THE RIGHT TO INFORMATION ACT-2005

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 Directorate of Government Examinations, A.P and also the duties and responsibilities 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 Directorate of Government Examinations, A.P.

CHAPTER - I

THE RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

MANUAL OF DIRECTORATE OF GOVERNMENT EXAMINATIONS,

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

DIRECTORATE OF GOVERNMENT EXAMINATIONS,
GOLLAPUDI, VIJAYWADA - 521 225
ANDHRA PRADESH

March 2024

ORGANISATION, FUNCTIONS AND DUTIES [Section 4(1)(b)(i)]

Name of the

Organization: Directorate of Government Examinations

Address : D.No.20-124, Gollapudi, Vijayawada – 521225, A.P.

Functions: Conduction 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 the

schedule.

Duties : Directorate of Government Examinations, A.P., Vijayawada is one of

the Directorates in the School Education Department in the State.

Earlier this department functioned under the control of Commissioner

& Director of School Education, A.P. This office is functioning as a

Head of the Department from the State Headquarters at Vijayawada.

All service matters of the Officers, Employees and Class IV

employees of this office and 13 Officers (ACGEs) working in the

Offices of the District Educational Officers (one in each district) fall

under the jurisdiction of the Administrative control of the DGE The

main duty of this office is to conduct various Public Examinations in

a calendar 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 .Ed. 1st Year & 2nd year PUBLIC EXAMINATIONS	Once in a Year
4.	C. L. I. Sc. PUBLIC EXAMINATIONS	Twice in a Year
5.	HEAD MASTERS ACCOUNTS TEST	Once in a Year
6.	TELUGU PANDIT TRAINING EXAMINATIONS.	Once in a Year
7.	URDU PANDIT TRAINING EXAMINATIONS.	Once in a Year
8.	HINDI PANDIT TRAINING EXAMINATIONS.	Once in a Year
9.	PROFESSIONAL ADVANCEMENT TEST FOR TEACHERS.	Once in a Year
10.	NATIONAL TALENT SEARCH EXAMINATIONS	Once in a Year
11.	TECHNICAL TTC EXAMINATION	Once in a Year
12.	TECHNICAL CERTIFICATE COURSE EXAMINATION	Once in a Year
13.	NATIONAL MEANS CUM MERIT SCHOLARSHIP Exam	Once in a Year

Apart from the conduction 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. There is no system of Revaluation in SSC scheme.
- (6) Corrections in Certificates.
- (7) Verification of genuineness of Certificates.
- (8) Finalization and Disposal of Malpractice Cases.
- (9) Issue of Age Condonation orders.
- (10) Permission to outside state / country candidates to appear for SSC Exams.
- (11) Concessions to Physically Handicapped Candidates etc.,

The Hierarchical pattern of Officers of this office is shown in annexure-I (Page No.22)

DUTIES AND RESPONSIBILITIES OF OFFICERS AND EMPLOYEES $\left[Section\ 4(1)(b)(ii)\right]$

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

Sl.	Name of the Officer /	Designation	Duties allotted Por	wers
No. 1.	Employee D.Devananda Reddy	Director of Government Examinations	1. Conduct of SSC Public As Examination and other minor environment examinations and declaration of ed	s visag
2.	B.Sai Baba	Deputy Commissioner for Govt. Examinations (Admin & control)	1. To process all the Service Matters relating to Non-Gazetted Staff of the Office (Except Class-IV) such as transfers, postings, promotions and disciplinary cases of the staff members of the office. (Establishment, Accounts. Bud get, stationery, Scheme & syllabus, IT & PMU, Tappal sections 2. Framing of Rules, Amendments and Office Procedure etc., 3. All matters relating to Confidential Printing & Distribution of SSC Public Examinations.	

		T		T	
			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 Commissioner for 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.	Control over the Financial matters.	
			12.	Supervision on all matters connected with Budget, Loans and Advances, T.A., D.A., Reconciliation, Budget Estimates, Receipts and Expenditure etc.	
			13.	Arrangements for printing and supply of all stationery items and settlement of accounts of printing charges with maintenance of cash book and vouchers.	
3.	K.Srinivasulu	Deputy Commissioner for Government Examinations	1.	All matters relating to confidential printing of Minor Examinations i.e D.El.Ed,HM Account test, PAT, C.Li.Sc.LPT.	
			2.	Appointment of Paper Setters, translators, tabulators, Scrutinizers and Scribes for Minor Examinations.	
			3.	Work relating to selection of Spot Valuation centres, conduct of spot valuation, supply of list of examiners for Minor examinations.	

