

**GOVERNMENT OF TELANGANA  
SCHOOL EDUCATION DEPARTMENT**

From  
Sri A. Krishna Rao,  
M.Sc., M.Ed.,  
Director of Government Examinations,  
Telangana, Hyderabad.

To  
All the Heads of Institutions,  
in the State

**Lr. Rc. No.150/B-2/2024, Dated:03.03.2025**

Sir/Madam,

**Sub:** Office of the Director of Government Examinations, Telangana, Hyderabad - SSC, OSSC & SSC Vocational Public Examinations, March 2025 – Nominal Rolls & Hall Tickets for Regular and Private Once failed candidates – Certain Instructions - Reg.

**Ref:** This Office Lr.Rc.NO.150/B-2/2024, dated:08.11.2024.

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All the Heads of institutions are hereby informed that Nominal Rolls and Hall tickets of Regular and Private Once Failed candidates of the SSC, OSSC and SSC Vocational Public Examinations, March-2025 are kept available school login in official website of this office i.e., [www.bse.telangana.gov.in](http://www.bse.telangana.gov.in).

Further, Hall Tickets of the candidates will be host in official website of this office and a copy of the Hall Tickets will be sent to concerned school to handover the same well in advance to the candidate concerned.

In this connection, you are requested to follow the instructions as detailed below.

- i. Corrections, if any shall be made in Printed Nominal Rolls on the basis of School Admission Register.
- ii. With regard to correction in Date of Birth of the candidate, the copy of Admission Register duly counter signed by concerned District Educational Officer should be submitted separately for SSC Academic, OSSC and SSC Vocational courses.
- iii. Corrections related to Candidate Name, Surname, Father's Name, Mother's Name and Date of Birth of the candidates, **corrections should be proposed after rectification of the same in UDISE + Portal and a copy of the correction made in UDISE + Portal should compulsorily be enclosed, otherwise corrections will not be entertained.**
- iv. With regard to correction in Subjects and Medium, the corrections should be done in Printed Nominal Rolls, one copy shall have to be submitted to concerned Chief Superintendent and one copy of the same should be sent to the name address of concerned Officer of the Office of the Director of Government Examinations immediately as shown in the Annexure appended to this letter to reach in this office within 10 days.
- v. However, in respect of the Once Failed candidates, the Date of Birth corrections proposed, if any, should be with reference to the 1<sup>st</sup> appearance of the candidate in SSC Public Examinations and the Headmaster concerned should indicate the Roll number & Year of such appearance in the Printed Nominal Rolls for verification of records in this office and for proposing such corrections to the Computer Cell. The corrections should also be effected in the Hall Tickets before issuing them to the candidates. Corrections now made should invariably be intimated to concerned Chief Superintendents of Examinations Centers with a covering letter for taking follow up action.

After the receipt of Hall Tickets, the Head Masters shall checkup thoroughly and also verify with the School Login of Office website i.e., [www.bse.telangana.gov.in](http://www.bse.telangana.gov.in). Ascertain that all the Hall Tickets contain scanned photographs. In case, any Hall Ticket is found without scanned photo of the students, the Head Master should call the concerned student and get the OMR cum ICR form filled in with photograph affixed and sent to the concerned Additional Joint Secretary in the Office of the Director of Government Examinations for generating a fresh Hall Ticket.

If the revised Hall Ticket is not received with in time from the Office of the Director of Government Examinations, he should affix the photograph of the bonafide candidate on the Hall Ticket issued by this office without scanned photo and attest the photograph and issue to the candidate. Take the photo copy of the same Hall Ticket and affix another Photograph of the same candidate and send the same to the Chief Superintendent concerned to enable him/her to paste the same in the attendance sheets duly attested and to take signatures of the candidate on the days of Examinations he/she is appearing.

The same procedure has to be followed in case of candidates to whom hand written Hall Tickets are issued without photo **by allotting Additional Roll Numbers** by the Director of Government Examinations Telangana, Hyderabad. In all such cases a special report shall be sent to the **Director of Government Examinations, Chapel Road, Nampally, Telangana, Hyderabad.**

The Headmasters shall prepare a list of Roll Numbers of such candidates whose photos were not scanned on the Hall Tickets and furnish to the Chief Superintendents of the centers concerned, extending a copy of the same to the name address of the officer concerned in the Office of the Director of Government Examinations, Telangana, Hyderabad.

Further, the Headmasters are also informed to prepare fresh OMR cum ICR forms of the candidates with the photos affixed of them duly filling as per the procedure in respect of whose photos are not scanned on the Hall Tickets and may be sent to the name & address of the Additional Joint Secretaries concerned in this office so as to enable to get the photos printed on the certificates.

Further, it is informed that any violation of instructions, they are liable for punishment under Act No. 25/1997, i.e., Prevention of Malpractices and Unfair means Act 1997 and CCA Rules.

Yours faithfully,  
Sd/- A. Krishna Rao  
DIRECTOR

Copy to

1. All the Asst. Commissioners for Govt. Examinations, O/o the D.E.Os concerned.
2. All the District Educational Officers in the State for information and necessary action.
3. The RJDSE, Hyderabad and Warangal for information and necessary action.

### **ANNEXURE**

The following are the details of the Officers dealing with Districts on whose name address the Nominal Rolls of schools concerned have to be sent.

Sl. No.	Name of the Additional Joint Secretary	Mobile Number	Name of the District Allotted.
01	Smt. B. Lalitha	9177002462	Adilabad, Komrambheem-Asifabad, Mancherial, Nirmal, Khammam, and Bhadradi-Kothagudem
02	Smt. K. Subrah Manyeshwari	9177002463	Nizambad, Kamareddy, Hanumakonda, Warangal, Jayashankar Bhupalapally, Jangoan, Mahabubabad and Mulugu.
03	Sri D. Chalapathi Rao	9177002457	Mahaboob Nagar, Wanaparthi, Nagarkurnool, Jogulamba-Gadwal and Narayanpet.
04	Smt. T. Manideepa	9866019026	Rangareddy, Medchal Malkajgiri, Vikarabad, Nalgonda, Suryapet, and Yadadri-Bhuvanagiri
05	Sri G. Gangi Reddy	9701376178	Hyderabad-I and Hyderabad-II
06	Smt. B. Vasavi	9177002461	Medak, Sangareddy and Siddipet,
07	Sri B. Koteswara Rao	9849901358	Jagtiyal, Peddapalli, Karimnagar and Rajanna Siricilla
08	Email Id of DGE, T.G, Hyderabad : dirgovexams.tg@gmail.com		
09	Contact Number, O/o DGE, TG, Hyderabad : 040 23230942		