

PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER, WEST GODAVARI, ELURU

Present:- Smt.C.V.Renuka, M.Sc., B.Ed

Proc.Rc.No 3668 /C3/2020

Dated:-20-06-2020.

Sub:- School Education – “Corrections of SSC certificate” – certain instructions issued – Regarding.

Ref:-Proc Rc No 1141553/Text Books-/2020 dated 14.05.2020 of the Commissioner of School Education, A.P., Amaravathi.

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In the reference read above, the Commissioner of School Education, A.P, Amaravathi has informed that certain districts have submitted the proposals regarding corrections of SSC Certificate without any justification and recommendations. The report of the certain inspecting officers i.e DYEOs are not clear and it is stereo typed only and they are not mentioning whether the mistake occurred i.e parental side or clerical side and also without enclosing relevant documents with proper attestation.

Further the Commissioner of School Education, A.P, Amaravathi has informed that 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 and it shows their negligent attitude towards making entries in Admission Registers, NRs etc. some

Hence the Commissioner of School Education, A.P, Amaravathi has requested all the District Educational Officers in the state to submit the proposals as per the annexure with all documentary evidences with proper attestation of the concerned Deputy Educational Officers without fail.

In view of the above all the Deputy Educational Officers in the District are requested to follow the following instructions scrupulously while submitting the proposal without fail.

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 evidence 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 Deputy Educational Officer concerned.

In view of the above all the Deputy Educational Officers in the District are hereby instructed 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 the Deputy Educational Officers in the District are informed that if any mistake done by the school management due to negligence, action may be initiated against the concerned.

Further, all the Deputy Educational Officers in the District are informed that if the proposals are 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.

This item should be treated as Most Urgent should not violate the rules.

Encl:- Annexure & Form A & B

Sd/-C.V.Renuka,
District Educational Officer,
West Godavari, Eluru.

//t.c.f.b.o//

M.N. Narasimha
Superintendent

20/06/2020

To

All the Deputy Educational Officers in the District.

Copy to all the Head Masters in the District through the Deputy Educational Officers in the District.

Copy submitted to the Commissioner of School Education, A.P, Amaravathi for favour of 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)**

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,

(Sign with Seal)

Form (B)

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 Certiifcate			

*****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)