

TELANGANA OPEN SCHOOL SOCIETY :: HYDERABAD



CITIZEN CHARTER

Sl. No.	Service	Documents required for the Service		Time Frame	Fee		Officer to be Contacted for delay or default in
		Inter	SSC		Intermediate	SSC	
1	Duplicate Memo of Marks	<ul style="list-style-type: none"> • Filled in application form through AI Coordinator • Prescribed fee through any Nationalized Bank DD in favour of Director, TOSS, Hyd. 	<ul style="list-style-type: none"> • Filled in application form through AI Coordinator • Prescribed fee through any Nationalized Bank DD in favour of Director, TOSS, Hyd.. 	07 Working days	Rs. 350/-	Rs. 250/-	Joint Director
2	Duplicate Pass Certificate & Duplicate Migration cum TC	<ul style="list-style-type: none"> • Covering letter through the AI-Coordinator • Filled in application form forwarded through the AI Coordinator with Photo attestation • Xerox copy of Pass Certificate • Police enquiry certificate (non availability) • Affidavit (Rs.100/-) signed by Notary/Ist Class Magistrate • Any Nationalized Bank DD in favour of Director, TOSS, Hyd. 	<ul style="list-style-type: none"> • Covering letter through the AI-Coordinator • Filled in application form forwarded through the AI Coordinator with Photo attestation • Xerox copy of Pass Certificate • Police enquiry certificate (non availability) • Affidavit (Rs.50/-) signed by Notary/1st Class Magistrate • Any Nationalized Bank DD in favour of Director, TOSS, Hyd 	10 Working days	Duplicate Pass Certificate Rs. 1200/- and Migration cum TC Rs.800/-	Duplicate Pass Certificate Rs. 1000/- and Migration cum TC Rs.500/-	Joint Director

3	Correction in Pass Certificate	<ul style="list-style-type: none"> • Covering letter through the AI-Coordinator • Original Intermediate Pass Certificate • Original TC cum Migration Certificate • Original SSC. Pass Certificate • Xerox copy of admission application form attested by concerned AI Coordinator • In case of Mothers name correction Aadhar Card and Birth Certificate 	<ul style="list-style-type: none"> • Covering letter through the AI-Coordinator • Original SSC Pass Certificate • Original TC cum Migration Certificate • Xerox copy of admission application form attested by AI Coordinator • In case of Mothers name correction Aadhar Card and Birth Certificate • Original TC/ Record Sheet 	07 Working days	Pass Certificate Rs.1100/- and Migration cum TC Rs.500/-	Pass Certificate Rs.1000/- and Migration cum TC Rs.500/-	Joint Director
4	Genuineness of Pass Certificate	<ul style="list-style-type: none"> • Original Intermediate Pass Certificate along with covering letter of the Department. • No fee for the Government Sector. • In case of private Sectors any Nationalized Bank DD in favour of Director, TOSS, Hyd 	<ul style="list-style-type: none"> • Original SSC Pass Certificate along with covering letter of the Department. • No fee for the Government Sector. • In case of private Sectors any Nationalized Bank DD in favour of Director, TOSS, Hyd 	10 Working days	Rs. 300/-	Rs. 300/-	Joint Director