

MANUAL OF EDUCATION DEPARTMENT

(OFFICE OF THE DEPUTY EDUCATIONAL OFFICER,

GUDIVADA DIVISION KRISHNA, DISTRICT)

AS PER THE PROVISIONS

U/S. 4(1) (B) OF

RIGHT TO INFORMATION ACT 2005

INFORMATION OF 1 TO 17 ITEMS

RIGHT TO INFORMATION ACT 2005.
MANUAL ON 1 to 17 ITEMS.
O/o THE DEPUTY EDUCATIONAL OFFICER, GUDIVADA DIVISION,
KRISHNA DISTRICT.

S.No.	Chapter No.	Contents	Page Nos.
1.	2	ORGANISATION , FUNCTIONS AND DUTIES	3-4
2	3	POWERS AND DUTIES OF OFFICERS AND EMPLOYEES	5-7
3	4	PROCEDURE FOLLOWED IN DECISION – MAKING PROCESS	8
4	5	NORMS SET FOR THE DISCHARGE OF FUNCTIONS	9-10
5	6	RULES, REGULATIONS , INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS	11
6	7	CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL	12
7	8	ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLMENTATION THEREOF.	13
8	9	BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY	14
9	10	DIRECTORY OF OFFICERS AND EMPLOYEES	15
10	11	MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPUTERISATION AS	16
11	12	BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC.	17
12	13.	MANNER OF EXECUTION OF SUBSIDY PROGRAMMES	18
13.	14	MANNER OF EXECUTION OF SUBSIDY PROGRAMMES	19
14	15	INFORMATION AVAILABLE IN ELECTRONIC FORM	20
15.	16	PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION	21
16.	17	NAMES, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS.	22
		TOTAL NO.OF PAGES.	22

CHAPTER—2
ORGANISATION, FUNCTIONS AND DUTIES
SECTION 4(1)(b)(1)

2.1 PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES.

S.No.	Name of the Organization	Address	Functions	Duties.
1.	O/o the Deputy Educational Officer, Gudivada	Gudivada	<p>District Educational officer, Krishna, Machilipatnam</p> <ol style="list-style-type: none"> 1. Establishment of Dy.E.Os. /H.Ms./ Jr. Assts/ Attenders / Disciplinary enquiries of all cadres under APCS (CC and A Rules) 1991 Confidential reports and other matters of all above categories 2. Pensions, Financial Assistance, School Help Programme 3. Correspondence to the all compassionate appointments of all categories. 4. Correspondence to the Seniority lists of all categories of Teachers. 5. Text Books. 6. Payment of salaries. And other benefits. 7. Correspondence to the AG. Audit. 8. Subordinate officers budget correspondence. 9. Correspondence to the ZP DRC meeting. 10. Rationalisation correspondence. 11. All types of Statistics. 12. RCM/ICM/CBCNC/other Private Aided and Private Un-Aided management in Gudivada Division correspondence. 13. Inspections of Govt/ZP/Aided/Private Un Aided High Schools. 14. Performance Appraisal. 15. Information Act. 16. Public Accounts committee meeting. 17. Aided Sec. Schools bills forwarding to the DEO, Krishna. 18. SSA 19. NFE scheme correspondence. 20. Cyclone correspondence/Natural calamities. 21. Teacher Awards correspondence. 22. Consultative committee with teacher's organization. 23. Meeting with inspecting officers. 24. Rationalisation of private Aided Elementary and Secondary Schools correspondence. 25. Service matters of Gr-II, HMs. 26. DyEOs conference. 27. National Savings Scheme and Sanchayaka correspondence. 28. Teachers Days flags and Maintenance of Accounts correspondence. 	