			4.	The entire work relating to computerization and publication of results of above Minor Exams.
			5.	Supply of Question papers to the centers concerned in respect of Minor Examinations.
			6.	Supply of list of Examiners of minor exams to the spot valuation centers.
			7.	Custodian of Question Papers of Minor Examinations received from the Printing Press.
			8.	Any other work assigned by the DGE,A.P.
4.	S.Varalakshmi	Deputy Commissioner for Government Examinations	1.	All matters relating to confidential printing of Minor Examinations, 7 th class old record, NTSE & NMMS, TCC, TTC.
			2.	Appointment of Paper Setters, translators, tabulators, Scrutinizers and Scribes for Minor Examinations.
			3.	Work relating to selection of Spot Valuation centers, conduct of spot valuation, supply of list of examiners for Minor examinations.
			4.	The entire work relating to computerization and publication of results of above Minor Exams.
			5.	Supply of Question papers to the centers concerned in respect of Minor Examinations.
			6.	Supply of list of Examiners of minor exams to the spot valuation centers.
			7.	Custodian of Question Papers of Minor Examinations received from the Press.
			8.	Any other work assigned by the DGE,A.P.

5.	T.Niranjan Kumar	Asst.	1.	Acts as drawing and disbursing	
		Commissioner for Govt.		officer in the Director of Commissioner for Government	
		Examinations		Examinations.	
		& DDO	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	
				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 aboveitems.	
			4.	Arrangements for the payment of	
				Water, Electricity, Telephone,	
				Telegrams, Petrol charges, Building Rent etc.,	
			5.	Drawal of Service Postage and	
				supply to concerned Sections in the	
			6.	Office. Preparation of Payment of all	
			0.	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 SSC Scheme and Syllabus. Framing of rules amendments.
	12.	Constitution and conduct of Board meetings and follow up action, preparation of Agenda and Minutes of Meetings and their implementation
	13.	Correspondence with SCERT; NCERT; COBSE, Delhi and other States
	14.	Text Books and connected correspondence with Commissioner of School Education
	15.	Complaints, Grievances of Public candidates, issue of notifications, age exemptions; announcements of due dates for remittance of examination fee.
	16.	Issue of instructions to all Chief Superintendents, Departmental Officers; S.Ps; D.E.Os and other connected officials.
	17.	Arrangements for transport, security for all confidential works.
	18.	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 thattties, typewriters, duplicators; Diaries, Calenders; Gunny bags and standardized and non-standardized forms; livery of Attenders and Drivers etc.,
	19.	Preparation and arrangements for disposal of Waste paper.

			20.	Office Building and its maintenance.
			21.	To deal with malpractice cases, constitution of Flying Squads, Constitution of Select Malpractice Committee and convening meetings etc.,
			22.	Follow up action on Audit Objections and Inspection Report.
			23.	To process all Court Cases on Establishment matters.
			24.	Any other work assigned by the DGE,A.P.
6.	K.Saroja Devi	Assistant Commissioner for Govt. Examinations	1.	To supervise and control over the section staff and maintain for the smooth functioning of their respective sections. To extract and
7.	PSRK.Lingeswar Rao	-do-		complete the work within the
8.	G.Manikyamba	-do-		schedule.
9.	K.Vijaya Kumari	-do-	2.	To deal with academic matters and
10.	P.Rama Rao	-do-		with all the issues relating to conduct of Major & Minor
11.	G.Srinivas	-do-		Examinations.
12.	T.V.R.Prabhavathi	-do-		
13.	B.V.S.Srinivasa Rao	-do-	3.	a) Pre Examination
14.	Y.Sulochana	-do-		Activities:
				i. Announcement of due dates for remittance of Examination fee.
				ii. Feeding of OMR cum ICRs to computer for scanning.

