

# ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY, HYDERABAD

THE INFORMATION UNDER SECTION 4(1) (B) OF RTI ACTS, 2005

## **I. The particulars of organization, functions and duties:**

Andhra Pradesh Social Welfare Residential Institutions Society was formulated and registered as per G.O.Ms.No.1 of Social Welfare (Q1) Department, Government of Andhra Pradesh Dated. 2<sup>nd</sup> January, 1987 under Andhra Pradesh (Telangana area) Public Societies Registration Act, 1350 F of (Act No.1 of 1350f) 2453 of 1986 to start residential schools and colleges for Scheduled Castes under Social Welfare Department. It's main function is to impart quality education to the poor children, most of whom belong to SC community (75% seats are reserved for SCs and 12% for SC converted Christians)

Aims and Objectives of this organisation are:

- a. To establish, maintain control and manage Social Welfare Residential Schools and Colleges for the talented and meritorious children belonging to Scheduled Castes and others/residing within the State of Andhra Pradesh and to do all acts and things necessary for or conducive to promotion of such schools and colleges.
- b. To affiliate and accord recognition to similar Social Welfare Residential Schools and Colleges established and run by any Society and private persons in the State.
- c. To prepare, introduce, supervise and modify from time to time the curriculum, syllabi and other programmes and conduct of examinations for the pupils in the Social Welfare Residential Schools and Colleges established by or affiliated to or recognised by the Society.
- d. To organise and conduct study courses, conferences, lectures, seminars, workshops, study tours and the like for the benefit of the staff and students of the Social Welfare Residential Schools and Colleges.

As on date, there are (296) APSWR Institutions functioning under the control of APSWREI Society. The following are the category-wise institutions functioning under the Society's administrative control.

<b>S. No.</b>	<b>Type of the Institution</b>	<b>Girls</b>	<b>Boys</b>	<b>Total</b>
1.	Schools from Class VI to X	26	16	42
2.	Schools from Class VI to Intermediate.	62	69	131
3.	Independent Junior Colleges	3	3	6
4.	Residential Polytechnics	-	3	3
5.	Residential I.T.Is.	2	2	4

<b>S. No.</b>	<b>Type of the Institution</b>	<b>Girls</b>	<b>Boys</b>	<b>Total</b>
6.	Residential Vocational Junior Colleges	3	2	5
7.	Girl Child Labour Schools (DPIP-I)	21+3 (UG)	-	24
8.	LTBCR Schools converted into Regular Residential Schools.	17	-	17
9.	Girl Child Labour Schools (RPRP-II)	64	-	64
	<b>Total</b>	<b>201</b>	<b>95</b>	<b>296</b>

In all a total of 1,32,368 are admitted in these schools during the year 2005-06.

#### Administrative Structure:

The Society is divided into 6 administrative Zones. Each zone comprises a group of districts such as:

1. Zone-I – Srikakulam, Vizianagaram, Visakhapatnam districts.
2. Zone-II – East Godavari, West Godavari, Krishna districts.
3. Zone-III – Guntur, Nellore, Prakasam districts.
4. Zone-IV – Kurnool, Anantapur, Chittoor, Cuddapah districts.
5. Zone-V – Khammam, Warangal, Adilabad, Karimnagar districts.
6. Zone-VI – Hyderabad, Rangareddy, Medak, Nizamabad, Nalgonda, Mahaboobnagar districts.

#### Amenities provided to students:

The entry points in the school are at Class V, VI, VIII (in some cases) and Inter 1<sup>st</sup> Year. The schools provide the following amenities to the admitted student:

1. Free education upto intermediate
2. Free boarding and lodging
3. 2 pairs of uniform
4. 1 pair of PT dress
5. Text books
6. Note books
7. Bedding facilities
8. Cosmetic charges
9. Trunk box, place and glass
10. Health care
11. Dhobi, barber services

#### Other Improvement:

- a) 46 English Medium schools are running 1 for boys and 1 for Girls in each district.
- b) To provide meaningful content of Education and also gainful employment to these Girl Child Labour Dropouts turned students in the 24 DPIP Schools, Vocational Courses have been designed right from 8<sup>th</sup> Class onwards. Viz., 1) Knitting & Garments, 2) Horticulture, 3) First Aid,

- Nutrition, General Medicine, Medical Store Management and 4) Composing & Printing, from 8<sup>th</sup> to 10<sup>th</sup> classes in addition to their regular teaching from the year 2004-05.
- c) The Society has introduced computer literacy programme in 41 schools for 6<sup>th</sup> to 10<sup>th</sup> class students in addition to their regular syllabus.
  - d) EAMCET Coaching is started in 12 institutions since 1998 @ one for Boys and one for Girls in each Zone and subsequently upto 2004-05, the EAMCET coaching was continued in 13 institutions in the State. During 2005-06, EAMCET coaching is started in 46 institutions in the State @ one boys College and one girls College in each district.
  - e) The students are provided diet @ Rs.338/- per boarder per month in respect of students studying in 5<sup>th</sup> class to 7<sup>h</sup> class and Rs.412/- p.m. per boarder for the students studying in 8<sup>th</sup> class to Senior Intermediate. The Government have enhanced the diet charges to the boarders of SW Residential Schools vide G.O Ms No. 50, SW (EDN.2) Department, dt.08.06.2006.

