**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION,**

**ANDHRA PRADESH, VIJAYAWADA**

Present: K. Sandhya Rani, I.Po.S.,

 Prco.Rc.No.Spl/TB-1/2016 Date:04-12-2016.

Sub:- School Education – certain corrections in the SSC Certifications – Instructions issued – Reg.

Read:- 1.G.O.Ms.No.1263 Edn. dt 06.05.1961.

 2. G.O.Ms.No.1348 Edn. Dt. 15-12-1981.

 3. G.O.Ms.No.430 Edn. Dt.31-12-1992.

 4. This office Proc.Rc.No.Spl/TB-1/2015, Dated:02.12.2015.

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All the District Educational Officers in the state are informed that they are submitting proposals requesting so many corrections in the SSC Certificate i.e., Correction of Date of Birth, Correction Surname, Correction of Candidate Name, Correction of Father’s Name & Correction of Mother’s Name.

In this connection they are informed that the following records are required as per G.O.Ms.No.1263 Edn. Dt. 06.05.1961 for making corrections in the SSC Certificate.

1. Original Application submitted at the time of Admission into Elementary and High School.
2. True extract of Admission and withdrawal Register i.e., Elementary and High School duly attested by the Dy.E.O. Concerned.
3. Original Record Sheet and TC (If Xerox copy produced should be duly attested by the Dy.E.O. concerned)
4. Manual Nominal Roll (duly attested by the Dy.E.O. concerned)
5. Printed Nominal Roll (duly attested by the Dy.E.O. concerned)
6. Date of Birth Certificate (Original)
7. ICR form (duly attested by the Dy.E.O. concerned)
8. Parent declaration at the time of while entering into the Admission withdrawal register and Nominal Roll with regards to correction of Mother’s name correction.
9. Explanation of the concerned Head Master explaining the cause for the mistake and at what level the mistake occurred.
10. Specific report of the concerned Dy.E.O.

Further they are requested to not to send the proposals if the mistake is done by parent and they are requested to instruct all the Head Masters of their respective District to conduct Parent meeting before preparing of Manual Nominal Rolls and obtain undertaking of the parent for declaring Candidate’s, Father’s. Mother’s name and surname, Date of Birth of Candidate to avoid more number of corrections and observe the same with particulars of Admission register carefully.

Therefore, the District Educational Officers are requested to furnish the proposals in complete shape as per G.O.Ms.No.1263 Edn. Dt.06.05.1961 and also instructed to verify and submit the proposals in full shape as per rules in vogue and also issue instructions to all the Head Masters to prepare Nominal Rolls carefully while sending to the Director of Government Examination otherwise One Increment / Censure will be given to the responsible Head Masters & Clerk concerned for such mistakes in future.

 This should be treated as most urgent.

 **Sd/- K. Sandhya Rani**

Commissioner of School Education.

To

All the District Educational Officers in the State.