

CHAPTER – 2

ORGANISATION, FUNCTIONS AND DUTIES

[SECTION 4(1) (b) (i)]

2.1 Particulars of the organization, functions and duties :

S.No	Name of the Organization	Address	Functions	Duties
1.	School Education Department	District Educational Officer, Collectrate Complex Ranga Reddy	Administration and Executive	1. Academic Functions: (a) Inspections and Visit of Schools and Offices of Dy.E.O & M.E.O and High Schools attached to the Junior Colleges. (b) Review of Inspection Reports of Dy.E.O & M.E.Os.© Consultative meetings of the Teachers, Review of accounts/pensions, (d) Review of vocational Education programs, (e) Periodic Meetings (f) Review Academic Functions of Teachers and Fixing the Targets of achievements for schools and inspecting officers, (g) Attending to the organization and conduct programmes and activities of NCERT., SCERT/ Scouts & Guides /Jr.Red Cross, NCC, Sports and Games, Sports Council/Cultural affairs/Children organization(Balala Academy), (h) Conduct science fair and Mathematics Olympiad..etc (i) Improving the Quality of education in the District (J) Headmasters /Conference on zonal basis,(k) Review of vocational schools (L) District Co-ordination meeting with JC/Collector.

CHAPTER – 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

[SECTION 4(1) (b) (ii)]

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

S.NO	Name of the officer/employee	Designation	Duties allotted	Powers
1.	DISTRICT EDUCATIONAL OFFICER	Statutory		
		Administrative		
		Financial		
		Other		
2.	ASST. DIRECTOR	Statutory		
		Administrative	Supervision over office and staff	Recommend for appropriate sanctions/Approvals
		Financial	Drawing and Disbursement	Maintenance of Account
		Other		
3.	ASST. COMMISSIONER FOR GOVT. EXAMINATION	Statutory		
		Administrative	Constitutions of examination centers and conduct of examinations	
		Financial		
		Other		
4.	SUPERINTENDENTS	Statutory		
		Administrative	Supervision over lower staff	
		Financial		
		Other		
5.	SENIOR ASSISTANT, JUNIOR ASSISTANT & TYPIST	Statutory		
		Administrative	Co –ordination with lower staff	
		Financial		
		Other		
6.	ATTENDERS	Statutory		
		Administrative		
		Financial		
		Other	Assist in the Office function	
7.	WATCHMAN	Statutory		
		Administrative		
		Financial		
		Other	Watch the Office	

CHAPTER – 4

PROCEDURE FOLLOWED IN DECISION – MAKING PROCESS

[SECTION 4(1) (b) (iii)]

4.1 Describe the procedure followed in decision-making by the public authority.

Activity	Description	Decision-making process	Designation of final decision-making authority
Goal – Setting & planning	Annual Accounts	Inspections	District Educational Officer
Budgeting	Annual Budget Estimates	Monitoring	
Formulation of programmes, schemes and project			
Recruitment/hiring of personnel	Recruitment of Teaching staff	District Selection Committee	Chairmen
Release of funds			
Implementation/ delivery of service/utilization of funds			
Monitoring & evaluation			
Gathering feedback from public			
Undertaking improvements			

CHAPTER – 5

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

[SECTION 4(1) (b) (iv)]

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl. No.	Function/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Character, Service Charters etc.,
1.	Release of salaries to aided schools	As per Records	05 days	
2.	Sanction of increments and pay fixations	As per Records	07 days	
3.	permission of sanction and renewal of recognition of school	Enquiry	30 days	
4.	Release vocation budget	As per Records	07 days	
5.	Sanction of GPF Loan	As per Records	05 days	
6.	Sanction of TPF Loan	As per Records	05 days	
7.	Sanction of Scholarships	As per Reports	15 days	
8.	Submission of Pension Proposal to AG Office	As per Records	20 days	
9.	Submission of proposal appointment of staff in Aided schools	As per enquiry report	10 days	
10.	Submission of proposal for changes in SSC certificate	As per the Records	15 days	
11.	For counter signature on TC/ record sheet and B.Ed application	As per records	03 days	
12.	release of salaries to Vidhya Volunteers	As per records	07 days	
13.	Issue of certificates to students on age concession and shortage of attendance	As per records	05 days	
14.	Sending of Examination nominal rolls to the Director of School Education	As per records	05 days	
15.	Application for change of course, medium, school by student	As per records	05 days	
16.	Recruitment of Teachers	As per schedule given by the govt		
17.	Transfers / Promotions / Rationalization of Teachers	as per schedule given by the govt		
18.	Conduct of various examinations	as per schedule given by the govt		
19.	Disciplinary cases	As per APCS(CCA) Rules 1991	30 days	

