

**DIRECTOR OF GOVT. EXAMINATIONS  
TELANGANA STATE, HYDERABAD**

**RIGHT TO  
INFORMATION  
ACT, 2005**

**UPDATED IN NOVEMBER-2021**

## **INTRODUCTION**

The Right to Information Act- 2005 is an Act to provide for setting out the practical regime of Right to Information for Citizens to secure access to information under the control of Public Authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commission and for matters connected therewith or incidental thereto.

Subject to the provisions of the Act, all citizens shall have the Right to Information and Section 4(1) (b) of the Act casts an obligation on each Public Authority to publish a Manual on the functioning of each Department.

This Manual gives a comprehensive idea about the particulars, functions of the Office of the Director of Government Examinations, Telangana State, Hyderabad and also the powers and duties of the Employees including the channels of supervision and accountability.

This Manual contains 18 chapters in all which gives information about the functioning of the Office of the Director of Government Examinations, Telangana State, Hyderabad.

**CHAPTER - I**

**THE RIGHT TO INFORMATION ACT, 2005**

**OBLIGATIONS OF PUBLIC AUTHORITIES**

**MANUAL OF DIRECTOR OF GOVERNMENT EXAMINATIONS,**

**TELANGANA STATE, HYDERABAD**

**(PUBLISHED IN TERMS OF SECTIONS 4(1)(b)  
OF R.T.I. ACT, 2005**

**OFFICE OF THE DIRECTOR OF  
GOVERNMENT EXAMINATIONS,**

**CHAPEL ROAD, NAMPALLY, HYDERABAD,  
TELANGANA STATE - 500001.**

**November, 2021**

## **CHAPTER – 2**

### **ORGANISATION, FUNCTIONS AND DUTIES**

#### **[Section 4(1)(b)(i)]**

Name of the

Organization : Office of the Director of Government Examinations

Address : Chapel Road, Nampally, Hyderabad, Telangana State.

Functions : Conduct of various Public Examinations throughout the year among which the SSC Public Examinations are major, Evaluation and publication of the results of the above examinations as per time schedule.

Duties : Office of the Director of Government Examinations, T.S., Hyderabad is one of the Directorates in Education Department in the State. Earlier this department functioned under the control of Commissioner & Director of School Education, A.P., Hyderabad. This office is functioning as a Head of the Department from the State Headquarters at Hyderabad. All service matters of the Officers, Employees and Class IV employees of this office and (11) Officers (ACGEs) working in the Offices of the District Educational Officers (one in each district of erstwhile Telanagna State and two officers at Hyderabad District) fall under the jurisdiction of the Director of Govt. Examinations. The main duty of this office is to conduct various Public Examinations in a calender year listed and its evaluation, publication of results and issue of certificates.

1.	S.S.C/ O.S.S.C. PUBLIC EXAMINATIONS	Twice in a Year
2.	S.S.C. VOCATIONAL EXAMINATIONS.	Once in a Year
3.	D .El.Ed. 1 <sup>st</sup> & 2 <sup>nd</sup> YEAR PUBLIC EXAMINATIONS	Once in a Year
4.	PRE PRIMARY TTC EXAMINATIONS.	Once in a Year
5.	C. L. I. Sc. PUBLIC EXAMINATIONS	Twice in a Year
6.	HEAD MASTERS ACCOUNTS TEST	Once in a Year
7.	TELUGU PANDIT TRAINING EXAMINATIONS.	Once in a Year
8.	URDU PANDIT TRAINING EXAMINATIONS.	Once in a Year
9.	HINDI PANDIT TRAINING EXAMINATIONS.	Once in a Year
10.	PROFESSIONAL ADVANCEMENT TEST FOR TEACHERS (PAT)	Once in a Year
11.	NATIONAL TALENT SEARCH EXAMINATIONS (NTSE)	Once in a Year
12.	TECHNICAL TTC EXAMINATION	Once in a Year
13.	TECHNICAL CERTIFICATE COURSE EXAMINATION	Once in a Year
14.	NATIONAL MEANS CUM MERIT SCHOLARSHIP EXAM (NMMS)	Once in a Year

Apart from the conduct of the above Public Examinations, Evaluation and release of their results, the Department delivers the following services:-

- (1) Issue of Duplicate Pass Certificates.
- (2) Issue of Duplicate Marks Memos.
- (3) Age Certificates
- (4) Migration Certificates
- (5) Recounting of Marks for all papers & Re-verification cum supply of Xerox copies of Answer scripts for all subjects. There is no system of Revaluation in SSC and all other Minor Examinations.
- (6) Corrections in Certifications.
- (7) Verification of genuineness of Certificates.
- (8) Finalization and Disposal of Malpractice Cases.
- (9) Issue of Age Condonation orders.
- (10) Concession to Physically Handicapped Candidates etc.,

The Hierarchical pattern of Officers of this office is shown in annexure-I (Page No.41)

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## CHAPTER – 3

### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES [Section 4(1)(b)(ii)]

The details of the powers and duties of the Officers and Employees of the Authority by designation as follows:

Sl. No.	Name of the Officer / Employee	Designation	Duties allotted	Powers												
1.	Sri A. Krishna Rao	Director of Government Examinations	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">1.</td> <td>Conduct of SSC Public Examination and other minor examinations and declaration of results.</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>To arrange for Confidential works pertaining to all examinations of Department of School Education.</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Establishment and Service Matters: Recruitment of Staff, Postings, Transfers, Disciplinary actions, punishments and entire control of Head Office and District Offices.</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Over all supervision and control in all the matters relating to Administration, financial and academic aspects of the Office of the Commissioner for Government Examinations, A.P., Hyderabad.</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Deciding Malpractice Cases, Recounting Cases and Marks Wanting Cases.</td> </tr> <tr> <td colspan="2" style="text-align: center;">Any other work entrusted by Government.</td> </tr> </table>	1.	Conduct of SSC Public Examination and other minor examinations and declaration of results.	2.	To arrange for Confidential works pertaining to all examinations of Department of School Education.	3.	Establishment and Service Matters: Recruitment of Staff, Postings, Transfers, Disciplinary actions, punishments and entire control of Head Office and District Offices.	4.	Over all supervision and control in all the matters relating to Administration, financial and academic aspects of the Office of the Commissioner for Government Examinations, A.P., Hyderabad.	5.	Deciding Malpractice Cases, Recounting Cases and Marks Wanting Cases.	Any other work entrusted by Government.		As envisaged to H.O.D.
1.	Conduct of SSC Public Examination and other minor examinations and declaration of results.															
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Any other work entrusted by Government.																
2.	Sri K. Srinivasa Rao	Deputy Commissioner for Govt. Examinations-I	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">1.</td> <td>To process all the Service Matters relating to Gazetted and Non-Gazetted Staff of the Office (Except Class-IV) such as transfers, postings, promotions and disciplinary cases of the staff members of this office.</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Framing of Rules, Amendments and Office Procedure etc.,</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>All matters relating to Confidential Printing &amp; Distribution of SSC Public Examinations.</td> </tr> </table>	1.	To process all the Service Matters relating to Gazetted and Non-Gazetted Staff of the Office (Except Class-IV) such as transfers, postings, promotions and disciplinary cases of the staff members of this office.	2.	Framing of Rules, Amendments and Office Procedure etc.,	3.	All matters relating to Confidential Printing & Distribution of SSC Public Examinations.							
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3.	All matters relating to Confidential Printing & Distribution of SSC Public Examinations.															

			4.	Work relating to selection of Spot Valuation centres, conduct of spot valuation, supply of list of examiners for Major (SSC) Examinations	
			5.	The entire work relating to computerization and publication of results.	
			6.	Disposal of Waste Paper and Old Answer Books accumulated at spot valuation centres and in the Office of the Director of Government Examinations.	
			7.	Purchase and supply of Computer's stationery and its maintenance, supply of Nominal Rolls, 'T' Sheets, Certificates and Memo of Marks from the Computer.	
			8.	Conduct of Meetings of Examiners to prepare Principles of Valuation and supply of Principles of Valuation to Spot Valuation Centres.	
			9.	Preparation and supply of Merit lists.	
			10.	To watch all periodical returns.	
			11.	Controlling of SSC Examination Sections (Hyderabad, Ranga Reddy, Medchal, Vikarabad, Nalgonda, Suryapet, Yadadri, Nizamabad, Kamareddy)	
			12.	To process all Court Cases on Establishment matters.	
			13.	Any other work assigned by the Director.	
3.	Smt. I. Vijaya Bharathi	Deputy Commissioner for Govt. Examinations-II	1.	Control over the Financial matters.	
			2.	Supervision on all matters connected with Budget, Loans and Advances, T.A., D.A., Reconciliation, Budget Estimates, Receipts and Expenditure etc.	
			3.	Arrangements for printing and supply of all stationery items and settlement of accounts of printing charges with maintenance of cash book and vouchers.	
			<b>Other Minor Examination related works:</b>		
			4.	The entire work relating to computerization and publication of results of Minor Examinations.	
			5.	All matters relating to Confidential Printing of Minor Examinations.	

			6.	Appointment of Paper Setters, translators, tabulators, Scrutinizers and Scribes for Minor Examinations.	
			7.	Work relating to selection of Spot Valuation centres, conduct of spot valuation, supply of list of examiners for Minor examinations.	
			8.	The entire work relating to computerization and publication of results of above Minor Exams.	
			9.	Supply of Question papers to the centers concerned in respect of Minor Examinations.	
			10.	Supply of list of Examiners of minor exams to the spot valuation centers.	
			11.	Any other work assigned by the Director.	
4.	Smt. T. Anuradha	Asst. Commissioner for Govt. Examinations & DDO	1.	Acts as drawing and disbursing officer in the Office of the Commissioner for Government Examinations.	
			2.	To process work relating to recruitment, transfers, postings, sanction of increments, leaves, promotions of Class-IV Employees, fixing of Pay scales, Anomalies in Pay Scales, Verification of antecedents, regularisation and confirmations, Gazette Notifications, disciplinary cases and punishments etc.,	
			3.	To deal with the preparation of Pay bills and supplementary bills pertaining to Gazetted and Non-Gazetted, Class IV Employees and Casual Labourers of different establishments, Payment of Salaries, vouchers, bills, T.A. & D.A. contingent bills, Loans and Advances of all kinds of all Establishments, Deductions, recoveries, remittances, rents, attestation of all types of schedules of relating to pay bills and maintenance of Registers of the above items.	
			4.	Arrangements for the payment of Water, Electricity, Telephone, Telegrams, Petrol charges, Building Rent etc.	



			5.	Drawal of Service Postage and supply to all Sections in the Office.	
			6.	Preparation of Payment of all confidential bills of Major and Minor Examinations.	
			7.	Preparation of Budget Estimates, Expenditure, Receipts, Allotment of Funds to D.E.Os, Camp Officers, Payment of remuneration bills, Medical reimbursement, L.T.C., Surrender Leaves and Education Concessions.	
			8.	Maintenance and checking of Log Books of rented Vehicles.	
			9.	Reconciliation of Receipts, Expenditure, Appropriation of Accounts, Audit reports, Objections etc.	
			10.	Correspondence with Accountant General, Pay and Accounts Officer, Government, R.T.C., D.G.P., D.T. & Accounts; Other Heads of Departments and District Heads etc.,	
			11.	To deal with all types of stationery articles, purchase and supply of Stationery articles, wooden and steel furniture, Furniture and other equipment on hire basis, supply of Electrical Goods, Glass items, khaskhas thatties, typewriters, duplicators; Diaries, Calenders; Gunny bags and standardized and non-standardized forms; livery of Attenders and Driversetc.,	
			12.	Office Building and its maintenance.	
			13.	Follow up action on udit Objections and Inspection Report.	
			14.	Dealing with SSC Examination Sections of Ranga Reddy, Medchal and Vikarabad Districts.	
			15.	Any other work assigned by the Director.	
5.	Sri G. Gangi Reddy	Assistant Commissioner for Govt. Examinations	<b>Dealing with B-Section (Scheme &amp; Syllabus) the following items of work.</b>		
			1.	To deal with SSC Scheme and Syllabus. Framing of rules amendments.	

