

**O/o COMMISSIONER OF SCHOOL
EDUCATION IBRAHIMPATNAM,
VIJAYAWADA, ANDHRA PRADESH
AMARAVATI**



INFORMATION AS PER 4 (1) (b) OF RIGHT TO INFORMATION ACT, 2005

UPTO

Updated in May, 2022

P R E F A C E

The Government of India have enacted the Right to Information Act 2005 (Act 22 of 2005) which came into effect from 15.06.2005. This act provides for Right to Information to citizens to secure access to information under the control of public authorities and also to promote transparency and accountability in the working of every Public Authority.

2. Under Section 4(1)(b) of the Act, it is mandatory for the public authorities to publish all particulars required therein for information of the public.

3. Accordingly, this Manual relating to the School Education Department, Secretariat is published. Efforts have been taken by this Department to publish the details of organization, functions, duties, powers etc. in the form of a manual, for the use of the public. This manual also contains the list of Public Information Officers/ Appellate Authorities for the use of public, as required under the Act.

4. Again, as required under the Act, this Manual will have to be updated every year so as to make provisions for modifications, corrections, alterations etc., if any, depending on various situations and needs which may arise.

5. I hope this Manual will server the needs of the generalpublic with reference to the Right to Information Act,2005.

CONTENTS

Sl. No.	Sub clause of Section 4(1)(b), RTI-2005	DESCRIPTION	Page Nos.
1.	(i)	The particulars of its organization, functions and duties	
2.	(ii)	The powers and duties of its officers and employees	
3.	(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	
4.	(iv)	The norms set by its for the discharge of its functions	
5.	(v)	The rules, regulations, instructions manuals and records, held by it or under its control or use by its employees for discharging its functions.	
6.	(vi)	A statement o the categories of documents that are held by it or under its control	
7.	(vii)	The particulars of any arrangement that exists for consultation with or representation by the members of the public in reaction to the formulation of its policy or implementation thereof;	
8.	(viii)	A statement of the boards councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and a top whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	
9.	(ix)	A directory of its officers and employees;	
10.	(x)	The monthly remuneration received by each of its officers and employees including the system of	

		compensation as provided in its regulations;	
11.	(xi)	The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursement made;	
12.	(xii)	The matter of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	
13.	(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	
14.	(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	
15.	(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	
16.	(xvi)	The names, designations and other particulars of the Public information officers	
17.	(xvii)	Such other information as may be prescribed and thereafter update these publications every year.	

INTRODUCTION

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, this manual has been brought out by way of publication of all relevant information as required therein.

The purpose of this manual is to inform the general public about this Department’s organisational set-up, functions and duties of its officers and employees, records and documents that are available with the Department.

This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by this Department and the Head of Departments under its administrative control.

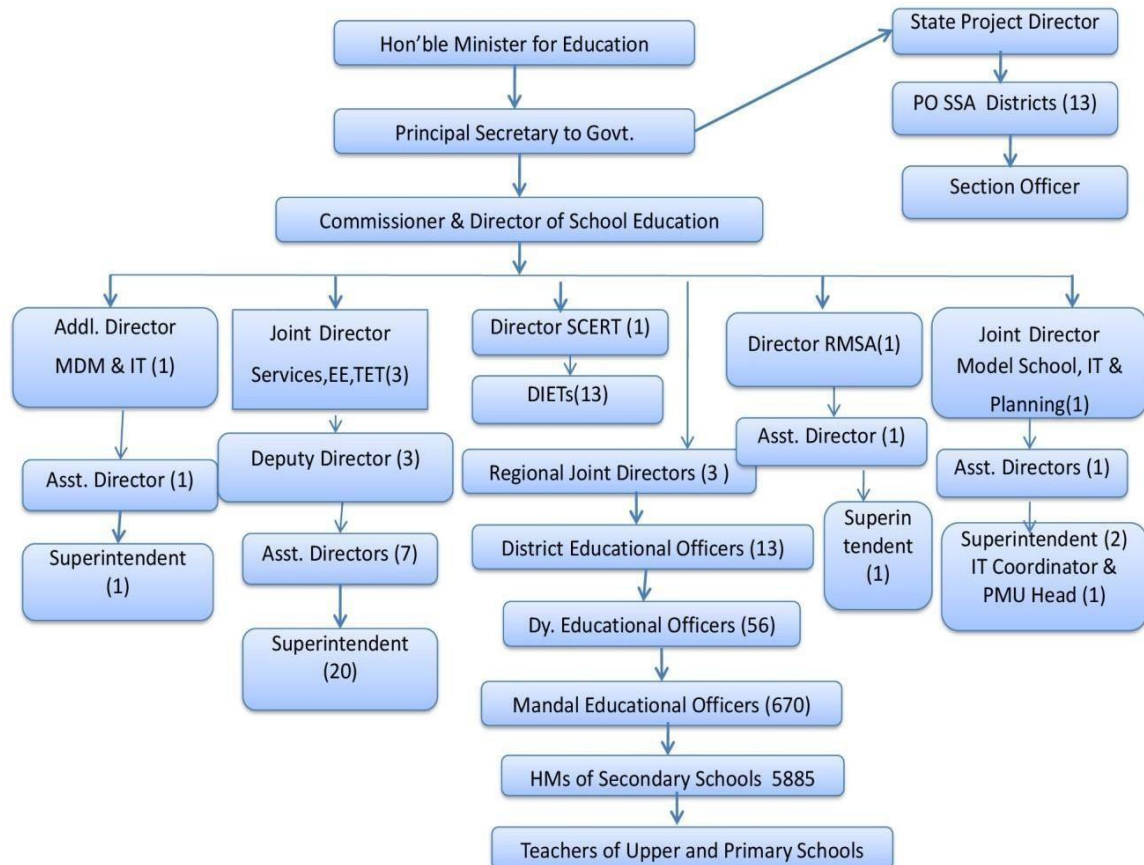
A person requiring any information under this Act may contact any of the Public Information Officers as indicated in Chapter 17 hereunder by payment of Fees and other expenses as prescribed from time to time under the Tamil Nadu Right to Information (Fees) Rules, 2005.

**O/o COMMISSIONER OF SCHOOL
EDUCATION IBRAHIMPATNAM,
VIJAYAWADA, ANDHRA
PRADESHAMARAVATI**

**CHAPTER – 1
[Sec.4(1)(b)(i), RTI ACT-2005]**

**PARTICULARS OF
ORGANIZATION, FUNCTIONS
AND DUTIES**

Structure of the Department



The School Education consisting of Primary and Secondary stages, gives greater significance and aims in imparting minimum and essential general education to all the children in age groups of 6-15 years and to equip them with necessary competencies to shape them as useful and productive citizens of the country. The Government of Andhra Pradesh has adopted the National Pattern of Education i.e., 10+2+3. Out of 10 years of schooling, the first 5 years i.e., Classes I to V constitute the Primary stage, the next two years i.e., Class VI to VII the Upper Primary stage and the remaining 3 years i.e., Classes VIII to X, the Secondary stage.

Government is committed to provide quality education and to achieve the goal of Universalisation of Elementary Education through various schemes and programmes. Broadly, the strategies and programmes for achieving the aims and objectives of education at primary and secondary level are:

- Early Childhood Education to the children of age group 3 to 6 years;
- Universalisation of elementary education to the children of age group of 6-15 years till they complete the elementary education through Formal and Alternative modes;
- More-educational opportunities to Tribal children through Tribal Residential schools;
- Training Programme to teachers and teacher educators to improve the quality of teaching through in-service training Programmes by SCERT & DIETs.
- Introduction of computer courses at Secondary Level.
- Visual & Virtual (Classes) in Digital Classes
- To provide access to school education to all the children in the age group of 5 – 15 years.
- To enroll all school age children in the schools
- To retain all the children in the schools
- To ensure quality in education
- To develop life-skills among children
- To provide Mid-Day meal to children in primary upper primary and High schools and High schools under Government, Local Bodies and Aided managements
- To provide free text books to all the children of class I to V studying in the schools under Government, Local Bodies and Aided Managements
- To provide free text books to all the children of Classes VI to X belonging to BC, SC and ST studying in the school under Government, Local Bodies and Aided Managements

- To provide in-service training to the teachers to ensure quality for updating their knowledge and improving their competencies and ensure quality inteaching
- To strengthen and maintain standards of Pre-service Teacher Education Programmes to produce qualityteachers
- To ensure community participation in strengthening schoolsystem.

CHAPTER –2
[Sec.4(1)(b)(ii) RTI ACT - 2005]

POWERS AND DUTIES OF OFFICERS
AND EMPLOYEES

1. Commissioner of School Education, Andhra Pradesh:

The Commissioner of School Education is the Head of School Education Department at State Level. The Director is conducts overall supervision and administration as well as implementation of various schemes under School Education Department in theState.

1. Additional Director of School Education (MDM)

The post of the Officer on Special Duty (Examinations, Reforms and Rules) Category 1 (a) of class 1 of APES) which was sanctioned in Go.Rt.No.557, Education dt.6-5-87 has been converted as Additional Director of School Education (Co-ordination) in Go.Ms.No.115, Education (Ser.I (2) Department dt.14.9.2001. The Additional Director (Co-ord)dutiesare:

1. Implementation of Nutrition support programme (Mid Day Meal) –Budget – Monitoring – Supervision – Plan of Actionetc.
2. Planning and Budgeting – Preparation of Annual Plan, BE and RE, Submission of reports to Government, Planning – Collection and Preparation of Data and All India Ednl Survey Reports and submission of reports to Government – Preparation and submission of Administration report, Governors report and all other alliedmatters.
3. Promotion of Urdu Language – Formulation & Implementation of schemes.
4. Text Books – Budget preparing indents for printing and distribution to districts and schoolpoints.
5. Correction of entries made in SSCrecords.
6. School Game Federation – Scholarships to Talented Children from Rural Areas – Pratibha Awards – Sanskrit Scholarships – National & StateFestivals – Pulse Polioetc.
7. Vocational Education matters – Matters relating to Teachers Welfare Fund and all correspondence and monitoring of matters with the office of SSA / RMSA / SIET / APREIS / DGE /SCERT.
8. Matter relating to Pvt. Colleges Diploma in Ele. Edn. / Phy. Edn. Colleges and Services of Aided B.Ed. Colleges – Non-service matters of Govt. D.Ed. colleges, B.Ed. colleges, Pandit Training colleges, Phy. Edn. Colleges–

Deputation of inservice candidates into B.Ed. / B.P.Ed. / M.P.Ed. – DIETCET, LPCET – Establishment of Govt. D.Ed. / B.Ed. Colleges etc and all other allied matters

9. Plan Schemes: Continuation of DIETs, Matters related to College of Education (IASEs/CTEs), GCPE etc.
10. Plan Schemes: Up gradation of IASEs / CTEs, Establishment of B.Ed., B.Ed. Colleges for ST Students in Tribal Areas.

