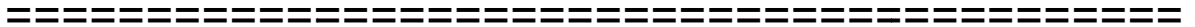
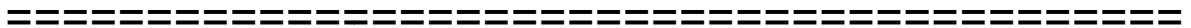


**SCHOOL EDUCATION DEPARTMENT**  
**RIGHT TO INFORMATION ACT - 2005**

**17 MANNUALS**  
**Section - 4 (1) (b)**



**Office of the**  
**DISTRICT EDUCATIONAL OFFICER,**  
**RAJANNA SIRICILLA.**



## 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	<b>O/o the District Educational Officer Rajanna Siricilla District- 505 301.</b>	S34, II Floor, Collector Complex, Rajanna Siricilla.	Academic:	<ul style="list-style-type: none"> <li>• Inspections of TS Residential Schools, Govt. HS &amp; MEOs offices</li> <li>• Visits of Govt/Local Body/Private Aided institutions</li> <li>• Review of inspection Reports of MEOs</li> <li>• Opening of New Schools</li> <li>• Improvement of Enrolment &amp; Attendance</li> <li>• Conducting of Meetings/ Seminars etc</li> </ul>
			Administration	<ul style="list-style-type: none"> <li>• Implementation of Plan Schemes</li> <li>• Service Matters of all teachers including recruitment of teachers (Erst. while DEO) working under Govt. &amp; Local Bodies</li> <li>• Service Matters of Non teaching staff working under District Educational Officer, Control</li> <li>• Collection of statistical data</li> </ul>
			Budget & Financial Matters	<ul style="list-style-type: none"> <li>• Preparation &amp; Submission of Number Statements, Budget statements and revised estimates</li> <li>• Submission of UCs and replies to Audit Objections.</li> </ul>
			Examinations	<ul style="list-style-type: none"> <li>• Planning for Conducting of all kind of Government Examinations.</li> </ul>

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

Particulars of the Organization, functions and duties:-

Sl No	Name of the Organization	Address	Functions	Duties
1	O/o the Deputy Educational Officer Division Siricilla	Nil	Academic:	<ul style="list-style-type: none"> <li>• Inspections Govt, Local Bodies &amp; PUA Schools in the division.</li> <li>• Visits of Govt/Local Body/Private Aided institutions</li> <li>• Review of inspection Reports of MEOs</li> <li>• Improvement of Enrolment &amp; Attendance</li> <li>• Divisional level meetings. MDM centres.</li> </ul>
			Administration	<ul style="list-style-type: none"> <li>• Implementation of Plan Schemes in the division</li> <li>• Sanction of annual grade increments of HMs of High Schools working under Govt &amp; Local Bodies</li> <li>• Divisional level Collection of statistical data</li> <li>• Conducting of enquiries.</li> <li>• Submission of proposals for up gradation and Opening of schools</li> <li>• Assessment of Grant in aid posts of PA institutions.</li> <li>• Assisting the District Educational Officer in various exams &amp; other works.</li> </ul>
			Budget & Financial Matters	<ul style="list-style-type: none"> <li>• Preparation &amp; Submission of Number Statements, Budget statements and revised estimates of the respective division.</li> <li>• Submission of UCs and replies to Audit Objections.</li> </ul>
			Examinations	<ul style="list-style-type: none"> <li>• Assisting the District Educational Officer in Planning for Conducting of Examinations.</li> </ul>

