

# RTI Act~ 2005

RIGHT TO INFORMATION ACT~2005

2014~2015



SARVA SHIKSHA ABHIYAN, TELANGANA

## Chapter –I

### RIGHT TO INFORMATION ACT 2005.

#### INTRODUCTION

**1.1 Back Ground:** This handbook containing the information on **TELANGANA SARVA SHIKSHA ABHIYAN (TSSA)**, is prepared as per the Chapter II under section 4(1) B of Right to Information Act 2005.

**1.2 Objective and Purpose of the information in the handbook:** To provide all the relevant and useful information to the Citizens as per the section 4 (1) b 1-17 as a measure of transparency.

**1.Intended users of the handbook:** Citizens, civil society organizations, public representatives, officers and employees of public authorities?

**1.4 Organization of information:** All the information in this hand book obtained from all the Sectoral Officers/Asst.Sectoral Officers of SPO office, SSA, Hyderabad and is incorporated.

**Chapter –II**  
**ORGANISATION, FUNCTIONS AND DUTIES**

Sl.No.	Name of the Organization	Address	Functions	Duties
	<p>TELANGANA SARVA SHIKSHA ABHIYAN (TSSA), HYDERABAD.</p>	<p>TELANGANA SARVA SHIKSHA ABHIYAN (TSSA), S.I.E.M.A.T Building, SCERT Premises, Opp to Lal- Bahadur Stadium, HYDERABAD- 500001</p>	<p>To undertake all the activities that may be necessary for the implementation to provide access to school age children, their enrollment, their retention and to provide quality education to all the school going children as part of universalisation Education elementary.</p> <p>a) To provide quality education to all children.</p> <p>b) To promote literacy.</p> <p>c) To promote girl-child education .</p> <p>d) To promote integrated and inclusive education to the children with special needs and to provide necessary appliances duly providing barrier free schooling facility.</p> <p>e)To implement and promote computer education and Information Technology education through innovative mode of communications in all schools.</p> <p>f) To provide all the school infrastructure facilities and to provide joy-ful learning with the convergence of community and public leaders.</p> <p>g) To promote girl-child education in identified backward areas through KASTURBA GANDHI BALIKA VIDYALAYAS THROUGH OUT THE STATE.</p>	<p>To perform all the duties that may be required to achieve the objectives of universalisation of elementary education and to promote literacy rate in the State.</p> <p>To exercise all the supervisory and monitoring control over the field functionaries, sectoral officers to ensure the schemes and the programmes are implemented as prescribed from time to time.</p> <p>To perform all the administrative, financial duties as Head of the Department to derive Maximum results in implementing of the programmes/ schemes effectively.</p> <p>To liase with the Govt. of India, State Government, Non-Governmental organisations, Research organisations and apex bodies involved in implementation and promotion of literacy in the state.</p> <p>To liase with the departments, like School Education, SCERT, SIET, Public Libraries, Labour, Minority welfare, Social welfare, Women and</p>

		<p>h) To ensure steps for improving basic competencies through CLIP, CLAPs and LEPs programme in all the Primary and Upper Primary Schools, in an innovative way.</p> <p>i) To initiate steps for research, analyse the progress of schemes that may be implemented from time to time, so as to improve such schemes as per the findings of reports. To give wide publicity through Media, including print and electronic media about the schemes that may be implemented from time to time and to improvise such schemes on the basis of constructive criticism, that may be carried out in the media. To initiate steps for promotion of literacy among the focused groups like tribal's, and scheduled castes.</p> <p>Muslims, Minorities etc and to publish text books in tribal local dialects for Girijans and also to promote formal education in Madrasas.</p> <p>To utilize distant mode of communication for dissemination of information to the stake holders and field functionaries from time to time in the areas of teacher training and monitoring. To ensure collection, compute, correlate, and to communicate the information and statistics about the school age children, enrollment in schools, drop outs, never enrolled children and to evolve suitable planning for taking up of suitable measures through SSA activities for</p>	<p>Child welfare, Disabled welfare, Tribal Welfare, Backward classes welfare ,IKP project etc., and to elicit all the possible assistance, co-ordination in fulfillment of the objectives of universalisation of elementary education in the State.</p> <p>To undertake tours, visits from time to time within and outside the State.</p>
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			<p>coverage of children of 6-14 years.</p> <p>To liase between the field functionaries, State Govt. and Ministry of Human Resource Development and other relevant organizations for pooling up of funds, monitoring, time to time reviews and for incurring the expenditure as per the Annual Work Plan &amp; Budget (AWP &amp; B)approved by MHRD., Govt. of India under various heads and activities.</p> <p>To ensure achievement of cent percent enrolment and refection in Telangana State within the stipulated time.</p> <p>To implement all the programmes and policies framed by the State Government, from time to time for achieving the goal of "Total literacy in the State". To perform all the functions and activities as Head of the Department, SSA to achieve the goals, set out in the Annual Action plan , in different interventions by exercising control over the sectoral officers in SSA office and also to liase with the District Collectors in the state for successful and purposeful implementation of all the schemes and programmes that would be implemented in the districts by Project Coordinators throughout the district.</p> <p>To undertake necessary field visits to other states and also to invite the expert delegations from other States to exchange technical and pedagogical expertise.</p>	
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**Chapter-III**  
**Duties allotted – Powers**