2. Joint Director of School Education (Elementary Education): (Category I of class 1 of Andhra Pradesh Educational Services)

In Go.Rt.No.424, Education, dated 11.10.1988 the post of Additional Director of School Education was abolished and a new post of joint Director of School Education was created. He assists the Commissioner of School Education in the following matters relating to primary and upper primary Schools. After bifurcation of the State of Andhra Pradesh, the Joint Director (VE) was allotted to the State of Andhra Pradesh. He assists the Commissioner of School Education in the following subjects:

- 1) Service matters of Class I of Category I to 3 i.e., Additional Directors, Joint Directors, Principals of IASEs
- 2) Service matters of Class II of Category 1 to 7 i.e., DEOs/ DDs/ Principals, CTEs/ DIETs, Professors, SCERT/ IASE, Principal of GCPE
- 3) Service matters of Class III of Category 1 to 13, Class IV Category 1 to Category 4 i.e., DY. Educational Officers, Assistant Directors, PEOs, Gazetted Headmasters, Lecturer, SCERT/ CTEs/ IASEs etc., Senior Lecturer ,DIETs
- 4) Service Matters of Class IV Category 1 to V i.e., Gazetted Headmasters /Headmistress Gr.II of Govt. High Schools/ ZPHS, MEOs, Lecturer, DIETs, Lecturer, PE, DIET, Regional Inspector of physical Education, etc
- 5) Service matters of all School Assistant of Govt / ZP management etc.,

1. Inspections – Visits – Review of Inspection Reports, Performance Appraisals of DEOs / RJDSEs in the State etc., - OD permission to the office bearers of recognized teachers associations, three language formula and related matters – School Academic calendar – Central schools – Conduct of official conference – Continuation of posts and all other allied matters.
2. Service matters of Class – I, Class – II Officers including GPF & GIS and disciplinary cases ie., Addl.DSE/JDs/DEOs Vigilance & ACBcases.
3. Service matters of Class – III Officers (Asst. Directors/ DYEO/SL DIETs / Lecturers in SCERT, IASEs. Service Matters of HM Gr.-II, MEO|s/ Lecturers inDIETs.
4. All Service Matters of teachers pertaining to Govt./ZPs/MPP – DSC-1989 Special Teachers matters – Fake Certificates – Notional increments teachers and II teachers matters. G.O. 610 related issues. Model Primary Schools and related issues.
5. All Service Matters of teachers pertaining to Govt./ZPs/MPP /Panchayath Samithis – DSC-1989 Special Teachers matters – Fake Certificates – Notional increments teachers and II teachers matters.
G.O. 610 related issues. Model Primary Schools and related issues.
6. DSC-2002 Special Vidya Volunteers matters– Bogus medical bills of teachers – Matters related to Act 1 of 2005 of Language Pandits – All other allied matters. Issues/ References of CMO, MHRD and follow up informationTechnology.
7. All Service Matters of Non-gazetted Officers (Supdts / Sr. Asst/ Jr. Assts) Office Maintenance, Maintenance of vehicles, sanction of loans & advances and rents. Maintenances of buildings other than educational institutions.
8. Pension matters of all staff members in 13 districts, Lok Adalat and Lokayuktha pension cases – Govt / Aided and all other allied matters.

3. Joint Director – II (EE) Category 1 of Class -1 of Andhra Pradesh Educational Services)

The post was sanctioned in Go.Ms.No.32, Education, dt.18.01.1985. He assists the Commissioner and Director of School Education After bifurcation of state of Andhra Pradesh, the post of Joint Director (EE) was allocated to the State of Andhra Pradesh. At present the following subject / matters are allotted to the JD(EE).

1. Service matters of all ministerial staff of O/o Commissioner of School Education, Mo ffusil,
2. Matters relating to Private Aided and Unaided Primary /Upper Primary/High Schools regarding Approval of Correspondenship /permissions/upgradations/recognitions.
3. All Schemes i.e., School Games, Distribution Bicyclesetc.,
4. Construction and maintenance of School buildings/providing of furniture and Infrastructure and infrastructure on TLM/SSA, OBB, Child labor, 10th, 11th Finance Commission-Other schemes of Ele. and Secondaryetc.
5. Up gradation of Schools in Government Sector (MPP, ZP Any other matter entrusted by Director of School Education.
6. Rules, Equivalences, Meetings, Right to Education Act, NCPCR and RTI monitoring.
7. Minority Education – All Urdu matters, Teachers Awardsetc.
8. All matters relating to Pvt. Un-aided and Aided schools – Upgradation of UP schools as High Schools and schemes 1 Sainik schools, b) Bharat Scouts & Guides c) RTE RTI d) Rationalisation in aided Schools (e), Electricity charges f) Fee structure in Pvt. Schools. Affiliation to CBSE, ICSE schools g) Academic instructors h) schools games i) Laboratory & Library equipment, furniture etc. j) Union matters and general matters.

4. Joint Director(TET):

1. Supervision and providing guidance in Preparation of Revised Estimates & Budget Estimates of School Education and assist to the Director of School Education in all planning matters.
2. Monitoring of court Cases of APAT, High Court, Supreme Court and other lower courts.
3. Conduct of Teacher Eligibility Tests and DSCs

5. Deputy Director (Academic): (Category 1 of class II of Andhra Pradesh Educational Services)

The Deputy Director Training Assists the Commissioner of School Education in matters relating to:

1. Reimbursement of Medical Bills of the working staff in the State and all other allied matters and works entrusted by the Senior Officers from time to time.
2. Reimbursement of Medical Bills of the Retired staff in the State and all other allied matters and works entrusted by the Senior Officers from time to time.
3. Minority Education – Urdu Matters, Teachers Award etc.
4. Promotion of Urdu Language – Formulation & Implementation of schemes.

6. Deputy Director (Training): (Category 1 of class II of Andhra Pradesh Educational Services)

1. Text Books – Budget preparing indents for printing and distribution to districts and schools points.
2. Correction of entries made in SSC records.
3. School Game Federation – Scholarships to Talented Children from Rural Areas – Pratibha Awards – Sanskrit Scholarships – National & State Festivals – Pulse Polio etc.

4. Vocational Education matters – Matters relating to Teachers Welfare Fund and all correspondence and monitoring of matters with the office of RVM / RMSA / SIET / APREIS / DGE / SCERT.
5. Matter relating to Pvt. Colleges Diploma in Ele. Edn. / Phy. Edn. Colleges and Services of Aided B.Ed. Colleges – Non-service matters of Govt. D.Ed. colleges, B.Ed. colleges, Pandit Training colleges, Phy. Edn. Colleges – Deputation of in- service candidates into B.Ed. / B.P.Ed. / M.P.Ed. – DIETCET, LPCET – Establishment of Govt. D.Ed. / B.Ed. Colleges etc and all other allied matters
6. Plan Schemes: Continuation of DIETs, Matters related to College of Education (IASEs/CTEs), GCPEsetc.
7. Plan Schemes: Upgradation of IASEs / CTEs, Establishment of B.Ed., B.Ed. Colleges for ST Students in TribalAreas.

7. Deputy Director (Planning): (Category 1 of class II of Andhra Pradesh Educational Services)

The Deputy Director (Planning) assists the Commissioner and Director of School Education in matter relating to:

1. Planning and Budgeting – Preparation of Annual Plan, BE and RE, Submission of reports to Government, Planning – Collection and Preparation of Data and All India Ednl Survey Reports and submission of reports to Government – Preparation and submission of Administration report, Governors report and all other allied matters.
2. Plan Schemes : Construction of Govt. Buildings at HeadQuarters.

1. Assistant Director- (Services-1) (Category 10 of class III of Andhra Pradesh Educational Services)

He/She is the first level officer. He/ She assists the Joint Directors of school Education concerned. He/ She supervises the sections Estt. I, Eastt II, A&I sections that are under his/ her control.

2. Assistant Director- (Services-2) (Category 10 of class III of Andhra Pradesh Educational Services)

He/She is the first level officer. He/ She assists the Joint Directors of school Education concerned. He/ She supervises the sections Estt. III, Eastt. IV and Estt.V that are under his/ her control.

3. Assistant Director (Elementary Education) (Category 10 of class III of Andhra Pradesh Educational Services)

The post was sanctioned in G.O. Rt.No 746, Education dated 18-07-1977. He is the first level officer. He/She assists the Joint Director of School Education concerned. He / She supervises the sections PS-I, PS-II and GS&GR that are under his/ her control.

4. Assistant Director (MC) (Category 10 of class III of Andhra Pradesh Educational Services)

The post was sanctioned in G.o. Ms.No 10, Education (SS) Department dated 10-01-1991 He /She is the first level officer. He/She assists the Deputy Director / Joint Director of school Education concerned. He supervises the sections Textbooks, UC & MC and Text Books that are under his/ her control.

5. Assistant Director (MDM) (Category 10 of class III of Andhra Pradesh Educational Services)

He/She is the first level officer. He/ She assists the Joint Directors of school Education concerned. He/ She supervises the sections Mid Day Meal, Pension and Planning & Statics that are under his/ her control.

6. Assistant Director (Medical) (Personal) (Category 10 of class III of Andhra Pradesh Educational Services)

He/She is the first level officer. He/She assists the Joint Director of school Education concerned. He/She supervises the sections MB-I, MB-II that are under his/ her control.

7. Assistant Director (Legal) (Category 10 of class III of Andhra Pradesh Educational Services)

He/She is the first level officer. He/She assists the Joint Director of school Education concerned. He/She supervises Legal Cell section that is under his/ her control.

8. Assistant Director (TET) (Category 10 of class III of Andhra Pradesh Educational Services)

He/She is the first level officer. He/She assists the Joint Director of school Education concerned. He/She supervises the sections TET, Trg, TRC that are under his/ her control.

9. Dy.Executive Engineer – Design Cell

1. Construction of Govt. Buildings Headquarters
2. Maintenance of buildings under School Education Department
3. Naadu - Nedu, ODF, Plantation etc,

10. Secretary, S.G.F., A.P., (School Games Federation, A.P.,)

1. Conducting of School Games from Mandal Level to international Level.
2. Issuing of Financial Bills & Expenditure Statements to all the Districts as per their Expenditure in various level of the Tournaments.
3. Physical Literacy Programme implementation in the State.
4. Any other work allotted by the Commissioner of School Education and Senior Officers.

