DIRECTORATE OF GOVERNMENT EXAMINATIONS, ANDHRA PRADESH :: VIJAYAWADA

Application for RE COUNTING of valued Answer Script

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Place:

Date: Signature of the Applicant

(Instructions/Guidelines – see overleaf)

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 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 One Self-addressed envelope without affixing postal 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 have to be paid by the individual candidate only and group e-Payment/ Manual Payment through Challan Reference form will not be accepted The candidate has to submit his/ her application duly forwarded by the Headmaster of the schoolconcerned duly getting the photo attested.

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

- 1. Visit website: https://cfms.ap.gov.in
- 2. Go to Citizen Services and click on Receipts Links and then click on Citizen Challan
- **3.** Select Department as **ESE03** Government Examinations Department.
- **4.** Select Service as **1048** (**Recounting of Marks** to SSC candidates),
- **5.** The DDO code will automatically be displayed as "27000303001".
- 6. Click on **Submit**
- **7.** Fill the Details of Purpose, Remitter Name, Remitter ID, Address, Mobile No., E-Mail ID, Amount in Rs., etc.
- 8. Select any one of the option Manual Payment/ e-Payment

Option 1: 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.
- d. Pay the amount and take the printout of the Acknowledgement

Option 2: 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 .