Sl.No.	Name of the Officer	Designation	Duties Allotted	Power
1	Sri T. Chiranjeevulu(FAC), IAS.,	State Project Director	Total State Project Office Activities of SSA, Pedagogy, Distance Education Inclusive Education, Research & Evaluation, Administration, Jawahar Bal Arogya Raksha (JBAR) Media, SIEMAT	Statutory powers: Nil Administrative powers: Full Financial powers :Full
2	Sri G. Gopal Reddy	AD(C), O/o C& DSE,  Addl.State Project Director (FAC) and 1 <sup>st</sup> Appellate Authority	Pedagogy, Distance Education Inclusive Education, Research & Evaluation, Administration, Jawahar Bal Arogya Raksha (JBAR) Media, SIEMAT	Statutory powers: nil- Administrative powers: nil- Financial powers: To accord Sanction to an extent of Rs.10,000/- at a time on each occasion
3	Smt K.A.Jhansi Sobhan	Finance Controller	To look into all the matters with regard to financial management, budgeting, auditing, reporting and implementation of Annual Work Plan and Budget in respect of SPO office and as well in the districts. To arrange for preparation of Annual Report in respect of all the schemes taken up by SSA from time to time. To arrange for internal and external audit to furnish replies to AGAP on audit paras and alied matters To guide and assist the Sectoral Officers in SPO and in PO's offices in the districts for proper maintenance of accounts	
4	Smt. P. Kalpana	Asst. Account Officer.	Drawing and Disbursing Officer	
5	Sri..Vijay Shanker	Asst. Accounts Officer	Finance and Auditing	
			State Level Technical head of Civil Works and over all	

6	Sri. Ch.Satyamurthy	State Project Engineer	<p>monitoring</p> <p>To prepare action plans at district level to set the goals every year and also to take up all schemes (SSA, KGBV, NPEGEL) with regard to infrastructure facilities to all the Primary and Upper Primary Schools to report the information with regard to the Civil Works to the Ministry of Human Resource Development , GOI from time to time.</p> <p>To prepare action plans at state level and also to assist all the DPOs and Engineering Wings in the districts to prepare the district plans in respect of Civil Works etc., and to render time to time guidance for them to ensure completion of Civil Works within the stipulated period</p>	
7	Sri.K.Vijay Kumar	Executive Engineer	To assist the Chief Engineer and State Project Engineer in all the administrative matters, estimates etc., of Civil Works in the State.	
8	Sri. Rajaratnam	Deputy Executive Engineer	To assist the Chief Engineer/State Project Engineer	
9	Sri. Pratap Babu	Deputy Executive Engineer	To assist the Chief Engineer/State Project Engineer	
10	Sri Dr.S. Suresh Babu	State Academic Monitoring Officer	Organization of Training Programmes, Conduct of workshops, Preparation of State Pedagogy Plan, Preparation of Dist Plans, Attending meetings at various levels, Coordination with NGOs, Conduct of Audio and Video conferences, Conduct of review meetings of AMOs and DIET Principals, Visits to District, Conduct of Workshops as per AWP and Budget	
12	Smt. Dr. Bala	Academic	Trainings, Monitoring, Attending Regional/National	

		Monitoring Officer	Workshops, Selection of MRPs, Preparation of annual plan, Conduct of Workshops as per AWP and Budget, Trainings, Monitoring	
13		Asst. Academic Monitoring Officer	Preparation of annual plan, Conduct of Workshops as per AWP and Budget, Trainings, Monitoring	
14	Sri Dr.S. Suresh Babu (i/c)	Academic Monitoring Officer (Urdu)/ V.V	Training to Urdu Medium Teachers/ Madrasas and Minority Education	
15	Sri. M.Chandra Sehkar	Planning Coordinator	Preparation of Annual Work Plan & Budget, Review with Project Officers, DISE Data, Opening of new schools, Sanction of teacher posts, Calendar of activities, Annual Report of SSA, Procurement plan, E.C. Meetings, JRM, C.R.P.S, Part time Instructors	
16	Sri. P. Sudersha Reddy	Asst. Planning Coordinator (Consultant Planning )		
17	Smt P. Nirmala	Community Mobilization Officer	Strengthening of School Management Committees, RTE provisions towards community mobilization, Education Fortnight, Shiksha Ka Haq Abhiyan, Strengthening of Vidyanidhi, Preparation of State level AWP&B, Preparation of School Development Plan, Kalajathas  RTI	
18	Sri. Dr. Shankar	Asst. Community Mobilization Officer		
19	Sri. M.Chandra Sehkar(i/c)	State MIS Coordinator	Monitoring, Procurement & Computer Training	
20	Smt .T. Subhasini	State Inclusive Education	All activities relating to	



