

UNDER SEC.4 (1) (b)

OF

RIGHT TO INFORMATION ACT, 2005

**O/o the DISTRICT EDUCATIONAL OFFICER,
KHAMMAM.**

KHAMMAM DISTRICT.

**DISTRICT GAZETTE
KHAMMAM EXTRA ORDINARY
PUBLISHED BY AUTHORITY**

District Gazette No. _____, Dated
RIGHT TO INFORMATION ACT 2005 (Central Act 22 of 2005)
District Educational Officer, Khammam

NOTIFICATION

The Right to information Act 2005 (Central Act 22 of 2005) of Parliament received the assent of the President on the 15th June 2005. Where as the section 4 (1) (b) of the said Act, casts obligation on every public Authority to publish information on 17 items referred to there in within the expiry of 120 days, from the date of the Act (12th October 2005). Therefore, in compliance to the provisions of section 4 (1) (b) of Right to information Act 2005 the information referred to therein, related to District Educational Officer, Khammam is published on

District Educational Officer,
Khammam.

INFORMATION HAND BOOK

Right to Information Act, 2005

Manual for publication under section 4 (1) (b) of Right to Information Act, 2005.

Chapter-1 Introduction

1.1. Background:

The Freedom of Information Act 2002 has been replaced by the Right to Information Act, 2005 (Central Act 22 of 2005). The Right to Information Act, 2005 has received the assent of the President of India on 15-06-2005 and it has been published in the Gazette of India on 21-06-2005. It extends to the whole of India except the State of Jammu and Kashmir.

The provisions of Sub-section (1) of section 4, Sub-section (1) and (2) of section 5, sections 12,13,15,16,24,27 and 28 shall come into force at once, and the remaining provision of this Act shall come into force on the one hundred and twentieth day of its enactment.

The Right to Information Act, 2005 provided for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected there with or incidental thereto.

The "right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and include the right to...

- (i) Inspection of work, documents, records;
- (ii) Taking notes, extracts or certified copies of documents or records;
- (iii) Taking notes, extracts or certified copies of documents or records;
- (iv) Taking certified samples of material;
- (v) Obtaining information in the form of diskettes, floppies, tapes, Video cassettes or in any other electronic mode or thorough printouts where such information is stored in a computer or in any other device.

Under section (3) of this Act, subject to provisions of this Act, all citizens shall have the right to information.

Under section 4(1) every public authority shall

- (a) Maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;

1.2 Provisions of Section 4(1) (b):

- (b) Publish within one hundred and twenty days from the enactment of this Act.
 - (i) The particulars of its organization, functions and duties;
 - (ii) The powers and duties of its officers and employees;
 - (iii) The procedure followed in the decision making process, including Channels of supervision and accountability;
 - (iv) The norms set by it for the discharge of its functions;
 - (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - (vi) A Statement of the categories of documents that are held by it or under its control.
 - (vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;
 - (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advice, and as to 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;

- (ix) A directory of its officers and employees;
- (x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations;
- (xi) The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) Particulars of recipients of concession, permits or authorizations granted by it;
- (xiv) Details in respect of the information, available to or held by it reduced in an electronic form;
- (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;
- (xvi) The names, designations and other particulars of the Public Information Officers;
- (xvii) Such other information as may be prescribed; and thereafter update these publications every year;

As required U/s.4(1) (b) of the Right to Information Act, a Hand Book is prepared and published.

1.3 The intended users of this handbook:

Citizens, Civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

1.4 The definitions of key terms used in this handbook are:

- (a) "Appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly.
 - (i) by the Central Government or the Union territory administration, the Central Government;
 - (ii) by the State Government, the State Government;
- (b) "Central Information Commission" means the Central Information Commission constituted under sub-section (1) of section 12;
- (c) "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officers designated as such under sub-section (2) of section 5;
- (d) "Chief Information Commissioner" and Information Commissioner" means the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;
- (e) "Competent authority" means
 - (i) The Speaker in the case of the House of the People of the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of State;
 - (i) The Chief Justice of India in the case of the Supreme Court;
 - (ii) The Chief Justice of the High Court in the case of a High Court;
 - (iii) The president of the Governor, as the case may be in the case of other authorities established or constituted by or under the Constitution; the administrator appointed under article 239 of the Constitution;
- (f) "Information" means material in any form, including records, documents, memos, e-mails, opinions advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic

form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;

(g) "Prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;

(h) "Public authority" means any authority or body or institution self Government established or constituted.

(a) By or under the constitution;

(b) By any other law made by Parliament;

(c) By notification issued or order made by the appropriate

Government, and includes any –

(i) Body owned, controlled or substantially financed;

(ii) Non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government;

(j) "record" includes-

(a) Any document, manuscript and file;

(b) Any microfilm, microfiche and facsimile copy of a document;

(c) Any reproduction of image or images embodied in such microfilm (whether enlarged or not); and

(d) Any other material produced by a computer or any other device;

(i) Inspection of work, documents, records;

(ii) Taking notes, extracts or certified copies of documents or records;

(iii) Taking certified samples of material;

(iv) Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or thorough printouts where such information is stored in a computer or in any other device;

(k) "State information Commission" means the State Information Commission constituted under sub-section (1) of section 15;

(l) "State Chief Information Commissioner" and "State information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;

(m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;

(n) "Third Party" means a person other than the citizen making a request for information and includes a public authority.