			2.	Constitution and conduct of Board meetings and follow up action, preparation of Agenda and Minutes of Meetings and their implementation.	
			3.	To deal with SSC Scheme and Syllabus. Framing of rules amendments.	
			4.	Constitution and conduct of Board meetings and follow up action, preparation of Agenda and Minutes of Meetings and their implementation.	
			5.	Correspondence with SCERT; NCERT; COBSE, Delhi and other States with regard to State Administrative Report.	
			6.	Text Books and connected correspondence with Director of School Education.	
			7.	Complaints, Grievances of Public candidates, issue of notifications, age exemptions; announcements of due dates for remittance of examination fee.	
			8.	Issue of instructions to all Chief Superintendents, Departmental Officers; S.Ps; D.E.Os and other connected officials.	
			9.	Arrangements for transport, security for all confidential works.	
			10.	Constitution of Flying Squad Teams to be monitored by the H.O.D.	
			11.	Dealing with SSC Examination Sections of Hyderabad District.	
			12.	Any other work assigned by the Director.	
6.	Smt. K. Soujanya	Assistant Commissioner for Govt. Examinations	<b>Dealing with J-Section (Computer Section) the following item of works.</b>		
			1.	To deal with selection of Computer Agency for processing of examination work.	

			2.	To deal with making of necessary arrangements with selected Computer Agency to receive the candidate's particulars through online in the form of application provided by Computer Agency from schools.	
			3.	To deal with monitoring of online data entry by schools throughout the state and addressing the grievances from time to time.	
			4.	To deal with the purification of data entered by the schools by providing the data to the examination section concerned for cross checking online application data with Manual Nominal Rolls submitted by the Headmaster's of concerned schools through D.E.O. to this office.	
			5.	After the purification of data, the same data has been hosted in this office website in the form of PDF Nominal Roll to facilitate the Head Masters to cross check the data and to submit the corrected data to this office for necessary updation required if any, for error free data.	
			6.	Constitution of Examination Centers called for from DEOs and finalization of Examination Centers and generation of Roll Numbers Center Wise, the Computerized School-Wise Nominal Rolls & Center-Wise Nominal Rolls will be supplied to the concerned Head Masters and concerned Chief Superintendent of Examinations Centers.	
			7.	Hosting of Hall Tickets in the office website to be downloaded by the candidates and also physical copy will be sent to the concerned schools for onward supply to the students.	
			8.	Processing of examination work and declaration of results.	
			9.	Preparation and arrangements for disposal of Waste paper.	

			10.	To deal with malpractice cases, Constitution of Select Malpractice Committee and convening meetings etc.,	
			11.	After the declaration of results, the final Certificate will be printed and dispatched to the concerned.	
			12.	To deal with monitoring of work relating to Re-counting and Re-verification of Marks through online application.	
			13.	To deal with SSC Examination work of Mahabubnagar, Nagarkurnool, Wanaparthy, Gadwal and Narayanpet District.	
			14.	Any item of work entrusted by the Director	
7.	Smt. M. Padmavathi	Asst. Commissioner for Govt. Examinations	1.	To deal with E-Section i.e., NTSE Examination, NMMS Examination, CLISc Exam, PAT and H.M. Account Test etc.	
			2.	To deal with the notification above Minor Examinations, receiving of data through online, purification of data and generation of Hall Tickets.	
			3.	Constitution of Examination Centers of above Minor Examinations, conduct of exams.	
			4.	The entire work relating to computerization and publication of results of above Minor Exams.	
			5.	To deal with the SSC Examination work of Karimnagar, Siricilla, Jagiyal and Peddapalli District.	
			6.	Any other work entrusted by the Director	

8.	Smt. Y. Rukmini	Asst. Comm. for Govt. Examinations	1.	To deal with C-Section i.e., D.El.Ed. I & II Year Examinations, D.P.S.E. I & II Year Examinations, TTC and TCC Examinations etc.
			2.	To deal with the notification above Minor Examinations, receiving of data through online, purification of data and generation of Hall Tickets.
			3.	Constitution of Examination Centers of above Minor Examinations, conduct of exams.
			4.	The entire work relating to computerization and publication of results of above Minor Exams.
			5.	Any other work entrusted by the Director
9.	Smt. B. Lalitha	Asst. Comm. for Govt. Exams		To deal with the SSC Examination Sections of Nalgodna, Suryapet, Yadadri Bhongir, Nizamabad and Kamareddy Districts.
10.	Smt. K.M. Lalitha Kumari	Asst. Comm. for Govt. Exams		To deal with the SSC Examination Sections of Medak, Sangareddy, Siddipet, Khammam and Bhadradi Kothagudem Districts.
11.	Smt. B. Bhuvaneshwari	Asst. Comm. for Govt. Exams		To deal with the SSC Examination Sections of Warangal, Hanumkonda, Mahabubabad, Mulugu, Jayashankar Bhupalapally, Jangaon, Adilabad, Nirmal, Mancherial and Kumaram Bheem Asifabad Districts.
				<b>The above Officers deal with the following works relating to SSC Public Examinations and other Services.</b>
				1. To supervise and control over the Section Staff and maintain for the smooth functioning of their respective sections. To extract and complete the work within the schedule.