CHAPTER – 3
[Sec. 4(1)(b)(iii) RTI ACT-2005]

**PROCEDURE FOLLOWED IN DECISION
MAKING PROCESS**

**STATEMENT SHOWING THE FIRST LEVEL SECOND LEVEL THIRD LEVEL
AND FOURTH LEVEL OFFICERS**

Sl. No.	Matters pertaining to Sections	First Level	2 nd Level	3 rd Level	Decision Making Level
1.	A&I,	A.D.(Ser.I)		-	C.S.E.
2.	PS-I & PS-II	A.D.(EE)	Joint Director (EE)	-	
3.	Text Books, UC & MC	A.D.(MC)		-	
4.	Design Cell	DEE (D)		-	
5.	Textbooks Urdu & Minority Cell	A.D.(Minority Cell)	D.D.(G)	JD (EE)	
6.	Estt.1	AD (Ser.I)	Director(Coord)	-	C.S.E.
	Estt-2		Joint Director (VE)		
7	Estt.3, Estt-4, Estt-5, Estt.6 & Estt.7	AD (Ser.II)	Joint Director (VE)	-	C.S.E.
8	Mid Day Meal Section	Asst. Director (MDM)	-	Addl.D SE	C.S.E.
9	PMU Cell	A.D (TET)	-		
10	MB-I & MB-II	A.D. (Medical)	D.D (G)		
11	Planning and Statistics	Asst. Director (MDM)	DD (Planning)	(JD-TET)	
12	TET	A.D (TET)	Joint Director (TET)	-	CSE
13	Legal Cell	AD(Legal Cell)		-	
14	Accounts Branch.	A.O. and A.A.O.	Chief Accounts Officer		C.S.E.

**ACCOUNTS
BRANCH STAFFING
PATTERN:-**

Cadre Strength of ACCOUNTS BRANCH O/o the Commissioner of School Education,A.P., Amaravati at Ibrahimpatnam				
SL.NO	Cadre	POST DETAILS		
		SANCTIONED	WORKING	VACANT
1	Chief Accounts Officer	1	1	0
2	Accounts Officer	1	0	1
3	Assistant Accounts Officer	1	1	0
4	Junior Accounts Officer	5	5	0
5	Senior Accountant	15	6	09
6	Junior Accountant	3	2	1
7	Typist	2	0	2
8	Record Assistant	1	0	1
9	Shroff	1	0	1
10	Office Subordinate	3	0	3
	TOTAL	33	15	18

LIST OF OFFICERS & STAFF
(Accounts Branch Information)
O/o the Commissioner of School Education, A.P., Amaravati at
Ibrahimpatnam

SL.No	Name of the Employee	Designation
1	SMT CH VENKATA SUBBAMMA	Chief Accounts Officer
2	SRI.N.SRINIVASA RAO	Assistant Accounts Officer
3	SRI.Y.VENU	Junior Accounts Officer
4	SRI.M.SREENIVASULU	Junior Accounts Officer
5	SRI.K.SREEKANTH	Junior Accounts Officer
6	SRI.T.N.SURREDDY	Junior Accounts Officer
7	SMT.K.LATHA RANI	Junior Accounts Officer
8	SMT.S.NAGA LAKSHMI	Senior Accountant
9	SRI.D.PHANEENDRA	Senior Accountant
10	SRI.N.NAGESWARA RAO	Senior Accountant
11	SRI.N.CHANNAPPA	Senior Accountant
12	SRI. C.ANIL KUMAR	Senior Accountant
13	KUM. G. RAMA DEVI	Senior Accountant
14	SRI.B.BALAVEERIAH	Junior Accountant
15	SRI.N.SUNEEL KUMAR	Junior Accountant

**DUTIES AND RESPONSIBILITIES OF THE STAFF WORKING IN THE ACCOUNTS
BRANCH:**

(1) CHIEF ACCOUNTSOFFICER:

The Chief Accounts Officer is the controlling officer of the Accounts Branch and financial advisor to the Commissioner of School Education.

(2) ACCOUNTSOFFICER:

The Accounts Officer is monitoring the Budget Releases under Revenue and Capital Head of Accounts and overall supervision all the sections.

(3) ASSISTANT ACCOUNTSOFFICER:

The Assistant Accounts Officer is the Drawing and Disbursing Officer and drawing of Pay and allowances, Contingent Bills, Grant-in-Aid Bills, Miscellaneous Bills of GPF, HBA, Marriage, FA, EDN Advance, FBF, GIS, etc.

(4) (i) JUNIOR ACCOUNTS OFFICER: 1 (A-ISection)

- a)** Preparation of Salary bills including all Loans and Advances and Reconciliation with P.A.O. and I.T. Returns.
- b)** Maintenance of all Cash records/registers including Non-Government remittances. Preparation of all Contingent Bills, Preparation of GIA Bills including AC/DC Bills, TA and LTC Bills and Advances of all the Officers and staff of this Directorate including processing of Counter Signature of TA and LTC Bills of all RJDSE etc.
- c)** Monitoring the position of all pending AC/DC Bills position in respect of Subordinate offices of this Department.
- d)** Supervision of the Section work including Establishment matters of Accounts Branch, attending to the remarks on Referred files of DSE office, Corresponding with D.T.A. on Establishment of Accounts Branch etc.

(ii) JUNIOR ACCOUNTS OFFICER: 2 (A-IISection)

Supervision of the Section and processing Budget Releases of Capital Head of Accounts and Some of the Revenue Head of Accounts as per the Proceedings issued by the Monitoring Officers and P.A.C.

(iii) JUNIOR ACCOUNTS OFFICER: 3 (A-IIISection)

Supervision of the Section and processing Budget Releases under Revenue Schemes under Primary Education & Secondary Education, 80—General and Others as per the Proceedings issued by the Monitoring Officers.

(iv) JUNIOR ACCOUNTS OFFICER: 4 (A-IVSection)

Supervision of the Section and attending to (i) Audit Reports pertaining to Departmental inspection and conducting of District Inspections.

(v) JUNIOR ACCOUNTS OFFICER: 5 (A-VSection)

Supervision of the Section and attending to Audit reports of A.G. and Headquarters office.

**FUNCTIONS OF THE ACCOUNTS BRANCH, OFFICE OF THE DIRECTOR OF
SCHOOL EDUCATION, ANDHRA PRADESH, HYDERABAD.**

The Accounts Branch is functioning under the control of Chief Accounts Officer with the assistance of One Accounts Officer, One Assistant Accounts Officer and Five Junior Accounts Officers. The Assistant Accounts Officer & Drawing and Disbursing Officer who is assisted by Junior Accounts Officers are attending to the works relating to Pay Bills and other scheme amounts of Gazetted, Non-Gazetted, Supplementary Bills, Contingent Bills like Telephone, Water, Electricity, Maintenance Bills of Computers/Xerox machines/ purchase/ repairs etc., T.A./T.T.A. Bills, I.T. returns, processing of Loans and Advances Bills, Festival Advance, Education Advance, N.G.O's Fee reimbursement, and Misc. Bills. Presenting of all bills through online to P.A.O., A.P., Vijayawada and same is credited to their concerned Bank Accounts. The sections also attend to the Reconciliation of departmental figures those booked in P.A.O's office. The section also deals with obtaining vouchers to the A.C. Bills drawn by the Unit Officers and clearance of D.C. Bills.

The Section also dealing with the referred files sent by the concerned for Chief Accounts Officer's remarks/suggestions regarding Service matters of Teaching/Non-Teaching Staff working under the control of Director of School Education i.e., Awarding of Special Grade Post Scales, Special Promotion Post Scales/Special Adhoc Promotion post scales/Selection Grade post scales, Senior Scales, Selection Grade Scales of U.G.C., Retirement benefits namely Group Insurance, F.B.F., Encashment of Earned Leave and also GPF/Pension files including corresponding with the Director of Treasuries and Accounts pertaining to Establishment Matters of Accounts Branch Employees like sending the employees for Induction Training Programs conducted by the Dr. MCR HRDI of A.P., Hyderabad, I.O.A., etc., Leave Sanctions, Preparing of material for the meetings conducted at the Director of Treasuries and Accounts, A.P., Hyderabad, and Principal Secretary to Government in A.P.Secretariat.

Preparation of material for Promotion panels, Submission of information regarding Roaster points and establishment matters.

The Budget relating to the Revenue and Capital Budget is being dealt with the assistance of the 2 Junior Accounts Officers regarding requirement of the Budget RE/BEs, Number Statements from the DEOs/Unit Officers concerned. After receipt of the same the RE/BE are prepared and sent to Government for inclusion of the BE provision under Plan/Non-Plan schemes of the entire state. The Additional funds/Reappropriations are being obtained from the Government for the short falls of the BE provision under Plan and Non Plan schemes. The Sanctions/Releases from Revenue and Non Plan Budget are being released to the concerned duly obtaining the authorizations from Director of Treasuries and Accounts, A.P., Vijayawada. The excess amounts unspent by DEOs, if any, surrendered to Government for regularization of the Budget provision on each financial year. The sections also deal with the expenditure particulars received from the Unit Officers and reconcile the figures with those booked in the A.G's Office. The concerned are being advised suitably in releasing the amounts under relevant Head of Accounts so that no funds are lapsed. The section also deals with funds in this Department and the related works.

The two sections headed by two Junior Accounts Officers are directly under control of Chief Accounts Officer are dealing with the conducting the Internal Audit on the accounts of D.E.Os Offices, D.I.E.Ts, I.A.S.Es, Bharath Scouts and Guides, Hyderabad, G.C.P.Es, R.J.D. offices, and other Institutions wherever ordered by the Commissioner of School Education, A.P., Vijayawada and preparing Audit Paras/Reports sending the same to the concerned for obtaining final replies and clearance of the same. The concerned Units Officers working under the purview of the Commissioner of School Education are being reminded regularly to submit their final replies to the Audit objections raised by the Accountant General in their Audit Paras/Reports. The reviewed replies submitted by the Units officers concerned will be in turn submitted to the Accountant General for dropping of the Audit Paras/Reports. Efforts are on to reduce the pendency of the Accountant General's Audit Paras/Reports.

Procedure followed in the decision making process, including channels of supervision and accountability and the norms set by it for the discharging of its functions and the first 25 level, second level, third level officers concerned to each section in the following table.

Sl. No.	1st Level	2nd Level	3rd Level	Sections
1	Junior Accounts Officer	Assistant Accounts Officer	Chief Accounts Officer	AI
2	Junior Accounts Officer	Accounts Officer	Chief Accounts Officer	A II, A III, AIV, AV
3	Junior Accounts Officer	Chief Accounts Officer	-	A I

Cadre strength particulars and list of employees working in the O/o the Commissioner of School Education, Ibrahimpatnam, Andhra Pradesh, Amaravati.