### Indira Kranthi Patham – Enrollment Of Girl Child Labour

In order to provide the education to the girl child, Government of Andhra Pradesh has taken up Residential Schools under the educational component with the assistance of World Bank in 180 mandals covering 6 most backward districts i.e., Srikakulam, Vizianagaram, Chittoor, Ananthapur, Adilabad and Mahaboobnagar in the State with a project outlay of 133.82 crores. Project period is 2001-2005. Under this APDPIP Project, the Government has sanctioned 18 Bridge Course Residential Schools and 6 Regular Residential Schools. These 24 Residential Schools started during the year 2001-02. In the Phase-II of the project in the rest of the State except Hyderabad District 64 Schools with a Project outlay of Rs.270.45 Crores were commenced.

#### Enrollment:

In these schools admissions are in 5<sup>th</sup> class. Girl Child Labour and school dropouts who have been mainstreamed by the RBC centers of DPEP, NCLP & NGOs are being admitted in these schools. 36,953 girl child labourers who are mainstreamed and school dropouts are studying in these schools currently. The admissions in these institutions for the year 2006-07 is under process.

#### Introduction of Vocational Education:

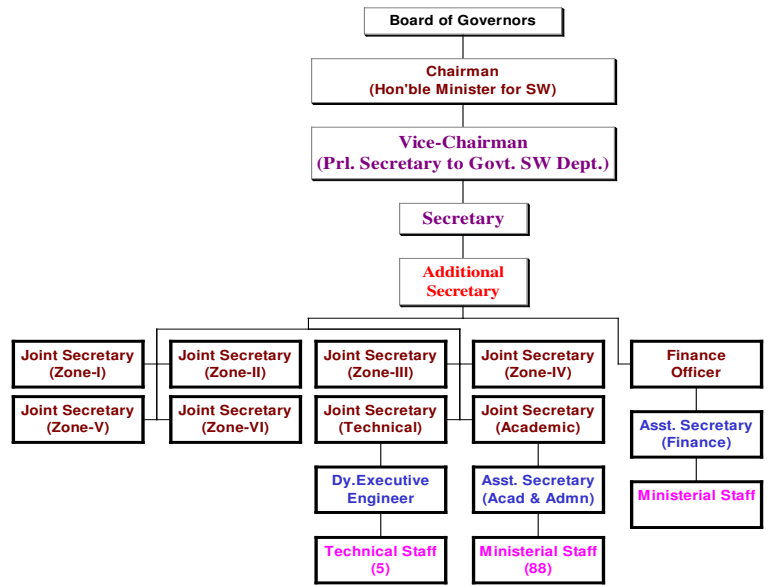
Vocational Courses of Knitting & Garment Making, Composing, Printing & Book Binding, Horticulture and First Aid, General Medicare, Nutrition and Medical Store Management, have been introduced in these schools from the year 2005-06.

#### Introduction of Computer Education:

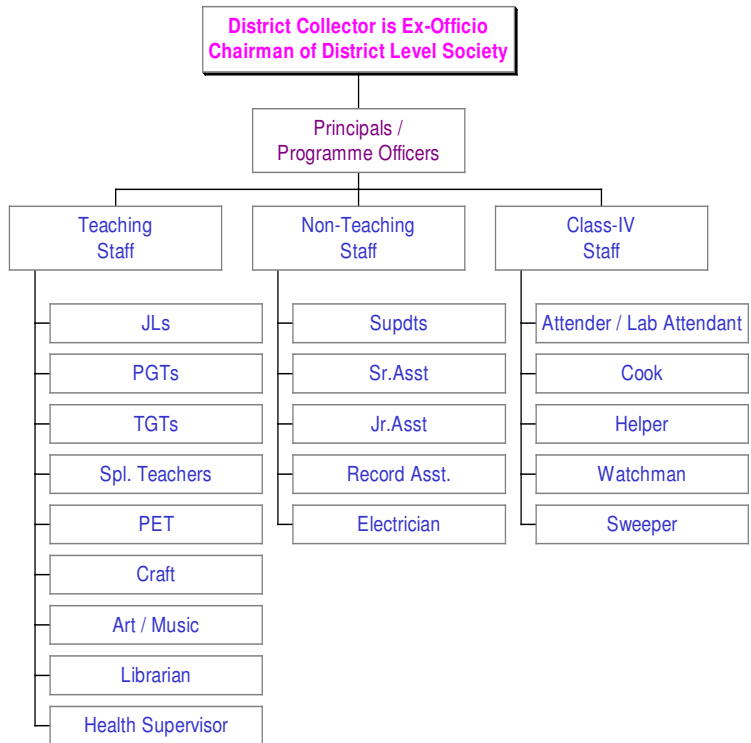
Computer education in 24 DPIP schools is introduced with an expenditure of Rs.1.49 Crores. Computer labs with (480) computers @ 20 systems per institution were provided in these schools along with the required furniture.