	2.	To deal with academic matters and with all the issues relating to conduct of Major & Minor Examinations.		
	3.	a)	<b>Pre Examination Activities:</b>	
		i.	Announcement of due dates for remittance of Examination fee.	
		ii.	Feeding of OMR cum ICRs to computer for scanning.	
		a)	Regular candidates.	
		b)	Private candidates (once failed and WSS fresh).	
		c)	OSSC candidates.	
		d)	Vocational candidates.	
		iii.	Verification of checklists received from computer.	
		iv.	Furnishing of corrections to computer.	
		v.	Feeding of schools lists and its updation.	
		vi.	Furnishing of corrections for serious errors.	
		vii.	Feeding of examinations zones to computer.	
		iii.	Feeding of corrections and updation of E.Zs / Centers with reference to capacity and number of candidates appearing from schools.	
		ix.	Jumbling of candidates and generation of Hall ticket numbers.	
		x.	Printing of school wise and centre wise nominal rolls	
		xi.	Releasing of result as per dates fixed.	
		xii.	Furnishing of centre wise Q.P. requirement to the confidential printer.	
		xiii.	Dispatch of Hall tickets and NRs to Schools and Centers.	

				<table border="1"> <tr> <td data-bbox="951 212 1018 286">xiv.</td> <td data-bbox="1018 212 1377 286">Dispatch of confidential material.</td> </tr> <tr> <td data-bbox="951 286 1018 360"><b>(b)</b></td> <td data-bbox="1018 286 1377 360"><b>Post Examination Activities</b></td> </tr> <tr> <td data-bbox="951 360 1018 481">i.</td> <td data-bbox="1018 360 1377 481">Feeding OMR sheets received from spot to computer.</td> </tr> </table>	xiv.	Dispatch of confidential material.	<b>(b)</b>	<b>Post Examination Activities</b>	i.	Feeding OMR sheets received from spot to computer.																									
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			8.	Issue of Clearance Certificates for disposal of Waste paper and Old answer scripts.
			9.	Assist in conduct of Spot Valuation of Minor Examinations.
			10.	To deal with the preparation of Budget Estimates, Maintenance of Revenue receipts. To maintain Challan Register.
			11.	To deal with any other work assigned by Deputy Commissioner / Director of Government Examinations.
12.	ACGEs (11) who work in Districts		<b>I. EXAMINATIONS DUTIES</b>	
			1.	To maintain up to date register of the Recognised schools as per the recognition granted by the competent authority and permission granted for opening of X Class by the Competent authority and furnishing of such lists to the Board.
			2.	Proposals for condonation of shortage in age, in attendance and break in continuity of studies from VI to X and forwarding of such proposals to the higher authorities whenever necessary.
			3.	Sending indents for the required number of SSC application forms, Nominal Rolls and other forms to the Board and supply them to the recognised schools.
			4.	To receive Nominal Rolls, Figures statements, Challans etc., of the Regular and Private candidates from the schools and also stationery requirements.
			5.	To check the relevant columns in the application and Nominal Rolls of regular and private candidates.
			6.	To check the figure statements.
			7.	To submit the checked Nominal Rolls and application forms to the Board in the prescribed form as



				per the time schedule.
			8.	To obtain the particulars regarding the staff position, physical facilities etc., from the schools.
			9.	To assist the D.E.O. in convening meeting for finalising the proposals for the constitution of centres and selecting Chief Superintendents, Departmental Officers, Additional Departmental Officers, Route Officers etc.
			10.	To assist the District Educational Officer for selecting and appointment of Invigilators with reference to number of candidates appearing at the centres and issue of appointment orders with the written orders of the District Educational Officer.
			11.	To receive question paper bundles from the Board and their deposit in the strong room at the District Headquarters under Police Guard.
			12.	To distribute question paper packets to the Chief Superintendents and Departmental Offices through Zonal Officers and Route Officers at Treasuries and Police Stations.
			13.	To assist the D.E.O. for requisition of required number of jeeps from the Collectorate and distribution of Question Paper Packets and Flying Squads.
			14.	To assist the D.E.O., for constitution of Flying Squads with the officers of Education, Revenue and Police Departments
			15.	To assist the D.E.O., in identifying the trouble some centres and requisition for promulgation of 144 Section at such centres.
			16.	To assist the D.E.O. in identifying the trouble some centres and appoint sitting squads.

			17.	To assist the D.E.O. in consolidation of requisition for the shortage in question papers received from the schools and making arrangements for their supply in consultation with the Board.
			18.	To supervise the examination centres wherever necessary and surprise visits to the troublesome centres on the advice of D.E.O.
			19.	To assist the D.E.O. in consolidating service particulars of the teachers and submitting proposals for the appointment of Chief Examiners and Asst. Examiners to the Board / D.E.O.
			20.	To assist the D.E.O. on making arrangement for the conduct of spot valuation centres in the District.
			21.	To watch the receipt of answer scripts bundles from the centres of the spot and preserve in safe custody.
			22.	Assisting the Camp Officer in the conduct of Spot Valuation, payment of remuneration, proper maintenance of records at the Spot Valuation and proper arrangement of the valued answer scripts at the Spot Valuation centres.
			23.	Furnishing of information / answer scripts for marks wanting cases, Recounting Cases, declaration cases, malpractice cases etc., as and when asked by the Commissioner for Government Examinations and to maintain secrecy of such things.
			24.	Processing the proposals for the issue of duplicate certificates, Defunct and Miscellaneous Examinations (such as HSC and HSC Multipurpose etc ) for corrections in the completed certificates.

			25.	To attend the monthly meetings of the Inspecting Officers and appraising them to the Programme of various examinations.
			26.	Attending the District Common Examination Board meetings to assist the chairman in printing, supply of question papers and the conduct of Examinations from VI to X classes including private.
			27.	To appraise the Heads of Institutions regarding the examination item in their conference / meetings.
			28.	To assist the D.E.O. to fix up the targets for the percentage of passes to be achieved and subject targets. To convene the poor results committee and see these special precautions taken by the respective managements.
			29.	To assist the D.E.O. to make necessary arrangements for the conduct of Minor Examinations such as TTC, H.M. Accounts Test, Pandits Training, Music & Dance, P.A.T., National Talent Search Examinations etc., all arrangements.
			30.	To assist the D.E.O. to propose necessary punishments against the persons involving in malpractice in the conduct of Examinations, Spot Valuation of SSC.
			31.	To assist the D.E.O. in the conduct of Examinations by other agencies such as Entrance Examinations of Residential Schools, Residential Junior Colleges, Hindi Prachar Sabha, Polytechnic Examinations, Navodaya Entrance Examinations etc.,
			32.	Any other item of work entrusted by the Office of the Commissioner for Government Examinations.