		Coordinator	Inclusive Education for CWSN. Proceedings to implement the activities at DPO level, Conducting review meetings. Monitoring of activities by visiting districts	
21	Sri B. Vijaya Rao, Consultant	Distance Education Coordinator	Audio Programmes, Broadcasting of Radio Programmes, Teleconferencing Programmes, Development of Video Documentary films, Development of Multi Media Programmes, Print, Research & Evaluation, Monitoring and Reviews, Replication and Recording, Coordination with AIR , Doora Darshan & SAPNET , Coordination for Conducting of various Programems of DEP-SSA IGNOU, MHRD Project New Delhi, E -Learning programmes, Implementation of CAL Programme, Monitoring of Toll - Free wing	
22	Sri MNV Radha Krishna, Consultant	Media/ Documentation	Collection of news items every day, issue of rejoinders, if required, arrangement of press meets, release of press notes, preparation of DVDs, documentation of all programmes, preparation of implementation plan, procurement plans, preparation of budget estimates, Interaction with press reporters	
23	Smt. R. Prasanna	KGBV Coordinator	KGBVs, Girls Education, Identification and coverage of migrant children in the state through worksite schools and seasonal hostel. Extensively tour the districts & facilitate commencement of the Monitoring and Reporting of	

			<p>Seasonal hostels and worksite school to State Project Director and taking special projects / innovative programme for OSC / migrant children.</p> <p>Urban Residential Hostels, Urban Residential School, URSTC, Innovation activities under Urban Deprived Children, worksite schools / seasonal hostels.</p>	
24	Smt.Afsan Ajam	Asst.G.C.D.O., Asst. K.G.B.V.	Provisions of RTE	
25	Sri. G.Ravi Kumar	RTE Coordinator and Tribal Education Coordinator	Development of MLE Textbooks, Training to MLE Teachers, Monitoring, Printing & Supply of MLE Textbooks, File Processing, Convergence	
26	Sri Ch.V.S.N. Prasad	AO	<p>Service matters of ministerial staff in SPO Office., Service matters of Sectoral Officers working at SPO on Deputations of Sectoral officers of the District Project office, Service matters of the Consultants / Data Processing officers / Data Entry Operators / Attenders working on IIIrd party basis, Maintenance of office building, Procurement of Furniture Stationery &amp; Computer items, Project Officers Monthly Meetings, Maintenance of Govt Vehicles, RTI, Sanction of all kinds of leave to the Staff of SPO.All Legal Matters, Court Cases, Disciplinary Cases, Vigilance Cases, Lokayukta Cases, Misc., Complaints and allegations</p>	

27	Sri. Jayakar	Child info	Child info Monitoring	
28	Sri. Brahma Chary	ASO	Child info, QMT, GIS etc.	
29	Smt. Shirisha	Research and Evaluation Coordinator ( Evaluation cell Lecturer)	Research and Evaluation	
30	Smt. Sridevi	Asst. Research and Evaluation (Consultant)		
31	Smt. Samyuktha	Asst. Research and Evaluation		

**SUPERINTENDENTS –SECTIONS-SUBJECTS ALLOTTED**

<b>Sl. No</b>	<b>Name and Designation (Sarva Sri / Smt.)</b>	<b>Section</b>	<b>Subject allotted</b>
<b>1</b>	Sri A. Ramesh Kumar, Supdt	<b>T 1</b>	<ol style="list-style-type: none"> <li>1. Administrative Matters of SPO, GPF and Medical reimbursement of regular staff of SPO, Court Cases (SPO) consolidation of all reports on court cases</li> <li>2. Deputation of POs &amp; Sectoral Officers to DPOs of (SSA) Panel of Dist. Level sectoral officers, Field administrative matters of all categories and concerned Court Cases.</li> <li>3. Service matters of out sourcing / contract employees of SPO, DPOs,</li> </ol>
<b>2</b>	Sri E. Srinivas Reddy , Supdt.	<b>T 2/T4</b>	<ol style="list-style-type: none"> <li>1. Protocol, Logistic arrangements, Vehicles (all issues), Accommodations, Maintenance of Halls, Allotments &amp; Collection of rents. Meetings ( GC, CABE, MHRD, CM, Secretary, House Committee and Venkatrami Reddy Commission etc.) and T.A. Bills of SPD and Sectoral Officers</li> <li>2. Allegations and complaints of SPO and DPO, TLE/TLM, Vigilance, Disciplinary cases, complaint and allegations, Court cases, Loka Yukta Cases, ACB cases, Audit paras and Audit issue, including AGs and IPAI audit , issues of NHRC / SHRC, Monthly/Quarterly/ Annual reports on above topics</li> <li>3. Media, Documentation of all programmes, success stories</li> <li>4. All types of procurement, Uniforms, Distance Education , ROTs, Mana Bhavitha &amp; Radio Prog. CAL Programme</li> <li>4. All RTE related activities and subjects &amp; Help Line ( child right cell)</li> </ol>
<b>3</b>	M.Dennis Prabhucharan, Supdt	<b>T 3</b>	<ol style="list-style-type: none"> <li>1. Office Maintenance, Procurement of Stationary, Furniture, Stores etc., Telephones, Cell Phone, Electricity, &amp; all Miscellaneous works.</li> </ol>
<b>4</b>	Ravi Shankar, Supdt	<b>T 5</b>	<ol style="list-style-type: none"> <li>1. RTI, Monitoring of LCQs, LAQ, Lok Sabha &amp; Rajya Sabha Questions &amp; Vidya Nidhi (Naming of Schools), Record Room, Library. Maintenance of attendance registers, Supervision of Tappal &amp; Out ward Section</li> </ol>
<b>5</b>	G. Shailaja, Supdt	<b>T 6/T7</b>	<ol style="list-style-type: none"> <li>1. Teacher Training, Workshops, Seminars / Meetings, Preparation of modules, School complex, All academic activities, Library books etc., TLE / TLM, Text Books, Science Museums &amp; Mobile Library.</li> <li>2. REMs &amp; SIEMAT, School Monitoring reports and Tour programmes of Sectoral Officers, Tour bills, Tour programmes / Tour Diaries of field officers.</li> <li>3. Minority Education (Madarasa), Bicycles</li> </ol>