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

Particulars of the Organization, functions and duties:-

Sl No	Name of the Organization	Address	Functions	Duties
1	<b>Mandal Educational Officer</b>	Mandal Resource Centre Mandal: 13 Mandals Rajanna Siricilla District	Academic:	<ul style="list-style-type: none"> <li>• Inspections of PS/UPS of Govt, Local Bodies &amp; Aided Schools in the Mandal</li> <li>• Visits of Govt/Local Body/Private Aided PS / UPS institutions</li> <li>• Improvement of Enrolment &amp; Attendance</li> <li>• Mandal level meetings. MDM centers.</li> </ul>
			Administration	<ul style="list-style-type: none"> <li>• Implementation of Plan Schemes in the Mandal i.e. NT Books, MDM etc</li> <li>• Sanction of annual grade increments of all the teachers working under Govt &amp; Local Bodies PS / UP Schools.</li> <li>• Fixation of cadre strength, vacancy position, Pension etc.</li> <li>• Mandal level Collection of statistical data</li> <li>• Conducting of enquiries.</li> <li>• Submission of proposals for up gradation and Opening of schools</li> <li>• Assessment of Grant in aid posts of Aided institutions.</li> <li>• Assisting the District Educational Officer &amp; Dy. EO in various exams &amp; other works.</li> </ul>
			Budget & Financial Matters	<ul style="list-style-type: none"> <li>• Preparation &amp; Submission of Number Statements, Budget statements and revised estimates of the respective Mandal.</li> <li>• Submission of UCs and replies to Audit Objections.</li> <li>• Surrender of unspent balances.</li> </ul>
			Examinations	<ul style="list-style-type: none"> <li>• Assisting the District Educational Officer, Dy. EOs in Planning for Conducting of Examinations.</li> </ul>

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

Particulars of the Organization, functions and duties:-

Sl No	Name of the Organization	Address	Functions	Duties
1	Head Master of Secondary School	Village: Mandal: Rajanna Siricilla District	Academic:	<ul style="list-style-type: none"> <li>• Preparation &amp; Implementation of Institutional plans.</li> <li>• Supervision of institution and observation of class room teaching.</li> <li>• Periodical Review of institutional plans prepared by teachers.</li> <li>• Improvement of Enrolment &amp; Attendance</li> </ul>
			Administration	<ul style="list-style-type: none"> <li>• Implementation of Plan Schemes i.e. NT Books etc</li> <li>• Sanction of annual grade increments of the staff working in the institution.</li> <li>• Collection of statistical data of the habitation.</li> <li>• Conducting of SEC / PAT etc Meetings at habitation level.</li> <li>• Maintenance of Registers &amp; Records i.e. Admn. &amp; Withdrawal register, Attendance registers, Pay bill etc as prescribed by the Govt.</li> </ul>
			Budget & Financial Matters	<ul style="list-style-type: none"> <li>• Preparation &amp; Submission of Number Statements, Budget statements and revised estimates of the respective institution.</li> <li>• Reconciliation of expenditure.</li> <li>• MG Grant utilization</li> <li>• Submission of UCs and replies to Audit Objections.</li> </ul>
			Examinations	<ul style="list-style-type: none"> <li>• Conducting the Home examinations.</li> <li>• Analyzing &amp; Evaluation of results of SSC exams.</li> <li>• Planning for betterment of Results in SSC exams.</li> </ul>

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

Particulars of the Organization, functions and duties:-

Sl No	Name of the Organization	Address	Functions	Duties
1	<b>Head Master of PS / UPS</b>	Village: Mandal: Rajanna Siricilla District	Academic	<ul style="list-style-type: none"> <li>• Preparation &amp; Implementation of Institutional plans.</li> <li>• Supervision of institution and observation of class room teaching.</li> <li>• Periodical Review of institutional plans prepared by teachers.</li> <li>• Improvement of Enrolment &amp; Attendance</li> </ul>
			Administration	<ul style="list-style-type: none"> <li>• Implementation of Plan Schemes i.e. NT Books &amp; MDM etc</li> <li>• Collection of statistical data of the habitation.</li> <li>• Conducting of SEC / PAT etc Meetings at habitation level.</li> <li>• Maintenance of Registers &amp; Records i.e. Admn. &amp; Withdrawal register, Attendance registers, etc as prescribed by the Govt.</li> </ul>
			Budget & Financial Matters	<ul style="list-style-type: none"> <li>• MG Grant utilization</li> <li>• Submission of UCs and replies to Audit Objections.</li> </ul>
			Examinations	<ul style="list-style-type: none"> <li>• Conducting the Home examinations.</li> <li>• Analyzing &amp; Evaluation of results of</li> </ul>

