

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION::**

**A.P., AMARAVATI**

**Present: K Sandhya Rani I.Po.S**

**Rc.No. 235/A & I/2019**

**Dated: 22/06/2019**

**Sub:** School Education – Issue of Online Transfer Certificates to the Students –  
User Manual for issuing Online Transfer Certificates to the students –  
Communicated - Reg.

**Read:** 1. Complaints received from districts on collection amounts for  
issuing TCs to the Students, who completed X class.  
- 2. This office Proc. Rc. No. 235/A&I/2019, dated: 6-6-2019

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The attention of all the Regional Joint Directors of School Education and District Educational Officers in the State is invited to the reference 2<sup>nd</sup> read above wherein they were requested to issue necessary instructions to all Headmasters of all schools for not collecting the amounts for issuing T.Cs to the students.

In this context, online application has been developed and uploaded in the CSE web portal :: <http://cse.ap.gov.in/> for issuing online Transfer Certificates to the students. A copy of **User Manual for Online Transfer Certificate** is enclosed herewith.

They are therefore requested to communicate the “**User Manual for Online Transfer Certificate**” to all Headmasters of all schools of all managements in the State and issue instructions for issuing the Online Transfer Certificates to the students duly following guidelines without fail.

- The Headmaster should receive a written application for issuing of Transfer Certificate from the student / parent
- On receipt of application, Online Transfer Certificate should be issued to the concerned with in one hours duly following user manual for Online T.Cs.
- No amount is collected from the students / parents for issuing the Online Transfer Certificates for any classes in the schools of all managements.
- If any such instances occurred in case of Govt. management schools, necessary disciplinary action should initiate against the concerned Head Masters as per CCA Rules in vogue.
- In case of Pvt. Management schools, a complaint may be lodged in the nearest police station for collection of amounts for issuing TCs as a crime.

These instructions should be followed scrupulously by all Management Schools without fail. This will be closely monitored from State Head Quarters. Please issue instructions to all concerned to follow the same.

SANDHYA RANI KANNEGANTI

**COMMISSIONER OF SCHOOL EDUCATION**

To

All the Regional Joint Directors of School Education in the State  
Copy to all District Educational Officers in the State  
Copy submitted to the Secretary to Govt., School Education Department,  
Govt. of A.P., Amaravati for information  
Copy submitted to the P.S. to Hon'ble HRD, Govt.of A.P., Amaravati for  
information.

**Signature valid**

Digitally signed by  
KANNEGANTI SANDHYA  
RANI  
Date: 2019.06.22 08:45:35 IST  
Reason: Approved





# User Manual for Online Transfer Certificate

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Prepared by  
APOnline



## Internal Approval

<b>Prepared by</b>	<b>Date</b>
Afroze Shabana	04/06/2018
<b>Reviewed by</b>	<b>Date</b>
Raghavendrara Rao Jakka	06/06/2018
<b>Approved by</b>	<b>Date</b>
Ramasrinu D	06/06/2018

## Distribution list

<b>Name</b>	<b>Role</b>
B .Bala Kishore	Group Leader

## Document Control Information

Version	Revision Date	Author	Affected Sections	Brief Description of Change
1.0	NA	NA	NA	NA

## Change Note History

Ref. No.	Release Date	Version No.	Section No.	Page No. & Line No.	Remarks
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## 1. INTRODUCTION

Department of school education portal [www.cse.ap.gov.in](http://www.cse.ap.gov.in) was developed to bring all information related to education on a single platform. It was desired to monitor all data to make education an ennobling experience.

Various measures have been put in place to enhance the performance of the students bring in transparency and ease of access to all concerned stakeholders.

## 2. OBJECTIVE

To issue online transfer certificate instead of hard copy that was followed earlier.

## 3. SCOPE

The scope of this document is to explain the process of issuing online transfer certificates.

