Further they informed that, the report of the certain inspecting officers i.e. Dy.E.O's are not clear and it is stereo typed only. Moreover, they are not mentioned where the mistake occurred i.e. Parental side or Clerical side and also without enclosing relevant documents with proper attestation.

On verification of files it is noticed that, most of the files relating to correction of Date of birth, surname, father name, Mother name etc., entered wrongly by the schools themselves. It shows that their negligent attitude towards making entries in Admission registers, NRs, etc.,

Further, it is also noticed that, some of the DEOs are simply forwarding the proposal to the Commissioner of School Education even the request of the applicant is not feasible for consideration.

Hence, as per the instructions of the CSE in the reference read above, all the DEOs in the state are requested to submit the proposals as per the annexure with all documentary evidences with proper attestation of the concerned Deputy Educational Officers without fail.

Further, all the District Educational Officers in the state are requested to issue instructions to all the Dy.E.Os concerned to follow the instructions scrupulously while submitting the proposal.

1. Verify the proposal of the HM and request of the applicant, if it is feasible to consider then only submit the proposal otherwise, return at your level and not to submit to higher authorities unnecessarily.
2. If it is feasible to consider, then verify all the original documents and submit detailed report with justification and proper evidences with attestation.

Required evidences:

1. Admission Application
2. Extract from the admission register
3. Record Sheet
4. Transfer Certificate
5. Original SSC Certificate
6. Extract from the Nominal rolls(MNR&PNR)
7. Explanation of the concerned.
8. Report of the HM concerned (Should mentioned where the mistake occurred i.e. is it Clerical / Parental)
9. Original Date of Birth Certificate.
10. Xeroxes should be clear and visible.

3. Should mention where the mistake occurred i.e. Parental or Clerical and mention the Grounds/ Rule for consider the request of the HM / Applicant.

4. Submit the proposal as per rules only. Don't send stereo type letters.

5. All Xerox copies should be attested by the Dy.E.O concerned.

Further, all the District Educational Officers in the state are requested to instruct all the Head Masters under all managements to be more vigilant while entering the students details in school records and while preparing Nominal rolls etc.,. Declaration of the each student should be taken while preparing the Nominal rolls.

Further, all the District Educational Officers in the state are also requested to inform that if any mistake done by the school management due to negligence, action may be initiated against the concerned.

Further, all the District Educational Officers are informed that, if the proposal received with Blank Annexure/ Incomplete Annexure / without Annexure/ without rule position / unnecessary correspondence without document evidences and without proper channel it will be returned and viewed seriously.

Encl: - Annexure & Form A & B

PARVATHI PAYYAVULA
DIRECTOR

To,

All the District Educational officers in the state.

All the Regional Joint Directors of school Education in the state.

Copy to the CSE , PESHU for kind information.

ANNEXURE		
S.No.	Details	Remarks (All fields are mandatory)
1	Name	
2	SSC Year of passing & Roll No	
3	Correction type (DOB/Name/ Surname / Candidate Father Name / Candidate Mother Name)	
4	Details:	
	1. Correction Details	
	a) Existing	
	b) Correction requested	
	2. As per SSC	
	3. As per Admission Application	
	4. As per Record sheet	
	5. As per Admission Register	
	6. As per TC	
	7. As per MNR/PNR	
	8. As per Date of Birth	
5	Mistake Occurred due to Parental / Clerical	
6	Which G.O. Applicable and rule recommending the proposal to CSE (Mention in detailed)	
7	Proposal, No. of Pages	

**District Educational Officer,
(Sign with Seal)**

B PRATAP REDDY
JOINT DIRECTOR

Form (A)

Correction of Date of Birth				
S. NO.	Documents produced	Produced (YES/NO)	Page No.'s	If "NO" Mention the reason
1	Concerned Head Master remarks			
2	Dy.E.O Report			
3	Admission Application			
4	Transfer Certificate / Record Sheet			
5	Admission Register			
6	Manual Nominal Roll			
7	Printed Nominal Roll			
8	SSC original Certificate			
9	Annexure - I & II (as per G.O.Ms.No.1263 , Dt. 06.05.1961)			
10	Original Birth Certificate			

*****Note:- All fields are mandatory and submit all Xerox copy evidences duly attested by the concerned Dy.E.O**

District Educational Officer,

Form (B)

(Sign with Seal)

Correction of candidate , Father & Mother Name or Surname				
S. No.	Documents Produced	Produced (YES/NO)	Page No.'s	If "NO" Mention the reason
1	Concerned Head Master remarks			
2	DYEO Report			
3	Admission Application			
4	Transfer Certificate / Record Sheet			
5	Admission Register			
6	Manual Nominal Roll			
7	Printed Nominal Roll			
8	SSC original Certificate			
9	Original Birth Certificate			

*****Note:- All fields are mandatory and submit all Xerox copy evidences duly attested by the concerned Dy.E.O**

**District Educational
Officer,
(Sign with Seal)**

**B PRATAP REDDY
JOINT**

DIRECTOR