## Powers and Duties of Officers and Employees [Section 4 (1) (b) (ii)]

3.1

Sl No	Name of the Employee	Designation	Duties Allotted	Powers
1	<b>Sri. Dr. D. Radha Kishan</b>	District Educational Officer, Rajanna Siricilla District.	Statutory	<ul style="list-style-type: none"> <li>• Inspections of TS Residential Schools, certain Govt. HS &amp; Dy. EO, MEOs offices</li> <li>• Visits of Govt/Local Body/Private Aided institutions</li> <li>• Review of inspection Reports of Dy. Eos</li> <li>• Permission for Opening of New PS &amp; UP Schools in private management.</li> <li>• Release of grants.</li> </ul>
			Administrative	<ul style="list-style-type: none"> <li>• Implementation of Plan Schemes</li> <li>• Service Matters of all teachers including recruitment of teachers working under Govt &amp; Local Bodies</li> <li>• Pension cases of MEOs &amp; Dy. Eos staff working in private Aided institutions</li> <li>• Service Matters of Non teaching staff working under District Educational Officer, Control</li> <li>• Collection of statistical data</li> </ul>
			Financial	<ul style="list-style-type: none"> <li>• Releasing of Budget in respect of Grant in Aid, MDM Scheme, and Maintenance of buildings under DEO s control.</li> <li>• Submission of UCs and replies to Audit Objections.</li> </ul>
			Other	<ul style="list-style-type: none"> <li>• Planning for Conducting of all Government Examinations.</li> </ul>

## Powers and Duties of Officers and Employees [Section 4 (1) (b) (ii)]

Sl No	Name of the Employee	Designation	Duties Allotted	Powers
1	<b>Not Sanctioned Post</b>	<b>Asst. Director</b>	Statutory	<ul style="list-style-type: none"> <li>• NA</li> </ul>
			Administrative	<ul style="list-style-type: none"> <li>• Mid Day Meals and Court Cases etc.,</li> <li>• Sanction of leaves &amp; Annual Grade increments to the Non- Gazetted staff working in the office.</li> <li>• Office Management</li> </ul>
			Financial	<ul style="list-style-type: none"> <li>• Drawing &amp; Disbursing of grants &amp; Salaries released by the competent authority.</li> </ul>
			Other	<ul style="list-style-type: none"> <li>• To assist the DEO.</li> </ul>

## Powers and Duties of Officers and Employees [Section 4 (1) (b) (ii)]

Sl No	Name of the Employee	Designation	Duties Allotted	Powers
1	<b>Sri. Abdul Azeem</b>	<b>Asst Commissioner for Govt Exams (Incharge)</b>	Statutory	<ul style="list-style-type: none"> <li>• NA</li> </ul>
			Administrative	<ul style="list-style-type: none"> <li>• Collection &amp; submission of N.Rs of X Class</li> <li>• Preparation of plan for conducting of exams and submission of budget requirement</li> </ul>
			Financial	<ul style="list-style-type: none"> <li>• Maintenance of accounts pertaining to X and Minor exams.</li> <li>• Submission of DC bills &amp; UCs</li> </ul>
			Other	<ul style="list-style-type: none"> <li>• To assist the DEO</li> </ul>



## Powers and Duties of Officers and Employees [Section 4 (1) (b) (ii)]

Sl No	Name of the Employee	Designation	Duties Allotted	Powers
1	Sri. K. Raghu Raju	Incharge Superintendent	Statutory	<ul style="list-style-type: none"> <li>• NA</li> </ul>
			Administrative	<ul style="list-style-type: none"> <li>• Monitoring &amp; Supervision office work.</li> <li>• Maintenance of watch registers i.e. Court cases, DO letters, CMP etc.</li> <li>• Monitoring of all service matters</li> <li>• Monitoring of all examination work.</li> </ul>
			Financial	<ul style="list-style-type: none"> <li>• Monitoring of all accounts.</li> <li>• Maintenance of AG audit paras and audit objections.</li> <li>• Monitoring of all accounts relating to maintenance of buildings and NT Books</li> <li>• Monitoring of all accounts relating to all exams.</li> </ul>
			Other	<ul style="list-style-type: none"> <li>• To assist the superiors.</li> </ul>

