

**GOVERNMENT OF ANDHRA PRADESH**

From: D. Devananda Reddy, M.Sc, B.Ed  
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Opp. Andhra hospital,Gollapudi,  
Vijayawada – 521225.

To  
All the Heads of Secondary Schools,  
Andhra Pradesh.

**Rc.No. GE-EXAMOSSC(HMI)/2/2023-DGE , 13/09/2023**

**Sir / Madam,**

**Sub:-** SSC/OSSC, Vocational Public Examinations, April -2023 & June - 2023 – Dispatch of Pass certificates – Instructions – Issued.

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The Secondary School Certificates along with photo scanned (Pass-cum-Marks) relating to the passed candidates of your School who appeared for SSC / OSSC/Vocational Public Examinations, held in April - 2023 & June - 2023 are sent herewith along with the Annexure showing the details, by Speed Post. **The receipt of the above SSC Pass Certificates along with the Annexure should be acknowledged within three days from the date of receiving the certificates duly furnishing the Roll numbers of candidates whose certificates have not been received if any, with reference to the online applications submitted by you, so that the same may arranged to be sent to you. The acknowledgment should be furnished to this office in the Proforma appended to the name and address of the Additional Joint Secretary concerned.**

The following instructions should be strictly adhered-to, before issuing the Certificates to the candidates.

1. The entries relating to the personal marks of identification in the SSC's have also been got printed by the computer to the extent furnished in the online application of respective candidates. These entries should invariably be checked by the concerned Heads of the Institutions carefully with reference to the entries made in the school admission register before issuing the certificates to the candidates. He / She should also sign underneath the certificate on the left-hand side, duly

affixing the designation stamp without fail.

2. If there is any omission in the entries relating to the date of birth or Father's name, Mother Name and Candidates name the certificate may be returned to this office along with a certified extract of the Admission Register showing the date of birth, etc. simultaneously for supplying the omissions, similarly if there are any serious errors in date of birth like 29-2-1997, 31-4-1997 or 31-11-1997 etc., which do not exist as per the calendar and as such the certificates with such discrepancies should not be delivered to the candidates. In all such cases the correct date of birth should be ascertained and certificates may be returned together with extracts of admission registers and declaration of the parents in original, for taking further action, duly enclosing original evidential records for the same.
3. In the Office records maintained by you, the year and month of the Public Examination, Marks/Subject Marks, Results and the Serial Number of the Certificates should be noted in respect of each candidate.
4. **On receipt of unconcerned S.S.Cs, O.S.S.Cs, of the candidates who do not belong to your School, they should be returned to the name address of the Additional Joint Secretary concerned immediately by registered post with Acknowledgement due with a separate covering letter addressed to the concerned Officer.**
5. Pass Certificates are to be verified with the Exemptions and Concessions and Minimum Passing Marks for CwSN(Children with Special Needs) are provided as per the orders contained in the G.O.Ms.No.86, School Education (Prog.II) Department, Dated:29.12.2021 and Proceedings of the DGE, A.P., vide Rc.No.GE – COORONINT/1/2021-DGE/1, Dated:02.02.2022. All the Heads of Educational Institutions are instructed to return the Secondary School Certificates of such candidates which were found not correct w.r.t said G.O for revising and issuing fresh certificates.
6. Before issuing certificates the Headmasters have to verify whether the under aged candidates have been accorded condonation of age to the extent required by the competent authority, if not the certificates of the candidates may be retained with them and after obtaining proper

orders of condonation of age only issue the Certificates / Memos to the concerned.

**Names of the Officers to whom, Correspondence with regard to the Certificates, Memorandum of Marks has to be made is as follows:**

<b>S.No</b>	<b>Name of the Officer</b>	<b>Mobile Number</b>	<b>Name of the District Allotted.</b>
01	Smt K.Saroja Devi	9866019544	Nellore, Tirupati & Chittoor
02	Sri G. Srinivas	9177002452	Guntur, Palnadu, Bapatla, Annamayya & YSR
03	Sri B V Srinivasa Rao	9177002459	Visakhapatnam, Alluri Sitaramaraju, Anakapalli, Krishna & NTR
04	Sri P.S.R.K Lingeswara Rao	9177002451	West Godavari, Eluru & Prakasam
05	Sri K.Vijaya Kumari	9701376179	Vizianagaram & Parvatipuram Manyam
06	Smt G. Manikyamba	9177002465	Kakinada, Dr. B.R.Ambedkar Konaseema & East Godavari
07	Smt Y. Sulochana	9849901361	Kurnool, Nandyal, Anantapuram & Sri Satya Sai
08	Sri K. Danayya	9849901360	Srikakulam

A copy of the Rules of eligibility is appended to this letter for information. The Headmaster is requested to verify whether all the Pass Certificates are in accordance with the Rules of Eligibility. The Heads of Institutions will be held personally responsible for any deviations from the above instructions and stern disciplinary action will be taken against the defaulters, as per the orders laid down in the Act 25 of 1997 i.e., Prevention of Malpractices Act.

**P R O F O R M A****Name of the School with District:**

Sl. No.	Roll No. of each Certificate Received	Sl. No.	Roll No. of each Short Memo Published in www.bse.ap.gov.in website	Roll Nos. on whose behalf of neither certificates nor Memos received.
1.		1.		

**SSC & OSSC PUBLIC EXAMINATION APRIL - 2023 & JUNE - 2023****RULES OF ELIGIBILITY****Procedure followed for awarding of Divisions for SSC Public Examinations, April - 2023 & June - 2023**

1. The Criteria for awarding 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Divisions are as follows:
  - a. 1<sup>st</sup> Division : 60% and above
  - b. 2<sup>nd</sup> Division : 50 % to 59 %
  - c. 3<sup>rd</sup> Division : 35 % to 49 %
2. The Minimum Passing Marks for Second Language is 20 Marks only.
3. The Exemptions and Concessions and Minimum Passing Marks for CwSN(Children with Special Needs) are provided as per the orders contained in the G.O.Ms.No.86, School Education (Prog.II) Department, Dated:29.12.2021and Proceedings of the DGE, A.P., vide Rc.No.GE -COORONINT/1/2021-DGE/1, Dated:02.02.2022.
4. The Exemptions and Concessions for the students belonging to the CwSN(Children with Special Needs) Categories is detailed in Explanatory Note Printed on the Backside of Certificate.

**ONCE FAILED CANDIDATES**

Current marks are given for the Once Failed candidates along with their old marks (shown with Star) secured in their previous performances and Compartmental Pass certificates will be issued to them by following the procedure in vogue. The OSSC candidates and Physically Handicapped candidates will be awarded grades in their own group.

**EXPLANATORY NOTE is printed on the Back side of each category**

**of certificate i.e. SSC, OSSC and PH.**

All the Headmasters are requested to note the above changes and enter all these particulars in the certificate issuing register maintained by him/her for further reference.

**SD/- D DEVANANDA REDDY  
DIRECTOR  
GOVERNMENT EXAMINATIONS**