1.5 Organization of information:

The information in this handbook is organized as required u/s 4 (1) (b) of the Right to Information Act, 2005 and it contains on the details of the organizations; functions, duties, powers; Procedure, norms for discharging of functions; manuals & records held by the organization; categories of the documents; arrangements for consultation by the public; statement of boards, councils, committees and its members, directory of officers and employees; monthly remuneration received by officers and employees; budget allotted, employees; monthly remuneration received by officers and employees; budget allotted, expenditure of all heads of accounts; particulars of recipients of concessions, permits or authorizations information available in an electronic form; facilities available to citizens for obtaining information; the names and designations of the Public Information Officers and the Assistant Public Information Officers of District Educational Officer, Khammam.

1.6 Fee Structure:

(As per Government Orders; G.O.Ms.No.454, Dt.13-10-2005.)

Application fee to accompany request for obtaining Information.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee by way of cash or by demand draft or by bankers cheque payable to the Accounts officer or any other duly authorized officer of the Public Authority, against proper receipt, at the following rates:-

- a) In respect of public authorities at the Village level – no fee;
- b) In respect of public authorities at Mandal Level – Rs.5/- per application;
- c) in respect of public authorities other than those covered above - Rs.10/- per application:

1.7 Key contact Points:-

Name of the PIO/APIO	Designation & Address	Telephone Number
Sri. R.Suryanarayana	Assistant Director, O/o the Dist.Educational Officer, Khammam	9849909252
Sri.S.Paavan Rao	Superintendent, O/o the Dist. Educational Officer, Khammam	08742-228494 9440009700

Chapter 2

Organization, Functions and Duties [Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties:

Sl No	Name of the Organization	Address	Functions	Duties
1	District Educational Officer, Khammam	Vidya Bhavan Trunk Road Khammam	1. Academic Functions: (A) INSPECTIONS: (1) Secondary School sections attached to all the Junior Colleges in the Dist. 100% of High School classes attached to the Jr. Colleges/High School of Gazetted Headmasters of AP. Residential Schools during the year at least two per month. (2) One Panel Inspection to a Secondary school in a month. (3) Officers of Deputy Educational Officers one office in two months. (4) Officers of Mandal Educational Officers/Deputy Inspector of Schools (Urban/Range) FIVE. (B) VISITS (MONTHLY). (1) High School sections attached to Junior Colleges – 2 (2) High Schools – 8	a) The Dist. Educational Officer shall have powers in respect of Mandal Educational Officers Deputy Inspector of Schools. i) Grant the Casual leave, Spl. Leaves. ii) Sanction of Earned leave/Half pay leave/Commutated leave/Maternity leave and extraordinary leave. iii) Sanction Increments and Pay Fixations. iv) Sanction the Automatic Advancement Scheme, Leave Travel Concession and joining permissions. v) Sanction Family Benefit Funds and Group Insurance Scheme amounts. vi) Sanction the Pension and forwarding of proposals to

			<p>(3) UpperPrimary Schools – 10 (4) ElementarySchools– 10 (5) Residential Schools. (6) Special schools. (7) Hindi VidyalayasOriental schools</p> <p>(C.) PERIODICAL MEETINGS etc.</p> <p>(1) Organization and conduct of academic courses for teachers Headmasters and Mandal Educational Offices periodically.</p> <p>(2) Review of the academic performance of teachers and fixing targets of achievement for schools and inspecting officers submission of T.I.Rs of schools (inspected by him).</p> <p>(3) Publication of Bulletins highlighting academic advancement in the Dist.</p> <p>(4) Promoting incentive schemes for teachers, Headmasters, Students, etc.</p> <p>(5) Conduct of Science fare Olympiad etc.</p> <p>(6) Improving the quality of education in the Dist.</p> <p>(7) Improving the quality of education of areas of SC/ST centers by organizing special coaching classes in schools etc.</p>	<p>Accountant General and forwarding AP Govt.Life Insurance applications.</p> <p>vii) Draw the Medical advance/reimbursement after sanction by the Commissioner and Director of School Education.</p> <p>viii) Attest the Transfer Certificates of students seeking admission in other countries.</p> <p>ix) Impose minor punishments as per AP.Civil Services (CCA) Rules 1991 in respect of Mandal Educational Officers/Deputy Inspector of Schools and Headmasters of High Schools.</p> <p>x) He shall have also Powers in respect of teachers in Primary, Upper Primary and High Schools for regularization of their service and declaration of probation as per existing service rules.</p>
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Powers and Duties of Officers and Employees
[Section 4(1) (b)(i)]