CHAPTER – 6

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

[SECTION 4(1) (b) (vi)]

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

Sl. No	Description	List of contents	Price of the publication if priced
I			
1.	Manuals School Directory for the years 2000-01, 2001-2002 2002-03, 2003-04 & 2004-2005	No. of schools, Teachers and children and Demography of Educational Statistics	
2.	Selected Educational Statistics for the year 1997-98 to 2003-04, 2004-05	-do-	
3.	VI All India School Education Survey	-do-	
II	DISPATCH & SECTIONS		
4.	Tappals Register of All sections	Papers received from higher authorities, subordinate offices and Public.	
5.	Personal Registers	-do-	
6.	Inward Register	-do-	
7.	Court Cases Register	Particulars of Court Cases	
8.	B.F. Register	Bringing of previous receipts	
9.	Service Registers of subordinate staff	Service registers of Ministerial Staff and executive staff	
10.	T.B.R.	Entering of bills submitting to D.T.O.	
11.	Pay acquaintances	Pay particulars of staff members	
12.	U.D.Pay Registers	Register maintaining for the amount un-disbursed	
13.	Cash Book	Register of all cash dealings	
14.	P.A. Register	Permanent Advance Registers	
15.	General Cash Book	Cash particulars of general items	
16.	T.A.Bill Register	Register containing traveling allowances particulars	
17.	D.S.E, AP ,Hyderabad Tappals Register	Register containing tappals received from D.S.E. AP Hyd	
18.	D.O.Letters Book	Register containing D.O.letters received from higher authorities	

19.	SRs and TPF received Register	Register maintained for receipt of the SRs and TPFs.	
20.	RJDSE tappals register	Register containing tappals received from RJDSE	
21.	A.G.Tappals Register	Register containing tappals received from Accountant General, AP Hyderabad	
22.	Registered post received book	Register containing register post particulars	
23.	Stamp account register	Register containing stamp accounts	
24.	Local delivery register	Register containing particulars of dispatch of local delivery	
25.	Despatch register	Register containing particulars of tappals dispatched	
26.	Audit Report Register	Register containing audit report	
27.	Pension Register	Register containing pension proposals	
28.	Recognition register	Register containing Recognition particulars	
29.	TC Books issue register	Register containing particulars of TC Books issued.	
30.	Up-gradation register	Register containing particulars of up gradations	
31.	Change of correspondent ship register	Register containing particulars of changes of correspondent ships	
32.	Contingent Grant Register	Register containing sanction of contingent grants	
33.	TPF Register	Register containing sanction orders of TPF	
34.	D.D. Issue Register	Register containing particulars of DDs issued.	
35.	Budget Register	Register containing budget particulars	
36.	Court Cases Register	Register containing particulars of court cases	
37.	Register relating to purchase of furniture, Lab. Library equipment, stationery & stock.	Register relating to purchase of furniture, Lab., Lab. equipment & stationery.	
38.	N.T.Books register	Register containing particulars of distribution of N.T.Books.	
39.	SCERT, NCERT, & CCRT Register	Register containing particulars of SCERT, NCERT & CCRT	
III	Publications		
40.	SSC Study Material	Model Question Papers of all subjects	

CHAPTER – 7
CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC
AUTHORITY UNDER ITS CONTROL
[SECTION 4(1) (b) v (i)]

5.2 7.1 Provide information about the official documents held by the public authority or under its control.

