



**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 Office of the Director of Government Examinations and also the powers and duties 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 Office of the Director of Government Examinations.

**CHAPTER - I**

**THE RIGHT TO INFORMATION ACT, 2005**

**OBLIGATIONS OF PUBLIC AUTHORITIES**

**MANUAL OF DIRECTOR OF GOVERNMENT EXAMINATIONS,**

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

**OFFICE OF THE DIRECTOR OF  
GOVERNMENT EXAMINATIONS,**

**CHAPEL ROAD, NAMPALLY-500 001  
HYDERABAD, ANDHRA PRADESH**

**November, 2011**

## CHAPTER – 2

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

- Name of the Organization : Office of the Director of Government Examinations
- Address : Chapel Road, Nampally, Hyderabad, A.P.
- Functions : Conduct 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 time schedule.
- Duties : Office of the Director of Government Examinations, A.P., Hyderabad is one of the Directorates in Education Department in the State. Earlier this department functioned under the control of Commissioner & Director of School Education, A.P., Hyderabad. This office is functioning as a Head of the Department from the State Headquarters at Hyderabad. All service matters of the Officers, Employees and Class IV employees of this office and 24 Officers (ACGEs) working in the Offices of the District Educational Officers (one in each district and two officers at Hyderabad) fall under the jurisdiction of the D.G.E. The main duty of this office is to conduct various Public Examinations in a calender 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. 1 <sup>st</sup> Year & 2 <sup>nd</sup> year PUBLIC EXAMINATIONS	Once in a Year
4.	PRE PRIMARY TTC EXAMINATIONS.	Once in a Year
5.	C. L. I. Sc. PUBLIC EXAMINATIONS	Twice in a Year
6.	HEAD MASTERS ACCOUNTS TEST	Once in a Year
7.	TELUGU PANDIT TRAINING EXAMINATIONS.	Once in a Year
8.	URDU PANDIT TRAINING EXAMINATIONS.	Once in a Year
9.	HINDI PANDIT TRAINING EXAMINATIONS.	Once in a Year
10.	SANSKRIT ENTRANCE EXAMINATION.	Twice in a Year
11.	PROFESSIONAL ADVANCEMENT TEST FOR TEACHERS.	Once in a Year
12.	NATIONAL TALENT SEARCH EXAMINATIONS	Once in a Year
13.	TECHNICAL TTC EXAMINATION	Once in a Year
14.	TECHNICAL CERTIFICATE COURSE EXAMINATION	Once in a Year
15.	NATIONAL MEANS CUM MERIT SCHOLARSHIP Exam	Once in a Year

Apart from the conduct 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 for the three languages & mathematic subject only for the SSC Examinations 2011. There is no system of Revaluation in SSC scheme.
- (6) Corrections in Certifications.
- (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) Concession to Physically Handicapped Candidates etc.,

The Hierarchical pattern of Officers of this office is shown in annexure-I (Page No.41)

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## CHAPTER – 3

### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES [Section 4(1)(b)(ii)]

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

Sl. No.	Name of the Officer / Employee	Designation	Duties allotted	Powers	
1.	B. Manmadha Reddy	Director of Government Examinations	1.	Conduct of SSC Public Examination and other minor examinations and declaration of results.	As envisaged to H.O.D.
			2.	To arrange for Confidential works pertaining to all examinations of Department of School Education.	
			3.	Establishment and Service Matters: Recruitment of Staff, Postings, Transfers, Disciplinary actions, punishments and entire control of Head Office and District Offices.	
			4.	Over all supervision and control in all the matters relating to Administration, financial and academic aspects of the Office of the Commissioner for Government Examinations, A.P., Hyderabad.	
			5.	Deciding Malpractice Cases, Recounting Cases and Marks Wanting Cases.	
			Any other work entrusted by Government.		
2.	S Prabhakar Rao	Deputy Commissioner for Govt. Examinations (Estt)	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.	
			2.	Framing of Rules, Amendments and Office Procedure etc.,	
			3.	All matters relating to Confidential Printing & Distribution of SSC Public Examinations.	