# ORGANISATIONAL STRUCTURE OF A.P.S.W.R.E.I.SOCIETY

Head Office  
Level



District  
Level



Institutional  
Level

## **II. The powers and duties of officers and employees:**

### Chairman

- a) Chairman is the head of the organisation who presides on governing body meetings.
- b) He is the appointing and disciplinary authority for the posts of Additional Secretary, Joint Secretaries and Principals except the officers who are taken on deputation.
- c) He is the Appellate authority over the disciplinary actions taken by the Secretary.
- d) He shall have powers of appropriation of funds from one unit to another.

Authority: G.O.Ms.No.118, Social Welfare(Q1) Department, dt.17-11-1983 and Bye-laws of the Society.

### Vice-Chairman

The Principal Secretary to Government, Social Welfare Department is the Vice-Chairman of the APSWREI Society.

Authority: G.O.Ms.No.2, SW (RS.2) Dept., dated 20.1.2006.

### Secretary

- a) The Secretary is the executive head of the organisation.
- b) The Secretary convenes the meeting of the governing body and its subsidiary committees on being directed by the Chairman.
- c) The Secretary supervises the work and conduct of staff, exercises disciplinary control on the staff for which the Secretary is the appointing authority i.e., for resident junior lecturers, senior resident teachers, resident teachers, special teachers and head office non-teaching staff and discharges other delegated powers.
- d) The Secretary approves and controls the budget expenditure for all the institution in the State.
- e) The Secretary shall execute all the contracts and other instruments on behalf of the Society.
- f) The Secretary shall institute or defend suits or other legal proceedings on behalf of the Society including to compromise/arbitrate disputes.

### Additional Secretary

- a) The Additional Secretary assists the Secretary in all the administrative, legal and day to day functions of the Society.
- b) He is the administrative head of the Society office and Principals establishment.

- c) He coordinates the purchase and distribution of all the amenities like, supply of uniforms, bedding material, PT dresses etc., to the institutions of the Society.

#### Joint Secretaries

- a) The Joint Secretaries are made incharges of functioning of institutions in the zones allotted.
- b) They are the inspecting and reviewing authorities on academic and other allied matters of the institutions of the zones allotted.
- c) They discharge the functioning of enquiry authority in disciplinary cases as when ordered by the Secretary.
- d) They liaison with the Secretary on all the issues of academic and service matters connected with the institutions of their zones.
- e) They carry out any instructions as desired by the Secretary.

#### Joint Secretary (Technical)

- a) He assists the Secretary in scrutiny of plans/designs of institution complexes as and when received from Executive Engineers of S.C. Corporation Engineering Department in seeking administrative sanctions.
- b) He monitors and inspects the on going construction works in the institutions.
- c) He coordinates and manages all financial releases to the EEs.

#### Joint Secretary (Finance)/ Finance Officer

1. He assists the Secretary in:
  - a) preparation of annual budget estimates and revised budget estimates
  - b) in disbursing salary and allowances to the head office staff
  - c) in the internal audit of accounts of the institutions
  - d) in proper maintenance of accounts of Society
  - e) monitoring the cash book and other relevant records and documents pertaining to Head Office.
2. He is the chairman for GPF monitoring committee
3. He scrutinizes all claims arising for Society Head Office or from institutions for necessary pass orders of the Secretary.
4. He discharges all the duties entrusted by Secretary from time to time in regard to financial matters.
5. He coordinates in the internal / external audit of accounts of Society Head Office and institutions and submits the reports to BG for review and approval.

#### Assistant Secretary

- a) He assists the Secretary in administration and academic matters relating to the institutions sanctioned under D P I P Project.
- b) He monitors the functioning of the D P I P Institutions.