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			a) Regular candidates.
			b) Private candidates
			c) OSSC candidates.
			d) Vocational candidates.
		iii.	Verification of checklists
			received from computer
		1	firm.
		iv.	Furnishing of corrections to computer firm.
		v.	Feeding of schools lists and its updation.
		vi.	Furnishing of corrections for removal of serious
			errors.
		vii.	Feeding of examinations
		viii.	zones to computer firm. Feeding of corrections and
		VIII.	updation of E.Zs/ Centers
			with reference to capacity
			and number of candidates appearingfrom schools.
		ix.	Jumbling of candidates and
			generation of Hall ticket numbers.
		х.	Printing of school wise and centrewise 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.
		xiv.	Dispatch of confidential material.
		(b)	PostExamination
		(0)	Activities
		i.	Feeding OMR sheets
			received from spot to
			computer firm.

		ii.	Verification of current marks checklists with OMR sheets.
		iii.	Feeding of corrections to computer firm.
		iv.	FeedingAbsentee statement and CCNR corrections to computer firm.
		V.	Feeding of corrections to computer relating to CCNR and Absentees.
		vi.	Feeding of Malpractice cases and Withheld list.
		vii.	Feeding of old marks to computer firm and its verifications.
		viii.	Feeding of corrections of old marks.
		ix.	Attending to final check lists.
		х.	Verification of sample T-sheet with reference to eligibility rules.
		xi.	Releasing of result as per dates fixed.
		xii.	Dispatch of failed memos and SSC Certificates.
	4.	durii malj	risit the examination centers ng the examinations and book practice cases and issue essaryinstructions if any.
	5.		ply of service postage to the ools and examination centre.
	6.	Cert 'T' F prop	effect necessary corrections in ificates, Memo of Marks and Registers with reference to the bosals received from
		well Con Edu	tutions, Education Officers as as proceedings issued by the missioner of School cation.
	7.	Cert Cert	e of Memo of Marks, Age ifficates and Migration ifficates.
	8.	Men	fication of Certificates, no of Marks received from ous Departments.

9. Issue of Clearance Certificates for disposal of Waste paper and Old answer scripts. 10. Assist in conduct of Spot Valuation of J nor Examinations. 11. To deal with the preparation of Budget Estimates, Maintenance of Revenue receipts. To maintain Challan Register. 12. To deal with any other work assigned by Director of Government Examination 15. O/O.DEOs in the districts. 16. To maintain up to date register of the recognition granted by the competent authority and permission granted by the competent Authority and permission granted for opening of X Class by the Competent Authority and premission to the liber authorities whenever necessary. 17. Proposals for condonation of shortage in age, in attendance and break in continuity of studies from X and forwarding of such proposals to the higher authorities whenever necessary. 18. 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. 19. To receive Nominal Rolls, Figures statements, Challans etc., of the Regular and Private candidates from the schools and also stationery requirements. 19. To submit the checked Nominal Rolls of regular and Private candidates. 20. To check the figure statements. 21. To submit the checked Nominal Rolls of regular and private candidates. 22. To submit the checked Nominal Rolls of regular and private candidates.		T	Т	1	1
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Board in the prescribed form as					
					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 form 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 Director of 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 SSLC;) 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.
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. if required,
32. Any other item of work entrusted by the Director of Government Examinations, A.P.

II. FINANCIAL DUTIES
1. To assist D.E.O. to allot funds to all the centres after receipt of sanction proceedings from the Director of 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. Vijayawada/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 DEO for finalization of accounts.
5. To prepare Budget Estimates and Revised Estimates connected with the Public Examinations and to submit to the Director of Government Examinations, before 15 th August of everyyear.
6. To furnish Reconciliation statement of receipts and Expenditure month wise and treasury wise pertaining to the Public Examinations conducted by the Director of Government Examinations in the districts by 15th of everymonth.
7. To prepare separate cash book for SSC and Minor Examinations for the funds released by the Director of Government

	1			
			Examinations and to maintain	
			Budget Register and Government	
			Examinations AC & DC bills	
			Registers and obtain attestation of	
			entries by the D.E.O.	
		III. A	ADMINISTRATIVE DUTIES	
		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	
		Τ.	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	
		J.	SSC Class Examinations as per	
			rules with the permission of the	
			Director of Government	
			Examinations and D.E.O.	
16.	Superintendents	Ther		
10.	Supermichdents		y supervise the section work and see the work is completed as per time	
			dule. They also see that the requests	
			ne candidates for the issue of	
			icate SSCs, Memos and look into	
		_	r activities and dispose them	
			nptly as per thecitizen charter.	
17.	Senior Assistants	1		
1/.	Schol Assistalits	1.	They undertake the work relating	
			to verification of NRs, issue of	
			duplicate SSCs, failed memos,	
			recounting cases	