Sl. No.	Name of the Employee with Designation	Section Allotted	Duties Allotted
1	Smt. E. Rajeshwari Senior Assistant	E1	<ol style="list-style-type: none"> <li>1. Establishment</li> <li>2. All service matters of HMs/MEOs/ SAs/ of Govt./ZP Management .</li> <li>3. All service matters of ministerial staff</li> <li>4. NOCs of related Categories</li> <li>5. Compassionate Appointments</li> <li>6. All Cadres of Pensions</li> <li>7. Regularization of Non teaching Staff</li> <li>8. Private Schools(OP/PR/RR): 1. Yellareddypet &amp; 2. Vemulawada</li> </ol>
2	Sri T. Vamshi Krishna Senior Assistant	E2	<ol style="list-style-type: none"> <li>1. Text Books</li> <li>2. MDM (Mid day Meals).</li> <li>3. Vocational Education</li> <li>4. Maintenance of various Books, Accounts of Samagra Shiksha.</li> </ol>

			<ol style="list-style-type: none"> <li>5. Verification of bills, vouchers furnished by the Sectoral officers for payment of Samagra Shiksha.</li> <li>6. KGBV, TS Modal Schools Bills and Service Matters</li> <li>7. All Kinds of Meetings/Conferences / Preparing of notes And Grievance cell, Prajavani, Janahita and VIP grievances.</li> <li>8. All type of Engineer works and all type of Awards</li> <li>9. B.Ed. / D.Ed. College matters .</li> <li>10. Orientation Courses, Mee seva Programmes</li> <li>11. School Health Programme &amp; S.G.F. and Children Film Festival and National Festivals and related matters &amp; Competitions, Sports, Games &amp; NCC, Scouts , Guides and Inspire Awards, NIOS &amp; SCERT related trainings</li> <li>12. Private Schools(OP/PR/RR): <ol style="list-style-type: none"> <li>1. Ellanthakunta &amp; 2. Konaraopet.</li> </ol> </li> </ol>
3	Sri. Ch.Satyanarayana Rao, Jr.Asst.	E3	<ol style="list-style-type: none"> <li>1. SSC examinations with related matters</li> <li>2. All type of minor exams and related Memos</li> <li>3. All type of scholarships</li> </ol>
4	Sri M. Rajendher, Junior Assistant	A1	<ol style="list-style-type: none"> <li>1. All kinds of Dy.E.O's Office Work</li> <li>2. Maintenance of Accounts of Cash book, Receipts, Salaries, Payments, loans &amp; advances.etc.</li> <li>3. Reconciliation</li> <li>4. Private Schools(OP/PR/RR): <ol style="list-style-type: none"> <li>1. Gambhiraopet Mandal</li> <li>2. Mustabad Mandal</li> </ol> </li> </ol>
5	Sri B. Bharath Kumar, Junior Assistant	A2	<ol style="list-style-type: none"> <li>1. CC to DEO</li> <li>2. All service matters of SGTs/LPs/PETs/ LFL HMs of Govt./ ZP management and related NOCs.</li> <li>3. TB scales and 610 G.O.</li> <li>4. Rationalization of teaching staff /Posts and All cadres Transfers / Promotions.</li> <li>5. All Cadres and all type of Court Cases and Unauthorized Absenties.</li> <li>6. Private Schools(OP/PR/RR): <ol style="list-style-type: none"> <li>1. Siricilla Mandal &amp; 2. Boinpally Mandal</li> </ol> </li> </ol>
6	Sri K. Raghu Raju Senior Assistant.	A3	<ol style="list-style-type: none"> <li>1. All Mandals Medical Reimbursement bills</li> <li>2. Vidya volunteers.</li> <li>3. Regularization of services of all Teaching staff of the District.</li> <li>4. Service matters of Aided Schools.</li> <li>5. Private Schools(OP/PR/RR): 1. Chandurthy Mandal</li> </ol>