### Technical Cell:

- a) Executive Engineer/Deputy Executive Engineer.
- b) Assistant Executive Engineer.
- c) Draftsman

The Technical Cell with the above staff attend the works given below:-

- 1) Planning and designing of new school campuses by collecting site particulars and consulting architects etc.
- 2) Scrutiny of plans and designs prepared by architects / other agencies before approval.
- 3) Layout planning for all school campuses to prevent unplanned construction of structures.
- 4) Scrutiny of proposals received from Executive Engineer for additional buildings / structures with a view to arrive at optimum requirement, adopting of appropriate plans and effecting reduction in cost by appropriate changes in the specifications and material to be used for construction.
- 5) Carrying out inspections of the ongoing works of the Society to check quality and effect economy in construction.
- 6) Monitoring of the progress of building works of the Society by fixing milestones for completion of various stages of the work and reduce the construction time.
- 7) Develop maintenance norms and schedule for the school campuses and monitor the functioning of essential services like water supply, electricity and drainage etc. are made available to the students without any interruption.
- 8) To build up and maintain building database for the existing buildings and repair plans for development of school campuses including the development of play fields.
- 9) To develop expertise for planning and designing of building specifically required in Residential Schools like kitchen, dining hall, class rooms, laboratories, library etc.
- 10) To develop expertise in use of low cost technology and local material to make the buildings more functional and bring down construction costs.

### Principal

The Principals of these residential schools or colleges or ITIs to keep in mind that they are not heads of ordinary educational institutions. But they are heading a very special kind of institutions and it is their duty to develop these kind of institutions and it is their duty to develop these institutions as pace setting institutions. An institution can be developed as a pace setting institution, only if sustained efforts are made to ensure that:

- a) All prescribed activities in the area of curricular, co-curricular, extra-curricular are implemented fully with all seriousness; and
- b) An environment is created to encourage innovation and specified pace setting activities in the field of education.

The Principals, as heads of the institutions, have to play a very important role in ensuring that all routine activities are carried out in the campus on schedule and an environment conducive for innovation and adoption of pace setting activities is created inside the campus. This involves a proper planning of the daily activities to be undertaken by the Principal himself / herself in the school and also prioritization of his / her activities. In the absence of proper time management and prioritization of activities, some Principals are likely to spend abnormally high time in managing catering or in looking into routine administrative files. The Principals should remember that their main responsibility is to lead the school towards its goal and not to confuse signing of files or writing of letters synonymous with providing leadership to the school. Unfortunately, it is observed that inspite of regular trainings and guidelines issued by the Society, many Principals have not been managing their time and work in the school by prioritizing the work with reference to our goals and targets.

The following instructions were issued to the Principals.

- (1) Daily during 5.00 A.M to 7.00 P.M, the Principal should take a round of the dormitory and participate along with students in the Yoga or Physical Exercises and take a round of the kitchen to check the breakfast preparation (45 minutes).
- (2) Principal, along with all teachers of the school must be present during the assembly i.e. from 7.40 A.M to 8.00 A.M. Mikes should be utilized for Assembly. Besides the existing routine, the Principal or any teacher, by rotation, should speak a few minutes either on the significance of the day or on any topic of current importance or read any poetry etc. as part of the Assembly items (20 minutes).
- (3) The main instructional periods in the school are from 8.00 A.M to 4.30 P.M. During this period, the Principal is expected to personally attend to the following important items to work and should also ensure that approximately time spent on each item of work is nearer to the time allocated for the activity hereunder.

<b>Sl.No.</b>	<b>Activity</b>	<b>Time allocated</b>
1	Substitution work	15 minutes
2	Teaching two periods daily	90 minutes
3	Classroom observation (one class daily)	45 minutes
4	Written work scrutiny	60 minutes
5	Rounds to classes (two)	20 minutes
6	Round to kitchen and tasting of food before it is served to students	20 minutes
7	Visit of health clinic before lunch to see the sick students	20 minutes
8	To supervise and observe remedial re-teaching tutorials for slow learners OR To supervise study	30 minutes

<b>Sl.No.</b>	<b>Activity</b>	<b>Time allocated</b>
9	To supervise club activities & Homework session	30 minutes
10	Office work	90 minutes
11	Meeting visitors	30 minutes
12	Time available for unforeseen activities	60 minutes
	Total	510 minutes