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

Sl No	Name of the Officer/Employee	Designation	Duties allotted Powers
1	Sri. K. Ravindranadh Reddy D.E.O. Khammam	District Educational Officer	Dist. Administration of School Education
2	Sri. R. Suryanarayana A.D. O/o the DEO. Khammam (FAC)	Assistant Director-I	Office Administration and all kinds of financial matters.
3	Sri. R. Suryanarayana A.D. O/o the DEO. Khammam	Assistant Director -II	Work related to Court cases and Mid day meals scheme.
4	Sri. K. Srinivasa Rao A.C.O/o the DEO. Govt Exams	Assistant Commissioner for Govt.Exams	Office work relating to Government Examinations and Minor Examinations, conduction of Spot valuations of SSC
5	Sri. A. Murali Krishna Open School Co-ordinator (Incharge)	Deputy Co-ordinator Telangana Open School Society	Work related to Open schools Society in the Dist.
6	Sri.K.V.SSNR Murthy Superintendent	Superintendent	All files with related to "C" Section (Exams) SGT Establishment, Medical Reimbursement)section are routed through Superintendent to D.E.O.
7	Sri.S.Pavan Rao	Superintendent	All files with related to "B" Section are routed through Superintendent to D.E.O. (Establishment of all matters of teaching staff Non Teaching staff, DSC etc.,
8	Sri.B.Sudhakar	Superintendent	All files with related to "A" Section are routed through Superintendent to D.E.O. (Accounts, Planning, Medical Reimbursement NT Text Books, etc.,
9	Sri.G.S.Prasad Rao	Senior Assistant	"A1" Seat, all matters related to Accounts and V.Vs.A.G Audit
10	Smt.G.Swarnalatha	Junior Assistant	"A2" Seat, Planning Medical Reimbursement SGT's of Khammam Division.
11	Sri. G.Rajesh	Record Assistant	"A3" Seat, N.T Books, Medical Reimbursement SGT Cader Madhira Division and etc.
12	Sri.V.Ramesh	Junior Assistant	"A4" Seat, Work related to Grant-In-Aid to Aided Primary & Secondary Schools.
13	Sri.K.Satyam	Junior Assistant	"A5" Seat, Work related to Work related to all kinds of bills and reconciliation and issue of T.C Books.

14	Smt.K.Sasi Kumari	Senior Assistant	"A6" Seat, Work related to Budget, Preparation of Budget Estimation and Revised Estimation of Govt. and local body, preparation of Number statements, GPF and APGLIF, FBF and GIS, and Medical Reimbursement of Gazetted officers
15	Sri.R.Nageswara Rao	ASO	"A7" Seat, Statistics, all matters relating to Educational Statistics and Financial Data, Computerization of D.E.O. Office, Performance Indicators Notes of 8 Formats, Censes & Elections.
16	Sri.MD. Yakoob Miya	Record Assistant	"A8" Seat,work related to Out ward section (dispatch) of office letters.
17	Smt.A.Aivelu	Junior Assistant	"A9" Seat, work related to Medical Reimbursement bills SGT cadre for Kothagudem Division.
18	Smt.K.Krishna Kumari	Senior Assistant	"B1" Seat, Gazetted Establishment, all matters relating to Dy.E.Os/MEOs and other Gazetted Officers, Pensions of Inspecting officers and etc.
19	Sri.MD.Sajid Khan	Junior Assistant	"B2" Seat, Establishment of all Matters of Scool Assistant Tel,Eng & Hindi in the District.
20	Sri.K.Sydulu	Junior Assistant	"B3" Seat, Establishment of all matters of School Assistant Maths and Phy-Sci, ,Bio-Sci
21	Sri.A.Sheshu Kumar	Senior Assistant	"B4" Seat, Establishment of Non teaching staff, all matters relating to Non teaching staff of DEO. Khammam, RJD.SE.Wgl. Inspections of DEO.Khammam, Pension of Non teaching staff, conduct of staff meeting with the Assistance of meeting clerk,
22	Sri.S.Sridhar Babu	Senior Assistant	"B5" Seat, Establishment of DSC, DSC recruitment of teachers, Parawise remarks of court cases connected
23	Sri.G.S.Prasad Rao	Senior Assistant	"B6" Seat, establishment of all matters of SA Social, LFL, P.D.Processing of promotions file of teachers
24	Sri.CH.Bikshapathi	Record Assistant	"B7" Seat, Inspections, Approval of monthly/annual tour programme of inspecting officers, performance appraisal reports of all inspecting officers,
25	Sri.D.Kiran Kumar	Record Assistant	"B8" Seat, inward Section, Tappal
26	Sri.M.Srinivasa Rao	Senior Assistant	"C1" Seat, work related to SSC Exams, Spot valuations etc.,
27	Sri.A.Ramesh	Junior Assistant	"C2" Seat, work related to Mid Day Meals Programme. Education Tours and Film Festivals.

