

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) **In the District field, select "27 - A.P. Capital Region" from the drop-down menu. In the Treasury/PAO field, select "2700 - Pay and Accounts Office, Andhra Pradesh"**
- vi) **The DDO code will automatically be displayed as "27000303001"**
- vii) Click on **Submit**
- viii) Fill the Details of **Purpose, Remitter Name, Remitter ID, Address, Mobile No., E-Mail ID, Amount in Rs., etc.**
- ix) 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.**