- (4) The Games & Sports activities are taken up in the school between 4.45 P.M to 6.00 P.M. It is strongly recommended that the Principal should actively participate in the activity by playing games regularly atleast for half an hour with the students. The Principal should encourage all other teachers also to play games during the games hours. This is considered essential not only for the physical and mental health of the Principal and teachers, but it will create a healthy atmosphere in the entire institution. In the games time, the teachers and students mingle up freely and direct communication is established between the Principals and students. Keeping in view, the fact that our students are coming from weaker section families and are having poor level of confidence, it is of utmost importance that Principal must participate in the games and develop a direct channel of communication with the students. This is the place where, if proper rapport is established between the Principal and the students, the students will immediately approach the Principal without hesitation for any of their problems. Unless this kind of confidence is built, a residential school cannot be managed efficiently.
- (5) During 6.45 P.M to 7.00 P.M, the community singing and entertainment takes place. This is also a proper time for socializing with the students. Principal should atleast randomly attend these evening Assemblies.
- (6) During night study hours, i.e. 8.00 P.M to 9.30 P.M, the presence of the Principal is a must in the institution.
- (7) As far as supervision of routine work is concerned i.e. scrutiny of homework, notebooks, assignment books, project reports, slip tests, answer sheets and examination, answer sheets etc. is concerned, the work may be shared between the Principal and the Vice Principal. But such sharing should not be on permanent basis and the Principal should look into the routine work of all classes by rotation.
- (8) The Principals are also requested to prepare a homework time table for their schools i.e. guidelines for giving homework and collection of homework notebooks for scrutiny and return. Broadly speaking, the Maths teachers should give homework for atleast 5 days out of 7 days and should collect the answer sheets only on 6<sup>th</sup> day and return on the 8<sup>th</sup> day i.e. first day of the next week. The Hindi teacher may give homework twice in a week and collect the notebooks on those days when the homework is not given to a class. In Science, Social Studies and Telugu subjects, homework may be given on 4 days and notebooks may be collected once in a week for correction.
- (9) On any particular day, if the Principal is prevented physically from performing any or all of the daily activities mentioned above, the Vice Principal should automatically step into the shoes of the Principal and supervise the activities. If Vice Principal and Principal, both are not available, whosoever is incharge of the school, should attend to all the

items of work indicated above except classroom teaching and classroom observation.

Teaching Staff i.e. Junior Lecturers, Post Graduate Teachers (Sr. Resident Teachers), Trained Graduate Teachers (Resident Teachers)

- (1) Day study duty, night study duty and rotation duties on Sundays and Holidays is a part of the duties of residential school staff and any dereliction of duty in regard to any of the above areas will be treated as grave lapse and non-performance of core duties of the teacher in the Society.
- (2) Since the rotation duties on Sundays and Holidays are part of the duties of Residential School teachers, they are not entitled to any compensatory leave for performing such duties. It has come to the notice of the Society that some Principals have allowed such compensatory leaves to their staff against the rules and action is being taken to initiate disciplinary action against those Principals for causing monetary and academic loss to the Society.
- (3) A teacher of one subject may be required, in the interest of the students to teach any other subject for which teacher is not available. Such arrangements are necessary in any school and are part of the normal duties of any teacher.
- (4) Again all teachers are expected to work as a team and strive to the best of their ability to improve the academic standards in the school. While doing so, a PGT may be required to help the students of 6<sup>th</sup> or 7<sup>th</sup> class or the Intermediate students. Similarly, a Junior Lecturer may also be required to help school students from 6<sup>th</sup> class or conversely a TGT may be required to help the students in secondary or Intermediate classes. This kind of arrangements should be worked out in the subject-wise faculty meetings by the Principal in a cordial environment keeping the interest of the students in mind and in a team spirit. Once such arrangements are worked out, it is the duty of all the teachers to cooperate and sincerely implement the same.
- (5) In the timetable, there will be some free periods. The teacher has to do other items of work connected with the teaching during this period. This work includes correction of homework, assignments, slip tests, answer sheets etc. It also includes preparation of progress cards for the students, analyzing student performance, identification of slow learners and bright students. Preparing tasks to be given to slow learners and bright students. Preparing lesson plans and teaching notes, writing of teachers daily diary after completion of the period, preparation of teaching aids, conception of projects. In addition to this, every teacher may be incharge of a house or may be incharge of club or any other co-curricular/extra-curricular activity or a class teacher. For these activities also the teacher has to make preparation during the so-called leisure periods. A housemaster may have to write post cards to parents on many issues.

- (6) It is the endeavor of the Society to modernize the teaching in its classrooms. The modernization of class room teaching includes following aspects & much more:
- (a) Focus should shift from teaching to learning.
  - (b) The child should be the focus of classroom and not the coverage of syllabus.
  - (c) The teaching process has to be reoriented to make it activity oriented.
  - (d) The teacher has to use unconventional methods and techniques of teaching.
  - (e) All available teaching aids like maps, charts, equipments over Head Projector and Audio Visual Aids etc. must be utilized by every teacher. If the existing teaching aids are not adequate, every teacher must concentrate on developing low cost teaching aids.
  - (f) Variant teaching must be adopted so that all category of students in a class can benefit.
  - (g) Classroom environment should be democratic. Teacher to be facilitator and not giver.
  - (h) Innovation by teachers and students should be encouraged.
  - (i) Testing & evaluation procedures should be redesigned carefully to meet the overall objectives.
  - (j) Not only corporate punishment should be banned in campus but the students should be treated with dignity. Any instances of passing sarcastic comments or impolite behavior devoid of human dignity will be viewed very seriously.
- (7) It should be noted that APSWREI Society is recruiting the best teachers and paying the best salaries and also providing the best possible opportunities for promotion and personal growth. As a logical consequence of this, the APSWREI Society expects the best out put from every teacher. Every teacher is expected to perform up to the maximum of his / her potential.
- (8) It should also be noted that in the circumstances stated above, under performance by the teachers cannot be tolerated. The Society has adopted contract appointment system and only those teachers will be given offer of renewal of contract. Obviously, the more senior and more experienced regular teachers, having better service conditions and job security cannot be allowed to exhibit a performance in any way inferior as compared to the contract teachers. This point may be noted carefully by all the teaching staff members of APSWREI Society to avoid any unpleasant situation in the future.
- (9) Any incidence of groupism among teachers will be viewed seriously and any effort to involve the students in such groupism will be treated as grave misconduct making the person concerned liable for termination of his services.