7	Smt P. Martha Caroline Senior Assistant		Deputed to Regional Joint Director of School Education, Warangal
8	Sri Ramachary Sharma, Senior Assistant	B1	<ol style="list-style-type: none"> <li>1. All kind works of Samagra Shiksha</li> <li>2. Collection of data from sub district Level units.</li> <li>3. Monitoring of advances, Collection of Utilization certificates from MEOs/SMCs/DEOs/DIET/ other agencies from time to time.</li> <li>4. Liasioning of audit work and preparation of audit replies.</li> <li>5. Monitoring works under Swachh Bharath Vidyalaya , Swachh Bharat Kosh, Donations etc.</li> <li>6. KGBV Tender works with related matters</li> <li>7. Maintain Stationary stock Register &amp; Maintenance of office Computers.</li> <li>8. All kind of IED work.</li> <li>9. All kind of ALSCO work.</li> </ol>
9	Sri.Ch. Chandramouli Record Assistant	B2	Inward and Out ward
10	Sri Srinivas, System analyst		SSA/RMSA related all financial works etc., and any other work entrusted by the D.E.O. All types of Audits. Maintenance of Computers and office.
11	Sri. Narendar, DLMT		U-DISE, Child info, Enrolment, Badibata programe, Haritha Haram and other statistical work related SS wing etc. and any other work entrusted by the D.E.O. related meetings with job chart.

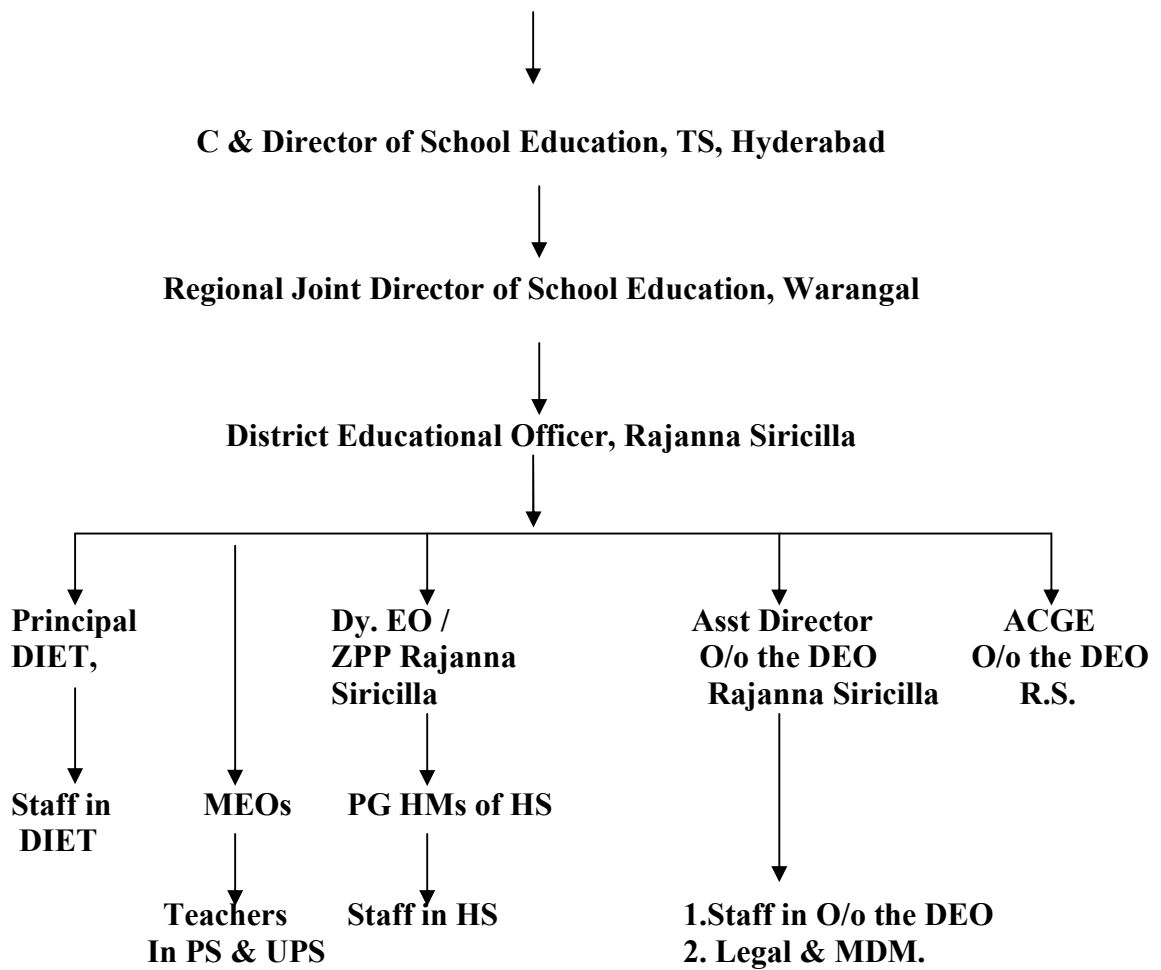
Procedure Followed in Decision-Making **Process**  
**[Section 4 (1) (b) (iii)]**