Sl.No.	Designation	Sanctioned Strength	Working	Vacant
01	Additional Director	1	1	0
02	Joint Director	2	1	0
03	Deputy Director	3	3	0

Sl.No	Name of the employee	Designation
01	Sri A.Subba Reddy	Additional Director
02	Sri M.Ramalingam	Joint Director(VE)
03	Sri D.V.Suprakash	Deputy Director (Training)
04	Smt K.N.V.S Annapurna	Deputy Director (Academic)
05	Smt M.Venkata Lakshamma	Deputy Director (Planning)

List of Assistant Directors /Deputy Executive Engineer

Sl.No.	Designation	Sanctioned post	Working	Vacant
01	Assistant Director	7	7	0
02	Deputy Executive Engineer	1	1	0

Sl.No	Name of the employee	Designation
01	Sri G. Nancharaiah	Assistant Director (Services-I)
02	Sri P.V.Ramana	Assistant Director (Services-II)
03	Sri Ch. Pattenna Chowdary	Assistant Director (Planning)
04	Smt K.Sandhya	Assistant Director (Text Books)
05	Sri L.Krishna Phani	Assistant Director (Elementary Education)
06	Sri D.Srinivas	Assistant Director (Legal Cell)
07	Smt.P.Nagamani	Assistant Director (Medical)
08	Smt Y. DhanaLakshmi	Deputy Executive Engineer

List of Teaching/Non-Teaching Staff

Sl. No	DESIGNATION	SANCTIONED STRENGTH	WORKING	VACANT
1	Superintendents	22	21	01
2	Special Category Stenographer	1	0	1
3	Senior Stenographer	3	0	3
4	Junior Stenographer	5	0	5
5	Senior Assistant	41	7	34
6	Junior Assistant	26	6	20
7	Typist	13	0	13
8	Assistant Statistical Officer	5	3	2
9	Achitectual Draftsman	1	0	1
10	Audio Video Librarian	1	0	1
11	Record Assistant	1	1	0
12	Roneo duplicating Operator	1	0	1
13	Driver	1	1	0
14	Book Bearer	1	0	1
15	Chowkedar	1	0	1
16	Cycle Orderly	1	0	1
17	Night Watchmen	1	0	1
18	Office Subordinates	24	1	23
19	Scavengers	1	0	1
20	Sweeper	2	1	1
21	School Assistant	1	1	0
	TOTAL	153	42	111

**List of Teaching / Non Teaching staff O/o the Commissioner of School Education,
Andhra Pradesh, Amaravati**

	Name of the Employee Sarva Sri	Designation
01	B. Satyanarayana	Superintendent
02	BV Naga Madhavi	Superintendent
03	K.Srinivasulu	Superintendent
04	PVD Vara Prasad	Superintendent
05	G. Gopi Krishna	Superintendent
06	Ch. Sampath Kumar	Superintendent
07	S. Srinivasulu	Superintendent
08	V.Manohar Naik	Superintendent
09	B. Kalyan Chakravarthy	Superintendent
10	V.Stevenson	Superintendent
11	B. Vijaya Raghav	Superintendent
12	P. Satya Sai Ram	Superintendent
13	T.Sudhakar	Superintendent
14	T.Mahesh Kumar	Superintendent
15	M.Lazar	Superintendent
16	C.V.Sasi Kumar	Superintendent
17	D.Babu Rao	Superintendent
18	K.Naga Bhushanam	Superintendent
19	G.Rama Krishna	Superintendent
20	B.Indira Nagamani	Superintendent
21	G.Apparao Naidu	Superintendent
22	K.V. Hema Prasad	School Assistant
23	A. Kavitha	Assistant Statistical Officer
24	G. Garibu Naidu	Assistant Statistical Officer
25	Ch.Visweswarayya	Assistant Statistical Officer
26	B.Venkata Siva Sai	Senior Assistant
27	Gumma Rama Krishna	Senior Assistant
28	V.S. Eswar Prasad	Senior Assistant
29	T.Srihari	Senior Assistant
30	S. Nani Babu	Senior Assistant
31	K.Vidya Saga Reddy	Senior Assistant
32	E.Bhujangam Rao	Senior Assistant
33	C.Raja sekhar	Junior Assistant
34	P.Chandana Valli	Junior Assistant
35	K.Avinash Babu	Junior Assistant
36	L.Rajesh	Junior Assistant
37	M.Harish Chowdary	Junior Assistant

38	B.Vinay Singh	Junior Assistant
39	Y.Ramesh	Record Assistant
40	MN Venkateswara Rao	Driver
41	Md. Fazul Ur Rehman	Office Subordinate
42	P. Geetha	Sweeper

I. ADDITIONAL DIRECTOR

MBI, MBII & MDM		
S NO.	SECTIONS	SUBJECTS
1.	IT CELL	<ul style="list-style-type: none"> All I.T. related issues in the School Education Department To develop the applications given by various stake holders and internal department for maintaining the data resources as per their orders. Dealt with the following ie., e-hazar, Bio-metric, Digital classrooms and Virtual Classrooms.
3.	MDM Cell	<ul style="list-style-type: none"> Implementation of Nutrition Support Programme Mid Day Meal Scheme – Budget – Monitoring – Supervision – plan of action etc. Plan schemes: NMP for Primary, Upper Primary: Honorarium to Cook cum helpers, construction of Kitchen sheds, NMP for IX and X class.

III. Director(Coordination) & JOINT DIRECTOR(Services)

Estt.I, Estt-II, Estt-III, Estt-IV, Estt-V, Estt.VI and Estt-VII

S NO.	SECTIONS	SUBJECTS
1.	Estt-1	<ul style="list-style-type: none"> Service matters pertaining to Class-I and Class-II Officers including GPF & GIS and disciplinary cases (i.e. Additional Directors of School Education in the State) R.J.D.S.E., Joint Directors, DEOs, Deputy Directors, Principals of IASEs, CTEs/DIETs/GCPEs/ Professors of SCERT/IASE.). Vigilance cases, ACB/Vigilances and Disciplinary proceedings

<p>2.</p>	<p>Estt-2</p>	<ul style="list-style-type: none"> • Service matters, medical reimbursement, disciplinary cases, vigilance cases and court cases of Class-III officers (i.e. Assistant Directors/Deputy Educational Officers, Lecturers in CTEs/IASEs/ Senior Lecturer in DIETs, Lecturer in Physical Education and GCPE Gopannapalem (West Godavari), Lecturer in SCERT • Service matters, medical reimbursement disciplinary cases, vigilance cases and court cases of HM Gr-II, MEOs / Lecturers in DIETs • Matter relating Unified Services Rules and its courtcases
-----------	----------------------	---

3.	Estt-3	<ul style="list-style-type: none"> • All service matters of teachers pertaining to Govt./ZPs/MPP of East Godavari, West Godavari & Krishna Districts up to the Cadre of SA/equivalent cadre. • Aboard permissions, NOCs to the teachers of the above 3 districts. • Court cases in Hon'ble High Court of teachers of the above 3 districts. • Vigilance cases, ACB and Disciplinary cases of the concerned districts. • NEP 2020: Re-apportionment of teachers in the State and court cases pertaining to common orders on this issue. • Notional Seniority related issues in the State up to the cadre SA/equivalent Cadre and related court cases. • Inter District Transfers of all the teachers/HM in the State and related court cases.
4.	Estt-4	<ul style="list-style-type: none"> • All service matters of teachers pertaining to Govt./ZPs/MPP of Guntur, Prakasam, Nellore Districts up to the Cadre of SA/equivalent cadre. • Aboard permissions, NOCs to the teachers of the above 3 districts. • Court cases in Hon'ble High Court of teachers of the above 3 districts. • Vigilance cases, ACB and Disciplinary cases of the concerned districts. • Upgradations to the teachers in the State and its related court cases. • Promotions guidelines to the teachers up to the Cadre of HM in the State and courtcases related to promotions guidelines only. • Vocational Instructors and related issues including court cases. • Fradulant medical claims and related court cases.
5	Estt-5	<ul style="list-style-type: none"> • Services matters of Non-Gazetted officers (Supdt. / Sr. Asst / Jr. Asst.), O/o. DSE, A.P.,Amaravati • Service matters, Medical reimbursement of Superintendents of O/o. CSE andMoffusil • Office maintenance, maintenance of vehicles, sanction of loans & advances and rents. Maintenance of buildings otherthan

		<p>educational institutions.</p> <ul style="list-style-type: none"> • Abroad permissions / NOC to the Non-teaching staff upto the cadre of Superintendents in the State. • Court Cases related to Non-teaching staff upto the cadre of Superintendents in the State. • Preparation notes on Hon'ble Chief Ministers Meetings, Hon'ble HRD Meetings, Chief Secretary / Spl. Chief Secretary meetings, • Vigilance cases, ACB/Vigilances and Disciplinary Proceedings
6	Estt.6	<ul style="list-style-type: none"> • All service matters of teachers pertaining to Govt./ZPs/MPP of Chittoor, Kadapa, Kurnool & Anathapur Districts up to the Cadre of SA/equivalent cadre. • Aboard permissions, NOCs to the teachers of the above 4 districts. • Court cases in Hon'ble High Court of teachers of the above 4 districts. • Vigilance cases, ACB and Disciplinary cases of the concerned districts. • Inter State Transfers to the teachers up to the cadre of SA/equivalent cadre in the State and related court cases. • Transfers guidelines for the teachers in the State and courtcases related to transfers guidelines only. • Model primary school and related issues and related court cases.
7	Estt.7	<ul style="list-style-type: none"> • All service matters of teachers pertaining to Govt./ZPs/MPP of Srikakulam, Vizianagaram & Visakhapatnam Districts up to the Cadre of SA/equivalent cadre. • Aboard permissions, NOCs to the teachers of the above 3 districts. • Court cases in Hon'ble High Court of teachers of the above 3 districts. • Vigilance cases, ACB and Disciplinary cases of the concerned districts. • Teachers Stepup related issues up to the Cadre of SA/equivalent cadre in the State and related court cases. • Issues related to 610 cases in the State and related court cases. • Fake certificates issues related to the teachers in the State and related court cases. • General Correspondance with all the DEOs/RJDSEs and consolidations.
8		Any Other matters entrusted by the DSE from time to time.