Special Teachers i.e. Art / Craft / Music Teachers

- (i) The Art / Music / Craft teachers have to prepare annual work plan with month-wise action plan. Such work plan shall be recommended by the Principal and approved by the Zonal Deputy Secretary.

- (ii) They shall identify the interested students by the end of June every year. Funds will be released for purchase of the raw material or tools and equipment to take up the approved activity by each of them.
- (iii) Necessary training in Art / Craft / Music will be taken up to the interested students to make them appear for the certificate courses. The Society will bear the cost of examination fee for such certificate courses.
- (iv) The teacher in consultation with the Principal shall prepare Social Useful Productive Projects and with the approval of the concerned Zonal Deputy Secretary, they shall implement such projects. The Deputy Secretary has to inspect the implementation of the projects during his / her field visit to the institution.
- (v) The teacher will be a member of the School's Resources Mobilisation Committee, which will look into the possible areas of revenue-yielding activities to be taken up for raising internal resources in the institution.
- (vi) They shall perform the duties of the House Parent as and when the Principal needs their services. The teacher shall also ensure proper supervision during lunch duty along with PD and PET.

#### Physical Director / Physical Education Teacher

- (i) There will be 2 PETs viz., one PD and one PET in the upgraded institution. When there is one regular person, the services of other person may be taken on contract basis.
- (ii) Both Physical Director and Physical Education Teacher shall be present in the campus between 5.30 A.M to 8.15 A.M, 1.10 P.M to 2.30 P.M, 4.30 P.M to 7 P.M.
- (iii) Each PD / PET has to prepare annual work plan with monthly activity plan to the Principal. The Principal has to obtain the approval of the concerned Zonal Deputy Secretary before 30<sup>th</sup> of June every year for their implementation.
- (iv) Each PD / PET shall identify the interested persons by the end of June. Society will provide funds for purchase of the material and for organizing events.
- (v) Each PD / PET is responsible for campus maintenance. They shall be actively involved in kitchen gardening and plantation raising in the institution.

#### Librarian

- (i) Each Librarian is required to submit annual work plan to the Principal.
- (ii) He has to prepare weekly album with latest information culled out from periodicals / newspapers. He is entrusted with responsibility of developing writing and reading habits among the students.
- (iii) He has to organize monthly subject-wise book exhibition in the school premises. This would increase the students' awareness of the titles of the books available in the institution library.
- (iv) The Librarian must assist the Principal in providing Career guidance to the students.

### **III. The Procedure Followed In The Decision Making Process, Including Channels Of Supervision And Accountability**

#### Administrative Accountability

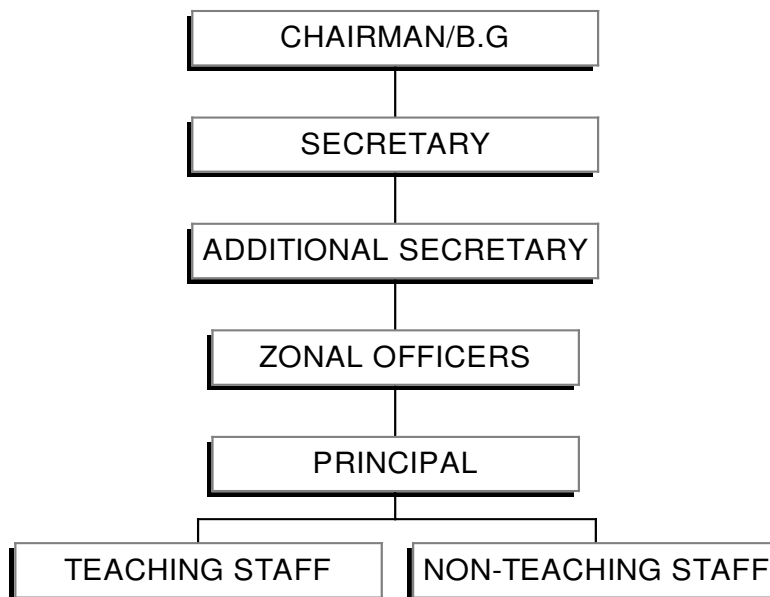
The ultimate accountability of every functionary of the Society lies with the Board of Governors. However, there are hierarchies in the organization, and the officers occupying those posts are accountable to their next superior and so on. However, at the institution level, the entire non-teaching and teaching staff, are accountable to the Principal.