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	Seniority Lists	Seniority lists of all cadres of teachers working in Govt./ZP/MP schools	Assistant Director (Admn.) O/o D.E.O., R.R.Dt.
2.	Examinations	Marks list of VII class and X class	Asst. Commissioner for Govt Examinations

CHAPTER – 8
ARRANGEMENT FOR CONSULTATION WITH, OR
REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN
RELATION TO THE FORMULATION OF POLICY OR
IMPLEMENTATION THEREOF
[SECTION 4(1)(B)VIII]

8.1 Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies?

Sl.No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1.	Coordination meeting with teacher union representatives	Meeting will be held once in a month	As per the instructions issued by the D.S.E., AP Hyderabad

CHAPTER – 9
BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES
CONSTITUTED AS PART OF PUBLIC AUTHORITY
[Section 4(1)(b)v(iii)]

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public
District common Examination Board	Dist.Educational Officer as Chairman, HM ZPHS Neredmet as Genl. Secretary, Dy.Ednl. Officers as Ex-officio members 7 senior HMs as Members	Framing Examination schedule, Preparation of Question Papers, Academic Curriculum according to instructions of the D.S.E., AP Hyd	No
Poor Results Review Committee	District Educational Officer, Ranga Reddy District,	Monitoring the progress of institutions which secured percentage from 0 to 40% of results	No

CHAPTER – 10

DIRECTORY OF OFFICERS AND EMPLOYEES

[Section 4(1)(b)(ix)]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

S.NO	Name of office/ administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax, Office Tel, Residence Tel:	Phone
1.	District Educational Officer, Ranga Reddy District,	Smt.E.Vijayalakshmi, DEO.	23232557, deo_end_rr@ap.gov.in	7995087604
2.	District Educational Officer, Ranga Reddy District,	Smt.Subramanyeshwari, Asst. Commissioner		
3.	District Educational Officer, Ranga Reddy District,	Smt.G.Nandu Sukeshini, Asst. Director		9704036380
4.	District Educational Officer, Ranga Reddy District,	Mohd Rafi, F.A.O.		7702002517
5.	District Educational Officer, Ranga Reddy District,	N.Arun, S.O-I		9398576504
6.	District Educational Officer, Ranga Reddy District,	P.Laxmi Reddy, Dy.S.O		9885865423
7.	District Educational Officer, Ranga Reddy District,	Chandra Shekar Reddy Superintendent		8106518782
8.	District Educational Officer, Ranga Reddy District,	Linganandam Superintendent		9989490654
9.	District Educational Officer, Ranga Reddy District,	N.Aruna, Superintendent, SSA		9948158912
10.	District Educational Officer, Ranga Reddy District,	K.V.Satyanarayana, Dist. Co-ordinator, TOSS		8008403515
11.	District Educational Officer, Ranga Reddy District,	A.Geetha, Sr.Asst.		7780261512
12.	District Educational Officer, Ranga Reddy District,	J Santosh Kumar, Sr, Asst		7799999142
13.	District Educational Officer, Ranga Reddy District,	Chandra Prakash Reddy, Sr. Asst		9441740044
14.	District Educational Officer, Ranga Reddy District,	Althaf Hussain, Sr. Asst		9966653653
15.	District Educational Officer, Ranga Reddy District,	Sharanya, Sr. Asst		7032564129
16.	District Educational Officer, Ranga Reddy District,	Anil, Sr. Asst		
17.	District Educational Officer, Ranga Reddy District,	J.Bharathi, Jr. Asst.		9277797932
18.	District Educational Officer, Ranga Reddy District,	Bhagyavathi, Jr. Asst.		9704891783
19.	District Educational Officer, Ranga Reddy District,	C.Venkatesh, Jr. Asst.,		
20.	District Educational Officer, Ranga Reddy District,	K Vikram, Jr. Asst.		9553304780
21.	District Educational Officer, Ranga Reddy District,	Arun, APO		
22.	District Educational Officer, Ranga Reddy District,	Laxmi Narsimhulu,		

