



## Instructions/Guidelines

- 1) The candidate has to submit his/ her application duly forwarded by the Headmaster of the school concerned duly getting the photo attested.
- 2) Application format is kept in the website **www.bse.ap.gov.in**
- 3) The prescribed fee for **each subject is Rs.1000/-**
- 4) 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
- 5) Need not apply for Recounting of marks, if applied for supply of Photostat copy of valued answer script.
- 6) Should not send application for re-verification of answer scripts directly to the O/o Director of Government Examinations/Board of Secondary Education, Vijayawada.
- 7) Enclose Xerox copy of Hall ticket, Dummy memo of marks, if not, the application will be summarily rejected.
- 8) Fee paid once will not be refunded under any circumstances.
- 9) Applications sending by post/courier service will **not be accepted**.
- 10) **Fee paid by way of drawing Demand Drafts and Bankers Cheques will not be accepted.**
- 11) The appeal for undervaluation or over valuation shall not be considered under any circumstances.
- 12) The Xerox copy of the valued answer script will be sent to the candidate after re-verification.
- 13) Enclose One Self addressed envelope of 12 X 9 ½ (book size) and another cover of 10 X 4 ½ with the address of the Head master concerned without affixing postal stamps.
- 14) 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.

### Provisions included in Re verification:

- 1) Re totalling
- 2) Whether marks for all answers are posted or not.
- 3) Re-verification as per the Principles of valuation for only those answers which are unvalued.  
Unvalued answers will be valued and marks will be awarded.
  - ❖ If any reduction in the already awarded marks is noticed, it will be communicated to the candidate with an instruction to surrender/return the original certificate to facilitate issue of the revised certificate with the reduced marks. The marks will be revised in the permanent Record of the office. If the candidate concerned fails to comply with the instruction in returning the memo, he has to face the consequences if his certificate referred for verification at a later date. The Department is not responsible for the action of the candidate.

### 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 click on **Citizen Challan**
- iii) Select Department as **ESE03 – Government Examinations Dept**
- iv) Select Service as **1049 (Reverification and issue of Xerox copy of Valued Answer Script to SSC 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 / Netbanking 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.**