			<ol style="list-style-type: none"> <li>4. Annual work plan &amp; Budget, DISE / U-DISE, Child Info, Vidya Volunteers and Project Officers Review meetings, DLMTs, Transport facility to the children and periodical Progress reports to Different Departments, Governor's Monthly progress report, EC &amp; JRM Meetings.</li> <li>5. Opening of New schools and other school related issues, Sanction of Teacher posts, release of budget and posts related issues, CRPs, MRPs, Part time Instructors, MIS Co-ordinators, Rationalisation of Schools and Teachers.</li> <li>6. MIS, CAL Programme, SPO / DPOs /MRCs / Schools computer related issues. DVDs,</li> </ol>
<b>6</b>	Venkatamma, Supdt	<b>T 8</b>	<ol style="list-style-type: none"> <li>1. IED Section, JBAR.</li> <li>2. Community Mobilization SMCs., Education Committees, NGOs, UNICEF Prog.,</li> <li>3. SC/ST Education, MLE Text Books / Dictionaries, Educational tours, Linguistic workshops.</li> </ol>
<b>7</b>	Jayamma, Supdt	<b>T 9</b>	<ol style="list-style-type: none"> <li>1. Out of School Children i.e. RSTC, NRSTCs and Urban Planning i.e. NCLP, NCPCR, Seasonal Hostels and work site schools etc.</li> <li>2. All matters related to Gils Child activities, Vocational training Prog., training to Model Cluster schools, KGBVs, UPS/HS convergences with Mahila Samikyias, Jawahar Bal Bhavan, NPEGEL, Sanitary napkins.</li> </ol>
<b>8</b>	T. Ramapathi, Sr. Asst	<b>T 10</b>	<ol style="list-style-type: none"> <li>1. Administrative / Non-Administrative matters of Civil works, LAQs, LCQs, CMP, LOKAYUKTHA, Representations, Proposals and Govt. Letters and Meetings.</li> <li>2. Civil works Court Cases, Vigilance cases, Audit paras, EC Meetings and CW Tappals.</li> </ol>
<b>9</b>	N. Brahma Chary, Statistian	<b>T 11</b>	<ol style="list-style-type: none"> <li>1. Data Base, Applications, Child Info, Web site Designing.</li> <li>2. Assisting in planning Work.</li> </ol>

**Chapter – IV**  
**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

<b>Activity</b>	<b>Description</b>	<b>Decision making process</b>	<b>Designation of final decision authority</b>
Goal setting and Planning	Annual Work Plan & Budget in all The interventions Under SSA, KGBV	Through interactive sessions and group discussions with field functionaries, NGOs organizations, academic organizations like SCERT, DIETs etc., and also through field surveys and visits in respect of SSA scheme  Similarly in respect of KGBV programmes	State Project Director  Secretary to Govt , School Education Department  Ministry of Human Resource Development, GOI
Budgeting and Planning	Annual Work Plan & Budget	-do-	-do-
Recruitment / hiring Of Vehicles	Hiring of vehicles and manpower	As Per Govt. orders in Vogue	State Project Director
Implementations / delivery of service / utilization of funds	As per norms prescribed in Annual Work Plan & Budget.  As per procurement procedure	Approval by the State Project Director in the SPO office. PO in the district will obtain approval from the District Collectors	State Project Director, District Collectors in the districts.
Monitoring & Evaluation	All Interventions	<ul style="list-style-type: none"> <li>• By way of</li> <li>• workshops</li> <li>• Reviews</li> <li>• Field Visits</li> <li>• Group discussions</li> <li>• Research</li> <li>• Surveys</li> <li>• Seminars</li> </ul>	State Project Director
Gathering of Feedback from:	Through Representations	Submission of Reports to State Project Director	State Project Director
Public	Inspections, Field Visits, News, Clippings Through news, From newspaper		
Undertaking improvements	Taking up Midterm Review for Corrections By rejoinders <ul style="list-style-type: none"> <li>• Instructions</li> </ul>	Review will be conducted by State Project Director.	