		and dispatch of page contif actor and
		and dispatch of pass certificates and
		failed memosetc,.
18.	Junior Assistants	2. They verify and furnish corrections
		to various check lists received from
		the Computer firm.
19.		Storing of records, but due to dearth of
	Record Assistants	staff they are being utilized for clerical
	(Vacant)	work.
20.	Typista (Vasant)	They attend the typing work of all
	Typists (Vacant)	sections of this office.
21.	Talanhana Oparatar	He/she performs the duties of
	Telephone Operator	Telephone
		Operator.
22.	LV Driver(Vacant)	
23.	Class-IV	
	employees(Jamedars,	They perform the attendant work at the
	Office Subordiantes,	chambers of Officers and the sections
	Sweepers) (Vacant)	work.
24.	Scavenger(Vacant)	
25.	Watchman(Vacant)	Watch & ward duties of the office during
	vv atellilan (v acant)	all time (24x7).

PROCEDURE FOLLOWED IN DECISION- MAKING PROCESS

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

Activity	Description	Decision making process	Designation of final decision making authority
department is similar Director of Govt. authority in taking all powers vested with he are of this office. The Ir the officers/section Assistant/Senior Assistant/Senior Assistant/Senior Assistant/Senior Government of Government	s/representations (Tappe eceived in Tappal/inward section staff dist as concerned. The istant process the proposuperintendent. The abmits the file to ovt. Exams. The ACG in the matters within forwarded to the second remarks. The DCGE so within his/her powers	eads of Department. H.O.D. is the final his department as per all) from the Heads of ard section/Reception cributes the tappals to concerned Junior posal and submit the Superintendent with concerned Assistant E scrutinizes the file his/her jurisdiction, ad level officers (i.e.,) crutinizes the file and delegated, otherwise	Director of Government Examinations
upon the powers del	e D.G.E., depending the decision on the emits the proposals to		

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

S.No	o. Function/Service	Norms/Standards of	

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 10-00 AM to 5-30 PM. Officers and Staff Members may 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	07 working days (to school)
2.	Issue of Compartmental Pass Certificates	10 working days
		(to school)
3.	Issue of Duplicate Memos, Age and Migration Certificates	04 working days
4.	Recounting of Marks	30 working days
5.	Corrections in Certifications	06 working days
6.	Verification of Certificates	07 working days
7.	Deciding of Withheld Cases	10 working days
8.	Dispose of Malpractice Cases	30 working days (after results)
9.	Age Condonations	05 working days
10.	Permission to outside candidates to appear for SSC Exams	07 working days

As the SSC Supplementary Examinations are advanced from September/October to May/June of every year, more time is being taken for Recounting of marks of March Examinations than that as furnished above.

RULES, REGULATIONS, INSTRUTIONS, 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/cial matters as prescribed for H.O.Ds, the wing acts and Rules held for official use.		
	i)	A.P. Education Act, 1982	Relates to Education policy of the Govt.	
	ii)	A.P. Public Examinations, Act 1997 (prevention of Malpractices and unfair means).	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.	
	iv) A.P. State and Subordinate Service Rules, 1996		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	Rules relating to imposition of penalties on the erring employees	Government will prescribe the price for
	vii)	A.P.C.S. (Conduct) Rules 1964	Rules prescribing code of conduct for employees	each of these items.
	viii)	A.P. Leave Rules	Rules relating to sanction of leave to employees	
	ix)	A.P. Revised Pension Rules	Rules relating to sanction of pension to employees on superannuation of service	
	x)	A.P. Education Code		
	xi)	A.P. Government Examination Service Rules, 2001	Promotion rules to Gazetted posts of this office	G.O. issued by the Government

CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL

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

Sl.	Category of Document	Title of the Document	Designation and address
No.			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		Superintendent of section
	certificates, Migration certificates		concerned
4.	Proceedings, letters, office orders,		Office copies are
	Memos etc.,		preserved in the note files
			and are under the control
			of the case
			workers/superintendents
			as the case maybe.

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.	Function/Service	Arrangements for	Arrangements for
No		consultation with or	consultation with or
		representation of public in	representation of
		relations with policy	public in relations with
		formulation	policy
			implementation.

The public who are aggrieved due to the delay in 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.

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 less relevant to this department.