			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.
3.	Ch. Nageshwara Rao	Deputy Commissioner for Govt. Examinations (Finance)	1.	Control over the Financial matters.
			2.	Supervision on all matters connected with Budget, Loans and Advances, T.A., D.A., Reconciliation, Budget Estimates, Receipts and Expenditure etc.
			3.	Arrangements for printing and supply of all stationery items and settlement of accounts of printing charges with maintenance of cash book and vouchers.
			4.	All matters relating to Confidential Printing of Minor Examinations, N.T.S., Exam, N.M.M.S., Exam, and SSC vocational Exams.
			5.	Appointment of Paper Setters, translators, tabulators, Scrutinizers and Scribes for Minor Examinations.

			6.	Work relating to selection of Spot Valuation centres, conduct of spot valuation, supply of list of examiners for Minor examinations.
			7.	The entire work relating to computerization and publication of results of above Minor Exams.
			8.	Supply of Question papers to the centers concerned in respect of Minor Examinations.
			9.	Supply of list of Examiners of minor exams to the spot valuation centers.
			10.	Any other work assigned by the Director.
4.	T. Jagadish Kumar	Deputy Commissioner for Govt. Examinations [Minor(H.Ms Account test, PAT) & SSC]	1.	Appointment of Paper Setters, translators, tabulators, Scrutinizers and Scribes for Minor Examinations.
5.	B Issac Prabhakar	Deputy Commissioner for Govt. Examinations [Minor(PPTTC, C.L.I.Sc & Sanskrit Entrance Test) & SSC]	2.	Work relating to selection of Spot Valuation centres, conduct of spot valuation, supply of list of examiners for Minor examinations.
6.	G Narasimha Reddy	Deputy Commissioner for Govt. Examinations [Minor(Pandit training, TTC, Technical TTC, D.Ed Exams), & SSC]	3.	The entire work relating to computerization and publication of results of above Minor Exams.
			4.	Custodian of Question Papers of Minor Examinations received from the Press.
			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.	Any other work assigned by the Director.

7.	MV Kumara Swamy	Asst. Commissioner for Govt. Examinations & DDO	1.	Acts as drawing and disbursing officer in the Office of the Commissioner for Government Examinations.
			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 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 above items.
			4.	Arrangements for the payment of Water, Electricity, Telephone, Telegrams, Petrol charges, Building Rent etc.,
			5.	Drawal of Service Postage and supply to all Sections in the Office.
			6.	Preparation of Payment of all 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.	To deal with SSC Scheme and Syllabus. Framing of rules amendments.	
			14.	Constitution and conduct of Board meetings and follow up action, preparation of Agenda and Minutes of Meetings and their implementation.	
			15.	Correspondence with SCERT; NCERT; COBSE, Delhi and other States with regard to State Administrative Report.	
			16.	Text Books and connected correspondence with Director of School Education	
			17.	Complaints, Grievances of Public candidates, issue of notifications, age exemptions; announcements of due dates for remittance of examination fee.	
			18.	Issue of instructions to all Chief Superintendents, Departmental Officers; S.Ps; D.E.Os and other connected officials.	
			19.	Arrangements for transport, security for all confidential works.	

			20.	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 thatties, typewriters, duplicators; Diaries, Calenders; Gunny bags and standardized and non-standardized forms; livery of Attenders and Drivers etc.,	
			21.	Preparation and arrangements for disposal of Waste paper.	
			22.	Office Building and its maintenance.	
			23.	To deal with malpractice cases, constitution of Flying Squads, Constitution of Select Malpractice Committee and convening meetings etc.,	
			24.	Follow up action on Audit Objections and Inspection Report.	
			25.	To process all Court Cases on Establishment matters.	
			26.	Any other work assigned by the Director.	
8.	A Nagabhushanam	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 complete the work within the schedule.	
9.	G Suryaprakash Rao	-do-			
10.	T Vijaya Gopal	-do-			
11.	G W Ch Soloman Raju	-do-	2.	To deal with academic matters and with all the issues relating to conduct of Major & Minor Examinations.	
12.	K Suryanarayana	-do-			
13.	K Suvarna Raju	-do-			
14.	Kanwal Nain Saxena	-do-			
15.	Syed Ibrahim	-do-	3.	a)	<b>Pre Examination Activities:</b>
16.	Rathod Datta	-do-		i.	Announcement of due dates for remittance of Examination fee.
17.	P Satyam	-do-		ii.	Feeding of OMR cum ICRs to computer for scanning.
18.	Kuravi Jayaprakash	-do-			
19.	D Shantha	-do-			
20.	I Vijayabharathi	-do-			

