

**GOVERNMENT OF ANDHRA PRADESH  
DEPARTMENT OF TECHNICAL EDUCATION**

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No.I2/ 17550/2015

Dated: 04 -07-2017

**DETAILED NOTIFICATION**  
**RECOGNITION OF TYPEWRITING AND SHORTHAND INSTITUTES**  
**IN THE STATE FOR THE YEAR, 2018-19**

Applications are invited by the undersigned in the prescribed form appended below from the Principals of Typewriting and Shorthand Institutes in the Andhra Pradesh State to seek –

- i) 2-year block period recognition for 2018 and 2019 for the Institutes having 5 or more years of standing and in receipt of recognition orders for 5 years in favour of the same Principal.
- ii) Yearly recognition for 2018 for the Institutes having less than 5 years standing,
- iii) and fresh recognition for the newly established Institutes.

2. The Institutes which are recognized by the Commissioner of Technical Education are only eligible to sponsor the candidates for the Typewriting and Shorthand Examinations conducted by the State Board of Technical Education & Training, A.P., Vijayawada.

3. The fee towards 2-year block period recognition is Rs.1000/- and Renewal/Fresh Recognition for one year is Rs. 500/-. The penal fee for late submission of filled-in application is Rs.300/- (in addition to recognition fee). The fee should be remitted through Treasury Challan under the following Head of Account only on or after the date of issue of this notification.

**MH - "0202 - Education, Sports, Arts & Culture –  
SMH - 02 - Technical Education –  
MINH - 800 - Other receipts –  
SH - (81) - Other items - DH – 001.  
Fee for recognition of Commercial and  
Technical Institutes for the year, 2018."  
(DDO Code: 27000302003)**

4. Further it is notified that the Typewriting and Shorthand Institutes having permanent recognition are also required to remit the recognition fee of Rs.500/- for one year and Rs. 1000/- for block period of two years under the same Head of Account and send the original Challan along with the application in the prescribed form to this office on or before the dates given in this notification.

5. For seeking fresh recognition for the year, 2018, the Principal of the Institute should be qualified by Intermediate or its equivalent qualification, Typewriting/Shorthand Higher Grade in any language and should have (2) years of experience after passing Higher Grade Examination in Typewriting or Shorthand as the case may be. They should maintain a distance of at least one furlong from the recognized Institute existing, if any, in the area to avoid unhealthy competition.

6. The last date for payment of recognition fee and submission of filled-in application in this office is as follows:

- |   |       |   |
|---|-------|---|
| i) Last date for receipt of filled-in applications    | ....  | 10-08-2017  |
| ii) Last date for receipt with penal fee of Rs. 300/- | ..... | 18-08-2017  |
| iii) Fees   | ..... | Rs. 500/- yearly,<br>Rs. 1000- for two year<br>block period |

7. The filled in applications, with Treasury Challan, in original, and attested copies of necessary enclosures shall be sent superscribing on the cover "**Application seeking recognition of Typewriting and Shorthand Institutes**" and addressed to **the Commissioner of Technical Education, 1<sup>st</sup> floor, ANR Towers, Jammichettu Street, Prasadampadu, Vijayawada – 521108**. The applications should reach this office on or before the dates stipulated above.

Sd/- G.S. PANDA DAS  
**SPECIAL COMMISSIONER**

Institute Code:

Latest  
Passport  
Photo of the  
Principal

APPLICATION FORM FOR FRESH/RENEWAL OF RECOGNITION OF TYPEWRITING  
AND SHORTHAND INSTITUTE FOR THE YEAR: 2018 & 2019.

1. Name of the Institute with full address :
  
2. Name of the Principal and qualification :  
with year of passing (enclose true  
copies)
  - i) General
  - ii) Technical
  
3. Date of establishing the Institute :
  
4. Working hours of the Institute and the :  
weekly holiday declared
  
5. Mention the names of the recognized  
typewriting institutes located nearby  
your institute.
  
6. Exact location of the Institute (enclose  
route map to reach the institute easily)
  
7. Subjects in which the institute offers :  
instruction with language and grade for  
which recognition is required.
  
8. Whether previously recognized, if so, :  
enclose true copy of the latest  
recognition order.
  
9. Number of Typewriters available in working condition. The make and other details of  
Typewriters should be furnished in details (Entries should be tallied with the stock  
register):

Sl.No.	Make & No. of Typewriter	Language	Meant for beginner or speed typing
(1)	(2)	(3)	(4)
1			
2.			
3.			
4.			
5.			

10. Particulars of teaching staff including Principal/instructor:

Name	Designation	General Educational qualifications	Technical qualifications with month & year of passing	Subjects in which imparts training	Salary Per Month
(1)	(2)	(3)	(4)	(5)	(6)

11. Present strength of Institute subject-wise :  
(particulars should be tallied with admission and attendance registers)
12. Does the institute impart coaching for Shorthand? :  
a) If so, whether separate accommodation is provided? :  
b) Whether shorthand instructor is qualified, if so, lower or higher grade? :  
c) Whether black board facility is available? :  
d) Whether stop-watch is available? :
13. Whether the following records are maintained regularly :  
a) Admission Register :  
b) Attendance register for students :  
c) Attendance register for staff :  
d) Students fee receipt book with counter foils :  
e) Staff acquaintance register :  
f) Stock register of equipment , furniture, etc. :  
g) whether the papers typed by the students are corrected with dated initials by the Principal/Instructor? :  
h) Internal assessment register (weekly tests register) is maintained? :  
i) Register of candidates sponsored for technical examinations. :  
j) Schedule of examination (batch-wise list of candidates sponsored for the exam) :
14. Whether the following charts are exhibited prominently in the Institute. :  
a) Photo frame containing original recognition order. :  
b) Working hours of the institute and weekly holiday. :  
c) Hourly chart of students with machine Nos. :  
d) Key Board Diagram (English/Telugu/Hindi) :
15. Whether the rate of monthly tuition fee/exams, fee collected by the institute is on par with fee collected in other sister institutions in that area? :

16. Has the prescribed fee been remitted in :  
Govt. Treasury? If so, furnish the Nos.  
dated and place of remittance (Enclose  
original challan to this application)

**UNDERTAKING TO BE SIGNED BY THE PRINCIPAL**

1. I declare that the particulars mentioned in the application form are correct and true.
2. I certify that my institute is open to students of all communities irrespective of cast and creed.
3. I certify that the monthly tuition fee is charged on par with other sister institutions situated in the same area or locality.
4. I promise that I will adhere strictly and follow the rules and regulations of recognition as in force.
5. I promise that I will not resort to any malpractice like sponsoring students of other institutions and candidates who have already passed the same subject and grade for second time to the Board Examination. In the event of any malpractice is committed by me the recognition of my institute may be cancelled.
6. I certify that I am maintaining all records regularly as prescribed by the Commissioner and Director of Technical Education, Andhra Pradesh, Vijayawada.

Place:

Signature

Date:

(Name in Block Letters)

Cell No.....

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