IV. JOINT DIRECTOR (II)EE

A&I, PS-I, PS-II, TEXTBOOKS, UC&MU, DC,		
S NO.	SECTIONS	SUBJECTS
1)	PS-I	<ul style="list-style-type: none"> • All matters relating to Aided Teaching Staff and non – teaching staff in six districts Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari and Krishna Districts • Permissions for opening of Pvt. Un-aided schools in (6) schools • Filling up of Aided posts through promotion, absorption and direct recruitment and transfers of aided teachers working in the above (6) districts. <hr/> <ul style="list-style-type: none"> • Up-gradation of Upper Primary schools as High Schools of respective districts. <ol style="list-style-type: none"> 1) Providing Bicycles under Badikostha programme 2) Implementation of Physical Literacy programme. 3) Payment of Honorarium to Vidya Volunteers 4) Up gradation of Upper Primary Schools into High Schools 5) Permission for opening of Parallel English Medium Sections 6) Renaming for schools (Government/ Local Bodies Schools) 7) Supply of furniture to Government/ Local Bodies schools 8) Self Financed Independent Schools 9) Syloist and Tippa 10) Establishment of Amaravati Model Schools 11) Budget proposals for <ol style="list-style-type: none"> i) Bharth Scouts and Guides ii) SIET iii) Electricity for Government and Local Bodies schools iv) APERI Society v) Saink Schools, Korukonda, Vizianagaram and Kanikiri, Chittoor vi) Scholarship to the Andhra Pradesh students in Saink School, Kodagu, Karanataka <ul style="list-style-type: none"> • Court cases related to Teaching and Non – teaching staff of Aided Schools in Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari and Krishna Districts

2)	PS-II	<p>1) Service matters of Aided Teachers staff and NonTeaching Staffinseven districts i.e., Guntur,Prakasam, NelloreChittoor, Ananthapuram Kadapa & Kurnool Districts working under the Control of theCSE,A.P., AmaravatiandpermissionforopeningofPrivateUn-aided Schools.</p> <p>2) Filling up of Aided Posts through Promotion, Absorption and Direct Recruitment and Transfer of Aided Teachers working in Guntur, Prakasam, Nellore, Chittoor, Ananthapuramu, Kadapa & KurnoolDistricts</p> <p>3) Up gradation of Upper Primary Schools into HighSchools</p> <p>4) Permission for opening of Parallel English MediumSections</p> <p>5) Renaming of Schools (Government/ Local bodiesSchools)</p> <ul style="list-style-type: none"> • Court cases related to Teachers and Non Teaching Staffof Aided Schools in Guntur, Prakasam, Nellore, Chittoor, Ananthapuram, Kadapa & KurnoolDistricts
3)	Design Cell	<ul style="list-style-type: none"> • Approvals for construction of CivilWorks. • Maintenance of Govt. buildings under School EducationDepartment • Implementation of ODFscheme • Implementation of Vanam – Manam etc.,...
4)	SGF	<ul style="list-style-type: none"> • Deputation of students to participate in State Level, National Level events on all Out-Door / Indoor Games / Tournaments/ Sportsetc.,
5)	Trainings	<ul style="list-style-type: none"> • Non-service matters of Govt., Pvt. (Aided) B.Ed.Colleges, Physical Education Colleges, • Processing of Proposals of Pvt. B.Ed. Colleges, LP CET etc., and other alliedmatters. • Service matters of Aided B.Ed and B.P.Ed,Colleges

6)	Textbooks :	<ul style="list-style-type: none"> All matters relating to Textbooks, Correction of entries mad in the SSC Records, Scholarships to children, Pratibha Awards etc.,
7)	Urdu & Minority Cell:	<ul style="list-style-type: none"> All matters relating to Minority Education, Madarsasetc., Teacher Awardsetc., All matters relating to State Teacher Award Functions, Sanction of financial assistance to the TeacherChildren All matters relating to National Awards toTeachers
8)	A&I	<ul style="list-style-type: none"> Rules, Equivalencies, meetings, deputation of officers staff to attend training programmes conducted by the APHRDI, NUEPA, MHRD, GOI, NewDelhi Inspections / Visits – Review of inspection reports, performance appraisals of DEOs / RJDSEs in the Stateetc. OD permission to the office Bearers of Recognized Teacher Associations. Three language formula and related matters – School academic calendar – Central schools – conduct of official conference - continuation of posts and all other alliedmatters. Miscellaneous works assigned from time to time by the JD (EE)
9)	Inward & Outward Section	<ol style="list-style-type: none"> Receipts of tappals anddistribution. Despatch of letters to subordinate officesetc.
10)		Any Other matters entrusted by the DSE from time to time.

V. JOINT DIRECTOR(TET)

TRC, Pension, Planning & Statistics & Legal Cell

1)	Legal Cell	<ul style="list-style-type: none"> Monitoring of Court Cases viz., APAT, Lokayuktha, High Court, Supreme Court and other lower courtsetc.
2)	TRC	<ul style="list-style-type: none"> Recruitment of Teachers – Conduct of DSCs, Matters relating to previous DSCs. Teachers Eligibility Test (TET) and all other allied matters. Court Cases ie., Hon'ble APAT, Hon'ble High Court and Hon'ble Supreme Court
3)	Pension Sections	<ul style="list-style-type: none"> Pension matters of all staff members in 13 districts. Lok Adalat and Lokayuktha pension cases – Govt. / Aided and all other allied matters Settlement of cases of Pensions, Medical reimbursement Proposals of Retired Government Gazetted Employees viz. Sr. Lecturers in DIETs , CTEs, IASE Gazetted, Non-Gazetted and last Grade Employees and O/o. D.S.E. and SCERT. Review of Pension Cases pertaining to all managements in the state. Sanction of Medical Reimbursement to the Retired Teachers pertaining to the Districts all managements in the state. Lok Adalat and Lok Ayukta cases pertaining to the Districts all managements in the state. Forwarding of Pension proposals to Accountant General, Andhra Pradesh, Hyderabad in respect of the staff working in Aided B.Ed. Colleges in the State.
4)	Planning & Statistics	<ul style="list-style-type: none"> Preparation of annual Plan BE and RE Preparing Governor's Speeches Submission of reports to the Govt. Key Performance Indicators etc., Collecting data of the students and teachers for UDISE

VII. DEPUTY DIRECTOR(Academic)

MB, UC&MC:

S NO.	SECTIONS	SUBJECTS
1	MB	Medical Reimbursement of working staff in the State and all other allied matters and the works instructed by the Senior Officers.
2.	MC & UC	<ol style="list-style-type: none">1. Minority – Urdu Matters, Teachers Awardsetc.,2. Promotion of Urdu Language – Formulation & Implementation of Schemes.3. Plan Schemes : Area Intensive Programme, Modernization of Madarsa Edn. Improvement of Urdu Edn. Strengthening of Linguistic Minority (other than Urdu), Area Intensive Programme – CSS Scheme– A.P. Minority Welfare meetings – Grant-in-aid to Urdu Academic – Linguistic Minorities Educational Institutions in the State – State Awards to teachers – Issue of minority status certificates to the Religious Minority Educational – National Awards.

VIII. DEPUTY DIRECTOR (Trg)

Text Books & Training:

1.	Textbooks	Textbooks – Budget – Preparing indents for printing and distribution to districts and school points. Correction of entries made in the SSC records School Games Federation Scholarships to Talented Children from Rural Areas – Prathiba Awards – Sanskrit Scholarships – National & State
		Festivals – Pulse Polio etc/ Medical Inspections- supervision Vocation Education matters – Matters relating to Teachers Welfare Fund and All Correspondences and monitoring of matters with the office of RVM / RMSA / SIET/ APREIS/ DGE/ SCERT.
2.	Trainings	Matters relating to Pvt. Colleges / Physical Education colleges and services of aided B.Ed. Colleges – Non- service matters of Govt. D.Ed. Colleges, Pandit Training colleges, Physical Education Colleges – Deputation of in- service candidates into B.Ed / BPed/ MP Ed – DIET CET, LP CET – Establishment of Govt. D.Ed / B.Ed. Colleges etc., and all other allied matters: Plan Schemes, Matters related to College of Education (IASE/CTEs), GCPEsetc., Plan Schemes : Up gradation of IASEs / CTEs, Establishment of B.Ed, B.Ed. Colleges for ST students in Tribal Areas.

IX. DEPUTY DIRECTOR (Planning and Statistics)

PLANNING & STATISTICS AND TWF

S NO.	SECTIONS	SUBJECTS
1	PLANNING	<ul style="list-style-type: none">• Planning and Budgeting – Preparation of Annual Plan, BE and RE, Submission of reports to Government, Planning –• Collection and Preparation of Data and All India Ednl Survey Reports and submission of reports to Government – Preparation and submission of Administration report, Governors report and all other allied matters.
2	STATISTICS	<ol style="list-style-type: none">1. Collection, Computerization and Consolidation of School Wise Education Statistics and Employees Data Base of all Districts in the State.2. Financial Data of All Districts.3. Maintenance of Computer Stationary.4. Maintenance of Educational Library.5. Analysis of Seventh Class Common Examination Results.

3.		<ol style="list-style-type: none"> 1. Collection and consolidation of Data of Special Schools, Colleges of Education, DIETs., and Physical Education. 2. Correspondence with Central Government Departments regarding Educational Statistics and Employees Data Base. 3. Furnishing information to Government of India in E8 series and to Directorate of Economics and Statistics, A.P., Hyderabad. 4. Consolidation and Preparation of Selected Educational Statistics - State Book. 5. Correspondence and Purchase of AMC Computers and Printers. 6. Collection of consolidation of Cadre wise Teacher particulars and Non-teaching staff in the State. 7. Analysis of Tenth Class Common Examination Results. 8. Collection and consolidation data on Unrecognized Schools in the State. 9. In addition to the above Seventh All India School Education Survey work of Computerization, validation, Generation of Tables and Report writing work.
4	<p style="text-align: center;">TWF (Teacher welfare fund) (A.D. Plg)</p>	<ol style="list-style-type: none"> 1. Printing of Teachers' Day Flags, Sale proceeds of the Teachers' Day Flags received from the District Education Officers and account for the amounts of sale proceeds. 2. Celebration of Teachers' Day on 5th September of every year. 3. Honoring of meritorious working and retired teachers by giving the awards of National Foundation for Teachers' Welfare every year on Teachers' Day. 4. Providing of financial assistance towards medical expenses for major illness (ie., T.B., Cancer, Heart Disease, Kidney failure etc.) for working the retired teachers from the funds of NF for T.W., A.P., 5. Providing of financial assistance to the working teachers for celebration of their daughter's marriage from the funds of the NF for TW, A.P., 6. Providing of financial assistance to the working teachers for professional education for children of school teachers from the funds of NF for TW, AP., 7. Audit on the accounts of NF for T.W, AP., 8. Meetings of the State Working Committee are to be conducted in consultation with the Hon'ble Chairman as and when required.