				a)	Regular candidates.
21.	T Niranjan Kumar	-do-		b)	Private candidates (once failed and WSS fresh).
22.	K Saroja Devi	-do-		c)	OSSC candidates.
23.	G Manikyam	-do-		d)	Vocational candidates.
24.	K Ramulu	-do-			
				iii.	Verification of checklists received from computer.
				iv.	Furnishing of corrections to computer.
				v.	Feeding of schools lists and its updation.
				vi.	Furnishing of corrections for serious errors.
				vii.	Feeding of examinations zones to computer.
				viii.	Feeding of corrections and updation of E.Zs / Centers with reference to capacity and number of candidates appearing from schools.
				ix.	Jumbling of candidates and generation of Hall ticket numbers.
				x.	Printing of school wise and centre wise 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>(b)</b>	<b>Post Examination Activities</b>
				i.	Feeding OMR sheets received from spot to computer.

				ii.	Verification of current marks checklists with OMR sheets.
				iii.	Feeding of corrections to computer.
				iv.	Feeding Absentee statement and CCNR corrections to computer.
				v.	Feeding of corrections to computer relating to CCNR and Absentees.
				vi.	Feeding of M.P. and Withheld list.
				vii.	Feeding of old marks to computer and its verifications.
				viii.	Feeding of corrections of old marks.
				ix.	Attending to final check lists.
				x.	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.		To visit the examination centers during the examinations and book malpractice cases and issue necessary instructions if any.
			5.		Supply of service postage to the Schools and examination centre.
			6.		To effect necessary corrections in Certificates, Memo of Marks and 'T' Registers with reference to the proposals received from Institutions, Education Officers as well as proceedings issued by the Director of School Education.
			7.		Issue of Memo of Marks, Age Certificates and Migration Certificates.
			8.		Verification of Certificates, Memo of Marks received from various Departments.

			9.	Issue of Clearance Certificates for disposal of Waste paper and Old answer scripts.
			10.	Assist in conduct of Spot Valuation of Minor 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 Deputy Commissioner / Director of Government Examinations.
23.	ACGEs (24) who work in Districts		<b>I. EXAMINATIONS DUTIES</b>	
			1.	To maintain up to date register of the recognised schools as per the recognition granted by the competent authority and permission granted for opening of VII Class and X Class by the Competent authority and furnishing of such lists to the Board.
			2.	Proposals for condonation of shortage in age, in attendance and break in continuity of studies from VI to X and forwarding of such proposals to the higher authorities whenever necessary.
			3.	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.
			4.	To receive Nominal Rolls, Figures statements, Challans etc., of the Regular and Private candidates from the schools and also stationery requirements.
			5.	To check the relevant columns in the application and Nominal Rolls of regular and private candidates.
			6.	To check the figure statements.
			7.	To submit the checked Nominal Rolls and application forms to the 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 from 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 Commissioner for 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; TSLC etc ) 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.	
			30.	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.,	
			32.	Any other item of work entrusted by the Office of the Commissioner for Government Examinations.	

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

			Examinations and to maintain Budget Register and Government Examinations AC & DC bills Registers and obtain attestation of entries by the D.E.O.
			<b>III. ADMINISTRATIVE DUTIES</b>
			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 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 SSC Class Examinations as per rules with the permission of the Commissioner for Government Examinations and D.E.O.
24.	Superintendents		They supervise the section work and see that the work is completed as per time schedule. They also see that the requests of the candidates for the issue of duplicate SSCs, Memos and look into other activities and dispose them promptly as per the citizen charter.
25.	Senior Assistants		1. They undertake the work relating to verification of NRs/ICR forms, issue of duplicate SSCs, failed memos, CPCs, recounting cases

				and dispatch of pass certificates and failed memos etc.,
26.	Junior Assistants		2.	They verify and furnish corrections to various check lists received from the Computer firm.
27.	Record Assistants			Storing of records, but due to dearth of staff they are being utilized for clerical work.
28.	Typists			They attend the typing work of all sections of this office.
29.	Telephone Operator			He performs the duties of Telephone Operator.
30.	LV Driver(Vacant)			---
31.	Class-IV employees(Jamedars, Office Subordiantes, Sweepers)			They perform the attendant work at the doors of Officers and the sections work.
32.	Scavenger(Vacant)			---
33.	Watchman(Vacant)			Watch & ward duties of the office during night times.