28	Sri.V.Jagannadha Rayudu	Senior Assistant	"C3" Seat, Minor Examinations including DIET CET,LP CET, NAVODAYA, PAT, HMs, AC.Test, N.T.S Exams, Mathematical Olymiad, Corrections in SSC Certificates I.e.,Date of Birth, Name, Sir name, etc.,
29	Sri.K.Chaitanya Kumar	Junior Assistant	"C4" Seat, O.B.B. and Buildings and Medical Reimbursement Cadre of Maths, Phy Sci and Social.
30	Sri.S.Narendra Kumar	Junior Assistant	"C5" Seat, Trainings, Functions & Celebrations, A.V.Education, all Trainings and Seminars, Teachers awards, Teachers Day Flags, State Functions & Celebrations, LTC Permission and claimings, Medical reimbursement, Bharath Scouts & Guides,
31	Sri. Sk.Abdul Rahman	Record Assistant	"C6" Seat, RTI and RTE and Parishkruthi and Medical Reimbursement Cadre of SA Laguages (Tel,Hindi,Eng)
32	Sri.V.Kishore Kumar	Senior Assistant	"C7" Seat, Establishment of SGT equavalant caders Khammam Division.
33	Sri.MD.Yousuf Ahmad	Junior Assistant	"C8" Seat, Establishment of SGT equavalant caders, Madhira Division.
34	Sri.K.Chakrapani Rao	Senior Assistant	"C9" Seat, Establishmentof SGT equavalant caders, Kothagudem Division.

Chapter 4

Procedure followed in Decision-making Process [Section 4(1) (b) (iii)]

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

Activity	Description	Decision-making process	Designation of final decision-making authority
Goal-setting & Planning	<p>When ever the proposals / representations / orders from the Higher authorities the same are processed and disposed as per Citizen charter as per this office.</p> <p>When ever the Budget allotted by the Higher authorities under various schemes to the Dist., the same are released immediately to the concerned for proper utilization.</p> <p>As per the orders of the Govt., with regard to recruitment of teachers are conducted through DSC with the assistance of Dy.Eos, MEOs.</p> <p>Monitoring and evaluations are conducted at Divisional and Mandal level and review the same at the time of Dist.level meetings.</p>		Dist. Educational Officer, Khammam
Budgeting			
Formulation of programmes, schemes and projects			
Recruitment/Hiring of personnel			
Release of funds			
Implementation delivery of service/utilization of funds			
Monitoring & evaluation			
Gathering feedback from public			

Under taking improvements	Conducting SSC / VII Class Examinations smoothly and with the guidance of the Dist. Authorities and there is improving every year.	
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Chapter 5
Norms set for the Discharge of Functions
[Section 4(1) (b)(iv)]

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

Sl No	Function/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc).
1	Service rooters of the teachers	Dist. Educational Officer		
2	Opening Permission / Provisional Recognition / Renewal Recognition / Up-gradation of Private schools.			
3	Up-Gradation of Govt. Schools.			
4	Examinations			
5	Science Fair			
6	Pay Bills, Counter Signature of TA Bills and contingent bills to the extent of the Budget provision available, Festival advance bills, Bills relating to scholarships, Loans Grant-In-Aid bills etc., Counter signing of special for reimbursement bills, Prompt disposal of Pension proposals, Issue of T.C.Books and other certificates, where sanction has been accorded by the competent authority.	Asst. Director O/o the Dist. Educational Officer, Khammam		
7	Pleminary enquiries in Disciplinary cases in respect of all Non-Gazetted Officers when entrusted by the Dist. Educational Officer.			

Chapter 6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

[Section 4 (1) (b) (v) & (vi)]

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

SI No	Description	Gist of contents	Price of the publication if priced
Rules & Regulations	As issued by the higher authorities from time to time		
Instructions	As issued by the higher authorities from time to time		
Manuals	Education Code		
Records	Apart from the above old case files may be taken into consideration if necessary		
Publications			

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.

SI No	Category of document	Title of the document	Designation and address of the custodian (held by/under the control of whom)
1	NIL	NIL	NIL

Chapter 8

8.1 Arrangement for Consultation with, or representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof

[Section 4 (1) (b) viii]

SI 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	NIL	NIL	NIL

Chapter 9

Boards, Councils, Committees and other Bodies constituted as part of Public Authority

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

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

Name of the Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meeting open to Public/Minutes of its meetings accessible for Public
NIL	NIL	NIL	NIL

Chapter 10

Directory of Officers and Employees

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

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

10.2

Sl No	Employee Code	Name of the Employee	Designation	Address/ H.No. Street / (V) M.	Phone No./Res./ Mobile	Office Phone No	Email ID	Remarks
1	2	3	4	5	6	7	8	9
1	0822778	Sri. K. Ravindranadh Reddy	DEO	Plot No. 406, Chandamama Apartment, Bypass Road, Khammam	9849909122			
2	1752417	Sri.R. Suryanarayana (FAC)	Asst. Director - I	Saradhinagar, Khammam	9849990252			
3		Sri.R. Suryanarayana	Asst. Director - II	Saradhinagar, Khammam	9849990252			
4	2565976	Sri.K.Srinivasa Rao	Asst. Commissioner for Govt. Exams	Trunk Rorad, Khammam	9949512253			
5	1601689	Sri.V.S.S.N.S.R.Murthy	Supdt.	Mamillagudem, Khammam	7893727461			
6	1636804	Sri.S.Pavan Rao	Supdt.	Mamillagudem, Khammam	9440097000			
7	1305034	Sri.B. Sudhakar	Supdt.	Saradhinagar, Khammam				
8	1601361	Sri.S.Sridhar Babu	Senior Asst.	H.No.4-291. TNGO's Colony (D) Raparthy Nagar - 2	9440354121			
9	1601385	Sri.K. Krishna Kumari	Senior Asst.	H.No.8-5-108 Opp Jammibanda, Kmm	8008323685			
10	1601367	Sri. Ch. Nagabushanam	Senior Asst.	Raparthinagar, Khammam	8500120945			
11		Sri.V. Jagannadha Rayudu	Senior Asst.	H.No.11-9-223/5 Burhanpuram, Kmm	9440374689			
12	1628117	Sri.K. Chakrapani Rao	Senior Asst.	H.No.5-1-74, Kaviraj Nagar, Road no.14 Kmm	254526			
13	1601694	Sri.M. Srinivasa Rao	Senior Asst.	Raparthy Nagar, Khammam	9948508355			

