**Compliance under section 4 (1) (b) of the Right to Information Act, 2005**

1. The particulars of the Organization, Functions and Duties

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| --- | --- |
| Name of the Office | Deputy Educational office |
| Address | Deputy Educational office,  Behind Baby Centre, Muncipal Urdu School Compound, Englishpalem., Machilipatnam |
| Contact | B.Prabhakar, M.A., M.Ed., Cell No.9290931493 |
| Website | www.dyeomtm.yolasite.com |

**Functions and duties:**

As per G.O.Ms.No.40 Dated: 7-5-2002 The Deputy Educational Office shall have powers in respect of

Head Masters of High Schools.

1. Grant Casual Leave, Special Casual Leave
2. Sanction of Earned Leave/Half Pay Leave/Commuted Leave/Maternity Leave/and

Extra Ordinary Leave.

1. Sanction of Increments and pay fixations.
2. Sanction of Automatic Advancement Scheme, Leave Travel Concession and

Joining permissions.

1. Sanction general Provident Fund Loans and General Provident Fund Part-Finals

and forwarding of General Provident Fund Withdrawals

1. Sanction Family Benefit fund and Group Insurance Scheme Amounts.
2. Sanction Pension s and forwarding of proposals to Accountant General and

Forwarding of A.P. Government Life Insurance applications.

1. Draw the Medical Advance/Reimbursement after sanction by the Commissioner

And Director of School Education.

1. Attest the Transfer Certificates of students seeking admission in other States.
2. Inspection authorities on schools on respective division
3. The powers and Duties of its officers and employees

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| --- | --- | --- | --- | --- |
| S.No | **Name of the officer**  **Sarva Sree** | **Designation** | **Duties allotted.** | **Powers** |
| 1. | B.Prabhakar | DYEO (FAC) | Overall supervision | As per G.O.Ms.No.40 Dated: 7-5-2002 |
| 2. D.Anirudh Durgesh Jr.Assistant  **Subjects handled and correspondence**   1. Seniority lists of School Assistants of Govt. ZP for promotion to the post of Gr-II HMs, 2. Maintenance of Estt. Registers. 3. All kinds of leaves of HM,S.. 4. Maintenance of CL Registers 5. Correspondence including Recognition, 6. Pay Fixation, 7. GIS and other deductions etc.,, 8. Court Cases, 9. Maintenance of Stock files, Stock Registers and related records and related matters 10. Medical Reimbursement bills ZP/MP Schools. 11. HM Pensions of Machilipatnam Divisions. 12. Maintenance of S.Rs. of all gazetted officers. 13. All Periodical relating of public services 14. SA, ICM Management correspondence. 15. Employees Health cards. 16. Preparation and maintenance of Pay bills,TA Bills 17. Office stationery service postage , 18. Festival advance, Ednl. Advance, 19. GPF Advance 20. F.B.F. 21. AP Govt. Life insurance, 22. GIS 23. Maintenance of Govt. vehicles and log book. 24. Maintenance of Cash book. 25. Payment of Electricity and telephone Bills. 26. Home town LTC and LTC to any where 27. All advances of Subordinate officers, 28. Permanent Advance 29. Office inventory and maintenance of consumable and non-consumable articles   Distribution of NT Books,   1. Z.P. Correspondence. 2. RCM Management correspondence 3. Office building rents, rates and taxes, 4. Rationalization of ZP/MPP Schools. 5. Purchase of furniture/laboratory, Library equipment. 6. Correspondence SA Promotions & Vacancies & Gr.II HMs promotions file Process to the DYEO. 7. Open Schools Correspondence. 8. SSA and its Correspondence, 9. NFE Scheme correspondence 10. Parent teachers association 11. Child labour, 12. Computer Education, 13. Enrolment of School less Habitations 14. Clean and Green. 15. SSC exams. And Intermediate exams. 16. Preparation of NRs and Conduct of SSC Spot. 17. Navodaya vidyalayas correspondence. 18. Condonation of age and attendance in respect of SSC. 19. Polytechnic exams. 20. Pandits training. 21. Personal Assistance to DYEO for dealing with the all court cases, RTI Act-2005, HRC, Lokayukta etc., 22. Inward & maintenance of connected registers. 23. Distributions of Tappals. 24. Court Cases Registers. 25. DO letters register. 26. Superior Tappals registers 27. Verification of geniness of certificates. 28. CE Board correspondence. 29. Issue of T.C.Books. 30. Counter signatures of TCs. | | | | |
| 1. Post vacant Attender | | | | |

3 The procedure followed in the decision making process, including channels of Supervision and accountability.

The Deputy Educational Officer and other Office employees of the Deputy Educational Office, follow the procedure laid down in the AP Educational Act, 1982 and other applicable rules and regulations for this purpose.

4. The norms set by it for the discharge of its functions

The Deputy Educational Officer and its Office employees of the Deputy Educational Office, discharging their functions and duties in accordance with the provision contained in the AP Educational Act, 1982 and other relevant rules and regulations.

5. The rules, regulations, instructions, manuals and records, held by it or under its Control or by its employees for discharging its functions.

For discharge of its functions, the following documents inter alia, are held / used /relied upon.

1. AP Educational Act, 1982

2. The C.C.A & Conduct rules.1991

3. The Andhra Pradesh civil services (Conduct) Rules 1964.

4. The Andhra Pradesh Departmental Enquires (Enforcement of attendance of witness and

Production of document) act, 1993.