			<p>29. Joint Staff counsel meeting correspondence.</p> <p>30. Out wards.(Despatch)</p> <p>31. Maintenance of Service postage.</p> <p>32. Mid Day Meals Fort night report correspondence.</p> <p>33. Upgradation of U.P. as High schools in ZP/Govt/Municipal /Creation of New Posts/Addl.Posts in UP under MPP /ZPP correspondence.</p> <p>34. Financial Assistance to NGOs correspondence.</p> <p>35. Vidya volunteers correspondence.</p> <p>36. HMs conference.</p> <p>37. Z.P. and Mandal Paishad Budgets correspondence.</p> <p>38. DSC.Recruitment of Teachers correspondence.</p> <p>39. Scholarships correspondence.</p> <p>40. AV Education correspondence.</p> <p>41. Medical reimbursement.</p> <p>42. Vocational Education correspondence.</p> <p>43. PMs 15 point and 20 point programme correspondence.</p> <p>44. Red Cross/NCC/Bharat scouts and guides./Sports and Games correspondence.</p> <p>45. BEd College correspondence.</p> <p>46. AP Open schools correspondence.</p> <p>47. Jawahar Bala Bhavan correspondence.</p> <p>48. Inwards and Maintenance of connected registers.</p>	
--	--	--	---	--

CHAPTER.3.

Power and duties of officer and employees

(Section 4(l) (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.	SMT M KAMALA	DY.E.O	Overall supervision	Circulate the files to the D.E.O.
(a)	KUMARI			
(b)	SRI R SUNEEL KUMAR	Jr.Asst.	Camp clerk <ol style="list-style-type: none"> 1. Preparation and maintenance of Pay bills TA Bills office stationery service postage , Festival advance, Ednl. Advance, GPF Advance 2. GPF 3. F.B.F. 4. APGovt. Life insurance 5. GIS 6. Maintenance of Govt. vehicles and log book. 7. Maintenance of computers furniture. 8. Maintenance of Cash book. 9. Payment of Electricity and telephone Bills. 10. Home town LTC and LTC to any where 11. Stock registers of office stationery and furniture etc. 12. All advances of Subordinate officers 13. Permanent Advance 14. Office inventory and maintenance of consumable and non consumable articles 15. Aided schools correspondence of 12 mandals Mandals. 16. Information Act 17. All types of statistics. 18. Computerization of Maintenance of Schools lists , Divisional profile of all schools. 19. SSA and its Correspondence Rationalisation of private aided elementary and sec. Schools correspondences. 20. Service matters of Gr – II Headmasters working in Govt. Z.P. in Gudivada Division 21. All plan Schemes. 22. General and policy matters of private aided schools teachers 23. NSS Scheme. Adult education. 24. Teaches day flags and maintenance of Account. 25. Maintenance of records of cadre strength of all categories of schools of Govt. ZP MP Municipal 26. Gudivada Municipality 	Circulate the files to the D.E.O

			correspondence	
		27.	Joint Staff counsel meeting correspondence.	
		28.	Out ward section Dispatch.	
		29.	Maintenance of Service postage account.	
		30.	Despatch register	
		31.	Preservation of Gazettees	
		32.	Upgradation of UP Schools into High schools in ZP Govt. Municipal. Management s including opening of next higher classes circulate to the DEO	
		33.	Inspection of Govt., ZP, Municipal, Aided and Un Aided School in Gudivada Division jurisdiction	
		34.	ATP of Dy.E.O , preparation of tour diary, TA bills.	
		35.	HMs. Conference	
		36.	Govt. and ZP budgets and Number statement correspondence.	
		37.	Meeting with inspecting officers	
		38.	Maintenance of lists of unrecognized schools and unauthorized schools.	
		39.	Finance Audit	
		40.	Scholarships of all types correspondence.	
		41.	School Directory	
		42.	Y o g a.	
		43.	All District Functions.	
		44.	Medical reimbursement of Gr-II Headmasters of Govt. ZP High Schools.	
		45.	PMs 15/20 point programmes.	
		46.	Vocational Education correspondence.	
		47.	Red cross/ NCC/Bharat Scouts and guides/sports and games correspondence	
		48.	Students associations and their problems Correspondence.	
		49.	Record Room Maintenance with all other relevant registers	
		50.	B.Ed.Colleges including counter signatures of B.Ed. M.Ed. BPED. Correspondence.	
		51.	syllabus and commendation of books. APOpen schools correspondence. , Office library maintenance. Book Bank, expressions.J.B.B	
		52.	Inward and maintenance of connected registers	
		53.	Distribution of tappals.	
		54.	Court case registers.	
		55.	Enquiry files registers.	
		56.	DO letter registers	

			57. Superior tappals registers. 58. SSC exams. And preparation of NRs 59. Navodaya vidyalayas correspondence. 60. Condo nation age and attendance in respect of SSC correspondence 61. Inspire Awards 62. TET Examinations correspondence. 63. RJUKT IIIT correspondence 64. Maintenance of disposal registers 65. NCERT, CCRT, SCERT, and orientation courses & Trg Programme correspondence 66. RI Bangalore Trg programme correspondence. 67. DPEP and SSA Training 68. Promotion lists of school children. 69. District science fair /seminars 70. School complex 71. Date of birth surname fathers name etc. and court cases correspondence	
--	--	--	--	--

Procedure followed in decision-making process.