14	1601660	Sri.V. Kishore Kumar	Senior Asst.	H.No.11-10-743/7/8, Burhanpuram, Khammam	9866803474			
15	1601692	Sri.A. Sheshu Kumar	Senior Asst.	H.No.4-1-320, Rotary Nagar, Khammam	9848542751			
16	1601362	Sri.G.S.Prasad	Senior Asst.	H.No.10-6-183/D, Raparathi Nagar, Khammam	9440127009			
17	1633051	Smt. N.Krishna Kumari	Senior Asst.	Kothagudem	9032681235			
18	1610685	Smt.K.Shashi kumari	Senior Asst.	Jammib anda Road, near Sidda Reddy College, khammam	9705133642			
19	1601691	Sri.R. Nageswara Rao	ASO	H.No.4-2-345, Srinagar Colony, 1 st Line, Khanapuram Haveli,	9848574142			
20	1620127	Sri.A.Murali Krishna	DCTO, SS	H.No.3-2-71, Sri nilayam, Indira nagar colony, Khammam	8008403522			
22	1601651	Sri. N. Srinivasa Rao	A.P.O.	Flot no 402, Laxmi Ganesh, V.D.O's Colony, Khammam	9848458248			
23	1601652	Sri.B. Naresh	A.P.O.	H.No.3-1-65/1, Indira Nagar colony, Khammam	9542745705			
24	1601364	Sri.M.Appa Rao	Jr.Asst	Near Jublli club Khammam	8978767465			
25	1610687	Sri. K.Saidulu	Jr.Asst	H.No.11-44, Tngo's Colony, Khammam	9440110999			
26	1601693	Sri.MD.Yousuf Ahmad	Jr.Asst	H.No.11-31, Tngo's Colony, Khammam	9652099099			
27	1606506	Sri.K. Chaitanya Kumar	Jr.Asst	H.No.3-210, Near Agraharam Colony Gate, Khammam	9866867646			
28	1606505	Sri.Md. Sajid Khan	Jr.Asst	H.No.10-1-93, Mamillagudem, Khammam	859806580			
30	1601346	Sri.G. Swarnalatha	Jr.Asst	H.No.10-6-147/1A, Burhanpuram, Khammam	9573238868			
31	1640135	Sri.A.Ramesh	Jr.Asst	H.No.1-4-59/1, Saradhi nagar, Khammam	9705585177			
32	1618597	Smt.L.Aruna Sree	Jr.Asst	H.No.10-4-1, Ramanjaneya colony,Khammam	9908652806			
33	1626235	Sri.V.Ramesh	Jr.Asst	Flot No.303 Jai Ganesh apartments, VDO's Colony, Khammam	9908652806			
34	1647303	Sri.S.Narendra Kumar	Jr.Asst	H.No.14-189, Subhashnagar, Sudimalla, Yellandu	9849113504			
35	1639806	Smt. G. Swarnalatha	Typist	H.No.3-1-73/5A, Indira nagar colony ,Khammam	9505612622			
36	1636803	Smt.M. Sandhya Rani	Typist	H.No.5-3- 208/1,Opp SP Office Road, Khammam	8790378473			
37	1633034	Sri.M.Narsimha Rao	Typist	H.No.7-2-420, Pavan heritage, Mamata road, khammam	9505437521			
38	1601675	Smt.P.Sridevi	Typist	H.No.4-2-399 Sri nagar Colony, 1 st line, Khammam	9298555873			