## 4. ABBREVIATIONS

**Table 1: List of Abbreviations**

Abbreviation	Expansion
CSE	Commissionerate of School Education
HM	Head Master

## 5. SOFTWARE AND TECHNOLOGIES

**Table 2: Software and Technologies**

S.No.	Software	Version
1	JDK	1.6
2	J2EE	NA
3	Struts	1.0
2	SQLServer	2012
3	JBOSS	6.0



## 6. PROCESS – For issuing online Transfer Certificate

Log on to <http://cse.ap.gov.in/>

The below shown screen is displayed. Click on **Login** as shown in the image below.

Q ☆ ○ :



- Complete the form and click on **Submit** as shown below.

← → C localhost:8064/ChildInfo2018/transferCertificate.xls ☆ [ ] [ ] [ ]

Class up to which the school is recognised*	10	Date of Recognition Order*	2005
Name of the Pupil	ALABONU VISWESWARARAO	Gender	Boy
Aadhar Number	224005580942	Ration Card Number	
Name of the Mother*	SIMHACHALAM	Father/Guardian*	Father
Name of Father*	RAMU	Nationality*	Indian
Religion*	Hindu	Caste*	BC
Sub Caste	--Select--	Caste Certificate Number	
Date of birth as mentioned in Admission Register	15/06/2008	Class in which the pupil was First Admitted into the school	6
Year in which the pupil was First Admitted into the school	18/06/2018	Personal marks of identification 1	70
Personal marks of identification 2	70	Class in which the pupil was studying at the time of leaving the school	6
Date of promotion / admission into that class*	04/06/2019	First Language	-
Second Language	-	Mother tongue	Assamese
Vocational Course Opted*	df	Whether qualified for promotion to higher class*	Yes
Date on which the pupil actually left the School*	04/06/2019	Total No of Classes*	15
Total No of Working Days*	215	Conduct of the pupil*	Excellent

**Submit**

Figure 7: Submit page

- On clicking of '**Submit**' the below screen is displayed.



➤ Click on the pdf to view. The following image will be displayed.



ORIGINAL		Sl.No: 2018190606201901
 Appendix-16, Rule-99, Chapter-III <b>Transfer Certificate</b>		 Admin.No: 1347
1. (a) School UDISE	28110201702	
(b) School Name and Address	ZPHS VANGARA	
(c) Highest class in the School	10	
(d) Class up to which the School is Recognised	10	
(e) Date of Recognition Order	2005	
2. (a) Name of the Pupil	VADDADI PALLAVI	
(b) Gender	Female	
(d) Ration Card Number		
(e) Name of the Mother	BHARATHI	
(f) Name of the Father/Guardian	D/O RAMANAYYA	
(g) Nationality	Indian	
(h) Religion	Hindu	
(i) Caste	OC	
(j) Sub Caste	0	
(k) Caste Certificate Number		
(l) Date of Birth	17/08/2007	
3. (a) Class in which the pupil was First Admitted into the school	6	
(b) Year in which the pupil was First Admitted into the school	14/06/2017	
(b) Personal marks of identification 1		
(c) Personal marks of identification 2		
4. (a) Class in which the pupil was studying at the time of leaving the school	7	
(b) Date of promotion / Admission into that class	05/06/2019	
(c) First Language	NA	
(d) Second Language	NA	
(e) Mother tongue	Assamese	
(f) Vocational Course Opted	fbvfd	
5. (a) Whether qualified for promotion to higher class	Yes	
(b) Date on which the pupil actually left the School	03/06/2019	
(c) Attendance in the class of leaving left the School	15	
(d) No of days present out of working days	215	
6. Date of the Transfer Certificate Issued	06/06/2019	
7. Conduct of the pupil	Excellent	
8. Signature of the Head of the School		

Figure 9 PDF display Page

## 7. CHANGE MANAGEMENT PROCEDURES

This document is meant for usage by the Department of School Education team and shall be the basis for submitting online Transfer Certificates. Any changes made to the requirements in future shall have to go through a formal change approval process, wherever necessary and shall not make any alterations without the permission of the client and the development team.

**8. APPROVALS****Table 3: Approvals**

<b>Inspected By</b>	<b>Date</b>	<b>Signature</b>
Ramasrinu D	06/06/2018	
<b>Approved By</b>	<b>Date</b>	<b>Signature</b>
B.Bala Kishore	06/06/2018	