(Section 4(l) (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 and planning	--		
Budgeting	Allotment of Budget to the RMSA/SSA training programmes	Budget allotment received from the DEO, KRISHNA has been distributed to the concerned training programmes	District Educational officer, Krishna, Machilipatnam
Formulation of programmes, schemes and projects.	--	--	--
Recruitment/hiring of personnel	--	--	--
Release of funds	Allotment of Budget to the Aided Schools in the District.	Budget received from the DSE AP Hyderabad	D.E.O. Krishna, Machilipatnam
Implementation/delivery service/Utilization funds			
Monitoring and Gathering feedback from public			
Undertaking improvements			

4.2 Prepare flow charts to show channels of supervision and Accountability. You may also provide additional flow charts to indicate how each function is discharged or service is delivered by the authority from the stage of planning/application for getting service to reaching the target group/delivering the service to the beneficiary.

You may provide flow charts as to how each function is discharged or service is delivered by the authority from the stage of planning/application for getting service to reaching the target group/delivering the service to the beneficiary.

4.3 Describe the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged/services delivered to citizens.

Chapter.5.

Norms set for the Discharge of functions.

(Section 4(l) (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.

S.No.	Function/ service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (citizen's charter, service charter etc.)
1	Pension	Submission of pension proposals to AG, AP Hyderabad and Audit officer, State Audit LF Machilipatnam	15 Days	Proposals from the retired incumbents through proper channel.
2	Pay fixations and sanction of increments	Pay fixations and sanction of increments	10 days.	Proposals from the individuals through their heads of the institutions
3	G.P.F./Loans	Sanction of GPF, and other advances etc.	7 Days	
4	Scholarships	Sanction of Scholarships correspondence	15 days	
5	SSC certificate corrections	Submission of proposals to the DEO, Krishna, for correction in the SSC certificates	15 days	
6	Settlement of Appeals	Settlement of appeals by the Public	30 Days	
7	Opening of new school	Opening of new school for the academic year	30 days	Applications received from the Managements in proforma-I along with inspection fees and remittance of endowment fund and all other rules prescribed in GOMs.No. 41 dt. 11.5.2006
8	Opening of next higher class	Oepning of next higher class for the academic year correspondence to the DEO, Krishna	15 days	Applications received from the Managements in proforma-I along with inspection fees and remittance of endowment fund and all other rules prescribed in GOMs.No. 41 dt. 11.5.2006
9	Opening of next higher class	Oepning of next higher class for the academic year correspondence to the DEO, Krishna	15 days	Applications received from the Managements in proforma-I along with inspection fees and remittance of endowment fund and all other rules prescribed in GOMs.No. 41 dt. 11.5.2006
10	Recognition	Provisional recognition/Renewal of Recognition correspondence to the DEO, Krishna	15 days	Applications received from the Managements in proforma-III along with inspection fees and remittance of endowment fund and all other rules prescribed in GOMs.No. 41 dt. 11.5.2006
11	Attestation	Attestation of TC in	3 days	The application along with

	of TC	respect of the students to go to other states		original TC received through proper channel
12	Approval of correspondence in aided schools	Approval of change of corespondentship in the aided schools correspondence to the DEO, Krishna	15 days	The proposals from the management in prescribed proforma duly enclosing the specimen signatures of the outgoing /incoming correspondents duly attested by the Inspecting officer and other documents.
13	Approval of teacher selections in Aided Schools	The selections made by the Staff selection Commission in aided schools correspondence to the DEO, Krishna .	15 days	The proposals received from the management along with minutes of the meeting and roaster register for selection process along with original documents of the selected candidates
14	Medical reimbursement	Submission of proposals for medical reimbursement to the the DEO, Krishna and DSE AP Hyd.	15 days	The proposals received from the individuals along with original receipts , essential certificate ,discharge summary
15	Grievances	Settlement of grievances received from the Public /teachers	7 days	

Rules, Regulations, Instructions, Manual and records, for discharging functions.
(Section 4(1) (b)(V) and (VII))

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.