## CHAPTER – 4

### PROCEDURE FOLLOWED IN DECISION- MAKING PROCESS

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

Activity	Description	Decision making process	Designation of final decision making authority
	<p>The procedure followed for decision making in this department is similar to that of other Heads of Department. Director of Govt. Examinations as the H.O.D. is the final authority in taking all decisions relating to this department as per powers vested with her.</p> <p>The proposals/representations (Tappal) from the Heads of schools/public are received in Tappal/inward section/Reception of this office. The Inward section staff distributes the tappals to the officers/sections concerned. The concerned Junior Assistant/Senior Assistant process the proposal and submit the file to the Section Superintendent. The Superintendent with his remarks submits the file to concerned Assistant Commissioner for Govt. Exams. The ACGE scrutinizes the file and issue orders on the matters within his jurisdiction, otherwise the file is forwarded to the second level officers (i.e.,) DCGE with his remarks. The DCGE scrutinizes the file and issue orders if it is within his powers delegated, otherwise process the files to D.G.E for orders. The D.G.E., depending upon the powers delegated to him/her take the decision on the file by himself/herself, otherwise he/she submits the proposals to the Government for orders.</p>		<p>Director of Government Examinations</p>

## CHAPTER – 5

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

S.No.	Function/Service	Norms/Standards of		
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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 10-30 AM to 5-00 PM. Officers and Staff Members will 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	12 working days ( to school)
2.	Issue of Compartmental Pass Certificates	10 days ( to school )
3.	Issue of Duplicate Memos, Age and Migration Certificates	02 days
4.	Recounting of Marks	30 days
5.	Corrections in Certifications	06 working days
6.	Verification of Certificates	07 days
7.	Deciding of Withheld Cases	10 days
8.	Dispose of Malpractice Cases	30 days (after results)
9.	Age Condonations	05 days
10.	Permission to outside candidates to appear for SSC Exams	07 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.

## CHAPTER – 6

### RULES, REGULATIONS, INSTRUCTIONS, 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/ financial matters as prescribed for H.O.Ds, the following 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.	Government will prescribe the price for each of these items.	
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		
vii)	A.P.C.S. (Conduct) Rules 1964	Rules prescribing code of conduct for employees		
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

## CHAPTER – 7

### CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL [Section 4(1)(b)(vi)]

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

## CHAPTER – 8

### 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. No	Function/Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
<p>The public who are aggrieved in the delay of 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.</p> <p>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 is not relevant to this department.</p>			

## CHAPTER – 9

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

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

Name of the Board, Council, Committee, etc.	Composition	Powers and functions.	Whether its Meetings open to Public/ Minutes of its meeting accessible for public.
<p>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. Now it is not in existence. The fresh proposals have been sent to Government for reconstitution of Board of Secondary Education with following persons as members.</p>			
01	Director of Government Examinations		Chairman
02	Director of School Education		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

## CHAPTER –10

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

Name & Address of the Department: **OFFICE OF THE DIRECTOR OF  
GOVERNMENT EXAMINATIONS,  
CHAPEL ROAD, NAMPALLY,  
HYDERABAD.**

Telephone Numbers of the Department: **040-23237343 and 040-23237344  
040-23237344 (Fax)**