		<b>II. FINANCIAL DUTIES</b>	
		1.	To assist D.E.O. to allot funds to all the centres after receipt of sanction proceedings from the Commissioner for Government Examinations.
		2.	To scrutinise and countersign all the bills including T.A. bills for payment relating to conduct of Examinations with reference to the funds drawn and kept by the D.E.O. in the shape of Demand Drafts/ Bankers Cheques etc.,
		3.	To receive advance amounts from the D.E.O. for making payments towards the valuation work at the spot and furnish all the original vouchers for payments made to the D.E.O. for preparation and furnishing of DC bills to the Accountant General, A.P., Hyderabad / Pay and Accounts Officer.
		4.	To receive the advances required towards distribution of question papers and also for flying squads and render accounts with all the connected vouchers item wise to the GAO/DEO for finalization of accounts.
		5.	To prepare Budget Estimates and Revised Estimates connected with the Public Examinations and to submit to the Commissioner for Government Examinations, before 15 <sup>th</sup> August of every year.
		6.	To furnish Reconciliation statement of receipts and Expenditure month wise and treasury wise pertaining to the Public Examinations conducted by the Commissioner for Government Examinations in the Districts by 15 <sup>th</sup> of every month.
		7.	To prepare separate cash book for SSC and Minor Examinations for the funds released by the Commissioner for Government

			Examinations and to maintain Budget Register and Government Examinations AC & DC bills Registers and obtain attestation of entries by the D.E.O.
			<b>III. ADMINISTRATIVE DUTIES</b>
			1. The Assistant Commissioner for Government Examinations is to have immediate supervision over staff members of D.E.Os office dealing with Examination work, and all files relating to Examinations of O/o the Director of Government Examinations, shall be routed through the Assistant Commissioner for Govt. Examinations.
			2. To conduct enquiries relating to Examinations as ordered by the D.E.O. and submit his / her reports to the D.E.O. and Director of Government Examinations.
			3. The Assistant Commissioner for Govt. Examinations shall act as Member of the District Common Examination Board.
			4. All leave applications of Ministerial staff and Class-IV Employees of Examination section shall be routed through Assistant Commissioner for Govt. Examinations.
			5. Selling of Old answer scripts of SSC Class Examinations as per rules with the permission of the Commissioner for Government Examinations and D.E.O.
13.	Superintendents		1. The Superintendents are the responsible persons who receive the tappal and distribute among the Senior/ Junior Assistants and make them disposed within the time as per citizen Charter. He/she is the custodian of various registers viz., Establishment Section Superintendent is the custodian of Service Books of all the Employees, Examination Sections Superintendents are custodian of Tabulation Registers etc. They are responsible to complete the work assigned to them as per time schedule given by the Higher Officials

			2. The total sections in this office are 20 among them SSC Examination sections: 12, Minor Examination Sections:02, Computer Section:01, SSC Scheme & Syllabus Section:01, Establishment section:01. Pay & Accounts, loans and advances:01, Budget, Stores, Purchased Stationary:01, Tappal:01.
			3. Superintendent is also work as trainer cum mentor to their staff and he/she is the first level officer in order to finalize the file.
14.	Senior Assistants/ Junior Assistants		1. They undertake the work relating to verification of NRs/ICR forms, issue of duplicate SSCs, failed memos, CPCs, recounting cases and dispatch of pass certificates and failed memos etc.,
			2. They verify and furnish corrections to various check lists received from the Computer firm.
15.	Record Assistants		Storing of records, but due to dearth of staff they are being utilized for clerical work.
16.	Typists		They attend the typing work of all sections of this office.
17.	Class-IV Employees (Jamedars, Office Subordiantes)		They perform the attendant work at the doors of Officers and the sections work.
18.	Sweeper		To deal with Sweeping and Scavenging work of the Office.
19.	Watchman		Watch & ward duties of the office during night times.

## CHAPTER – 4

### PROCEDURE FOLLOWED IN DECISION- MAKING PROCESS

[Section 4(1)(b)(iii)]

Activity	Description	Decision making process	Designation of final decision making authority
	<p>The procedure followed for decision making in this department is similar to that of other Heads of Department. Director of Govt. Examinations as the H.O.D. is the final authority in taking all decisions relating to this department as per powers vested with her.</p> <p>The proposals/representations (Tappal) from the Heads of schools/public are received in Tappal/inward section/Reception of this office. The Inward section staff distributes the tappals to the officers/sections concerned. The concerned Junior Assistant/Senior Assistant process the proposal and submit the file to the Section Superintendent. The Superintendent with his remarks submits the file to concerned Assistant Commissioner for Govt. Exams. The ACGE scrutinizes the file and issue orders on the matters within his jurisdiction, otherwise the file is forwarded to the second level officers (i.e.,) DCGE with his remarks. The DCGE scrutinizes the file and issue orders if it is within his powers delegated, otherwise process the files to D.G.E for orders. The D.G.E., depending upon the powers delegated to him/her take the decision on the file by himself/herself, otherwise he/she submits the proposals to the Government for orders.</p>		<p>Director of Government Examinations</p>

## CHAPTER – 5

### NORMS SET FOR THE DISCHARGE OF FUNCTIONS [Section 4(1)(b)(iv)]

S.No.	Function/Service	Norms/Standards of		
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The norms for the discharge of functions of each department are being followed as prescribed in D.O.M.