23.	District Educational Officer, Ranga Reddy District,	Venkateshwar Rao, ASO		
24.	District Educational Officer, Ranga Reddy District,	N.Raju, Jr. Asst.		9177409645
25.	District Educational Officer, Ranga Reddy District,	Mohd Bilal, Jr. Asst.		7386714607
26.	District Educational Officer, Ranga Reddy District,	Rajeshwari, Jr. Asst.		9100621083
27.	District Educational Officer, Ranga Reddy District	Jessi Jairaj, Record. Asst.		9963429065
28.	District Educational Officer, Ranga Reddy District	Padma, DLMT (Incharge S.O.- III)		9949064839
29.	District Educational Officer, Ranga Reddy District,	T.L.Murthy, Consultant		
30.	District Educational Officer, Ranga Reddy District,	Madhava Murthy, Consultant		9866346434
31.	District Educational Officer, Ranga Reddy District,	Padma Latha, Accountant		8886604502
32.	District Educational Officer, Ranga Reddy District,	Muneeb Ahmed, Sys. Analyst		8801506894
33.	District Educational Officer, Ranga Reddy District,	R.Naveen Kumar, Technical Person		9000877888
34.	District Educational Officer, Ranga Reddy District,	Rafiq Miya, Comp. Operator		9010657697
35.	District Educational Officer, Ranga Reddy District,	Santhoshi, Comp. Operator		8978384007
36.	District Educational Officer, Ranga Reddy District	Jeewan, Comp. Operator		8341655960
37.	District Educational Officer, Ranga Reddy District	Madhavi, Comp. Operator		7396134556
38.	District Educational Officer, Ranga Reddy District,	M.Chandra Mohan, O.S		7680936634
39.	District Educational Officer, Ranga Reddy District,	Azeem, O.S		8686085950
40.	District Educational Officer, Ranga Reddy District,	Jyothi, O.S		9963123501
41.	District Educational Officer, Ranga Reddy District,	Narsimha, Night Watchman		8341020524
42.	District Educational Officer, Ranga Reddy District,	Anitha, O.S.		8142987004
43.	District Educational Officer, Ranga Reddy District,	Hanmi, O.S		
44.	District Educational Officer, Ranga Reddy District,	Nawab, O.S		9392905746

CHAPTER – 11

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

[Section 4(1)(b)(x)]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

S.No	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
1.	D.E.O.		Fundamental Rule and Financial code
2.	ACGE(Examinations)		Fundamental Rule and Financial code
3.	Asst. Director (Admn.,)		Fundamental Rule and Financial code
4.	Supdt.		Fundamental Rule and Financial code
5.	Supdt.		Fundamental Rule and Financial code
6.	Supdt.		Fundamental Rule and Financial code
7.	APO		Fundamental Rule and Financial code
8.	ASO		Fundamental Rule and Financial code
9.	S.A		Fundamental Rule and Financial code
10.	Coord., TOSS		Fundamental Rule and Financial code
11.	Sr.Asst.		Fundamental Rule and Financial code
12.	Sr.Asst.		Fundamental Rule and Financial code
13.	Sr.Asst.		Fundamental Rule and Financial code
14.	Sr.Asst.		Fundamental Rule and Financial code
15.	Sr.Asst.		Fundamental Rule and Financial code
16.	Sr.Asst.		Fundamental Rule and Financial code
17.	Jr.Asst.		Fundamental Rule and Financial code
18.	Jr.Asst.		Fundamental Rule and Financial code
19.	Jr.Asst.		Fundamental Rule and Financial code
20.	Jr.Asst.		Fundamental Rule and Financial code
21.	Jr.Asst.		Fundamental Rule and Financial code
22.	Jr.Asst.		Fundamental Rule and Financial code
23.	Jr.Asst.		Fundamental Rule and Financial code
24.	Rec. Asst.		Fundamental Rule and Financial code
25.	OS		Fundamental Rule and Financial code
26.	OS		Fundamental Rule and Financial code
27.	OS		Fundamental Rule and Financial code
28.	OS		Fundamental Rule and Financial code
29.	OS		Fundamental Rule and Financial code
30.	OS		Fundamental Rule and Financial code
31.	NIGHT WATCHMEN		Fundamental Rule and Financial code
32.	F.A.O		Fundamental Rule and Financial code
33.	S.O-I		Fundamental Rule and Financial code
34.	Dy.S.O		Fundamental Rule and Financial code
35.	S.O-III		Fundamental Rule and Financial code
36.	Consultant		Fundamental Rule and Financial code
37.	Consultant		Fundamental Rule and Financial code
38.	Accountant		Fundamental Rule and Financial code
39.	Sys.Analyst		Fundamental Rule and Financial code
40.	Technical Person		Fundamental Rule and Financial code
41.	Comp. Operator		Fundamental Rule and Financial code
42.	Comp. Operator		Fundamental Rule and Financial code
43.	Comp. Operator		Fundamental Rule and Financial code
44.	Comp. Operator		Fundamental Rule and Financial code