39		Vacant	Typist					
40		Vacant	Typist					
41	1601673	Sri. K.Madhava Rao	Record Asst	H.No.11-10-752/1,Raparathi nagar-2,Khammam	9989606537			
42	1626237	Sri.D.Kiran Kumar	Record Asst	Venkatapuram (V) Mudigonda (M), Khammam	9505476782			
43	1641865	Sri. Ch. Bikshapathi	Record Asst	H.No.5-3-64, Pakabanda Bazar, Khammam	8978080524			
44		Vacant	Driver					
45		Vacant	Driver					
46	1610689	Sri.A.Bikshapathi	O.S	H.No.58 polepalli (V), Khammam	9848461379			
47	1601371	Smt. Ch. Lakshmi Rajyam	O.S	Indiranagar colony, khammam	9966160561			
48	1606510	Smt.B.Rajeshwari	O.S	Thakkellapadu (V), Yerrupalem (M),Khammam	9948346554			
49	1606507	Sri.N.Venkataramana	O.S	Mamillaguddem, khammam	9618607489			
50	1606509	Sri. MD.Feroz	O.S	In side of Fort, Khammam	8885234276			
51	1609308	Sri. M. Satyanarayana	O.S	H.No.11-10-740/16/A, Burhanpuram, Khammam	9989888121			
52	1609306	Sri.A.Rama Rao	O.S	H.No.199 NSP Camp, Khammam				
53	1639463	Sri. G. Gataiah	O.S	Rotary Nagar, Khammam	8179415317			
54	1643668	Sri.N. Laxman Rao	O.S	Kukunuru,				
55	1647304	Sri.G.Nageshwar Rao	O.S	Saradhinagar, Khammam	9440259161			
56	1646813	Sri.MD.Basheeruddin	Night Watchman	H.No.8-4-165/1,Mominon Bazar, Khammam	7749881728			
57		Sri.Manohar	Scawenger					

Chapter - II

Monthly Remuneration received by Offices and Employees including the system of compensation as provided in Regulations

(Section 4 (1) (b) (X))

11.1 Provide information on Remuneration and compensation structure for offices and employees in the following Proforma.

Sl. No.	Employee Code No.	Name of the Employee	Designation	Scale of Pay	Basic Pay	Gross Pay	Net Pay	Other Compensation as Provided in regulation
1	2	3	4	5	6	7	8	9
1	0822778	Sri. K. Ravindranadh Reddy	DEO	21820-48160 22430/-	22430/-	49820/-	41730/-	
2		Vacant	Asst. Director					
3	1752417	Sri.R. Suryanarayana	Asst. Director	19050-45850 31550/-	31550/-	70000/-	44660/-	
4	2565976	Sri.K.Srinivasa Rao	Asst. Commissioner for Govt. Exams	18030-43630 25600/-	25600/-	56920/-	49130/-	
5	1601689	Sri.V.S.S.N.S.R.Murthy	Supdt.	14860-39540 25600/-	25600/-	56890/-	47160/-	

6	1636804	Sri.S.Pavan Rao	Supdt.	14860-39540 27000/-	27000/-	59967/-	53487/-	
7	1305034	Sri.B. Sudhakar	Supdt.	11530-33200 23650/-	23650/-	52557/-	44957/-	
8	1601361	Sri.S.Sridhar Babu	Senior Asst.	11530-33200 23650/-	23650/-	52557/-	44307/-	
9	1601385	Sri.K. Krishna Kumari	Senior Asst.	11530-33200 23040/-	23040/-	51189/-	44589/-	
10	1601367	Sri. Ch. Nagabushanam	Senior Asst.	10900-31550 23650/-	23650/-	52497/-	42697/-	
11		Sri.V. Jagannadha Rayudu	Senior Asst.					
12	1628117	Sri.K. Chakrapani Rao	Senior Asst.	11530-33200 20680/-	20680/-	45952/-	41852/-	
13	1601694	Sri.M. Srinivasa Rao	Senior Asst.	10900-31550 20110/-	20110/-	44701/-	34101/-	
14	1601660	Sri.V. Kishore Kumar	Senior Asst.	10900-31550 21250/-	21250/-	47222/-	33772/-	
15	1601692	Sri.A. Sheshu Kumar	Senior Asst.	10900-31550 17540/-	17540/-	39012/-	33512/-	
16	1601362	Sri.G.S.Prasad	Senior Asst.	10900-31550 17540/-	17540/-	39012/-	33312/-	
17	1633051	Smt. N.Krishna Kumari	Senior Asst.	10900-31550 23650/-	23650/-	52497/-	44497/-	
18	1610685	Smt.K.Shashi kumari	Senior Asst.	14860-39540 21250/-	21250/-	47152/-	42057/-	
19	1601691	Sri.R. Nageswara Rao	ASO	18030-43630 19050/-	19050/-	42285/-	39520/-	
20	1620127	Sri.A.Murali Krishna	DCTO, SS	14860-39540 17540/-	17540/-	38392/-	35052/-	
21	1601651	Sri. N. Srinivasa Rao	A.P.O.	14860-39540 16600/-	16600/-	36870/-	33590/-	
22	1601652	Sri.B. Naresh	A.P.O.	14860-39540 13660/-	13660/-	30360/-	22841/-	
23	1601364	Sri.M.Appa Rao	Jr.Asst	10900-31550 16600/-	16600/-	36910/-	26510/-	
24	1610687	Sri. K.Saidulu	Jr.Asst	10900-31550 13270/-	13270/-	29474/-	14574/-	
25	1601693	Sri.MD.Yousuf Ahmad	Jr.Asst	10900-31550 13660/-	13660/-	30330/-	26480/-	
26	1606506	Sri.K. Chaitanya Kumar	Jr.Asst	8440-24950 8940/-	8940/-	19874/-	17884/-	
27	1606505	Sri.Md. Sajid Khan	Jr.Asst	90200-27000 10300/-	10300/-	22878/-	20296/-	
28	1601346	Sri.G. Swarnalatha	Jr.Asst	8440-24950/- 9460/-	9460/-	21015/-	18732/-	
29	1640135	Sri.A.Ramesh	Jr.Asst	8440-24950 9460/-	9460/-	21015/-	18532/-	
30	1618597	Smt.L.Aruna Sree	Jr.Asst	90200-27000 19050/-	19050/-	42335/-	34485/-	
31	1626235	Sri.V.Ramesh	Jr.Asst	8440-24950 19050/-	19050/-	43285/-	30145/-	
32	1647303	Sri.S.Narendra Kumar	Jr.Asst	8440-24950 8440/-	8440/-			
33	1639806	Smt. G. Swarnalatha	Typist	90200-27000 14050/-	14050/-	31395/-	19895/-	
34	1636803	Smt.M. Sandhya Rani	Typist	8440-24950 9740/-	9740/-	21859/-	19676/-	
35	1633034	Sri.M.Narsimha Rao	Typist	8440-24950 18520/-	18520/-	41316/-	33891/-	
36	1601675	Smt.P.Sridevi	Typist	8440-24950 10300/-	10300/-	22878/-	19796/-	
38		Vacant	Typist					
39		Vacant	Typist					
40	1601673	Sri. K.Madhava Rao	Record Asst	7740-23040 15700/-	15700/-	34896/-	28911/-	
41	1626237	Sri.D.Kiran Kumar	Record Asst	7740-23040 10020/-	10020/-	22263/-	19795/-	
42	1641865	Sri. Ch. Bikshapathi	Record Asst	7740-23040 7960/-	7960/-	17684/-	15833/-	

