File No.ESE02-30/83/2019-A&I -CSE

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION:: A.P., AMARAVATI

Present: K Sandhya Rani I.Po.S

Rc.No. 235/A & 1/2019

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:

- 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

The attention of all the Regional Joint Directors of School Education and District Educational Officers in the State is invited to the reference 2nd 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.

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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 38:45:35 IST

Reason: Approved

User Manual for Online Transfer Certificate

Prepared by APOnline 2611424/2019/A&I-CSE

Online Transfer Certificate



Internal Approval

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

Distribution list

Name	Role	
B .Bala Kishore	Group Leader	

Document Control Information

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

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Ref. No.	Release Date	Version No.	Section No.	Page No. & Line No.	Remarks
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Online Transfer Certificate



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Online Transfer Certificate



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1. INTRODUCTION

Department of school education portal <u>www.cse.ap.gov.in</u> 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 HM	Commissionerate of School Education	
	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 t 0 :

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APOnline

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Online Transfer Certificate

APOnline

Complete the form and click on Submit as shown below.

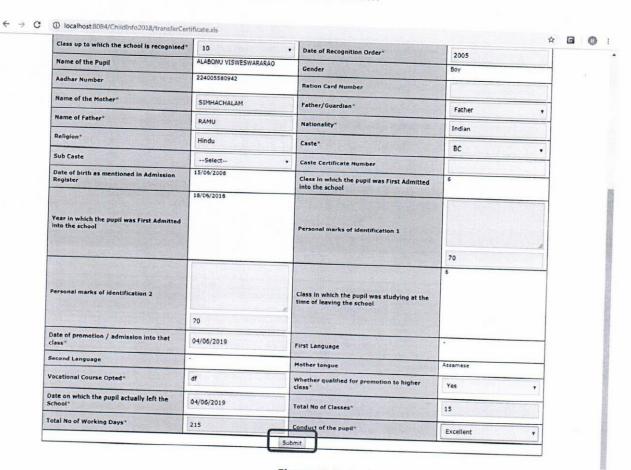


Figure 7: Submit page

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



Present, Studying in Class* 7





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

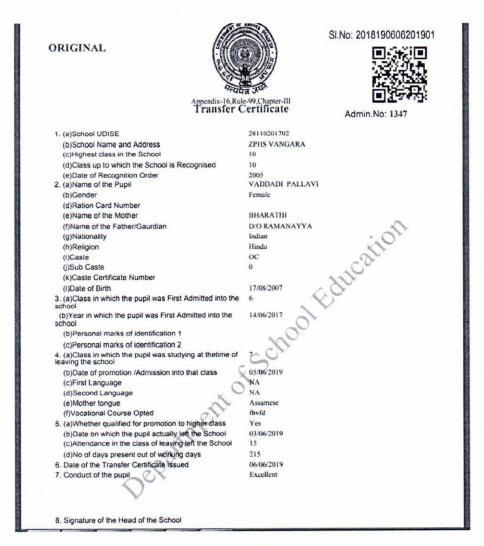


Figure 9 PDF display Page

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.

Online Transfer Certificate



8. APPROVALS

Table 3: Approvals

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