DIRECTORATE OF GOVERNMENT EXAMINATIONS, A.P, VIJAYAWADA

Application for Recounting of valued Answer Script

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Place: Date

 $(Instructions/Guidelines-see\ overleaf)$

Signature of the Applicant

Instructions/Guidelines

- 1) The application should be submitted directly at Counters Constituted at designated points to be announced by the District Educational Officers concerned at erstwhile District Headquarters
- 2) Application format is kept in the website www.bse.ap.gov.in
- 3) The prescribed fee for each subject is Rs.500/-
- 4) Enclose Xerox copy of Hall ticket, Dummy memo of marks, if not, the application will be summarily rejected.
- 5) Fee paid once will not be refunded under any circumstances.
- 6) Applications sending by post/courier service will **not be accepted.**
- 7) Fee paid by way of drawing Demand Drafts and Bankers Cheques will not be accepted.
- 8) Enclose oneself addressed envelope without stamps.
- 9) The appeal for undervaluation or over valuation shall not be considered under any circumstances.
- 10) The e-Payment / Manual Payment through Challan Reference Form has to be paid by the individual candidate only and no group e-Payment / Manual Payment through Challan Reference Form will be accepted.

Procedure to pay through e-Payment / Payment in SBI through Challan Reference Form

- i) Visit website: https://cfms.ap.gov.in
- ii) Goto Citizen Services and click on Receipts links and then go to the Citizen Challan
- iii) Select Department as ESE03 Government Examinations Dept
- iv) Select Service as 1048 (Recounting of Marks to SSC and Other Minor Exam Candidates)
- v) Click on Submit
- vi) Fill the Details of Purpose, Remitter Name, Remitter ID, Address, Mobile No., E-Mail ID, Amount in Rs., etc.
- vii) Select any one of the option Manual Payment / e-Payment

Option1: e-Payment

- a. If e-Payment is selected then click on submit
- b. Select any one of the payment gateway option SBI / Payu Money
- c. Choose appropriate payment option i.e. Debit Card / Credit Card / Net Banking etc.
- d. Pay the amount and take the printout of the Acknowledgement

Option2: Manual Payment

- a. If Manual Payment is selected then click on submit
- b. It will show CFMS Transaction ID, Total amount, Bank Reference No., Bank Status
- c. Click on Print
- d. It will generate **Challan Reference Form** and take print out of the same and **pay the amount in SBI.**