**4.1.**

Activity	Description	Decision-Making Process	Designation of final decision-making authority	
Goal-setting & Planning	Academic: Improvement of Enrolment	Conducting meetings with the academicians / MEOs / HMs / Resource Persons /NGOs etc	District Educational Officer	
Budgeting	Maintenance of buildings / NTB/MG of Local Bodies & Grant in Aid	As per the guidelines issued by the Govt. & C Director of school Education, TS, Hyderabad from time to time		
Formulation of Programmes, Schemes and Projects	MDM/ OBB / NTB			
Recruitment/ hiring of personnel	Teachers in Govt & Local Bodies and Non- teaching staff in District Educational Officer, control			
Release of funds	Maintenance of buildings / NTB/MG of Local Bodies & Grant in Aid			
Implementation / Delivery of service / utilization of funds	-			
Monitoring & Evaluation	Plan & Non-plan Schemes			
Gathering feed back from public	From Dy. Eos /MEOs/HMs / field staff and others			As per the reports submitted by the field staff

Undertaking Improvements	Results	Special efforts have been taken for improvement of results by conducting divisional level & District level meetings with support of District Collector	District Educational Officer
	MDM	Improvement of quality of food and nutritional values with the support of District Collector, MROs/ MEOs/ MRPs Implementing Agencies and Mothers Committees etc	District Educational Officer

## II.

**Flow Chart**

## Norms set for the Discharge of Functions [Section 4 (1) (b) (IV)]

### 5.1 Particulars of the Organization, functions and duties:-

Sl No	Function/ Service	Norms/ Standards of performance set	Time frame	Reference document prescribing the norms (Citizen's charter, service charter etc)
1	Scholarships	--	15 Days	As per norms
2	Pratibha Awards	--	15 Days	-do-
3	Permissions to Open Classes / Temporary Recognition / Extension of temporary recognition	As per GO MS No. 1 Edn Dept Dt. 01-01-1994 /	30 Days	As prescribed in concerned GOs
4	Disposal of Grievances received from the public / teachers	--	7 Days	As per norms
5	To open new schools after receiving inspection reports in full shape	GO Ms No 524 Edn Dept Dt. 20-12-1988	15 Days	-do-
6	Permission for up gradation from Primary School to UP School	GO Ms No 524 Edn Dept Dt. 20-12-1988	15 Days	-do-
7	Attestation of TCs for students going abroad	--	3 Days	-do-

## Rules, Regulations, Instructions, Manual and Records, for Discharging Functions [Section 4 (1) (b) (v) & (vi)]

6.1

Sl No	Description	Gist of contents	Price of the publication if priced
1	GO Ms No 95 & 96 Dt. 05-08-2005 Service Matters of Teachers working in Local Bodies & Govt	Appointments Promotions Regularization of services Transfers	NA
2	GO Ms No 436 GAD Dt. 15-10-1996 GO Ms No 261 GAD Dt. 14-07-1998 Service Matters of Non teaching staff working under DEO control i.e. Sr Assts/Jr Asst/Typists/ RA/ Attenders etc	Appointments Promotions Regularization of services Transfers	NA
3	GO Ms No 1 Edn Dt. 1-1-1994	Establishment of New schools I to VII Class Temporary Recognition / Extension of Temporary Recognition of Private Aided & Un- Aided	NA
4	GO Ms No 524 Edn Dt. 20-08-1988	Up gradation of Schools functioning under Govt & Local Bodies Management	NA
5	Act 1 of 1982	Rules & Regulations relating to Private Schools	NA
6	Act 25 of 1997	Prevention of Malpractices & Unfair means at Public Exams Centres	NA