CHAPTER – 12

BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC. [[Section 4(1)(b)xi]

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expendit ure (2019-20)	Ben fishers (2019-20)	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
School Education Department	Mid-day Meals Scheme.	1886.69 Lakhs	144257	1. Reduction of dropouts. 2. Achieving Quality Education	Mandal Educational Officer
School Education Department	Distribution of Nationalized Text Books	Rs.69125/-	Students from class I to X of all communities Local Bodies, Govt. and Aided Schools	Universalizat ion of Free and Compulsory Education	Mandal Educational Officer Concerned

CHAPTER – 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES [Section 4(1)(b)xii]

13.1 Describe the activities/programmes/schemes being implemented by the public authority for which subsidy is provided.

- NIL -

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Nil			

CHAPTER – 14

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY

[Section 4(1)(b)xiii]

14.1 Provide the names and addresses of recipients of benefits under each programme/scheme separately in the following format

Name of programme/scheme:				
Sl.No	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
NIL				

Name of programme/scheme:				
Sl.No	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
NIL				

Individual Beneficiaries

Sl.NO	Name & Address of recipient beneficiaries	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
NIL				

Name of programme/scheme:				
Sl.NO	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
NIL				

CHAPTER 15

INFORMATION AVAILABLE IN ELECTRONIC FORM

[Section 4(1)(b)x(iv)]

15.1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Floppy and C.D.	With all section Superintendents of this office	Seniority lists of teachers vacancy position, DSC Selection lists, Court cases	Asst. Director (Admn.)

15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

Available with :

1. **SRI. G.NANDU SUKESHINI**, Asst. Director
Public Information Officer, O/o D.E.O., R.R.Dist.
2. **SRI.N.ARUNA**, Superintendent,
Assistant Public Information Officer, O/o D.E.O., R.R.Dist.
3. **SRI. C.VENKATESH**, Jr.Asst. Concerned section Assistant
'S2' O/o D.E.O., R.R.Dist.

CHAPTER - 16

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

[Section 4(1)(b)xv]

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	Office Premises	Seniority Lists, vacancy position DSC selection lists, Fee particulars about Government Examinations, T.C. Books particulars etc.
News Paper Reports	All leading news papers	Matters relating to school Education Department

CHAPTER - 17

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

[Section 4(1)(b)xvi]

17.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

Public Information Officer(s)

SI.NO	Name of office/ administrative unit	Name & designation of PIO	Office Tel / Residence Tel / Fax:	Email
1	O/o DEO Ranga Reddy Dist.,	G.Nandu Sukeshini, Asst. Director	23232557	deo.rrd@gmail.com

Assistant Public Information Officer(s)

SI.No	Name of office/ administration unit	Name & designation of APIO	Office Tel / Residence Tel / Fax:	Email
1	O/o DEO Ranga Reddy Dist.,	N.Aruna Superintendent	23232557	deo.rrd@gmail.com

Appellate Authority

SI.No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/ administrative units of the authority)	Office Tel / Residence Tel / Fax:	Email
1	O/o DEO Ranga Reddy Dist.,	E.Vijayalakshmi, District Educational Officer	23232557, Fax:23230159	deo.rrd@gmail.com

CHAPTER - 18
OTHER USEFUL INFORMATION
[Section 4(1)(b)xvi]

18. 1

- NIL -

18.2 Information excluded under section 8 (1) of the Act.-- Personal matters and court proceedings

(E.Vijayalakshmi)
District Educational Officer
Ranga Reddy District, Hyd.

Place: Hyderabad
Date :