43		Vacant	Driver					
44		Vacant	Driver					
45	1610689	Sri.A.Bikshapathi	O.S	7740-23040 16600/-	16600/-	36870/-	26635/-	
46	1601371	Smt. Ch. Lakshmi Rajyam	O.S	6900-20680 10020/-	10020/-	22263/-	16328/-	
48	1606510	Smt.B.Rajeshwari	O.S	6900-20680 8200/-	8200/-	18210/-	15389/-	
49	1606507	Sri.N.Venkataramana	O.S	6900-20680 8200/-	80200/-	18210/-	16366/-	
50	1606509	Sri. MD.Feroz	O.S	6900-20680 8200/-	80200/-	18210/-	16166/-	
51	1609308	Sri. M. Satyanarayana	O.S	7780-23040 12190/-	12190/-	27075/-	12436/-	
52	1609306	Sri.A.Rama Rao	O.S	3950-8815 5075/-	5075/-	11893/-	11558/-	
53	1639463	Sri. G. Gataiah	O.S	6700-20110 7740/-	7740/-	17201/-	15389/-	
54	1643668	Sri.N. Laxman Rao	O.S	6700-20110 7100/-	7100/-	15778/-	14330/-	
55	1647304	Sri.G.Nageshwar Rao	O.S	6700-20110 6700/-	6700/-			
56	1646813	Sri.MD.Basheeruddin	Night Watchman	6700-20110 6700/-	6700/-	14900/-	13423/-	
57		Sri.Manohar	Scawenger				1620/-	

Chapter 12
Budget Allocated to Each Agency including Plans etc.
[Section 4(1) (b)(xi)]

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

Agency	Plan/Programme/Scheme/Project/Activity/Purpose for which budget is allocated	Proposed expenditure (in Lakhs) 2014-15	Expected Outcomes (in Lakhs) 2014-15	Report on disbursements made or where such details are available (web site, reports,notice board etc.)
D.E.O. Khammam	Vocational Education	-Nill -	- Nill -	Website
	Prathibha Scholarships	1,75,900	Amount was not released to the beneficers his not finalaized	
	Merit Scholarships	-Nill -		
	Midday Meal Programme	42,00,000	42,00,000	
	Vidya Volunteers	-Nil-	Nill	
	Science Equipment	-Nil	Nill	

12.2 Provide information on the budget allocated for different activities under different Programmes / Schemes / Project etc. in the given format.

Agency	Programme / Scheme / Project / Activity Purpose for which budget is allocated	Amount released during 2013-14	Amount Spent 2013-14	Budget Allocated for 2014-15	Budget Released 2014-15
1	2	3	4	5	6
D.E.O. Khammam	Vocational Education	Nil	Nil	Nil	Nil
	Prathibha Scholarships	1,75,900	Amount was not released to the beneficers his not finalaized	Amount was not released to the beneficers his not finalaized	
	Merit Scholarships	Nil	Nil	Nil	Nil
	Mid Day Meal Programme	40,00,000	40,00,000	42,00,000	42,00,000
	Vidya Volunteers	Nil	Nil	Nil	Nil
	Science Equipment	Nil	Nil	Nil	Nil

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	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
1	2	3	4
NIL	NIL	NIL	NIL

13.3 Describe the manner of execution of the subsidy programmes.

Name of programme/activity	Application Procedure	Sanction procedure	Disbursement procedure
1	2	3	4
NIL	NIL	NIL	NIL

Chapter 14

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

[Section 4 (1) (b) xiii]