## Categories of Documents held by the Public Authority under its Control [Section 4 (1) (b) v (i)]

Particulars of the Organization, functions and duties:-

Sl No	Category of document	Title of the Document	Designation and address of the custodian (held by / under the control of whom)
1			-Nil-

## Arrangement for Consultation with or Representation by the Members of the Public in relation to the Formulation of Policy or Implementation thereof [Section 4 (1) (b) viii]

8.1

Sl No	Function / Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Receiving of representations.	Arranged Inward section for receiving representations	For disposing the representations one section has been allotted for monitoring.

## Boards, Councils, Committees and other Bodies constituted as part of Public Authority [Section 4 (1) (b) v (iii)]

9.1

Name of the Board, Council, Committee, etc	Composition	Powers & Functions	Whether its Meetings open to Public/ Minutes of the Meetings accessible for public
District Common Examination Board	Chairman Vice Chairman Secretary Joint Secretary Members –(8)	To suggest the portions of the syllabi to be covered in each month for all classes and fix form model and nature of question papers To Set and supply question papers for the terminal & Annual exams Issuing time tables for all exams.	NA
Teachers consultative Committee	District Educational Officer, & Office bearers of all teachers unions & Associations	To discuss problems of service matters & other institutional matters	NA



## Directory of Officers and Employees [ Section 4 (1) (b) (ix) ]

10.1

Sl. No.	Name of office/ Administration Unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	E - Mail
1	O/o the District Educational Officer, Rajanna Siricilla	Sri. Dr. D. Radha Kishan, District Educational Officer, Rajanna Siricilla.	7995087618 Fax: Nil	deosiricilla@gmail.com
2		NO Asst. Director Post		
3	-do-	Sri Abdul Azeem Asst. Commissioner for Govt. Exams (Incharge) Rajanna Siricilla	-do-	-do-

Sl. No.	Name of office/ Administration Unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	E - Mail
1	O/o the Deputy Educational Officer, Siricilla	Vacant	-	-

## Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations [ Section 4 (1) (b) (x) ]

Sl. No.	Name & Designation	Monthly Remuneration	System of compensation to determine Salaries as given in regulation
1	Dr. D. Radha Kishan, DEO Rajanna Siricilla	-	Regular
2	Abdul Azeem, ACGE	-	-do-
3	K. Raghu Raj, Sr. Asst	-	-do-
4	T. Vamshi Krishna, Sr. Asst.	-	-do-
5	E. Rajeshwari, Sr. Asst	-	-do-
6	K. Ramachari Sharma, Sr. Asst	-	-do-
7	Ch. Satyanarayana Rao, Jr. Asst	-	-do-
8	B. Bharath Kumar, Jr. Asst.	-	-do-
9	N. Hari Krishna, OS	-	-do-
10	N. Satish Kumar, OS	-	-do-
11	S. Jyothi, OS	-	-do-

**Budget Allocated to Each Agency including Plans etc.**  
**[Section 4 (1) (b) (xi)]**  
**2020-21**

Agency	No. of schools covered	No. of children	Budget released	Expenditure incurred	Balance if any
MDM	500	45430	2,02,73,000/-	2,02,73,000/-	0
NTB	534	49760	0	0	0
Vocational Education	Nil	Nil	Nil	Nil	Nil
Computer Education	-	-	-	-	-

**Provide information on the budget allocated for different activities under different Programmes/schemes/projects etc. in given format.**