		<p>9. Monitoring the following schemes:</p> <p>a. Financial assistance to the working and retired teachers upto Rs.20,000/- where medical reimbursement facilities are not available and Rs.10,000/- where medical reimbursement facilities are available and Rs.20,000/- for gratuitous relief in cases of serious accidents.</p> <p>b. Financial assistance to the working teachers upto Rs.15,000/- for Professional Education of children of school teachers.</p> <p>c. Paid holiday to eminent teachers.</p> <p>d. Subsidy to teachers for academic activities.</p> <p>e. Financial assistance for construction of Shikshak Sadans of the State.</p>
--	--	---

SUBJECTS UNDER THE CONTROL OF CHIEF ACCOUNTS OFFICER

S NO.	SECTIONS	SUBJECTS
1	A1	<ul style="list-style-type: none"> • Preparation of salary bills, Loans and advances bills and reconciliation with P.A.O. and IT returns • Preparation of all contingent, processing of all AC and DC bills and disbursement of cash and all cash registers. • all pending AC/DC bills position in respect of subordinate offices. • establishment matters of account branch attending to the remarks on referred files of DSE office, corresponding with DTA on establishment of account branch.
2	A2	Budget Releases of Capital Head of Accounts and some of the Revenue Head of accounts as per the proceedings issued by the Monitoring officers and PAC.
3	A3	Budget Releases under Revenue Schemes under Primary Education and Secondary Education, 80- General and others as per the proceedings issued by the monitoring officers.
4	A4	Audit Report of A.G. and Departmental Inspection Reports and conduct of District Inspections
5	A5	Audit Reports of A.G. and Headquarters office

CHAPTER – 4
[Sec.4(1)(b)(iv) RTI ACT-2005]

NORMS SET FOR THE
DISCHARGE OF FUNCTIONS

This Department follows the norms and guidelines set out in the Secretariat Office Manual and other Manuals / Codes / Rules (Administered mostly by the Personnel and Administrative Reforms and Finance Departments) applicable to all the Departments of the Secretariat.

CHAPTER – 5
[Sec. 4(1)(b)(v) RTI ACT - 2005]

**RULES, REGULATIONS, INSTRUCTIONS,
MANUAL AND RECORDS FOLLOWED.**

The official business of this department is carried out mostly in accordance with the provisions contained in the following rules, regulations and manuals.

- i) A.P. Government Business Rules and Secretariat Instructions
- ii) A.P. Legislative Assembly Rules
- iii) The A.P. Secretariat Office Manual
- iv) A.P. Budget Manual
- v) A.P. State and Subordinate Service Rules
- vi) A.P. Civil Services (Classification, Control and Appeal) Rules
- vii) A.P. State Government Servants Conduct Rules
- viii) A.P. Pension Rules
- ix) Fundamental Rules of the A.P. Government

CHAPTER – 6
[Sec. 4(1)(b)(vi) RTI ACT- 2005]

**STATEMENT OF THE CATEGORIES OF DOCUMENTS
HELD BY THE DEPARTMENT OR UNDER ITS
CONTROL**

The details of various documents held by this Department are as below.

Sl. No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Policy Note	Contains the Policy pronouncements of the Department for the concerned year.	Application to Public Information Officer.	School Education Department A.P.,
2.	Important Government Orders	Issued by this Department from time to time in various sections.	1. Available on the GoAP – Govt. website as well as on The Department Website cse.ap.gov.in, Application to Public Information Officer.	School Education Department A.P.,

CHAPTER – 7
[Sec.4(1)(b)(vii) RTIACT-2005]

**ARRANGEMENTS FOR PUBLIC
REPRESENTATION/ CONSULTATIONS THAT EXIST
IN RELATION TO FORMULATION/
IMPLEMENTATION OF POLICY**

At present, there is no statutory provision to seek direct consultation / participation of Public or its representatives for formulating or implementing the policies of this Department.

However, the representative of Non-governmental Organisations and experts from various walks of life such as Educationalists, Social Workers are given representations on various committee's constituted by Government for the Welfare of students community wherever possible. Further, in the case of finalization of revised syllabus for schools, it is hosted on the website so as to solicit opinion of the public and meetings of educationists are conducted at various places.

Apart from the above, all the schools are encouraged to have School Management Committees, wherein, the parents of students as representatives of the general public can express their grievances / views on the Departmental activities at District/ State level through headmaster of the schools.

CHAPTER – 8
[Sec.4(1)(b)(viii) RTI ACT-2005]

**BOARDS, COUNCIL, COMMITTEES AND
OTHER BODIES**

No boards, councils, committees and other bodies are constituted in the Department of School Education.

CHAPTER – 9
[Sec.4(1)(b)(ix) RTI ACT2005]

**DIRECTORY OF OFFICERS AND
EMPLOYEES**

CHAPTER - 10

[Sec. 4(1)(b)(x) RTI ACT-2005]

**MONTHLY REMUNERATION RECEIVED BY
OFFICERS AND EMPLOYEES**

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

SI · NO	NAME OF THE EMPLOYEE SARVA SRI	DESIGNATIO N	PAY SCALES	BAS IC PAY	PP	FPA Y	SPA Y	PH ALLOWAN CE	DA	HR A	C CA	IR	GROS S TOTAL
1	S.Suresh Kumar	Commissioner	Pay Level14	1827 00					566 37				2393 37
2	Mohamed Diwan Mydeen	Director(MDM & Sanitation)	Pay Level12	1231 00					344 68	332 37			1908 05
3	Appakondur.Subba Reddy	Additional Director	61450- 105810	6467 0					216 88	194 01	100 0	174 61	1242 20
4	Bandlapalli.Prathap Reddy	Joint Director	52590- 103290	6145 0					206 08	122 90	700	165 92	1116 40
5	Muvva Ramalingam	Joint Director	46060- 98440	8929 0					299 44	150 00	700	241 08	1590 42
6	Yerra.Dhana Laksmi	Deputy Executive Engineer	49870- 100770	9844 0	60				330 13	200 00	100 0	265 79	1790 92
7	Dasi.Venkata Suprakash	Deputy Director(Traini ng)	46060- 98440	6799 0		90			228 01	135 98	700	183 57	1235 36
8	Kambhampati.Naga Venkata Satya Annapurna	Deputy Director(Acade mic)	42490- 96110	8093 0					271 41	200 00	100 0	218 51	1509 22
9	M Venkata Lakshmama	Deputy Director(Planni ng)	42490- 96110	5833 0		30			195 62	174 99	100 0	157 49	1121 70
10	K.Sandhya	Assistant Director	29760- 80930	4606 0					154 47	138 18	100 0	124 36	8876 1
11	Kandula.Purusotham	Assistant Director	40270- 93780	6633 0					222 44	132 66	700	179 09	1204 49
12	Ch Venkata Subbamma	Chief Accounts Officer	40270- 93780	6301 0	30				211 31	189 03	100 0	170 13	1210 87
13	Lakkaraju.Krishna Phani	Assistant Director	40270- 93780	6145 0		30			206 08	184 35	100 0	165 92	1181 15
14	C.Pattenna Chowary	Assistant Director	40270- 93780	6145 0	90				206 08	184 35	100 0	165 92	1181 75
15	P.Venkata Ramana	Assistant Director	40270- 93780	6975 0	30	75			233 91	139 50	700	188 33	1267 29
16	Namburu.Srinivasa Rao	Assistant Accounts Officer	35120- 87130	4368 0					146 49	131 04	100 0	117 94	8422 7
17	Potluri.Nagamani	Assistant Director	29760- 80930	4860 0		40			162 98	145 80	100 0	131 22	9364 0
18	Gandham.Nancharaiah	Assistant Director	29760- 80930	5833 0	30	50			195 62	174 99	100 0	157 49	1122 20
19	Yalla.Venu	Junior Accounts Officer	28940- 78910	3916 0					131 33	117 48	100 0	105 73	7561 4
20	Kancharla.LathaRani	Junior Accounts Officer	28940- 78910	3710 0					124 42	111 30	700	100 17	7138 9
21	Mukollu.Srinivasulu	Junior Accounts Officer	28940- 78910	3417 0					114 59	102 51	700	922 6	6580 6

2 2	Kunchala.Sreekanth	Junior Accounts Officer	28940- 78910	3146 0				105 50	943 8	700	849 4	6064 2
2 3	N.SurReddy	Junior Accounts Officer	28940- 78910	3058 0				102 55	917 4	700	825 7	5896 6
2 4	Thammineni.Sudhakar	Superintendent	28940- 78910	2894 0				970 5	578 8	350	781 4	5259 7
2 5	Godavari.Gopi Krishna	Superintendent	28940- 78910	3234 0				108 46	970 2	700	873 2	6232 0
2 6	Polukonda.V.D.V.Prasad	Superintendent	28940- 78910	3234 0				108 46	970 2	700	873 2	6232 0
2 7	Poranki.Satya Sai Ram	Superintendent	28940- 78910	2976 0				998 0	595 2	450	803 5	5417 7
2 8	Nakka.Venkata Ratnakar Rao	Superintendent	28940- 78910	4249 0				142 49	849 8	700	114 72	7740 9
2 9	Ala.RajaSekhar	Auditor	28940- 78910	3417 0				114 59	102 51	700	922 6	6580 6
3 0	Ballipalli.Vijay Raghav	Superintendent	28940- 78910	2976 0				998 0	595 2	450	803 5	5417 7
3 1	C.Sampath Kumar	Auditor	28940- 78910	3916 0				131 33	117 48	100 0	105 73	7561 4
3 2	Kalla.Sasi Kumar	Superintendent	28940- 78910	3234 0				108 46	970 2	700	873 2	6232 0
3 3	Siga.Sriniasulu	Superintendent	28940- 78910	3146 0				105 50	943 8	700	849 4	6064 2
3 4	Pidikiti.Satyanarayana	Superintendent	28940- 78910	3146 0				105 50	943 8	700	849 4	6064 2
3 5	Kummari Nagabhushanam	Superintendent	28940- 78910	3234 0				108 46	970 2	700	873 2	6232 0
3 6	Bandapalli.Kalyan Chakraarth	Superintendent	28940- 78910	3058 0				102 55	917 4	700	825 7	5896 6
3 7	T.Mahesh Kumar	Superintendent	28940- 78910	3058 0				102 55	917 4	700	825 7	5896 6
3 8	D.Babu Rao	Superintendent	28940- 78910	2894 0				970 5	578 8	350	781 4	5259 7
3 9	Balla.Satyanarayana	Superintendent	28940- 78910	4487 0		40		150 48	134 61	100 0	121 15	8653 4
4 0	P.Sai Shobhan Raju	Auditor	22460- 66330	2444 0				819 6	733 2	600	659 9	4716 7
4 1	G.Rama Krishna	Auditor	28940- 78910	2894 0				970 5	578 8	350	781 4	5259 7
4 2	P.Naga Lakshmi	Superintendent	28940- 78910	2894 0				970 5	578 8	350	781 4	5259 7
4 3	B.Venkata Naga Madavi	Superintendent	28940- 78910	3417 0				114 59	102 51	700	922 6	6580 6
4 4	MALLADI LAZARU	Superintendent	28940- 78910	3512 0				117 78	105 36	700	948 2	6761 6
4 5	B.Indira Nagamani	Superintendent	28940- 78910	2894 0				970 5	578 8	350	781 4	5259 7