The usual working hours of the office are from 10-30 AM to 5-00 PM. Officers and Staff Members will also attend the office beyond office hours and on General Holidays depending upon the work to keep up the schedule drawn.

The time schedule for rendering the services on certain items of work are given below:

Sl. No	Item of work	Disposal
1.	Issue of Duplicate Pass Certificates	12 working days ( to school)
2.	Issue of Compartmental Pass Certificates	10 days ( to school )
3.	Issue of Duplicate Memos, Age and Migration Certificates	02 days
4.	Recounting of Marks/ Re-verification of Answer Scripts	30 days
5.	Corrections in Certifications	06 working days
6.	Verification of Certificates	07 days
7.	Deciding of Withheld Cases	10 days
8.	Dispose of Malpractice Cases	30 days (after results)
9.	Age Condonation	05 days



## CHAPTER – 6

### RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS. [Section 4(1)(b)(v)]

Sl. No.	Description	Gist of contents	Price of the Publication if priced	
Rules, Regulations / Instructions, Manual / Records				
1.	Besides the common rules for administrative/ financial matters as prescribed for H.O.Ds, the following acts and Rules held for official use.			
i)	A.P. Education Act, 1982 adopted by Government of Telangana	Relates to Education policy of the Govt.		
ii)	A.P. Public Examinations, Act 1997 (prevention of Malpractices and unfair means) adapted by Government of Telangana	Relates to prevention of Malpractices and unfair means during Examinations		
iii)	Tabulation Registers	Contain particulars of marks of the candidates	Only for office record not for sale	
iii)	Fundamental Rules	Encyclopedia of Rules relating to Govt. Employees.	Government will prescribe the price for each of these items.	
iv)	A.P. State and Subordinate Service Rules, 1996 adapted by Government of Telangana	Recruitment and service rules of Govt. Employees		
v)	District Office Manual	Contain rules of office procedure etc.		
vi)	A.P.C.S. (CCA) Rules, 1991 adapted by Government of Telangana	Rules relating to imposition of penalties on the erring employees		
vii)	A.P.C.S. (Conduct) Rules 1964 adapted by Government of Telangana	Rules prescribing code of conduct for employees		
viii)	A.P. Leave Rules adapted by Government of Telangana	Rules relating to sanction of leave to employees		
ix)	A.P. Revised Pension Rules adapted by Government of Telangana	Rules relating to sanction of pension to employees on superannuation of service		
x)	A.P. Education Code adapted by Government of Telangana			
xi)	A.P. Government Examination Service Rules, 2001 adapted by Government of Telangana	Promotion rules to Gazetted posts of this office		G.O. issued by the Government

## CHAPTER – 7

### CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL [Section 4(1)(b)(vi)]

Sl. No.	Category of Document	Title of the Document	Designation and address of the Custodian (held by/under the control of whom)
1.	Tabulation Registers	T- Sheets	Superintendent of section concerned
2.	Blank duplicate S. S. Cs.		Assistant Commissioners concerned
3.	Blank Duplicate memo marks, Age Certificates Migration certificates		Superintendent of section concerned
4.	Proceedings, letters, office orders, Memos etc.,		Office copies are preserved in the note files and are under the control of the case workers/ superintendents as the case maybe.

## CHAPTER – 8

### ARRANGEMENTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

[Section 4(1)(b)(vii)]

S. No	Function/Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
<p>The public who are aggrieved in the delay of service from this office e.g., issue of duplicate SSC, Memo of Marks, Age certificate etc., may approach any officer from and above the rank of Assistant Commissioner for Govt., Examinations. The section staff are not allowed to entertain visitors complaints/clarifications. Instruction boards to this extent are placed at all important places in the office.</p> <p>Moreover, the nature of work in this office is of confidential nature and the arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or in its implementation is not possible in this department. Therefore, the consultation with public representation is not relevant to this department.</p>			

## CHAPTER – 9

### BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY

**[Section 4(1)(b)(viii)]**

Name of the Board, Council, Committee, etc.	Composition	Powers and functions.	Whether its Meetings open to Public/ Minutes of its meeting accessible for public.
<p>The constitution of boards, councils and committees that are relevant to public is uncommon for this department. The Board of Secondary Education earlier constituted as official designatories as its members. Now it is not in existence.</p>			

## CHAPTER –10

### DIRECTORY OF OFFICERS AND EMPLOYEES [Section 4(1)(b)(ix)]

Name & Address of the Department: **OFFICE OF THE DIRECTOR OF  
GOVERNMENT EXAMINATIONS,  
CHAPEL ROAD, NAMPALLY,  
HYDERABAD, TELANGANA STATE.  
PIN – 500 001.**

Telephone Numbers of the Department: **040-23230942  
040-23230941 (Fax)**

Sl. No	Name of the Officer / Employee Sarvasri	Designation
1	A. Satyanarayana Reddy	Director of Govt. Examinations
2	K. Srinivasa Rao	Deputy Commissioner for Govt. Examinations
3	I Vijaya Bharathi	Deputy Commissioner for Govt. Examinations
4	T. Anuradha	Assistant Commissioner for Govt., Exams & DDO
5	B.Lalitha	Assistant Commissioner for Govt., Examinations
6	K. Soujanya	Assistant Commissioner for Govt., Examinations
7	M. Padmavathi	Assistant Commissioner for Govt., Examinations
8	K.M Lalitha Kumari	Assistant Commissioner for Govt., Examinations
9	B.Bhuvanewari	Assistant Commissioner for Govt., Examinations
10	Y.Rukmini	Assistant Commissioner for Govt., Examinations
11	G.Gangi Reddy	Assistant Commissioner for Govt., Examinations
12	Syed Ayazuddin	Superintendent
13	D.Sitasuprassana	Superintendent
14	G.Ajay Babu	Superintendent
15	P. Karuna	Superintendent
16	M. Bhaskar Rao	Superintendent
17	Md. Jahangir	Superintendent
18	K. Sandhya Rani	Superintendent
19	B. Koteswara Rao	Superintendent
20	P. Susheel Kumar	Superintendent
21	T. Baloji	Superintendent