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

Institutional Beneficiaries

NAME OF THE PROGRAMME/SCHEME: PRATHIBHA AWARDS FOR VII STUDENTS

Sl No	Name & Address of recipient institutions	Nature/quantum of benefit granted	Year of grant	Name & Designation of granting authority
1	-Nil -	-Nil -		DEO KMM

NAME OF THE PROGRAMME/SCHEME:: PRATHIBHA AWARDS FOR SSC STUDENTS				
1	BHUKYA REVATHI ZPSS CHOWDAVARAM	5000/-	2013-2014	DEO KMM
2	UPPU SREERAM MARGADARSHINI HIGH SCHOOL	5000/	2013-2014	DEO KMM
3	PATI DURGAKALPANA JAWAHAR VIDYALAYAM	5000/	2013-2014	DEO KMM
4	MOHAMMED SANA SHAISTA TRIVENI SCHOOL, KHAMMAM	5000/	2013-2014	DEO KMM
5	SHAIK SANA SRI CHAITANYA CONCEPT SCHOOL, KMM	5000/	2013-2014	DEO KMM
6	SYED AYESHA RUBEENA KOUSER TRIVENI SCHOOL, L.D.PALLY, KOTHAGUDEM	5000/	2013-2014	DEO KMM
7	RANGA MANIDEEP NIRMAL HRIDAY HS (EM) KMM	5000/	2013-2014	DEO KMM
8	PANTANGI SATYA VINAY KUMAR NEW ERA SCHOOL, KMM	5000/	2013-2014	DEO KMM
9	BARLA VASUNDHARA APSWR SCHOOL (G) PALONCHA	5000/	2013-2014	DEO KMM
10	CHINTALA SANGEETHA SRI VIVEKANANDA VHS MODDULAGUDEM	5000/	2013-2014	DEO KMM
11	VATTI SAI VARDHAN REDDY R R HIGH SCHOOL, NSC CIRCLE, KMM	5000/	2013-2014	DEO KMM
12	VELLAMPALLY MOHITH NEW VISION CONCEPT SCHOOL, KMM	5000/	2013-2014	DEO KMM
13	POTRU LAVANYA SRI VIVEKANANDA VHS MODDULAGUDEM	5000/	2013-2014	DEO KMM
14	KUNDURU NAGA MALLESHWARI EXCELLENT HIGH SCHOOL, MANUGURU	5000/	2013-2014	DEO KMM
15	BACHINENI BHAVYA SRI SAI LAHARI ST PAULS LUTHERN HS BHADRACHALAM	5000/	2013-2014	DEO KMM
16	VANGA SAMSKRUTHI GOWTHAM MDL SCHOOL, PALONCHA	5000/	2013-2014	DEO KMM
17	THUMMALAPALLI PRATHYUSHA SRI CHAITANYA CONCEPT SCHOOL, KMM	5000/	2013-2014	DEO KMM

Chapter 15

Information Available in Electronic Form [Section 4(1)(b)x(iv)]

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

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom)
1	2	3	4
Website	deo_khm@yahoo.co.in	Particulars of Staff and activities	DEO, Khammam

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 (1) (b) xv]

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

Facility	Description (Location of Facility/Name etc.)	Details of information made available
1	2	3
Notice Board	Office premises of Dist. Educational Officer, Khammam	
News Paper Reports		3 Daily News Papers
Public Announcements		
Information Counter		
Publications		
Office Library		
Websites		
Other Facilities (name)		

TOTAL	85	2383	64	639	4	3	5	99	0	5	3287
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2. Particulars of Deputy Educational Officers & Mandal Educational Officers in the District.

Category of Post	Sanctioned	Working
Deputy Educational Officers	4	0
Mandal Educational Officers	41	4

3. Particulars of teachers: (as on 01-09-2014).

Category of Post	Sanctioned	Working
L.F.L	356	281
SGTs	5295	4616
School Asst. (Maths)	788	721
School Asst. Phy.Sci.	537	514
School Asst. Bio.Sci.	608	533
School Asst. Soc	816	636
School Asst.English	571	539
P.E.Ts	209	197
School Asst.Telugu	250	188
School Asst. Hindi	175	155
School Asst. Urdu		
Phy.Director	62	60
Language Pandit Gr.II. Telugu	473	429
Language Pandit Gr.II. Hindi	405	398

4. Students Enrollment Particulars:

Sl No	Year	06-11 Years			11-14 Years		
		Boys	Girls	Total	Boys	Girls	Total
	2014-15	104955	98888	203843	98037	96362	194399

18.2 You may mention here information of your department which is excluded under section 8(1) of the Act and /or under Rules of the State Government as guidance ton the public seeking information from your department.

Place: Khammam
Date: 21 -04-2015

Name and Designation
of the Officer

: Sri. K. Ravindranadh Reddy,
District Educational Officer,
Khammam.
Department:School Education.

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

Appellate Authority. DISTRICT EDUCATIONAL OFFICER: KHAMMAM.

SI NO	Name Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Office Tel: Residence Tel: Fax:	E mail;
1	2	3	4	5
1.	O/o the Dist. Educational Officer, Vidya Bhavan, Trunk Road, Khammam	District Educational Officer, Khammam	228494	deo_khm@yahoo.co.in