46	Chowpalli.Visweswaraya	Assistant Statistical Officer	35120-87130	55410				18582	11082	700	14961	100735
47	Kavuluri.Venkata Hema Prasad	School Assistant	35120-87130	52590	100			17637	10518	700	14199	95744
48	Anumula.Kavitha	Assistant Statistical Officer	24440-71510	31460				10550	9438	700	8494	60642
49	SangamReddi.Gareebu Naidu	Assistant Statistical Officer	24440-71510	32340				10846	9702	700	8732	62320
50	Namburi.Nageswara Rao	Senior Accountant	22460-66330	24440				8196	4888	350	6599	44473
51	Nallabopu.Channappa	Senior Accountant	22460-66330	24440				8196	4888	350	6599	44473
52	Bathula.Bala Veeraiah	Senior accountant	22460-66330	22460				7532	4492	350	6064	40898
53	C Anil Kumar	Senior accountant	22460-66330	22460				7532	4492	350	6064	40898
54	Gudala Rama Devi	Senior accountant	22460-66330	22460				7532	4492	350	6064	40898
55	Donga.Phaneendra	Senior Accountant	22460-66330	24440				8196	4888	350	6599	44473
56	Gumma Rama Krishna	Senior Accountant	22460-66330	25840				8666	5168	350	6977	47001
57	Bollineni.NuthanaKumari	Senior Assistant	22460-66330	24440				8196	4888	350	6599	44473
58	Boda.Venkata Siva Sai	Senior Assistant	22460-66330	22460				7532	4492	350	6064	40898
59	Tundalam.Sri Hari	Senior Assistant	22460-66330	35120				11778	10536	700	9482	67616
60	Varahabhatla.Subramanya Eswara Prasad	Senior Assistant	23100-67990	39160		40		13133	11748	1000	10573	75654
61	Muchi.Rajasekhar Chandra	Junior Assistant	16400-49870	25140				8431	7542	600	6788	48501
62	Eedu Bhujanga Rao	Junior Assistant	16400-49870	17380				5829	3476	350	4693	31728
63	Konda Vidya Sagar Reddy	Junior Assistant	16400-49870	18400				6171	3680	300	4968	33519
64	Annam Anitha	Junior Accountant	16400-49870	16400				5500	3280	250	4428	29858
65	Pavuluri.Chandana Valli	Junior Assistant	16400-49870	16870				5658	3374	350	4555	30807
66	Yatam Ramesh	Record Assistant	14600-44870	23100				7747		600	6237	37684
67	Fazul Ul Rahman M.D	Office Subordinate	13390-41380	17890				6000	5367	600	4830	34687
68	Naga Venkateswara Rao	Driver	15030-46060	28940				9705	8682	600	7814	55741
69	Paia.Geetha	Sweeper	13000-40270	20050				6725	6017	600	4872	38264
70	K.Ravindranath Reddy	Joint Director	52590-	5989				200	119	700	161	1088

			103290	0				85	78		70	23
71	Marapatla Raja Azad Samuel	AAMO	40270-93780	58330				19562	11666	700	15749	106007
72	Bommiseti Suryanarayana	Accounts Officer	35120-87130	51230				17181	15369	1000	13832	98612
73	S.Nani Babu	Senior Assistant	17890-53950	26600				8921	5320	350	7182	48373
74	Tadigiri.SivaMalleswari	Lecturer Production	37100-91450	71510				23982	20000	1000	19308	135800
75	Kuchipudi.Venkateswara Rao	Engineering Assistant	37100-91450	103290				34639	20000	1000	27888	186817
76	Aout.KishoreKumar	Producer	37100-91450	58330				19562	17499	1000	15749	112140
77	Jinka.RajaRam	Engineering Assistant	35120-87130	93780		40		31450	20000	1000	25321	171591
78	Seera.Bhavani	Engineering Assistant	35120-87130	49870				16724	14961	1000	13465	96020
79	Pasupuleti.Sudhakar Babu	Photo Animation Graphic Artist	35120-87130	64670				21688	19401	1000	17461	124220
80	AraniNarayanaSwamy NandaKumar	Senior Assistant	22460-66330	46060				15447	13818	1000	12436	88761
81	Bejjam.ShanthaKumaari	Junior Accountant	17890-53950	30580				10255	9174	700	8257	58966
82	Koti.Bhaktavatsalam	Wardrobe Assistant	15460-47330	44870				15048	13461	1000	12115	86494
83	Gummudipudi.Bhaskar Reddy	Lighting Assistant	15460-47330	44870				15048	13461	1000	12115	86494
84	Janyavula.Venkateswara Rao	Khalasi	15030-46060	41380		30		13877	12414	1000	11173	79874
85	Madhuranthakam.Venkat eswara Reddy	Khalasi	14600-44870	38130		30		12787	11439	1000	10295	73681

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

CHAPTER – 11
[Sec.4(1)(b)(xi) RTI ACT-2005]

**THE BUDGET ALLOCATED TO EACH
DEPARTMENT'S AGENCY INDICATING THE
PARTICULARS OF ALL PLANS**

An amount of Rs. 18,15,945.24 lakhs has been allocated to implement all the plan schemes including CSS Matching schemes and state schemes for the year **2017-18**. Information hosted on the website www.aponline.gov.in

BE and expenditure details for 2018-19 and 2019-20 under Plan Schemes

(Rs.in Lakhs)

S.No	Name of the Scheme	BE 2018-19 (Including Addl. Funds)	Expenditure	BALANCE	BE 2019-20 (Including Addl. Funds)	Expenditure	BALANCE
1	A.P Mahila Samatha Socity	934.01	467.01	467.00	500.0	275.0	225.0
2	Participation of A.P.School Teams in National Games	500.00	484.04	15.96	343.2	0.0	343.2
3	Strengthening of AV Education of Mana TV	5.00	0.00	5.00	0.0	0.0	0.0
4	Assistance to Sainik Schools	1000.00	925.00	75.00	2700.0	1700.0	1000.0
5	A P Open School Socity	323.53	323.53	0.00	100.2	75.0	25.2
6	Establishment of B.Ed. & D.Ed. Colleges for ST students in Tribal Areas	10.00	0.00	10.00	10.0	0.0	10.0
7	Digital Class Rooms	7000.00	485.06	6514.94	2250.0	0.0	2250.0
8	Tablet to HMs	0.00	0.00	0.00	0.0	0.0	0.0
9	E-Hazar	2664.85	2,664.85	0.00	1873.7	647.7	1226.0
10	Printing of Teachers hand Book	50.00	6.03	43.97	0.0	0.0	0.0
11	MDM IX & X Classes	14535.15	9,886.38	4648.77	62087.4	44347.0	17740.4
12	Buildings(DSE)(Including APREI Socity Rs.25.00 Cr)	3500.00	1,029.11	2470.89	3000.0	2254.0	746.0
	Construction Of Buildings Under APREI SOCEITY (RIDF)	1000.00	398.43	601.57	2000.0	1209.0	791.0
	Buildings(DSE)	1000.00	400.94	599.06	500.0	500.0	0.0
13	Construction of school buildings(toilet blocks under APREI SOCIETY)	1500.00	229.74	1270.26	545.0	545.0	0.0
14	Protection of High School Buildings	200.00	117.93	82.07	53.0	53.0	0.0
15	Constrution of Regional School of Excellene	100.00	0	100.00	20.0	0.0	20.0
16	Construction of sainik school kalikiri	0.00	0	0.00	0.0	0.0	0.0
	Total state Plan Schemes	34322.54	17418.05	16904.49	75982.44	51605.67	24376.77

CENTRALLY ASSISTED STATE PLAN SCHEMES							
1	Samagra Shiksha	179931.60	124628.53	55303.07	224523.2	211145	13378.2
	SSA (STATE SHARE)	72849.60	63,415.61	9433.99	93311.84	84234	9077.84
	S SA(CENTRAL SHARE)	107082.00	61212.92	45869.08	130470.53	126353	4117.53
2	MADARASAS	200.00	0.00	200.00	0	0	0
3	Support for Educational Devt. Including Teachers Training and Adult Education	1946.93	1,558.68	388.25	1503.82	809.92	693.9
4	RMSA	118431.51	38875.79	79555.72	0	0	0
	RMSA(STATE SHARE)	23761.54	18.23	23743.31	0	0	0
	RMSA(CENTRAL SHARE)	94669.97	38,857.56	55812.41	0	0	0
	RMSA MAJOR WORKS	4874.60	297.70	4576.90	741	558	183
5	MDM (100%)	13186.18	6,742.05	6444.13	11278.55	4841.52	6437.03
6	MDM (60:40)	36556.48	19583.05	16973.43	52243.19	36316	15927.19
	MDM - (Central Share)	18928.20	11713.55	7214.65	28127.74	20122	8005.74
	MDM - (State Share)	17628.28	7869.50	9758.78	24115.45	16194	7921.45
	Total CASPS	350252.70	191388.10	158864.60	289548.76	253112.44	36436.32
	Grand Total(State+Centrally Assisted)	384575.24	208806.15	175769.09	365531.20	304718.11	60813.09

RMSA merged in Samagra Shiksha Abhiyan from the FY 2019-20

School Education Department (Rupees in Lakhs)

S.No.	Name of the Scheme	FY 2019-20			FY 2018-19			FY 2017-18		
		BE 2019-20	Expr.	Balance	BE 2018-19	Expr.	Balance	BE 2018-19	Expr.	Balance
1	GOVT. Primary Schools	23776.56	17931.22	5845.34	21625.05	17,209.98	4415.07	18955.40	16658.55	2296.85
2	AIDED Primary	49275.46	36926.19	12349.27	42347.96	37,331.27	5016.69	41706.00	39698.64	2007.36
3	TG TO Muncipalities	18883.60	27207.62	-8324.02	0.00	0	0.00	17660.78	646435.54	-628774.76
4	TG TO M P PS	865495.38	694174.28	171321.10	788312.77	716,179.09	72133.68	737745.52	0.00	737745.52
5	RIE Banglore	25.00	0.00	25.00	25.00	0.00	25.00	25.00	25.00	0.00
6	Assistance to A P S I E T	198.00	378.08	-180.08	250.00	187.5	62.50	241.23	241.23	0.00
7	GOVT. Training Colleges	1593.80	1799.47	-205.67	1736.44	1,183.68	552.76	1564.34	1171.40	392.94
8	Vocationalisation of Secondary Education	0.00	0.00	0.00	0.00	0.00	0.00	7.80	0.00	7.80
9	Pratibha Scholarships	1143.14	535.93	607.21	1560.33	1,020.24	540.09	1160.00	1160.00	0.00
10	GOVT.Secondary Schools	53121.50	42725.19	10396.31	51381.19	44,133.90	7247.29	50467.12	41317.04	9150.08
11	AIDED Secondary	40905.54	35223.41	5682.13	32661.86	35,046.30	2384.44	28393.21	32374.35	-3981.14
12	Assistance to the APREI Society	12000.00	12000.00	0.00	11659.39	11,659.39	0.00	17426.73	8747.05	8679.68
13	Assistance to Sainik Schools	2700.00	978.57	1721.43	1000.00	925.00	75.00	1397.82	516.65	881.17
14	TG to Muncipalities	12278.82	32230.75	-19951.93	0.00	0.00	0.00	12831.32	23.10	12808.22
15	T G To ZPPs	633445.89	578144.73	55301.16	600284.11	532,759.39	67524.72	580525.11	490321.35	90203.76
16	Aided Hindi/Arabic Vidyalayas	501.12	401.62	99.50	365.85	368.67	2.82	595.70	358.38	237.32
17	Aided Sanskrit Schools	4843.80	4408.06	435.74	4156.17	4,210.55	54.38	4047.02	4273.72	-226.70
18	Head Quarters Office	2055.33	1041.71	1013.62	2227.71	1,077.69	1150.02	2207.75	1255.14	952.61
19	District Offices	6615.95	5691.90	924.05	6629.72	5,336.89	1292.83	5798.23	4890.82	907.41
20	Legal Cell	1.43	0.30	1.13	7.15	1.80	5.35	6.50	6.42	0.08
21	SCERT	428.26	307.19	121.07	572.69	327.78	244.91	1746.41	367.36	1379.05
22	Government College of Physical Education	376.91	365.01	11.90	364.43	350.82	13.61	373.18	343.48	29.70
23	Bharath Scouts and Guides	200.00	102.75	97.25	189.00	141.75	47.25	250.00	250.00	0.00

