

GOVERNMENT OF ANDHRA PRADESH  
DEPARTMENT OF TECHNICAL EDUCATION

No.12/17550/2015

Dated : 02-09-2016

**DETAILED NOTIFICATION FOR  
RECOGNITION OF COMMERCIAL & TECHNICAL INSTITUTES  
IN THE STATE FOR THE YEAR, 2017 & 2018**

Applications are invited by the undersigned in the prescribed form (which is appended herewith) from the Principals of Commercial and Technical Institutes in the Andhra Pradesh State to seek –

1. i) 2-year block period recognition for 2017 and 2018 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/Renewal of recognition for 2017 for the Institutes having less than 5 years standing, 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.
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 –  
MNH - 800 - Other receipts –  
SH - (81) - Other items - DH – 001.  
Fee for recognition of Commercial and  
Technical Institutes for the year, 2017.”  
**DDO CODE NO. 27000 30 2003**

4. Further it is notified that the Commercial and Technical Institutes having permanent recognition are also required to remit the recognition fee of Rs.500/- for one year and Rs. 1000/- for block period 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, 2017, 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 applications in this office is as follows:

- |   |     |   |
|---|-----|---|
| i) Last date for receipt of filled-in applications    | ... | 30-09-2016  |
| ii) Last date for receipt with penal fee of Rs. 300/- | ..  | 10-10-2016  |
| iii) Fees   | ..  | Rs. 500/- yearly & Rs.1000/-<br>for the block period of two<br>years. |

7. The filled in applications, with Treasury Challan, in original, and necessary enclosures shall be sent super scribing on the cover “Application seeking recognition of Commercial and Technical Institutes” and addressed to the Commissioner of Technical Education, Andhra Pradesh, 1<sup>st</sup> Floor, Higher Education Bhavan, ANR Towers, Prasadampadu, Ramavarappadu, Vijayawada- 520 008. The applications should reach this office on or before the dates stipulated above. **The incomplete applications will summarily be rejected.**

Sd/- SMT. B. UDAYALAKSHMI  
COMMISSIONER

For COMMISSIONER

2/9

Affix recent  
passport size  
photograph of  
the Principal

Code No.

APPLICATION FORM FOR FRESH/RENEWAL OF RECOGNITION OF COMMERCIAL  
AND TECHNICAL INSTITUTES FOR THE YEAR 2017-18

1. Name of the Institute with full address and Tel. No. :
2. Name of the Principal and qualifications with year passing (Encl. 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 recognised Typewriting Institute 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 :
  - a) :
  - b) :
  - c) :
  - d) :
  - e) :
8. Whether previously recognised? If so, enclose true copy of the latest order :
9. Number of Typewriters available in working condition. The make and other details of Typewriters should be furnished in detail. (Entries should be tallied with the Stock Register)

S.No.	Make and No. of Typewriter	Language	Meant for beginner or Speed typing
(1)	(2)	(3)	(4)

10. Particulars of teaching staff including Principal/Instructor (enclose true copies)

Name	Designation	General Educational Qualifications	Technical qualifications with month & year of passing	Subject in which imparts training.	Salary p.m.
(1)	(2)	(3)	(4)	(5)	(6)

11. Present strength of Institute Subject-wise (particulars should be tallied with Admission and Attendance Registers)

TEL  
TTL  
THL  
SEL  
STL

TEH  
TTH  
THH  
SEH  
STH

12. Does the Institute impart coaching Shorthand?

- a) If so, whether separate accommodation is provided? :
- b) Whether the Shorthand Instructor is qualified? If so lower or higher grade:
- c) Whether black-board facility is available. :
- d) Whether Stop-watch 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 Counterfoils :
- e) Staff Acquittance Register :
- f) Stock Register for 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 Registers) :
- i) Register of candidates sponsored for Technical Examinations :
- j) Schedules of Examinations (Batch-wise list of candidates sponsored for Examinations.) :

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 Diagrams – (English/Telugu/Hindi) :

15. Whether the rate of monthly tuition fee/ Exam. Fee collected by the institute is on par with the fee collected in other Sister institutes in the area? :

16. Has the prescribed fee been remitted in Govt. Treasury? If so, furnish the No., date 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 caste and creed.
3. I certify that the monthly tuition fee is charged on par with other sister institutes 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 Institutes 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, 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, Hyderabad.

SIGNATURE

(NAME IN BLOCK LETTERS)

Cell No.....

Station:  
Date :

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