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

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

Name of the Board,	Composition	Powers and	Whether its Meetings open to
Council, Committee,		functions.	Public/ Minutes of its
etc.			meeting accessible for public.

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. The proposals have been sent to Government for reconstitution of Board of Secondary Education with following persons as members.

01	Commissioner/Director of School Education	Chairman
02	Director of Government Examinations	Member
03	Secretary, Board of Intermediate Education	Member
04	Director, SCERT	Member
05	07-Seven subject experts (English, Telugu, Hindi, Maths, Physical Sciences, Natural Sciences & Social Studies)	Member
06	03-Three Headmasters from three regions	Members
07	03-Three Dy. Educational Officers from three regions	Members
08	Professor from Evaluation wing of NCERT	Member
09	Deputy Commissioner for Government Examinations	Member & Convener

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

Name & Address of the Department: **DIRECTORATE OF**

GOVERNMENT EXAMINATIONS, GOLLAPUDI, VIJAYAWADA,

ANDHRA PRADESH.

Telephone Numbers of the Department: 0866-2974540

Sl. No	Name of the Officer / Employee	Designation	Contact Number
1.	D.Devananda Reddy	Director	0866 - 2974540
1.	K.Sreenivasulu	Deputy Commissioner for Govt., Exams.	9177002464
2.	B.Sai Baba	·	9177002456
3.	S.Vara Lakshmi	,, ,,	9177002460
1.	T.Niranjan Kumar	ACGE & DDO	9177002458
2.	K.Saroja Devi	Assistant Commissioner for Govt. Exams	9866019544
3.	PSRK.Lingeswar Rao	"	9177002451
4.	G.Manikyamba	,,	9177002465
5.	K.Vijaya Kumari	"	9701376179
6.	P.Rama Rao	,,	9849901360
7.	G.Srinivas	"	9177002452
8.	T.V.R.Prabhavathi	"	9177758330
9.	B.V.S.Srinivasa Rao	"	9177002459
10.	Y.Sulochana	"	9849901361
1.	G.Durga Prasad	Superintendent	0866 - 2974540
2.	A.Jaya Lakshmi	,,	66
3.	V.Hari Babu	"	"
4.	KVS.Rama Mani	,,	"
5.	R.Sasi Kumar		
6.	M.Amala Kumari	"	"
7.	R.Asha	,,	"
8.	M.Surekha	,,	"
9.	B.Sudha	"	"
10.	C.Yellalu	"	"
11.	S.Rama Subba Reddy	,,	"

12.	C.Maheswara Reddy	Superintendent	0866 - 2974540
13.	M.Murali Krishna	,,	46
14.	G.Narasimhulu	,,	دد
15.	B.Ram Kishan	,,	دد
16.	Md.A.K.Jilani	,,	دد
17.	K.Dharma Raju	,,	دد
18.	S.Sreenivasa Rao	,,	دد
19.	Isreal Barma	,,	دد
20.	T.Eswaramma	,,	دد
21.	N.Sujatha	,,	دد
22.	S.Venkateswar Rao	,,	٠,
23.	T.Syamala	,,	"
24.	K.Padmavathi	,,	"
25.	V.Sakuntala	,,	66
26.	K.Rakesh Babu	,,	"
27.	N.Mahesh Kumar	,,	"
28.	P.Sreenivasu	,,	"
1.	P.Swarna Latha	Senior Assistant	"
2.	N.Rajesh	,,	"
3.	A.Ajay	,,	"
4.	K.Vasudeva Rao	,,	"
5.	M.Bharath Kumar	,,	"
6.	K.Bala Obulesu	,,	"
7.	M.Naresh	,,	"
8.	Y.Suneetha	,,	"
9.	V.Haswanth Vivek Babu	,,	"
	and 42 vacant	,,	"
1.	V.V.Narasimha Rao	Junior Assistant	"
	and 48 vacant		
1.	P.V.Subba Raju	Telephone	"
		Operator	
	Typist including steno 04 vacant		

Driver (Light Vehicle) 01 post vacant	
1	
Record Assistant 06 posts vacant	,,
Jamedar 02 posts vacant	,,
	,,
Office Subordinate 20 posts vacant	
Scavenger 01 post vacant	
Sweeper 01 post vacant	
Total cadre strengh>	178