**Chapter – V**

Sl.No.	Functions/Service	Norms /Standards of Performance set	Time frame	Reference document prescribing the norms (Citizen's Charter Service Charter etc.,
	Accounts :			
	Proposal to Govt. of Telangana and Govt. of India for release of funds	As per the approved annual plan of the project	As called for by the Govt.	As per the approved Annual action plan
	Release of funds to the Districts Offices	As per the requirement and assessment of District plan	As per availability of funds	-do-
	Chartered Accountant Audit	Districts and Head Office	Annually	As per the SSA Rules
	Internal Audit	District Offices	Annually	-do-
	Civil Works :			
	School buildings	Annual Work Plan & different departmental Codes	Financial items	Annual approved Plans
	Addl.classrooms	-do-	-do-	-do-
	MRC buildings	-do-	-do-	-do-
	Compound walls	-do-	-do-	-do-
	Infrastructure facilities to schools	-do-	-do-	-do-
	Supply of Furniture and allied facilities	-do-	-do-	-do-
	AIE activities			
	STC/NRSTC for OSCs	As per the norms of Annual Work Plan & Budget	As set out in the AWP&B	Modules in respect of sub interventional activities are
	EGS centres			Prepared for guidance of teachers and for The convenience of children
	School buildings	As per the norms AWP&B As per the approved type designs As per SSR rates of Govt.	-do-	

**Chapter – VI**  
**Rules, Regulations, Instructions, Manual and Records, for**  
**Discharging Functions**  
**(Section 4(1) (b) (v) & (VI))**

Sl.No.	Description	Gist of contents	Price of the publication if priced
1	Rules and Regulations	School Education Society Memorandum of Association and rules. All the rules, Codes and acts followed by the Govt. are being adopted and all the Sectoral officers are working as per their job charts. The APSES is constituted as an autonomous and independent body duly formed and registered under TG Public Societies Registration Act 1350 FASLI for planning, implementation and monitoring the activities formulated for achieving the objectives of APSESP	
2	Instructions	By way of memos By way of proceedings By way of communication of minutes of meetings By way of instructions through Video conferencing / Teleconferencing By way of reviews time to time at district level and at state level By way of interactions / group discussions / seminars / workshops. By way of giving of instructions on the representation received from public representatives to redress their grievances	Un priced
3	Manuals	Handbooks Type designs Manuals prepared from time to time on various interventions Acts like School Committee Act etc. Survey reports on research. Abstracts on research findings Survey reports on different activities DISE information School-wise information reports Booklets Survey findings	Un priced
4	Records	General Records	
5	Publications	Time to time publications like posters, pamphlets, brochures, handouts Chaduvu Vignanam magazine (monthly)	Free supply to all the Govt. Primary & UP schools



## Chapter – VII

### 7.1 Categories of documents held by the public authority under its control

Sl.No.	Category of documents	Title of the document	Designation and address of the custodian (Held by / under the control of whom)
1	CD based publications		
2	Research Manual	-do-	-do-
3	Research reports	-do-	-do-
4	Training modules for imparting training to the teachers on different interventions including on SSA, KGBV and NPEGEL programmes	-do-	-do-
5	Documentation of ECE training to DRPs	-do-	-do-
6	Engineering handbook	-do-	-do-
7	Type design (Plans and elevations)	-do-	-do-
8	Construction manual in Telugu for guidance of School Education Committees	-do-	-do-
9	CDs	-do-	-do-
10	Photographs	-do-	-do-
11	Newspaper clippings	-do-	-do-

**Chapter-VIII**  
**Arrangement for Consultation with, or Representation by, the Members of the public in relation to the Formulation of Policy or Implementation thereof (Sectoral 4(1)(b)viii)**

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	Annual Work Plan & Budget	Planning Coordinator	State Project Director
2	CAL Programme	Distance Education Coordinator	State Project Director
3	All information with regard to utilization of funds in different interventions	Finance Controller	State Project Director
4	Inclusive Education for Children with Special Needs	IED Coordinator	State Project Director
5	AIE Programme like RSTCs, NRSTCs and other innovative programme	KGBV/OSC Coordinator	State Project Director
6	Education to tribals SCs ad focused groups	Tribal Coordinator	State Project Director
7	Civil Works	State Project Engineer	State Project Director
8	Capacity building to teachers and providing of quality Education to the children in primary and Upper Primary schools	State Academic Monitoring Officer	State Project Director
9	Opening of Madrasas for Muslim students	M&U Coordinator	State Project Director
10	Release of advertisements and publicity on all activities	Media Officer	State Project Director
11	All statistics-DISE information	Planning Coordinator	State Project Director