Sl. No	Name of the Officer / Employee	Designation
1.	B Manmadha Reddy	Director
2.	S. Prabhakar Rao	Deputy Commissioner for Govt., Exams.
3.	T. Jagadish Kumar	,,
4.	Ch. Nageswara Rao	,,
5.	B. Isac Prabhakar	,,
6.	G. Narasimha Reddy	,,
7.	M.V. Kumara Swamy	ACGE & DDO
8.	A Nagabhushanam	Assistant Commissioner for Govt. Exams
9.	G Suryaprakasa Rao	,,
10.	T Vijaya Gopal	,,
11.	G W Ch Soloman Raju	,,
12.	K Suryanarayana	,,
13.	K Suvarna Raju	,,
14.	Kanwal Nain Saxena	,,
15.	Syed Ibrahim	,,
16.	Rathod Datta	,,
17.	P Satyam	,,
18.	Kuravi Jayaprakash	,,
19.	D Shantha	,,
20.	I Vijayabharathi	,,
21.	T Niranjan Kumar	,,
22.	K Saroja Devi	,,
23.	G Manikyam	,,
24.	K Ramulu	,,

1.	Y Anuradha	Superintendent
2.	D Akkireddy	„
3.	J. Bala Rajeswar	„
4.	P. China babu	„
5.	B. Appala Raju	„
6.	P. Seetha Rama Rao	„
7.	G. Durga Prasad	„
8.	N. Ranga Lakshmi	„
9.	K.V. Laxman Rao	„
10.	A. Vijaya Bhaskar	„
11.	J. Sarat Chandra Bose	„
12.	M. Padmavathi	„
13.	K. Subrahmanyeswari	„
14.	G. Vijaya Lakshmi Pandit	„
15.	H. Govind Naik	„
16.	A. Sridevi	„
17.	Syed Ayazuddin	„
18.	G. Subba Reddy	„
19.	G. Manikyamba	„
20.	G. Ajay Babu	„
21.	G. Claridge	„
22.	D. Chalapathi Rao	„
23.	K. Danaiah	„
24.	P.S.R.K. Lingeswara Rao	„
25.	D. Seetha Suprasanna	„
26.	M. Nirmala	„
27.	R. Prem Kishore Babu	„
28.	C. Nagappa	„
29.	J. Jhansi	„
30.	K.M. Lalitha Kumari	„
31.	N. Shyam Prasad	„
32.	Ch. Shyamsunder Reddy	„
33.	S. Venkateswara Rao	„
34.	K. Chandra Prabha	„
35.	J. Suryanarayana	„
36.	Jayalaxmi A	„
37.	G. Paranjyothi	„
38.	K. Vijaya Kumari	„

39.	M. Lakshminarayana	Superintendent
40.	P. Karuna	„
41.	K. Kumara Swamy	„
42.	G. Srinivas	„
43.	P Rama Rao	„
44.	K. Siva Kumar	„
45.	B Bhuvneshwari	„
46.	K. Ramabrahma chary	„
47.	T.V.R. Prabhavathi	„
48.	Y. Ram Mohan	„
49.	G. Shankar (LV)	„
1.	M. Sathi Raju	Senior Assistant
2.	G. Samuel Y. Joshwa	„
3.	V. Haribabu	„
4.	S. Radha Krishna Veni	„
5.	Y. Rukmini	„
6.	R. Anjaiah	„
7.	M. Rami Reddy	„
8.	K. Venugopal Reddy	„
9.	T. Mani Deepa	„
10.	G. Sudarshan	„
11.	T. Deva Nagendra Kumar	„
12.	M. Bhaskar Rao	„
13.	R. Satyanarayana	„
14.	K.V. Satyaramamani	„
15.	K. Nagarjuna Rao	„
16.	K. Venkata Reddy	„
17.	B.V.S. Srinivasa Rao	„
18.	P. Guruswamy Reddy	„
19.	B. Sanjeeva Rao	„
20.	G. Kamalakar	„
21.	G. Gangi Reddy	„
22.	A. Annapurna	„
23.	K. Nagamani	„
24.	K. Danah	„
25.	G. Chandra Sekhar Azad	„
26.	S. Krishna Murthy	„
27.	P.N. Shyamlal	„

