OFFICE OF THE DIRECTOR OF GOVERNMENT EXAMINATIONS ANDHRA PRADESH: VIJAYAWADA

CITIZEN CHARTER

S. No.	Service Name	Documents Required	Fee particulars	Service delivered in no.of working days
	Issue of Duplicate Pass certificate (SSC/ D.EI.ED/ LPT/ TTC/ TCC /CLISC/ HM ACCOUNT TEST/ PAT)	 Application. (a) Non traceable certificate from Police Department (In case of certificate loss while travelling and others.	Rs. 250/-	07 (Seven) Working Days
2	Issue of Migration Certificates, Age and Memo of Marks	 Application. Xerox copy of memo of Marks of SSC or Hall ticket. Challan. Self address cover with postal stamps on it. 	Rs. 80/-	04 (Four) Working Days
3(i)	Corrections in SSC Certificate	 Headmaster concerned shall forward the proposal. Original SSC certificate. Supporting documents (copies of the School Admission register(or) Father/ Brother/Sister SSC or any other connected evidential proof). Address Cover with stamps on it. 	No Fee	06 (Six) Working Days
3(ii)	Corrections in D.El.ED/ LPT/ TTC/ TCC /CLISC/ HM ACCOUNT TEST/ PAT/ certificates	 Covering letter from college / individual. Original D.El.ED/ LPT/ TTC/ TCC / CLISC/ HM ACCOUNT TEST/ PAT/ certificates. Xerox copy of SSC certificate. Address Cover with stamps on it. 	No Fee	06 (Six) Working Days
4	Verification of certificate (SSC/ D.EI.ED/ LPT/ TTC/ TCC /CLISC/ HM ACCOUNT TEST/ PAT/)	For Department Verification: 1. For departmental verification letter from concerned department is mandatory. The verification report will be sent to that department only. 2. Original SSC certificate. (Xerox copy of SSC will be accepted for Defence services only) 3. Address cover with postal stamps. 4. Challan. For Self Verification: 1. Request from the individual concerned. 2. Original SSC certificate 3. Challan. 4. Self address cover with stamps on it.	1. All Government departments: no fee. 2. For APSRTC: Rs. 5/- per candidate. 3. For all others: Rs. 100/-per candidate.	07 (Seven) Working Days
5	TTC lower Grade to Higher Grade conversions	 Original TTC lower Grade certificate. Self address cover with stamps. TCC Higher Xerox (or) its equivalent. Two passport photos. Challan 	Rs. 200/-	07 (Seven) Working Days
6	Age Condonations	 DEO shall submit proposal well in advance if the age condonation required is more than 1 ½ year. Challan. Note: Up to 1 ½ years DEO is the competent authority. More than 1 ½ year to up to 2 years DGE is the competent authority. 	Rs. 300/-	05 (Five) Working Days
7	Re-counting of marks	 Application. Challan. Xerox copy of marks memo or Hallticket. Self address cover with stamps on it. 	Rs. 500/-	30 (Thirty) Working Days
8	Re-verification of Answer Sheets	 Application. Xerox copy of SSC marks memo or Hallticket. Self address cover with stamps. Challan. Note: The filled applications shall submit to the respective DEOs concerned. 	Rs. 1000/-	30 (Thirty) Working Days

Note:

Sd/- A. Subba Reddy Director Government Examinations

Online application are available in the Director of Government Exams Website i.e., http://www.bse.ap.gov.in
 Candidates are requested to pay the prescribed fee in online and fill the application in online and should take the printout of application and should submit the hard copy to the DGE, AP through post only.