22	A. Madhusudhan Rao	Superintendent
23	Y. Rasheed Khan	Superintendent
24	G. Shiva Kumar	Superintendent
25	D.Raju	Superintendent
26	Y. Lakshmi Prasad	Superintendent
27	B. Ramana	Superintendent
28	D. Bikkulal	Superintendent
29	D. Krishna Reddy	Superintendent
30	J. Shiva Raghavendraiah	Superintendent
31	Shaik Khaja Naseeruddin	Superintendent
32	M. Muralidhar	Senior Assistant
33	Shaik Ghouse Pasha	Senior Assistant
34	N. Karuna Karan	Senior Assistant
35	B. Suryanarayana	Senior Assistant
36	L. Hema Kumari	Senior Assistant
37	S Krishna	Senior Assistant
38	B. Sivakanth	Senior Assistant
39	Md. Mustajabuddin	Senior Assistant
40	Md. Riyaz Hussain	Senior Assistant
41	M. Muni Kumar	Senior Assistant
42	K. Daveed	Senior Assistant
43	D. Bhupal Reddy	Senior Assistant
44	G. Narendar Reddy	Senior Assistant
45	V. Surendar	Senior Assistant
46	R.Rajendar	Senior Assistant
47	K. Sainath	Senior Assistant
48	M. Raj Reddy	Senior Assistant
49	T. Krishna	Senior Assistant
50	S. Mallikarjun	Senior Assistant
51	T. Santosh Babu	Senior Assistant
52	K. Srinivas Reddy	Senior Assistant
53	G. Ashok Kumar	Senior Assistant

54	B. Sravanthi	Senior Assistant
55	G. Pentaiah	Senior Assistant
56	K. Swathi	Senior Assistant
57	M. Swathi	Senior Assistant
58	L. Vinoda	Senior Assistant
59	K. Srujana	Senior Assistant
60	C.Naveen Kumar	Senior Assistant
61	A. Ramana	Senior Assistant
62	Md. Gayasuddin	Senior Assistant
63	Badhavath Krishna	Senior Assistant
64	M. Rajesh	Senior Assistant
65	B. Gilbert	Junior Assistant
66	A. Prabhakar	Junior Assistant
67	D. Kalyani	Junior Assistant
68	P.S. Naresh	Junior Assistant
69	B. Srihari	Junior Assistant
70	J. Prasad	Junior Assistant
71	K. Rajesh	Junior Assistant
72	Mohd. Arif Pasha	Junior Assistant
73	Mohd. Tabrej Ahmed	Junior Assistant
74	D. Nelatalupu Sai	Junior Assistant
75	Shaik Moulana	Record Assistant
76	J. Pushpa	Record Assistant
77	A. Narsing Rao	Record Assistant
78	P. Sudhakar	Record Assistant
79	K. Sanjeeva	Record Assistant
80	S. Raju	Record Assistant
81	A. Jagandhar	Record Assistant
82	K. Siva Shankar	Jamedar
83	P Krishna Goud	Jamedar
84	G. Roop Kumar	Jamedar
85	Paka Devaraj	Office Subordinate

86	Sk. Moinuddin	Office Subordinate
87	Y. Anjaneyulu	Office Subordinate
88	A. Ramesh	Office Subordinate
89	B. Shankar	Office Subordinate
90	M. Chandrasekhar	Office Subordinate
91	Gopal Singh	Office Subordinate
92	S. Prabhakar	Office Subordinate
93	D. Mariyamma	Office Subordinate
94	M.Bhagya Laxmi	Office Subordinate
95	T.Rawali	Office Subordinate
96	G. Manish	Office Subordinate
97	G. Shankar Rao	Office Subordinate
98	K. Raju	Office Subordinate
99	T. Ganesh	Office Subordinate
100	S. Chakravarthy	Office Subordinate
101	Syed Meraj Quadri	Office Subordinate
102	A. Sakku Bai	Office Subordinate
103	V. Enoch Samuel	Office Subordinate
104	P. Srilatha	Office Subordinate
105	K. Anitha	Sweeper
106	K. Latha	Sweeper



## CHAPTER –11

### DIRECTORY OF OFFICERS AND EMPLOYEES [Section 4(1)(b)(x)]

Sl. No.	Designation	Category wise Scale of Pay as per RPS-2020 (Rs.)	System of compensation to determine Remuneration as given in regulation
1	Director for Govt. Examinations	89780-154690	
2	Deputy Commissioners (02)	67300-143890	
3	Assistant Commissioners (08) at H.Q.	54220-133630	
4	Assistant Commissioners (11) working at the 10 D.E.Os offices in the state. (one in erstwhile districts of T.S. and two working in Hyderabad District)	Salary of these employees drawn and disbursed by the DEOs concerned	
5	Superintendents (20)	42300-115270	
6	Senior Assistants (33)	32810-96890	
7	Junior Assistants (10)	24280-72850	
8	Typists (NIL)	24280-72850	
9	Record Assistants (07)	22240-67300	
10	Jamedar (03)	21580-65570	
11	Office Subordinate (20)	19000-58850	
12	Sweepers (02)	19000-58850	
13	Watchman (NIL)	19000-58850	

## CHAPTER –12

### BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC., [Section 4(1)(b)(xi)]

Agency	Plan / Programme/ Scheme / Project / Activity / Purpose for which budget is allocated	Proposed Expenditure	Expected outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.,)
<p>The budget allocation to this Department is to meet the expenditure for conduct of different examinations which are being conducted by this office.</p>				

Agency	Plan / Programme/ Scheme / Project / Activity / Purpose for which budget is allocated	Amount Allocation last year 2020-21	Amount spent last year 2020-21	Budget allocated Current year.2021 -22	Budget released current year (till November, 2021)
Director Of Govt. Exams	Conduct of different examinations	22.60 Cr	15.79 Cr	22.60 Cr	3 Quarters amount in Establishment Expenditure released