28.	V. Sugnana Raju	Senior Assistant
29.	K. Rami Reddy	„
30.	Yousuf Sharif	„
31.	J. Narsing Rao	„
32.	V. Raja Sekhar	„
33.	B. Vasavi	„
34.	M. Vijaya Mohan Rao	„
35.	S. Aji Babu	„
36.	Md. Jahangir	„
37.	K. Sandhya Rani	„
38.	R. Sarojini	„
39.	B.N. Tarasingh	„
40.	S. Murali Mohan	„
41.	B. Koteswara Rao	„
42.	P. Susheel Kumar	„
43.	T. Baloji	„
44.	Madhusudhana Rao A	„
45.	Y Rasheed Khan	„
46.	Y. Sulochana	„
47.	G. Venkatesh	„
48.	B. Ramana	„
49.	G. Siva Kumar	„
50.	D. Raju	„
51.	Lakshmi Kumari	„
52.	L. Srikanth	„
53.	D. Bikkulal	„
54.	D. Krishna Reddy	„
55.	Liyaqath Ali Khan	„
56.	J. Siva Raghavendraiah	„
57.	Shaik Khaja Naseeruddin	„
	<b>and 30 vacant</b>	
1.	K. Venkataramana	Junior Assistant
2.	P.J. Krupa Kumari	„
3.	K. Venkata Sarma	„
4.	M.A. Samad	„
5.	M. Visweshwar Rao	„
6.	K. Somasekhar	„
7.	V. Enoch Samuel	„

8.	B. Suryanarayana	Junior Assistant
9.	V. Uma Devi	„
10.	B. Sivakanth	„
11.	Y. Siddardha	„
12.	M. Muralidhar	„
13.	Sk. Ghouse Pasha	„
14.	Md. Riyaz Hussain	„
15.	L. Hema Kumari	„
16.	A Prabhakar	„
17.	S Nageshwara Rao	„
18.	D Kavitha	„
19.	M Manideepavalli	„
20.	S Anjaiah	„
21.	M Mustajabuddin	„
22.	S Krishna	„
	<b>and 62 posts vacant</b>	
1.	D. Jayavathi	Typist.
2.	Y. Lakshmi Prasad	„
3.	D. Nelatalpu Sai	„
4.	M Rajesh	„
	<b>and 03 Posts Vacant</b>	
1.	P.V. Subba Raju	Telephone Operator
1.	T. Suresh Babu	Record Assistant
2.	N. Mary Magdaline	„
3.	C.V. Usha	„
4.	Mohd. Ibrahim	„
5.	M. Madhusudhan	„
6.	Sk. Moulana	„
7.	A. Narsing Rao	„
8.	B. Srihari	„
9.	J Prasad	„
10.	J Pushpa	„
1.	K. Yakub	Jamedar
2.	Amar Singh	„
3.	K. Siva Shankar	„
4.	S. Raghu	„
1.	G. Kumar	Office Subordinate
2.	K.N.S. Murthy	„

3.	Md. Arif Pasha	Office Subordinate
4.	P Krishna Goud	”
5.	Paka Devraj	”
6.	Ramesh Kumar	”
7.	B. Sudarshan	”
8.	Sk. Moinuddin	”
9.	Y. Anjaneyulu	”
10.	A. Ramesh	”
11.	T. Balapochoiah	”
12.	B. Shankar	”
13.	C. Ramesh Kumar	”
14.	M. Chandrasekhar	”
15.	Gopal Singh	”
16.	S. Prabhakar	”
17.	G. Shanker Rao	”
18.	P. Ashok	”
19.	G. Roop Kumar	”
20.	K. Raju	”
21.	T. Ganesh	”
22.	S. Chakravarthi	”
23.	Syed. Miraj Quadri	”
24.	G. Bharathi Bai	”
25.	P. Ravinder Reddy	”
26.	P. Sudhakar	”
27.	K. Sanjeeva	”
28.	D. Mariamma	”
29.	A. Sakkubai	”
30.	S .Raju	”
31.	K Rajesh	”
32.	A Jagandhar	”
	<b>and 02 post vacant</b>	
33.	Radha	Sweeper
34.	K. Anitha	”