S.No.	Description	Gist of contents	Price of the publication if priced.
Rules and Regulations.			
1.	A.P. School Education Subordinate Service Rules.	Rules relating to MEOs /HMs.	
2.	A.P. Subordinate service	Rules relating to Gazetted and Non Gazetted posts under the State govt. and this rules shall apply to the state and subordinate services and to the holders of posts whether temporary or permanent included in any state or subordinate service.	
6.	A.P. Leave rules 1933	This rules shall apply to the holders of all posts under the rule making control of the state government.	
7.	A.P.C.S. (CC& A) Rules, 1991	This rules shall apply to the govt. employees to initiate disciplinary actions.	
8.	A.P. Loans and Advances rules, A.P. TA rules and AP Treasury rules	This rules shall apply to the government employees to initiate.	
9.	A.P. Medical attendance rules	This rules shall apply to the govt. employees to initiate.	
10.	APGPF rules	This rules shall apply to the govt. employees to initiate.	
11	AP School Edn . Subordinate service rules.	Rules relating to School Assistants and equal category	
12.	Grant in Aid Code	Rules relating to Service matters of Teachers working in Aided Schools	
13.	Pension rules 1980	Rules relating to Service pension/Family pension etc.	
14.	AP Education Act 1982 Framing of rules u/s.18 ,20, and 21 (G.O.Ms.No. 524 Edn.dt.20.12.1988)	Establishment , Registration Recognition of Local body schools	
15.	AP Educational Institutions Rules 1993 under private Managements (G.O.Ms.No.1 Edn. dt.1.1.94)	Establishment , Registration Recognition of private Aided Schools	

Chapter.7

Categories of documents held by the public authority under its control

(Section 4(1) (b) v(i))

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

S.No.	Category of document	Title of the document	Designation and address of the custodian (held by under this control of whom)
1	Seniority list	Seniority lists of the B.Eds. Gr-II HMs. correspondence to the DEO, Krishna.	Camp clerk
3.	Opening of Schools	Opening of school and upgradation of UP school into High schools correspondence to the DEO, Krishna.	Camp clerk
4.	Scholarships	Scholarships to Meritorious students correspondence to the DEO, Krishna.	Camp clerk
5.	Recognition	Provisional recognition and renewal of recognition correspondence to the DEO, Krishna.	Camp clerk

Chapter.8.

Arrangement for consultation with, or representation but, the members of the public in relation to the formulation of policy or implementation thereof.

Section 4(l) (b) viii.

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

S.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.	Teacher representatives	Schools and teachers grievance issues	Schools and teachers grievance issues

Chapter.9.

Boards, councils, Committees and other bodies constituted as part of public authority.

Section 4(1) (b) v(iii)

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 and functions	Whether its meetings open to public/Minutes of its meetings accessible for public.
NIL			

CHAPTER .10.
 DIRECTORY OF OFFICERS AND EMPLOYEES
 (SECTION .4(1) (B) (IX)

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 designation and address of officer, employee	Telephone and Fax office Tel: Residence	E.Mail.	
1.	Smt M Kamala Kumari, Deputy Educational officer, Gudivada	9394221032	dyeo.gdv@gmail.com	
2.	SRI R SUNEEL KUMAR, Jr.Asst.	9493245472	dyeogudivada@gmail.com	
3.	Officer Subordinate Post vacant	-	-	-

Chapter.11.

Monthly /remuneration received by officers and employees, including the system of compensation as.

Section 4(1) (b) (x)

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

S.No.	Name designation and address of officer, employee	Designation	Monthly emoluments /Gross salary in Rs.
1.	Smt M Kamala Kumari, Deputy Educational officer, Gudivada	Dy.E.O. Gudivada	82012./-
2.	SRI R SUNEEL KUMAR, Jr.Asst.	Jr.Asst.	31,704./-
3	Officer Subordinate, post vacant	OS	POST VACANT

Chaper.12.

Budget allocated to each agency including plans etc.