**Chapter – IX**  
**Boards Councils, Committees and other Bodies**  
**Constituted as part of Public Authority**

Name of Board Council, Committee etc.	Composition	Powers & Functions	Whether its meetings open to Public /Minutes of its Meetings accessible for Public
<p>Executive Committee Meetings (Quarterly)</p> <p>General Council Meeting (Yearly)</p>	<p>TSSA Society MOA rules,</p> <p>6) a. To under take all activates that may be necessary for the implementation of the Objectives of the TSSA Society.</p> <p>b) To maintain a fund to which shall be credited to</p> <p>i) All money provided by the Central and State Govts.</p> <p>ii) All moneys received by the society by way of grants Gifts Donations, benefactions or otherwise</p> <p>iii) All moneys received by the Society in any other means or any other source from time to time</p> <p>c) To do all the such activates and thinks as may be considered necessary incidentally or conducive to the attainment of all or any of the objectives of the society.</p> <p>d) To make rules for the conduct of the affairs of APSES and add or amend, vary or rescind them from time to time</p> <p>e) To create academic, Technical, Managerial and other posts in the APSES and to make payments for the same in accordance with the rules of the TSSA Society</p>		<p>Open to only to nominated public representatives / members / officials on SSA activities. Discussions will be on implementation of activities and also for approvals of the proposals made</p>

9.2. If minutes of meetings are accessible to public, Yes. Accessible to Describe the procedure as to how access the minutes: the public on request Contact point, hours of access, fee structure/Cost of access and officer to be contract

**Chapter – X**  
 Directory of Officers and Employees  
 Statement Showing the Phone Nos of Sectoral officers working in  
 State Project Office, Telangana Sarva Shiksha Abhiyan, Hyderabad

**Office Nos. a) 040 - 23240121;**  
**Fax No. Incoming: 040 – 23240108;**  
**E-mail: sssaspots@gmail.com**  
**Website: <http://ssa.tg.nic.in>**

Sl.No	Name	Designation in SPO, SSA	Mobile No
1	G. Gopal Reddy, AD(C ), O/o C& DSE	Addl. State Project Director (FAC)	9849909189
2	Sri Ch. Satya Murthy	State Project Engineer	9949992188
3	Smt K.A.Jhansi Sobhan	JD,Finance Controller	8978901514
4	Smt P.Kalpana	DDO	
5	Sri G. Vijay Shanker	AAO	9849909171
6	Sri K. Vijay Kumar	EE	7702311772
7	Sri M. Rajaratnam	Dy.EE	9959094260
8	Sri P. Prathapbabu	Dy.EE	7702775140
9	Sri Dr. S. Suresh Babu	State Academic Monitoring Officer	8008284443
10	Sri Ch.V.S.N. Prasad	Administrative Officer	8008882974
11	Sri M. Chandra Shekar	Planning Coordinator	9618888153
12	Smt P. Nirmala	SCMO	8978905684
13	Smt R. Prasanna	KGBV & OSC Coordinator	9849909163
14	Smt H. Shireesha	Pedagogy, R&E	9949061917
15	Sri G. Ravikumar	RTE Coordinator	8790807812
16	Smt. Afsan Azam	Asst. GCDO, Asst. KGBV	9397321654
17	Sri B.Vijaya Rao	Consultant, Distance Education, & CAL UNICEF program's	9849904988
18	MNV Radha Krishna	Media & Documentation	9652228705

**Chapter – XI**  
**Monthly Remuneration received by Officers and Employees.**  
**Including the System of Compensation as provided in Regulations**

<b>Sl.No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Amount</b>
1	Ch.Satya Murthy	SPE	88,174
2	G. Vijaya Shanker	AAO	45,618
3	K.Vijay Kumar	EE	78,842
4	M.Raja Rathnam	DyEE	82,370
5	P.Pratapbabu	DyEE	82,262
6	S.Suresh babu	SAMO	56,887
7	Ch.V.S.N.Prasad	AO	55,287
8	M Chandra Sekhar	Planning Coordinator	57,645
9	R.Prasanna	KGBV Coordinator	51,601
10	G Ravi Kumar	RTE Coordinator	53,107
11	N.Brahmachary	ASO	40,285
12	M.D.Prabhucharn	Supdt	47,778
13	S. Siva Rama Krishna Prasad	Supdt	59,878
14	Ravi Shanker	Supdt	44,980
15	G.Sailaja	Supdt	47,369
16	Venkatamma	Supdt	59,742
17	E.Jayamma	Supdt	99,499
18	A.Ramesh Kumar	Supdt	34,066
19	T.Ramapathi	Sr.Asst	41,622
20	T.Subhashini	IED Coordinator	62,032

