

**BOARD OF INTERMEDIATE EDUCATION**  
**ANDHRA PRADESH :: TADEPALLI - 522501**



From:  
Sri Saurabh Gaur, I.A.S.,  
Secretary,  
Board of Intermediate Education,  
A.P., Tadepalli.

To  
All the Principals of Jr. Colleges &  
Composite Colleges having Intermediate  
course in A.P state.

**Rc. No. 302/B-B2/IPE/March 2023-24, 30/10/2023**

Sir/Madam,

Sub:- IPE March 2024 – **UPDATION** of Bio-data of Teaching Staff  
(General and Vocational courses) through Online - **UPLOADING** of  
Additions / Transfers/ Edit the details of Teaching Staff through Online –  
Edit Option, given to all fields - Certain instructions issued – Reg.

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You are aware that the Bio-data of the teaching personnel of General and Vocational courses has to be obtained through Online for issue of Photo Identity Cards / Appointment Orders to the personnel to be appointed for Theory Examination, Practical Examination and Spot Valuation Camps during I.P.E March, 2024 & I.P.A.S.E. May / June, 2024. The following instructions are issued to be followed for updation of Teaching staff Bio-data.

- 1) It is informed that the existing Teaching Staff Bio-data of your college for General and Vocational courses will be available in the website <https://bie.ap.gov.in> from **01-11-2023 to 30-11-2023.**
- 2) **Verification and Updation of Details of College Staff:** The College Managements are instructed to verify the bio-data of all the teaching staff working in their respective colleges and update with Corrections / Deletions, wherever necessary. Please note that the same shall be compared with the data submitted for Affiliation and also in U-DISE. Thus, the college managements should not make any attempt to conceal any data of teaching staff in their respective colleges.
- 3) The Principals / Correspondents have to upload / update the Bio-data of teaching staff joined on Transfer from one college to another “**Under Additions**” with their **Previous Examiner Number** (General and Vocational courses) without fail.

4) **Aadhaar Authentication and Bank Details Submission of Teaching Staff:** You are also instructed to carry out Aadhaar Authentication from e-KYC Services for data validation including Name, Photograph, Mobile Number and Address for all the teaching staff of your college without fail. The Bank Account Number along with proof of bank account (Cheque Book, Pass Book etc.) should be uploaded in the portal for online payment of examination related remuneration.

5) **Penalty for Wrong Updation / Non Updation of Teaching Staff details:** It has been brought to the notice of the Board of Intermediate Examination, Andhra Pradesh that certain colleges have resorted to non entry or wrong entry of Qualifications, Experience, Photograph etc. of teaching staff who are to be deputed for examination related works. For wrong uploading of teaching staff information, a penalty of Rupees Three Thousand (Rs. 3000/-) for each teaching staff whose data has been wrongly entered or not entered will be imposed on the College Management / Principal by the Board of Intermediate Education. RIOs and DVEOs are required to be particularly vigilant in this regard and bring all such cases to the notice of the Board.

6) **Penalty for Non Attendance:** As the College Management is responsible to send the examiners to the Examination Works / Spot valuation camps once orders are served to them, a penalty of Rupees One Thousand (Rs. 1000/-) per day for each Lecturer who is abstaining from such duty will be imposed on the College Management / Principal.

7) **The imposed penalties will be reflected in the JnanaBhumi Login of the College concerned.**

8) It is also strictly informed that no representations will be entertained by the Board after **30-11-2023** regarding discrepancies in updation of Corrections/Deletions or Additions.

## **PROCEDURE FOR UPDATION**

### **(a) ADDITIONS:**

(Services → Teaching Staff → General / Vocational → Additions / Transfers)

The Bio-data should be furnished in respect of the staff appointed recently and the staff whose bio-data is not submitted through online during the year **2022-23**. The Principal should enter the bio-data particulars and submit necessary qualifications/ copies of service certificates to the RIO concerned for confirmation of the Bio-data.

**(b)** Please ensure to upload the latest passport size photograph and signature of the teaching staff concerned. **(The Photograph dimensions - 3.5 cm height x 2.8 cm width with 50 KB and the signature dimensions - height 1.5 cm x width 2.8 cm with 20 KB.)**

**(c) Photographs & Signatures:** Please upload the latest good quality digital photo / signature of the teaching staff in case of whose photograph / signature is not available in the existing Bio-data, which is

visible and facilitates for uploading of photograph / signature of the concerned.

**(d) TRANSFERS:** In respect of the Principal/Junior Lecturer / Librarian & Physical Director who have joined in your College on transfer from another College, you are informed to **enter the Examiner Number** and all other details for confirmation by the Regional Inspection Officer concerned.

**(e) New Colleges started in the Academic year 2023-24:**

The Principals of the newly started Junior Colleges are also informed to upload the teaching staff bio-data and send all the attested xerox copies of the qualifying certificates like SSC, Intermediate, Degree, P.G., Service Certificate etc., to the RIO concerned for confirmation of their uploaded bio-data. Otherwise, the bio-data will not appear in the Bio-data report.

**11) IN CASES OF UPLOADING OF INCOMPLETE BIO-DATA OF ADDITIONS / TRANSFERS AND ALSO FOR NOT UPLOADING PHOTOS / SIGNATURES / BANK DETAILS OF ANY TEACHING STAFF, THE PRINCIPAL OF THE COLLEGE CONCERNED WILL BE PERSONALLY HELD RESPONSIBLE FOR SUCH LAPSES.**

Commissioner

Copy to all the RJDIEs & DVEOs, RIOs in the state for information and necessary action .

Copy to all the Officers in BIE for information.