(section 4(1) (b) xi.

12. Provide information about the daetails 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 expenditure	Expected outcomes	Report on disbursements made or where such details are avilabnle (website, reports, notice board etc.)

- 12.2 Provide information on the budget allocated for different activities under different programmes/schemes/projects etc. in the given format.

Agency	Programme/scheme/p roject/activity purpose for which budget is allocated	Amount released last year	Amount spent last year	Budget allocated current year	Budget released current year.
THE DEO, KRISHNA	OFFICE POSTAGE & OTHER EXPENDITURE	--	--	--	--
SSA, KRISHNA	TRAININGS	--	--	--	--
RMSA, KRISHNA	TRAININGS	--	--	--	--

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.

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	Nture /scale of subsidy	Elgiibility criteria for grant of subsidy	Designation of officer to grant subsidy

13.3. Describe the manner of execution of the subsidy programmes.

Name of programme /activity	Application procedure	Sanction procedure	Disbursement procedure
Mid day meals	Enrolment of children in Primary and UP Schools of MP/Govt./Aided /Mpl.	80% of attendance	Mid day meal
N.T. Books	Enrolment of children in Primary UP and High Schools of MP/Govt./Aided /Mpl.	Enrolment	Distribution of NT Books
Scholarships	Enrolment of SC ST BC students in the above schools	Enrolment	Distribution of Amount

Chapter . 14.
Manner of Execution of subsidy programmes.
(section 4(1) (b) xii.

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 programmes/scheme institutional beneficiaries.

Name of programme/Scheme:

S.No.	Name and address recipient institutions	Nature/quantum of benefit granted	Date of grant	Name and Designation of granting authority.
		NIL		

Chapter. 15.
Information Available in Electornic Form.
(Section 4(l) (b) x (iv))

- 1.1 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?)
Web site	http://projects.cgg.gov.in/dseemployees	Employee information system	D.S.E. AP Hyderabad.
Web site	http://projects.cgg.gov.in/dseschools	School information system	D.S.E. AP Hyderabad.
Web site	http://projects.cgg.gov.in/dseinstitutions	Institution information system	D.S.E. AP Hyderabad.

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.

Chapter.16.

Particulars of facilities available to citizens for obtaining information.

Section 4(l) (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 facility/Name etc.)	Details of information made available.
Notice Board	Deputy Educational officer's office Gudivada Divison.	In notice board.
News paper reports		
Public announcements		
Information counter		
Publications		
Office Library		
Web sites	http://deokrishna.yolasite.com http://dyeogudivada.yolasite.com	DEO, Krishna Deputy Educational Officer, Gudivada
	http://projects.cgg.gov.in/dseemployees	DSE AP Hyderabad.
	http://projects.cgg.gov.in/dseschools	.do.
	http://projects.cgg.gov.in/dseinstitutions	.do.
Other facilities (Name.)		

Chapter. 17.

Names, designations and other particulars of public Information officers

Section 4(l) (b) xvi.

17.1 Please provide contact information about the public information offices and assistant public information officers designated for various offices /Administrative units and appellate authority/officers for the public authority in the following format.

PUBLIC INFORMATION OFFICER

S.No.	Name of office/ Administrative Unit.	Name and Designation of PIO	Office Tel: Residence:	E.Mail.
1	Deputy Educational officer, Gudivada	Smt M Kamala Kumari, Dy.E.O.	9490832087	dyeo.gdv@gmail.com

ASSISTANT PUBLIC INFORMATION OFFICER

S.No.	Name of office/ Administrative Unit.	Name and Designation of APIO	Office Tel: Residence Tel: FAX:	E.Mail.
1.	Deputy Educational officer, Gudivada	SRI R SUNEEL KUMAR	9885484879	dyeogudivada@gmail.com

APPELLATE AUTHORITY:-

S.No.	Name , Designation and Address of Appellate officer	Jurisdiction of appellate officer (Offices/Administra tive Units of the authority)	Office Tel.: Residence Tel: Fax:	E. Mail.
1	SMT.M.V. RAJYA LAKSHMI, District Educational officer, Krishna, Machilipatnam.	District	252946 9849909106 254344	Deo_krishnadt@ yahoo.co.in

**Deputy Educational officer,
Gudivada Division.**