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

Sl. No.	Designation	Monthly Remuneration including its composition (Rs.) (Variable)	System of compensation to determine Remuneration as given in regulation
1	Director for Govt. Examinations	158090=00	
2	Deputy Commissioners (3)	505613=00	
3	Assistant Commissioners (10)	1341788=00	
4	Assistant Commissioners (13) working at the 13 D.E.Os offices in the state.	Salary of these employees drawn and disbursed by the DEOs concerned	
5	Superintendents (28)	2373260=00	
6	Senior Assistants (09)- Vacant (42)	452179=00	
7	Junior Assistants (01) – Vacant (48)	0=00	
8	Typists (0) – Vacant (04)		
9	Telephone Operator (1)	104799=00	
10	Driver (1) - Vacant		
11	Record Assistants (0) – Vacant (06)		
12	Jamedars (2) – Vacant		
13	Office Subordinates (0) - Vacant (20)		
14	Scavenger (1) – Vacant		
15	Sweepers (1) – Vacant		

BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC.,

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

Agency	Plan / Programme/ Scheme / Project / Activity / Purpose for which budget is	Proposed Expenditure	Expected outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.,)
	allocated			

The entire budget allocation of this department is under Non-Plan expenditure of the Government of Andhra Pradesh.

Agency	Plan / Programme/ Scheme / Project / Activity / Purpose for which budget is allocated	Budget released current year 2023-24	Budget allocated Current year 2023-24	Amount spent current year 2023-24	
Director Of Govt. Exams	Non-Plan No Schemes Conduct of SSC & Other Minor Exams.	74.12	74.12	30.60	

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	Not Applicable	Not Applicable	Not Applicable

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

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMIT OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORUTY

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

Institutional Beneficiaries

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

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?)
A.P. online facility is available for this department also as a part of School Education Department	www.aponline.gov.in	Director of Govt. Examinations	Director of Government Exams
There is an official website for this department	www.bse.ap.gov.in	Directorate of Government Examinations	Director of Government Exams

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	Ground Floor	RTI	
News Paper Reports	Official website	All reports	
D 111 A	0.07 1.1		
Public Announcements	Official website	All 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			
1 doll cations			
Office Library			
Website	www.bse.ap.gov.in	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-present.	
Other Facilities (Name)	Copies of citizen charters	Information relating to time	
Outer Pacifices (Ivaille)	are affixed at all important points in the office	frame fixed for the disposal of certain items of work.	

NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

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

Public Information Officer (s)

Sl.	Name of Office	Name &	Office Tel:	Email
No.	/ Administrative	Designation of	Residence	
	Unit	PIO	Tel:	
			Fax:	
1	Directorate of	Sri T.Niranjan	0866-	dir_govexams@yahoo.com
	Government	Kumar,	2974540	
	Examinations,	Assistant		
	A.P.,	commissioner	9177002458	
	Vijayawada	of Government		
		Examinations		

Assistant Public Information Officer(s)

Sl.	Name of Office	Name &	Office Tel:	Email
No.	/	Designation of	Residence	
	Administrative	APIO	Tel:	
	Unit		Fax:	

Appellate Authority

Sl.	Name,	Jurisdiction of	Office	Email
No.	Designation	Appellate Officer	Tel:	
	& Address of	(Offices/Administrative	Residence	
	Appellate	Units of the authority)	Tel:	
	Officer		Fax:	
1	Sri B.Sai	Directorate of Govt.	0866-	dir_govexams@yahoo.com
	Baba,	Examinations.	2974540	
	Deputy			
	Commissi		9177002456	
	oner of			
	Govt.			
	Examinations			

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

- 1. Issuing of Dummy marks sheets to candidates through Mee-sevas at all District Headquarters besides flashing the results through internet on Websites.
- 2. Absolute Grading System has been introduced in SSC Public Examinations, March 2011 onwards in the place of Relative Grading System.
- 3. Issue of Photo hall tickets has lead to avoiding of impersonation cases to maximum extent.
- 4. 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.
- 5. OMR Bar Coding system is introduced in all subjects for SSC Public Examinations, March 2010 onwards.
- 6. Supplying of Xerox copies of valued answer scripts to the candidates in first four subjects i.e, 3 language subjects and Mathematics only for SSC Public Examinations, March 2011 onwards.
- 7. 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.
- 8. Scale of Punishment to the Examiners / Spl. Assistants who commit the mistakes in valuation of Answer Scripts of SSC Public Examinations March and Advanced Supplementary Examinations June.

DIRECTOR

Annexure I