Chapter-XII

**Budget allocated to each Agency including Plans etc**

Releases and Expenditure for the year 2014-15

(Rs. in lakhs)

Sl.No.	Scheme	AWP &B	OB as on 01.04.2014	Amount Released				Total funds available	Expenditure upto Feb.2015
				13th FC	GOI	State	Total		
1	2	3	4	5				4+5=6	7
1	SSA	153884.84	10308.89	0.00	60299.12	22621.99	82921.11	93230.00	73649.23
2	KGBV	30050.20							18845.59
	<b>Total</b>	<b>183935.04</b>	<b>10308.89</b>	<b>0.00</b>	60299.12	22621.99	82921.11	<b>93230.00</b>	<b>92494.82</b>

**Chapter – XIII**  
Manner of Execution of Subsidy Programmes

\*\*\*

As per the norms of SSA including NPEGEL, KGBV no subsidy is granted to any Individual / Organization / Agency / Association etc. Hence, information will be treated as nil.

**13.3 Describe the manner of execution of the subsidy programmes.** Does not arise.

**Chapter – XIV**  
**Information Available in Electronic Form**  
**(Section 4(1)(b)x(iv))**

Electronic format	Description (site address /location where available etc.,)	Contents or title	Designation and address of the custodian of information (held by whom)
CDs	With the concerned sectoral Officers	Untitled information on each intervention	Concerned sectoral officer in SPO office, SSA
Photographs	With the concerned sectoral Officers	Photos of Events	Concerned sectoral officer in SPO office, SSA
Publications	With Media Officer or through website		Concerned sectoral officer in SPO office, SSA

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

**1. Media Officer will facilitate to provide and to have access to the information / reports required by any individual organisation, public representative.**

**2. Office library functions from 10.30 a.m. to 05.00 p.m. with duration of lunch for one hour from 01.00 p.m. to 02.00 p.m.**

**3. Facility : i) Reference Books, ii) Newspapers can be accessed, iii) Documents etc., can be accessed in the library.**

**4. Research manuals, findings, reports, abstracts etc., can be obtained from Research and Evaluation Coordinator**

**5. Information on DISE material, DISE reports, School Information etc., can be accessed from Asst. Planning Coordinator.**



Chapter – XV

**Particulars of Facilities available to Citizens for Obtaining Information  
(Section 4(1)(b)xv)**

Facility	Description (Location of Facility /Name etc.,)	Details of Information made available
Notice Board	Notice Flannel Board	Notice, office orders, programme details etc.,
Newspaper reports	With Media Officer	Positive news, negative news appeared in the newspaper in respect of all the activities. Success stories on different activities. News reports pertaining to programmes / meetings addressed by VIPs News items on press tours / press meets / press briefings etc.
Public announcements	Radio and TV	<b>Radio :</b> a) News b) Advertisements through Jingles c) Speeches on various activities d) Radio Vindam Nerchukundam e) Awareness programme / IED activities <b>TV :</b> a) News on various b) Programmes c) Meetings d) Celebrity announcements during publicity campaigns e) Advertisements <b>Print Media :</b> a) News through Newspapers b) Release of advertisements to newspapers / journals
Information Counter	Media Officer /PRO O/o. SPO, TSSA, Telangana.	Media Officer will coordinate with other Sectoral

	Hyderabad	Officers to provide information as requested by an individual / organization etc.
Publications	a) Modules b) TLM c) Self Learning Material d) Instructions on teaching methods	Articles etc., to benefit the teachers and the students of all the schools Available with the concerned Sectoral Officers for reference purpose.
Office Library	In the office beside pedagogy wing 2 <sup>nd</sup> floor	Newspapers / reference books / Books written by eminent educationalist etc., can be accessed during Library timings
Departmental Website	<a href="http://ssa.tg.nic.in">http://ssa.tg.nic.in</a>	1. Maintained by NIC, BRKR Bhavan, Hyd 2. Maintained by Nihar info Global, West Maredpally, Secunderabad. 3. Maintained by CDAC, Hyd.
Other facilities (Name)	Display on boards a) Photographs b) Activities c) Meeting details d) Findings e) Achievement f) Success stories g) News clippings h) Announcements	Displayed prominently on the Flannel boards built in wall board panels located in the office, 2nd floor.

