

**GOVERNMENT OF TELANGANA**

From:  
Sri. A. Krishna Rao,  
M.Sc., M.Ed.,  
Director of Government Examinations,  
Telangana State:: Hyderabad.

To  
All the District Educational Officers,  
in the State.

**Rc.No.51/ J-1 /2023, Date:18-01-2024.**

Sir / Madam,

**Sub:-** SSC Public Examinations March 2024 –Information available in the Printed Nominal Roll (PNR) in School wise login – Corrections in PNR - Instructions - Issued – Reg.

**Ref:-** 1. Notification on Rc.No.149/B-2/2023, Dated:15-11-2023.  
2. Time table for SSC Public Examinations March 2024, Dated:30-12-2023.

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I am to inform you that the SSC Public Examinations, March 2024 are scheduled to be conducted from 18-03-2024 to 02-04-2024 from 9:30 AM to 12:30 PM. Further the uploading of candidate's data through Online in the official Website of this office, for appearing SSC Public Examinations, March 2024 has been completed by the concerned Head of the Institutions. All the Headmasters have already submitted Printed Nominal Rolls to DGE office through DEOs concerned.

It is to inform that the Printed Nominal Roll is available in the School wise login. All the Headmasters should be instructed to verify the data pertaining to each candidate once again and if any corrections required, they have to submit corrected copy of Printed Nominal Rolls with the attestation of Dy.EO / MEO concerned to the DEO on or before 23-01-2024 without fail.

Corrections if any in the fields like Medium, Subjects, CwsN category, wrong Photo & Signature and Identification of Marks etc., should be corrected by the Headmaster with proper attestation on the printed copy of Nominal Roll duly attested by the Dy.EO / MEO and to submit to the DEO concerned by 23-01-2024. Further, they are informed that no further correction in Nominal Rolls will be entertained.

Further, it is informed that with regard to the corrections of Candidate's Name, Father's Name, Mother's Name, Gender and Date of birth, the HM should be instructed to make necessary corrections in Child Info in the UDISE+ portal, take a copy and submit the same along with the copy of the Printed Nominal Roll (PNR) with the corrections attested by Headmaster and Dy.EO/MEO to the DEO by 23-01-2024.

In this connection, the concerned Headmasters / Principals should verify the Student data in their School wise login as per the following norms and corrections to be submitted in the given proforma by enclosing the copies of corrected PNR and correction made in Child Info.

- I. All the entries such as Name of the Candidate, Father's Name, Mother's Name and Date of birth should be verified with reference to the original Admission Register and not with reference to the Attendance Register.
- II. Date of Birth correction will be entertained on submission of attested copy of Admission Register by District Educational Officer only.
- iii. The Medium of instruction, Subjects, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Language should be verified with reference to the School records.
- iv. It should be verified that the details of the under aged candidates with age condonation orders obtained from Competent Authorities have also been included in the Nominal Roll.
- v. This is the last chance to Headmasters / Principals to make corrections after that the concerned Headmasters / Principals are held responsible for any type of wrong entries made.
- vi. After the completion of verification of data, the concerned Head of the Institution has to submit the corrected copy of PNR along with enclosures to the concerned District Educational Office by **23-01-2024** without fail.

All the District Educational Officers in the State are requested to issue necessary instructions to all the Head of the Institutions under their jurisdiction and inform the above instructions and submit the corrected Printed Nominal Rolls (PNR) along with enclosures to this office on **24-01-2024** without fail for taking further action.

This should be treated as MOST IMPORTANT.

**Encl:** Proforma

Yours faithfully  
**Sd/- A Krishna Rao**  
**DIRECTOR**

Copy to the Regional Joint Director of School Education, Hyderabad and Warangal for information.

Copy submitted to the State Project Director, Samagra Shiksha at O/o the Commissioner of School Education, Saifabad, Hyderabad for information.

Copy submitted to the Commissioner, School Education, Telangana State, Hyderabad for information.

**PROPOSAL FOR PRINTED NOMINAL ROLL (PNR) CORRECTIONS**

Name of the District :

School Code :

Name of the School :

Sl.No	Application No	Nature of Correction	Existing Entry	Correction to be made	Remarks

Signature of the Headmaster  
with School Stamp

Signature of the Dy.E.O/ M.E.O  
with Stamp

Signature of the District Educational Officer  
with Stamp