5. The Andhrapradesh civil services (disciplinary Proceedings Tribunal) Rules, 1989.

6. The Andhrapradesh civil services (disciplinary Proceedings Tribunal) Act, 1960.

7. The Andhrapradesh Lokayutha Act,1983

8. The Andhrapradesh Lokayutha and Upa-Lokayutha (Investigation ) Rules,1984

9. The Andhrapradesh Lokayutha and Upa-Lokayutha (Competent Authority ) Rules,1984

10. Public Servents (Inquires) Act,1850

11. Right to information Act 2005.

12. Fundamental rules , A.P.C.S.T.A Rules 1996.

6. A statement of categories of documents that are held by it or under its control The Office holds the following documents:

1. Earn Leave correspondence file
2. FAC correspondence file
3. Court case correspondence file
4. Retirement correspondence file
5. House tax and numbers statement correspondence file
6. Maternity leave correspondence file
7. Memo correspondence file
8. Causal Leave correspondence file
9. Tappa correspondence file
10. Medical reimbursement correspondence file
11. Joining and relive memos correspondence file
12. NOC for obtain passport correspondence file
13. Opening permission and recognition correspondence file.
14. FR 22(a) I and FR 22 (b) Fixation correspondence file
15. Automatic advancement scheme correspondence file
16. Voluntary retirement correspondence file
17. Step up correspondence file
18. Medical leave commutative leave, half pay leave correspondence file
19. DDO Account and bank statements.
20. Acknowledgement correspondence file
21. ZP & Aided school recognition proceeding s correspondence file.
22. Increments register correspondence file
23. RMSA utilisation certificate correspondence file
24. SSC Name and date of birth correction correspondence file
25. HM Service registers of Machilipatnam division

7. 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.

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| --- | --- | --- | --- |
| S.No | Authority | Cadre | Present |
| 1. | Appelate Authority | DEO,Krishna | D.Devananda Reddy |
| 2. | Public information officer | Dyeo,(FAC) Machilipatnam Division | B.Prabhakar |
| 3. | Assistant Public information Officer | Jr.Assistant | D. Anirudh Durgesh |

8. 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 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.

N/A

9. A directory of its officers and employees.

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Name | Cadre | Ph.No |
| 1. | K.Nageswara Rao | DEO,Krishna | 9849909106 |
| 2. | B.Prabhakar | Dyeo,(FAC) Machilipatnam Division | 9290931493 |
| 3. | D.Anirudh Durgesh | Jr.Assistant | 9347547127 |

10. The Monthly remuneration received by each of its officers and employees, including the System of compensation as provided in its regulations.

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| --- | --- | --- | --- | --- |
| S.No | Name | Cadre | Grade pay | Pay scale |
| 1. | ---- | Dyeo, | Vacant | Vacant |
| 2. | D.Anirudh Durgesh | Jr.Assistant | 18517/- | 8440-24950 |
| 3. | ---- | Office subordinate | Vacant | Vacant |

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed Expenditures and reports on disbursements made.

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| --- | --- | --- | --- | --- |
| **BUDGET ALLOCATION, FUNDS SANCTIONED AND EXPENDITURE DETAILS** | | | | |
| (Rs. in Thousands) | | | | |
| **Object Head** | **2012-13** | | **2013-14** | |
| **Sanctioned Grant** | **Expenditure** | **Sanctioned Grant** | **Expenditure** |
|  |  |  |  |  |
| 1 | 2 | 3 | 4 | 5 |
| **Travel Expenses** | **2400** | **2400** | **2400** | **2400** |
| **SPT & T C** | **3600** | **3600** | **1350** | **1350** |
| **Other Office Expenses** | 2400 | 2400 | 2400 | 2400 |
| **Water and Electricity** | 3000 | 3000 | 1500 | 2800 |
| **Grand Total** | **11400** | **11400** | **7650** | **7650** |

12. The manner of execution of subsidy programmes, including the amounts allocated and the Details of beneficiaries of such programmes.

N/A

13. Particulars of recipients of concessions, permits or authorization granted by it.

N/A

14. Details in respect of the information, available to or held by it, reduced in an electronic form.

All the relevant details including the order passed by the commission from time to time are made available on the web site. Further, other details like employment related issues, procurement /tenders etc are also availed on the commission website. For more details [www.dseap.gov.in/](http://www.dseap.gov.in/)

15. The particulars of facilities to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

The Deputy Educational Office has maintained a library restricted only to its employees and interns. To obtain information under the right to information Act, 2005, a person may make a request in writing or through electronic mails along with the prescribed application fee and submit in office hour’s i.e. 10.30 A.M to 05.00 P.M.

16. The names .designation and other particulars of the public Information Officers.

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| --- | --- | --- | --- |
| S.No | Authority | Cadre | Present |
| 1. | Appelate Authority | DEO,Krishna | D.Devananda Reddy |
| 2. | Public information officer | Dyeo,(FAC) Machilipatnam Division | B.Prabhakar |
| 3. | Assistant Public information Officer | Jr.Assistant | D.Anirudh Durgesh |

17. Such Other information as May prescribed. Sanctioned posts of Deputy Educational Office and support Staff and Officers in position in the office of DYEO as on 02.09.2014 are as follows.

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| --- | --- | --- | --- | --- |
| S.No | Designation | Sanctioned post | In position | Vacant |
| 1. | Dyeo, | 01 | NIL | 01 |
| 2. | Jr.Assistant | 01 | 01 | NIL |
| 3. | Office subordinate | 01 | NIL | 01 |

Sd/-B.Prabhakar

Deputy Educational Officer

Machilipatnam