Chapter – XVI

Names, designations and other Particulars of Public Information Officers  
[Section 4(1)(b)XVI]

**PROFORMA –I**

**PARTICULARS OF PUBLIC INFORMATION OFFICER (PIO)**

<b>S. No</b>	<b>Name of the District</b>	<b>Name of the PIO</b>	<b>Mobile No</b>	<b>E-mail ID</b>
1	Mahaboobnagar	Sri.N.Rajesh	<b>9849909137</b>	dpepmbnr@yahoo.co.in
2	Ranga Reddy	Sri.Deva Prasad	<b>9849909138</b>	ssarr_15@yahoo.co.in
3	Hyderabad	Sri.K.Nagaraj	<b>9849909139</b>	ssa_hyd@rediffmail.com ssa_hyd2@yahoo.com
4	Medak	Sri.K.Venkatesham	<b>9849909140</b>	dpepmdk@yahoo.co.in
5	Nizamabad	Smt.P.Swarnalatha	<b>9849909141</b>	ssanizamabad@yahoo.co.in
6	Adilabad	Sri.B.Veerender	<b>9849909142</b>	dpepadb@yahoo.co.in ssaadb@yahoo.co.in
7	Karimnagar	Sri.B.Srinivas	<b>9849909143</b>	dpepctr@yahoo.co.in dpepknr3@yahoo.com
8	Warangal	Sri. A. Srinivas	<b>9866553244</b>	<a href="mailto:apssawg@gmail.com">apssawg@gmail.com</a> <a href="mailto:dpepwagl@yahoo.co.in">dpepwagl@yahoo.co.in</a>
9	Khammam	Sri.D.Pullaiiah	<b>9849909145</b>	khmssa@yahoo.com
10	Nalgonda	Sri.P.V.Ramakrishna	<b>9642115050</b>	rvmnlg@yahoo.com

**PROFORMA-II**  
**Particulars of Assistant Public Information Officer (APIO)**

S. No	Name of the District	Name of the APIO	Mobile No	E-mail ID
1	Mahaboobnagar	Sri.Venugopal	<b>7702775384</b>	dpepmblr@yahoo.co.in
2	Ranga Reddy	Sri.K.Papi Reddy	<b>9701360238</b>	ssarr_15@yahoo.co.in
3	Hyderabad	Incharge AAO		ssa_hyd@rediffmail.com ssa_hyd2@yahoo.com
4	Medak			dpepmdk@yahoo.co.in
5	Nizamabad	Sri.Arun Pranay kumar	<b>9440442372</b>	ssanizamabad@yahoo.co.in
6	Adilabad	Smt. T. Pranitha	<b>0832-232267</b>	dpepadb@yahoo.co.in ssaadb@yahoo.co.in
7	Karimnagar	Sri.B.Raju kishore		dpepctr@yahoo.co.in dpepknr3@yahoo.com
8	Warangal	Sri. A. Murli	<b>8008554544</b>	<a href="mailto:apssawg@gmail.com">apssawg@gmail.com</a> <a href="mailto:dpepwagl@yahoo.co.in">dpepwagl@yahoo.co.in</a>
9	Khammam	Sri.D.Murali Krishna	<b>8374667892</b>	khmssa@yahoo.com
10	Nalgonda	Sri.B.Ramana	<b>9000201546</b>	rvmnlg@yahoo.com

**PROFORMA-III**  
**Particulars of Appellate Authority**

<b>S. No</b>	<b>Name of the District</b>	<b>Name &amp; Designation of the Appellate Authority</b>	<b>Mobile No</b>	<b>E-mail ID</b>
1	Mahaboobnagar	Sri.N.Rajesh	<b>9849909137</b>	dpepmbnr@yahoo.co.in
2	Ranga Reddy	Sri. Ramesh	<b>9849909138</b>	ssarr_15@yahoo.co.in
3	Hyderabad	Dr.B.Subba Raidu	<b>9849909139</b>	ssa_hyd@rediffmail.com ssa_hyd2@yahoo.com
4	Medak	Smt.Shaik Yasheem Basha	<b>9849909140</b>	dpepmdk@yahoo.co.in
5	Nizamabad	Sri.Srinivas Chary	<b>9849909141</b>	ssanizamabad@yahoo.co.in
6	Adilabad	Sri.K.Satyanarayana Reddy	<b>9849909142</b>	dpepadb@yahoo.co.in ssaadb@yahoo.co.in
7	Karimnagar	Sri.K.Lingaiah		dpepctr@yahoo.co.in dpepknr3@yahoo.com
8	Warangal	Sri. U.Rajamouli	<b>9849909144</b>	apssawg@gmail.com dpepwagl@yahoo.co.in
9	Khammam	Sri.B.Srinivas	<b>9849909145</b>	khmssa@yahoo.com
10	Nalgonda	Sri. Srinivasulu	<b>9849909146</b>	rvmnlg@yahoo.com

## **Chapter – XVII**

### **Other Useful Information (Section 4(1)(b)xvii)**

18.1. Please give below any other information or details of publications which are of relevance or of use to the citizens Information on different aspects as already been in cooperated in different chapters of this manual. Except this no other information to be given in this chapter.

18.2. You may mention here information of your department which is excluded under section 8(1) of the Act and / or under Rules of the State Government as guidance to the public seeking information from your department No information is excluded under section 8(1) of the Act.

18.3. Place : Name & Designation of the Officer  
Date : Department

Note : Information provided in these chapters should be updated from time to time  
And revised date should be mentioned.