

**INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR OBTAINING
MIGRATION CERTIFICATE IN RESPECT OF GENERAL NURSING &
MIDWIFERY TRAINING COURSE**

- Submit application addressing to Director of Medical Education A.P., Vijayawada with a request for issue of Migration certificate and write postal address of the applicant in CAPITAL LETTERS.
- Enclose photo copies of GNM Diploma Certificate, Marks Memos and Registration certificates of A.P. Nursing Council, Vijayawada to the application.
- Obtain Challan for Rs: 1000/- to the following Head of Account and enclose to the application.

0210 - Medical & Public Health
03 - Medical Education Training & Research
MH 105 - Allopathy
SH (81) - Other receipts
001 - Other receipts
DDO Code NO:27000902022
Website: <https://cfms.ap.gov.in/>

**THE FOLLOWING IS THE PROCEDURE FOR OBTAINING
DUPLICATE DIPLOMA CERTIFICATE,
DUPLICATE MEMORANDUM OF MARKS
& DUPLICATE INTERNSHIP MARKS MEMO IN RESPECT OF GENERAL
NURSING & MIDWIFERY DIPLOMA COURSE**

1. Request application by the individual duly forwarded by the concerned School of Nursing in which the candidate has completed the GNM training course.
2. Challan from SBI for an amount of Rs. 5,000/- for duplicate diploma certificate & Rs.1,000/- per each year for duplicate Memorandum of Marks and Rs.500/- for Internship Marks memos i.e., for 3 ½ years Rs.3,500/- has to be paid in favor of the following Head of Account:
0210 - Medical & Public Health
03 - Medical Education Training & Research
MH 105 - Allopathy
SH (81) - Other receipts
001 - Other receipts
DDO Code NO:27000902022
3. Police Verification Certificate from the police station authorities where the certificates were misplaced.
4. Self Affidavit on Rs.10/- non-judicial stamp paper duly attested by the Notary.
5. Xerox copies of the diploma certificates/ Memorandum of Marks.

Website: <https://cfms.ap.gov.in/>

**INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR OBTAINING
VERIFICATION CERTIFICATE REGARDING GENERAL NURSING &
MIDWIFERY TRAINING COURSE**

Submit Application addressing to the Director of Medical Education, Old Government General Hospital Building, A.P., Vijayawada with a request for issue of Verification certificate and write postal address of the applicant in CAPITAL LETTERS.

This is regarding your request for academic verification of our old student. It is requested that make a note of the following procedure while asking this office for verification of documents of the students.

1. The copy of APNMC Registration certificate.
2. 1st 2nd & 3rd year marks memos.
3. Internship marks memo for new regularization students.
4. Copy of the diploma certificate.
5. GNM diploma certificate only will be verified.
6. The year marks memos cannot be revived.
7. Government organizations / Government undertaking organizations Embassies of the Foreign Countries addressed directly to the Director of Medical Education, Andhra Pradesh, Vijayawada and the same will be issued **free of cost**.
8. The employer/Consultants seeking verification should send us a copy of the above certificates with hall ticket number and bank challan worth Rs.1000/- for which they want this office to verify.
9. All private agents/ Consultants should submit a copy of registration/Licence copy with Government of India.
10. In case of agents / consultants (other than embassy / employer) should mention the name and reference number /reference letter of embassy / employer who is requesting them to verify our students academic records.
11. Obtain Challan for Rs: 1000/- in the following Head of Account and enclose to the Application.

**0210 - Medical & Public Health
03 - Medical Education Training & Research
MH 105 - Allopathy
SH (81) - Other receipts
001 - Other receipts
DDO Code NO:27000902022
Website: <https://cfms.ap.gov.in/>**

Note: - Since this is confidential information, no correspondence is entertained in the matter.

Regarding Clinical Affiliations

- 1) At the time of obtaining Clinical Permissions, Schools and Colleges need to enclose the Mandatory Documents given below for Clinical affiliations without which permission cannot be issued to the institutions.

| Sl.No | Name of the document |
|--------------|--|
| 1 | G.O for establishment of School/ College. |
| 2 | GO for enhancement of Seats |
| 3 | GO of Clinical Attachment by the Government |
| 4 | Previous year permission from the DME |
| 5 | List of Names of Students |
| 6 | Period for training |
| 7 | G.O Copy of the changed address of the School / College. |
| 8 | Previous year Clinical training completion letter from the Nursing Superintendent countersigned by the Superintendent/Director RIMS of the Govt. Hospital. |
| 9 | Previous year Payment receipts |

- 2) Clinical experience to be done by all the Private Nursing Schools and Colleges for 6 months in the Government General Hospital after obtaining permission from the DME, Vijayawada. The Students of private Schools/ Colleges to be distributed throughout the year in the Hospital wards. The work to be monitored by the Nursing Superintendent with the help of log book. For uninterrupted nursing postings summer holidays and winter holidays they should be posted in the Hospital for clinical experience in such a way that some of the schools to be posted for 1st half of the vacation and some of the schools for 2nd half of the vacation. Night duties need be posted for 3rd year GNM and 4th year BSc Nursing students only as per the curriculum.

**General Nursing & Midwifery Fee Structure for
issuance of Certificates**

| Sl.No | Description | Amount to be paid |
|--------------|-----------------------------|--------------------------------|
| 1 | First year exam fee | 300 |
| 2 | Second year exam fee | 400 |
| 3 | Third year exam fee | 500 |
| 4 | Migration Certificate | 1000 |
| 5 | Admission Fee | 500 |
| 6 | Verification (private) | 1000 |
| 7 | Foreign Verification | 4000 |
| 8 | Duplicate marks memo | 1000 |
| 9 | Duplicate Diploma | 5000 |
| 10 | Attestation of certificates | 500 |
| 11 | Certificate Corrections | 500 |
| 12 | Consolidated marks memo | 1500 |
| 13 | Duplicate consolidated memo | 2000 |
| 14 | All triplicate certificates | Double the amount of duplicate |


Dr. T Annamma
Deputy Director of Nursing,
O/o Director of Medical Education,
A.P, Vijayawada


Challan Payment Details


Citizen Challan Creation

*Department: Medical Education Dept 

*Service: Other Receipts 

*HOA: 0210031050081001000VN 

*District: A.P. Capital Region 

*Treasury/PAO: Pay & Accounts Office - Andhra Pradesh 

*DDO Code: 27000902022 

Website: <https://cfms.ap.gov.in/>