Amt . Rs. in. Lakh

S.No.	Department	NON PLAN		PLAN		Total
		2018-19	2019-20	2018-19	2019-20	
1	Commissioner of School Education					
	2202-General Education					
	01-Elementary Education	10808.9	16766.6	0	0	27575.50
	02-Secondary Education	930724.78	10118.87	0	0	940843.65
	05-Language Development	565.85	501.12	0	0	1066.97
	80-General	9442.27	9100.97	0	0	18543.24
	2204-Sports & Youth Services	5553.43	2712.91	0	0	8266.34
	4202-Capital Out Lay	0	0	9674.60	1638.69	173568.29
	Sub-Total	957095.23	39200.47	9674.60	1638.69	1169863.99
2	Adult Education	6914.28	1852.09	0	0	8766.37
3	Jawahar Bal Bhavan	503.45	352.98	0	0	856.43

CHAPTER – 12
[Sec. 4(1)(b)(xii) RTI ACT-2005]

**MANNER OF EXECUTION OF SUBSIDY
PROGRAMMES**

In so far as this Department is concerned no subsidy programmes are being administrated.

CHAPTER – 13
[Sec. 4(1)(b)(xiii) RTI ACT-2005]

**PARTICULARS OF RECIPIENTS OF
CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED**

No individual or group(s) of individuals are granted any concessions or authorizations by this Department, except by way of the popularly known State Level Awards given to the Best Teachers and the Prathibha awards given to the students securing top State Ranks in the X Class Public Examinations.

CHAPTER – 14
[Sec.4(1)(b)(xiv)RTI ACT-2005]

INFORMATION AVAILABLE IN
ELECTRONIC FORM

All information pertaining to this Department available in electronic form is hosted and can be accessed on the website www.cse.ap.gov.in

The information provided on the website gets up-dated at frequent intervals.

CHAPTER – 15
[Sec. 4(1)(b)(xv) RTI ACT-2005]

**FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION**

The following facilities are available for citizens for securing information about this Department.

- i. Notice Board of the Department
- ii. System of issuing of copies of documents onrequest
- iii. Website address : www.cse.gov.in

CHAPTER – 16
[Sec.4(1)(b)(xvi) RTI ACT -2005]

**PARTICULARS OF THE PUBLIC
INFORMATION OFFICERS**

The following officers have been designated as Appellate Authority, PIO and APIO in the O/o Commissioner of School Education, A.P., Amaravati under RTI Act, 2005.

Sl. No.	Name of the Officer and Designation	Appointed under RTI Act 2005	Cell Nos.
1.	Sri D.V.Suprakash, Dy. Director O/o. CSE, A.P., Amaravati	Appellate Authority	9989931777
2.	Smt E.Lalitha Kumari, Assistant Director	Public Information Officer	9948663522
3.	Sri G.Gopi Krishna, Superintendent , Medical	Asst. Public Information Officer	9440484917

Note: Timings to contact on official phone numbers: 10.00 am - 5.30 PM from Monday - Friday

In the O/o. Regional Joint Directors of School Education in the State, the Asst Public Information is one of Superintendents, Public Information officer is the one of Assistant Director and Regional Joint Director of School Education is the Appellate Authority.

In the O/o. District Educational Officers in the State, the Asst Public Information is one of Superintendents, Public Information officer is the one of Assistant Director and Regional Joint Director of School Education is the Appellate Authority.

In all the High Schools the public information officer is Head Master of respective schools and Senior Most School Assistant is Assistant Public Information Officer and Deputy Educational Officer is the appellate authority.

CHAPTER – 17
[Sec.4(1)(b)(xvii) RTI ACT-2005]

OTHER USEFUL INFORMATION

- This Department has formulated the following policies for implementation
- Achieving enrolment of all school age children into schools. Retaining all the children enrolled, up to the completion of eighth standard in schools.
- Bringing dropouts to nil percent
- Focusing in quality of education
- Ensuring essential minimum level of learning competencies to all children
- Decentralisation of Educational management through effective community participation
- Enabling all those who have successfully completed primary education and upto Secondary Education
- Help the students studying secondary schools to complete the secondary and higher secondary education within the stipulated period
- Improving the professional skills of teachers handling different subjects
- providing quality Elementary Education by empowering teachers through training by explorative, creative, interactive and technology based methods
- Achieving total literacy
- Reducing gender disparity in literacy through Special Literacy Programmes for women
- To improve the basic amenities in schools
- To improve and enrich the syllabus
- To disseminate health education in schools
- To impart computer education to all students
- To provide on line services to the working teachers / students as well as public

SSC Examination Results (Regular) From March-2017 to March 2021

Sl.No	Year	Number Appeared			Number Passed			Pass Percentage		
		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
1	March-2017	314471	295031	609502	288909	271344	560253	91.87	91.97	91.92
2	March-2018	310054	294473	604527	292736	278439	571175	94.41	94.56	94.48
3	March-2019	317434	302060	619494	300548	287217	587765	94.68	95.09	94.88
4	March-2020	Not Available								
5	March-2021	Not Available								

Source : Controller of SSC Examinations

Management wise Total Schools 2017-18

Sl.No	District	Central Govt	State Govt	MPP/ZP P	Municipal	Private Aided	Private Unaided	Others*	Unrecognised	Madaras	Total
1	Srikakulam	2	367	2802	85	26	565	0	9	0	3856
2	Vizianagaram	3	564	2072	112	79	576	0	1	0	3407
3	Visakhapatnam	10	1026	2820	147	85	1230	0	16	11	5345
4	East Godavari	5	515	3444	280	144	1620	0	38	6	6052
5	West Godavari	2	177	2638	206	271	1159	0	5	4	4462
6	Krishna	5	52	2438	182	505	1334	7	13	10	4546
7	Guntur	5	135	2855	285	356	1117	18	129	26	4926
8	Prakasam	4	176	2967	55	248	932	0	29	8	4419
9	Nellore	7	100	3097	106	115	966	23	0	35	4449
10	Cuddapah	3	97	3039	89	139	1150	0	1	37	4555
11	Kurnool	2	227	2404	141	173	1297	5	14	77	4340
12	Anantapur	11	154	3415	260	48	1227	0	1	16	5132
13	Chittoor	5	158	4510	156	56	1263	0	50	14	6212
Total		64	3748	38501	2104	2245	14436	53	306	244	61701

Source: UDISE data 2017-18(as on 30th Sept-2017)

* State Govt. includes Education Dept., Welfare, Model Schools and KGBVs

*Others: NCLP, Other AIE Centers & Hindi

Management wise Total Schools- 2018-19

SI.No	District	Central Govt	State Govt	MPP/ZPP	Municipal	Private Aided	Private Unaided	Others*	Unrecognised	Madarasas	Total
1	Srikakulam	2	353	2805	85	23	570	0	0	0	3838
2	Vizianagaram	3	553	2074	112	80	562	0	1	0	3385
3	Visakhapatnam	10	1024	2831	147	84	1267	0	10	14	5387
4	East Godavari	5	504	3465	282	140	1621	0	25	11	6053
5	West Godavari	2	173	2644	206	271	1095	0	6	3	4400
6	Krishna	4	52	2455	183	475	1337	8	6	13	4533
7	Guntur	5	132	2860	289	354	1212	18	30	28	4928
8	Prakasam	4	189	2971	55	248	934	0	11	7	4419
9	Nellore	7	102	3099	106	114	983	23	0	30	4464
10	Cuddapah	3	97	3048	90	139	1158	0	1	33	4569
11	Kurnool	2	225	2408	143	173	1336	5	14	84	4390
12	Anantapur	7	156	3414	255	48	1203	0	8	21	5112
13	Chittoor	5	160	4515	157	54	1272	0	29	14	6206
Total		59	3720	38589	2110	2203	14550	54	141	258	61684

Source:UDISE Plus 2018-19(As on 30th Sept-2018)

* State Govt. includes Education Dept., Welfare, Model Schools and KGBVs

*Others:NCLP, Other AIE Centers & Hindi Mahavidyalayas

Management wise Total Schools- 2019-20											
Sl. No.	District	Central Government	State Government	MPP/ZP	Municipal	Private Aided	Private Unaided	Others	Unrecognised	Madarasas	Total
1	Srikakulam	2	358	2801	86	20	566		1		3834
2	Vizianagaram	3	554	2073	111	72	549				3362
3	Visakhapatnam	10	1027	2842	147	85	1302		1	14	5428
4	East Godavari	5	521	3466	282	137	1602		11	9	6033
5	West Godavari	2	179	2666	205	244	1104		3	5	4408
6	Krishna	4	54	2443	181	436	1328	11	3	13	4473
7	Guntur	6	137	2842	281	330	1223	16	7	25	4867
8	Prakasam	5	190	3003	54	244	910			8	4414
9	Nellore	7	102	3106	106	112	996	29		30	4488
10	Kadapa	3	101	3066	90	140	1150			19	4569
11	Kurnool	2	227	2422	141	169	1346	3	2	76	4388
12	Anantapur	7	159	3386	255	43	1187		17	22	5076
13	Chittoor	5	162	4496	156	52	1273		21	14	6179
Grand Total		61	3771	38612	2095	2084	14536	59	66	235	61519