Agency	Amount released: Last year 2019-20	Amount spent last year 2019-20	Budget Allocated current year 2020-21	Budget released current year 2020-21
MDM	3,21,22,000/-	3,21,22,000/-	2,02,73,000/-	2,02,73,000/-
NTB	2,00,000/-	2,00,000/-	--	--
Vocational Education	--	--	--	--
Computer Education	--	--	--	--

**Manner of Execution of Subsidy Programmes**  
**[Section 4 (1) (b) xii]**

Name of Programme / activity	Nature/ Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
-Nil			

Name of Programme / activity	Application Procedure	Sanction Procedure	Disbursement procedure
-Nil			

**Particulars of Recipients of Concessions, Permits or  
Authorization Granted by the Public Authority  
[Section 4 (1) (b) xiii]**

**Institutional Beneficiaries:**

Name of Programme/ Scheme				
Sl No	Name & address of recipient institutions	Nature of quantum of benefit granted	Date of grant	Name & Designation of granting authority
- Nil-				

**Individual Beneficiaries:**

Name of Programme/ Scheme				
Sl No	Name & address of recipient beneficiaries	Nature of quantum of benefit granted	Date of grant	Name & Designation of granting authority
- Nil -				

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

Electronic Format	Description (Site address/ location where available etc)	Contents or title	Designation and address of the custodian of information (held by whom?)
- Nil -			

**Particulars of Facilities available to Citizens for obtaining information  
[Section 4 (1) (b) xv]**

Facility	Description (Location of facility/ Name etc)	Details of information made available
Notice Board	DEO Office	Available
News Paper Reports	-do-	-do-
Public Announcements	-do-	-do-
Information Counter	-do-	-do-
Publications	-do-	-do-
Office Library	NA	NA
Websites	<a href="http://www.deosiricilla.com">www.deosiricilla.com</a>	Available
Other Facilities	--	--

**Names, Designations and other Particulars of Public Information Officers  
[Section 4 (1) (b) xvi]**

**DISTRICT LEVEL : Rajanna Siricilla.**

Sl. No.	Name of office/ Administration Unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	PIO/APIO
1	District Educational Office, Rajanna Siricilla.	Sri S. Vidyasagar, I.E. & CMO Coordinator.	9490993112	PIO
2		Sri K. Raghu Raju, Incharge Superintendent	9908989333	APIO

**DIVISIONAL LEVEL**

Sl. No	Name of office/ Administration Unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	E - Mail
1	Dy. Educational Officer	Nil	-	PIO
		Nil	-	APIO

Sl. No.	Name of the Mandal	Name of the Public Information Officer (MEO)	Name of the Asst. Public Information Officer (MIS Co-Ordinator)	Remarks
1	Siricilla	D.Raghupathi	B.Bhavani	-
2	Thangallapally	D.Raghupathi	B.Bhavani	-
3	Mustabad	B.Bannaji	P.Ramadevi	-
4	Yellareddypet	D.Raghupathi	A.Roshini	-
5	Veernapally	D.Raghupathi	A.Roshini	-
6	Gambhiraopet	B.Bannaji	Ch.Dasthagiri	-
7	Ellanthakunta	B.Bannaji	M.Renuka	-
8	Vemulawada-U	B.Bannaji	Ch.Naveen	-
9	Vemulawada-R	B.Bannaji	Ch.Naveen	-
10	Konaraopet	D.Raghupathi	L.Prameela	-
11	Chandurthy	Deekshithulu	Y.Gangadhar	-
12	Rudrangi	Deekshithulu	Y.Gangadhar	-
13	Boinpally	Deekshithulu	S.Rajitha	-

### Appellate Authority:

Sl. No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Office (Offices / administrative units of the authority)	Office Tel: Resi Tel: Fax: Cell:	E-Mail
1	Sri Dr. D. Radha Kishan, District Educational Officer.	Rajanna Siricilla District	7995087618	deosiricilla@gmail.com

### Other Useful Information [Section 4 (1) (b)xvii]

Please give below any other information or details of publications which are of relevance or of use to the citizens.

-NIL-

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

Place: Rajanna Siricilla

Date: 21-02-2022

Name & Designation of the Officer  
Dr. D. Radha Kishan,  
District Educational Officer (FAC).  
Department: School Education.