## CHAPTER –11

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

Sl. No.	Designation	Monthly Remuneration including its composition (Rs.)	System of compensation to determine Remuneration as given in regulation
1	Director for Govt. Examinations	66,673=00	
2	Deputy Commissioners (5)	2,09,641=00	
3	Assistant Commissioners (18)	6,96,852=00	
4	Assistant Commissioners (24) working at the 23 D.E.Os offices in the state.	Salary of these employees drawn and disbursed by the DEOs concerned	
5	Superintendents (48)	13,62,868=00	
6	Senior Assistants (87)- Vacant (30)	9,17,611=00	
7	Junior Assistants (84) – Vacant (62)	1,92,072=00	
8	Typists (7) – Vacant (03)	79,240=00	
9	Telephone Operator (1)	18,103=00	
10	Driver (1) - Vacant	--	
11	Record Assistants (10)	2,03,118=00	
12	Jamedars (4)	1,01,952=00	
13	Attenders (34) - Vacant (02)	5,30,503=00	
14	Scavenger (1) – Vacant	--	
15	Sweepers (2)	27,693=00	
16	Watchman (1) – Vacant (01)	-	

## CHAPTER –12

### BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC., [Section 4(1)(b)(xi)]

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

Agency	Plan / Programme/ Scheme / Project / Activity / Purpose for which budget is allocated	Amount released last year 2010-11	Amount spent last year 2010-11	Budget allocated Current year.2011 -12	Budget released current year (till November, 2011)
Director Of Govt. Exams	Non-Plan No Schemes Conduct of SSC & Other Minor Exams.	62.12 Cr.	60.99 Cr.	74.31 Cr.	3 Quarters amount in some heads and 2 Quarters amount in remaining heads

## CHAPTER –13

### 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		

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

## CHAPTER –14

### PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMIT OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY [Section 4(1)(b)(xiii)]

#### **Institutional Beneficiaries**

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			

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 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 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			

## CHAPTER –15

### 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	<a href="http://www.aponline.gov.in">www.aponline.gov.in</a>	Director of Govt. Examinations	Director
There is a separate website for this department	<a href="http://www.bseap.org">www.bseap.org</a>	Director of Government Examinations	Director

## CHAPTER –16

### 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	--	---
News Paper Reports	---	---
Public 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	---	---
Office Library	---	---
Website	<a href="http://www.bseap.org">www.bseap.org</a>	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 2004-2011.
Other Facilities (Name)	Copies of citizen charters are affixed at all important points in the office	Information relating to time frame fixed for the disposal of certain items of work.

## CHAPTER –17

### NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

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

#### Public Information Officers (s)

Sl. No.	Name of Office / Administrative Unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	Email
1	Office of the Director of Government Examinations, A.P., Hyderabad	Sri G Narasimha Reddy, Deputy commissioner of Government Examinations	040-23237343 and 23237344 Fax: <b>23237344</b>	<a href="mailto:dir_govexams@yahoo.com">dir_govexams@yahoo.com</a>

#### Assistant Public Information Officer(s)

Sl. No.	Name of Office / Administrative Unit	Name & Designation of APIO	Office Tel: Residence Tel: Fax:	Email
1	Office of the Director of Government Examinations, A.P., Hyderabad	Sri M.V. Kumaraswamy, ACGE/DDO	040-23237343 and 23237344 Fax: <b>23237344</b>	<a href="mailto:dir_govexams@yahoo.com">dir_govexams@yahoo.com</a>

#### Appellate Authority

Sl. No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (Offices/Administrative Units of the authority)	Office Tel: Residence Tel: Fax:	Email
1	Sri B Manmatha Reddy, Director of Govt. Examinations	Office of the Director of Govt. Examinations.	040-23237343 and 23237344 Fax: <b>23237344</b>	<a href="mailto:dir_govexams@yahoo.com">dir_govexams@yahoo.com</a>

## **CHAPTER –18**

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

1. Issuing of Dummy marks sheets to candidates through e-sevas at all District Headquarters besides flashing the results through internet on Websites.
2. Flashing the results on Cell Phones through SMS Service.
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. Absolute Grading System has been introduced in SSC Public Examinations, March 2011 onwards in the place of Relative Grading System.
8. 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.
9. Scale of Punishment to the Examiners / Spl. Assistants who commit the mistakes in valuation of Answer Scripts of SSC Public Examinations March 2011 and Advanced Supplementary Examinations June, 2011.

**DIRECTOR**

Annexure – I

**ORGANOGRAM OF OFFICE OF THE DIRECTOR OF GOVERNMENT EXAMINATIONS,  
ANDHRA PRADESH :: HYDERABAD.**