## CHAPTER –13

### MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

#### [Section 4(1)(b)(xii)]

Name of Programme/activity	Nature/Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Not Applicable			

Name of programme/activity	Application Procedure	Sanction Procedure	Disbursement procedure
Not Applicable			

## CHAPTER –14

### PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMIT OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY [Section 4(1)(b)(xiii)]

#### **Institutional Beneficiaries**

Name of the Programme/Scheme				
S.No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
NIL				

Name of the Programme/Scheme				
S. No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
NIL				

#### **Individual Beneficiaries**

Name of the Programme/Scheme				
S. No	Name & Address of recipient beneficiaries	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
NIL				

Name of the Programme/Scheme				
S.No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
NIL				

## CHAPTER –15

### INFORMATION AVAILABLE IN ELECTRONIC FORM [Section 4(1)(b)(xiv)]

Electronic format	Description ( site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
There is a separate website for this Department	<a href="https://www.bse.telangana.gov.in">https://www.bse.telangana.gov.in</a>	Director of Government Examinations, Telangana State	Director

## CHAPTER –16

### PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION [Section 4(1)(b)(xv)]

Facility	Description (Location of Facility / Name etc.)	Details of Information made available
Notice Board	--	---
News Paper Reports	---	---
Public Announcements	---	---
Information Counter	Reception of the office	Information relating to procedure laid down for issue of duplicate S. S.Cs, failed memos, age certificates, migration certificates etc.
Publications	---	---
Office Library	---	---
Website	<a href="https://www.bse.telangana.gov.in">https://www.bse.telangana.gov.in</a>	Notifications, downloading of Hall Tickets, Services delivered by this office, Release of Results, RTI information, particulars of pass candidates of SSC Examinations for the years 2004-2021.
Other Facilities (Name)	Copies of citizen charters are affixed at all important points in the office	Information relating to time frame fixed for the disposal of certain items of work.

## CHAPTER –17

### NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

[Section 4(1)(b)(xvi)]

#### Public Information Officers (s)

Sl. No.	Name of Office / Administrative Unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	Email
1	Office of the Director of Government Examinations, Telangana State, Hyderabad.	Smt. K. Soujanya, Asst. Commissioner for Govt. Examinations	040-23230942 Fax: 040-23230941	dirgovexams.tg.@gamil.com

#### Assistant Public Information Officer(s)

Sl. No.	Name of Office / Administrative Unit	Name & Designation of APIO	Office Tel: Residence Tel: Fax:	Email
1	Office of the Director of Government Examinations, Telangana State, Hyderabad.	Sri G. Ajay Babu, Superintendent	040-23230942 Fax: 040-23230941	dirgovexams.tg.@gamil.com

#### Appellate Authority

Sl. No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (Offices/Administrative Units of the authority)	Office Tel: Residence Tel: Fax:	Email
1	Sri K. Srinivasa Rao, Deputy Commissioner for Govt. Examinations	Office of the Director of Govt. Examinations	040-23230942 Fax: 040-23230941	dirgovexams.tg.@gamil.com

## **CHAPTER –18**

### **OTHER USEFUL INFORMATION** **[Section 4(1)(b)(xvii)]**

1. Hosting the Short Memos of the candidates in the office website immediately after the release of result.
2. Hosting of short memo of schools concerned in the Head Master's Login for quick access of results by the schools.
3. Issue of Photo hall tickets has lead to avoiding of impersonation cases to maximum extent.
4. Hosting of Hall Tickets in the Department website to download the same by the students and schools.
5. Government has taken a decision to advance the SSC Supplementary Examinations from September / October months of the year to May/June. The system of advancement of Supplementary Public Examinations commenced in May/June 2000.
6. OMR Bar Coding system is introduced in all subjects for SSC Public Examinations, March 2010 onwards.
7. Supplying of Xerox copies of valued answer scripts to the candidates for all subjects from SSC Public Examinations, March 2011 onwards.
8. Absolute Grading System has been introduced in SSC Public Examinations, March 2011 onwards in the place of Relative Grading System. From SSC Public Examinations, March-2012 onwards, certificates are being issued without marks secured by the candidates, only Grades are provided to the candidates.
9. Mother's name along with Father's name is being printed in the Pass Certificates / Memorandum of Marks from SSC Public Examination, March 2011 onwards.
10. Reforms have been made in the examination pattern. Continuous Comprehensive Evaluation (CCE ) pattern has been introduced from SSC Public Examinations, March-2015 onwards. Examination for each subject will be conducted for 80% of Marks and the remaining 20% of Marks are through Internal Assessment i.e., Formative Assessment (F.A.).
11. The existing facility of students appearing for SSC Public Examinations without regular school study dispensed with. Such students may appear for Class X through other alternative system like National or State Open School Systems and encourage students at school stage for regular schooling rather than appearing exams without school study.



12. Opting English as Second Language for the students admitting in our State from other States: If the students of other State and take admission in VI Standard in any forma schools of Telangana, it should be made mandatory that they have to study 3 Languages opting 09T (Telugu) as 2<sup>nd</sup> Language. Further, in case of students of other states take admission in the state whose 2<sup>nd</sup> Language is Hindi in the previous schools they may be continued with learning Hindi as 2<sup>nd</sup> Language in the newly admitted schools in Telangana. Therefore, subjects like 11E and 09U can be discontinued. Those students who join in higher classes from VII onwards coming from other states with other than Telugu Medium study may be exempted from studying 2<sup>nd</sup> Language.
13. Urdu as 2<sup>nd</sup> Language has been introduced from SSC Public Examinations, March-2021 onwards.
14. Data of the candidates appeared SSC Public Examinations from the year 2004 onwards is hosted in the office website to facilitate the Recruiting Authorities to check the genuinity of the Certificate.

DIRECTOR

ORGANOGRAM OF THE DEPARTMENT