Principal inturn, is accountable to the District Collector who is the chairman of District Level Society, and also to Zonal Officers for various other matters.

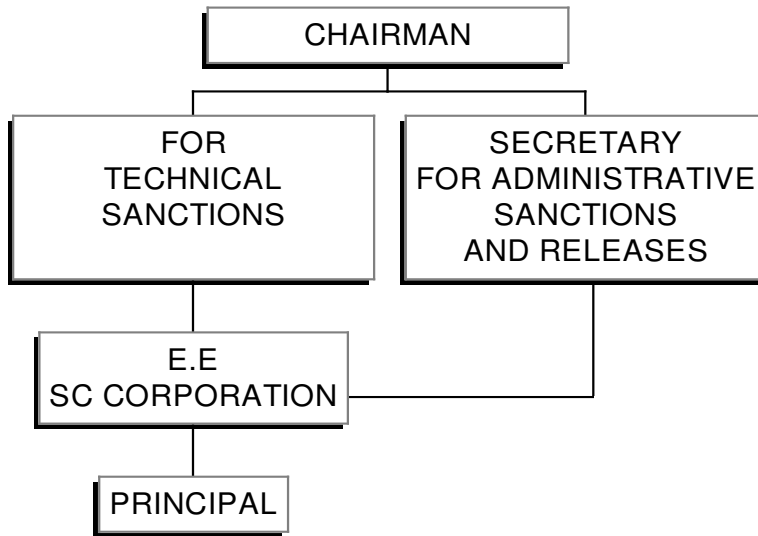
Zonal Officers are accountable to Secretary of the Society and inturn Secretary is accountable to the Board of Governors.

Broadly speaking, the accountability is in three main areas i.e., academic, infrastructure and financial. The flow-chart of accountability is as follows:

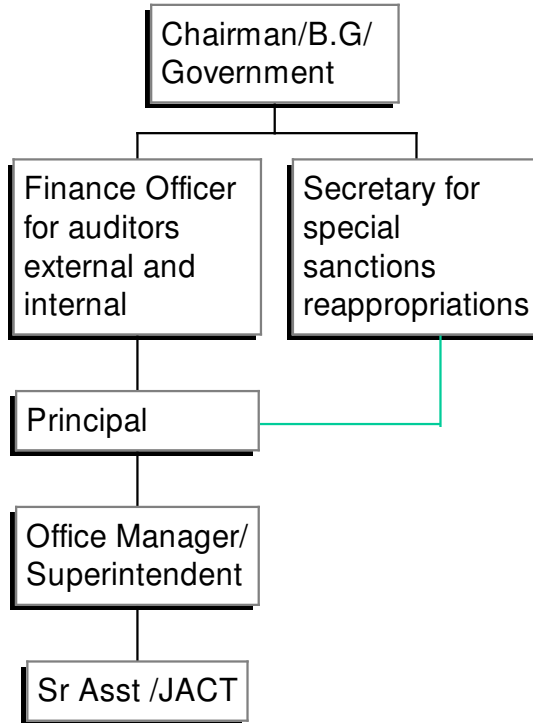
#### **ACADEMIC MATTERS**



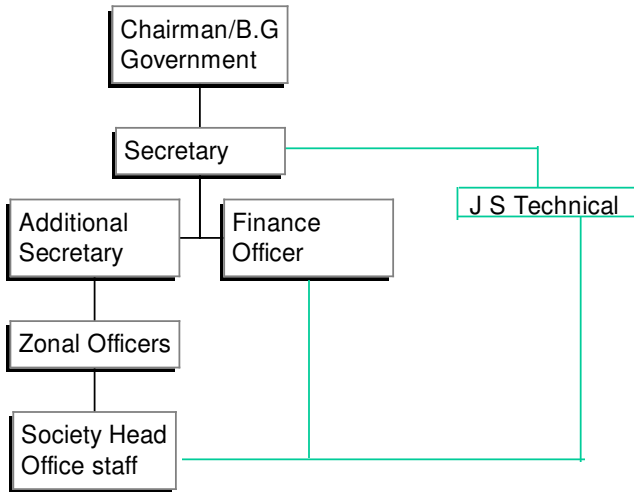
# INFRASTRUCTURE



**FINANCIAL**



**SOCIETY HEAD OFFICE**



## IV. The Norms Set For Discharge Of Functions

The functions of the Society can be broadly classified as:

### 1. Academic Functions:

- a) Admission of students belonging to weaker section of society: The society conducts entrance test for entry point, which are Class V (for child labour into project schools), class VI, class VIII (in some specialized schools), and Intermediate 1<sup>st</sup> year. Admission is done purely on merit. However, in some exceptional cases, admission is granted without admission test also. For all admissions, the caste composition is as follows:
- |                             |   |     |
|-----------------------------|---|-----|
| SC                          | - | 75% |
| SC converts to Christianity | - | 12% |
| BC                          | - | 6%  |
| ST                          | - | 5%  |
| OC                          | - | 2%  |
- b) Providing quality education to these children: Government has set norms for ensuring that quality of education is of very high standard. Such norms are:
- Teacher to student ratio should be 1:40
  - The no of classes per week, for each subject, and for each class has been fixed, the minimum being 24 periods/week for art / music / craft and the maximum being 30 periods/week for subjects like Maths, science etc.
  - Staffing Pattern

### 1. For Non-upgraded Schools

Subject	PGT	TGT
Telugu / Sanskrit	1	1
English	2	1
Hindi	-	1
Physical Science	1	1
Bio-Science	1	-
Maths	2	1
Social	1	1
Art / Music	1 Teacher	
PET	2	
Librarian	1	
Health Supervisor	1	
Craft	1	

## 2. For Upgraded Schools

Subject	Category	MPC/BPC	CEC/HEC
Maths	JL	1	0
	PGT	2	2
	TGT	1	1
Physics / Chemistry	JL	2	0
	PGT	0	1
	TGT	1	1
Biology	JL	2	0
	PGT	0	1
	TGT	1	0
English	JL	1	1
	PGT	1	1
	TGT	1	1
Telugu / Sanskrit	JL	1	1
	PGT	1	1
	TGT	1	1
Economics	JL	0	1
Commerce	JL	0	1
History	JL	0	1
Civics	JL	0	1
Social	PGT	1	0
	TGT	1	1
Hindi	TGT	1	1
Total		19	18
Physical Director		1	
PET		1	
Art / Music		1	
Librarian		1	
Health Supervisor		1	

## 3. Independent Jr Colleges

Subject	No.of JLs
Maths	2
Physics	2
Chemistry	2
Botany	1
Zoology	2
English	2
Telugu	2
Physical Director	1
Librarian	1

### iv) Calendar Of Events

The detailed calendar of Events for the years 2006-07 are made available at the Society Web-site [www.swrs.ap.gov.in/Calendar Of Events.asp](http://www.swrs.ap.gov.in/Calendar%20Of%20Events.asp)

**v) Syllabus Division**

The details of Syllabus division month-wise for the Upgraded / Non-upgraded schools for the year 2006-07 is made available at the Society Web-site [www.swrs.ap.gov.in/Syllabus\\_Divison.asp](http://www.swrs.ap.gov.in/Syllabus_Divison.asp)

**vi) PMR (Personal Marks Register)**

Personal Marks Register is maintained by every teacher in the schools, in the following format. This helps teacher in tracking the performance of each student, and thus making amendments in the input provided to such students.

Sl. No.	Name of the student	1 <sup>st</sup> Unit	2 <sup>nd</sup> Unit	Qrly. Exams	3 <sup>rd</sup> Unit	4 <sup>th</sup> Unit	Half Yearly Exams	5 <sup>th</sup> Unit	6 <sup>th</sup> Unit	Annual Exams
1	2	3	4	5	6	7	8	9	10	11

c) Supply of student amenities, including diet, books etc, at no cost to students:

- i) Dresses: 2 pairs of uniforms to every student, from class 5<sup>th</sup> to Intermediate final year, every year.
- ii) Textbooks: Nationalized Text books supplied free of cost to students from Class 5<sup>th</sup> to 10<sup>th</sup>, by Education Department. For students of Intermediate 1<sup>st</sup> year and 2<sup>nd</sup> year classes, Telugu Academy books are supplied, free of cost.
- iii) Notebooks: The scale for distribution of note books to every student per year is as follows:

Class	Four Ruled	Single Ruled	One Side Ruled	White Short	White Long	Total
5 <sup>th</sup>	2	9	2	4	-	17
6 <sup>th</sup>	2	9	2	4	-	17
7 <sup>th</sup>	-	9	2	4	-	15
8 <sup>th</sup>	-	9	4	4	-	17
9 <sup>th</sup>	-	9	4	-	4	17
10 <sup>th</sup>	-	9	4	-	6	19
Inter 1 <sup>st</sup> & 2 <sup>nd</sup> yr. (Science)	-	-	-	-	18	18
Inter 1 <sup>st</sup> & 2 <sup>nd</sup> yr. (Arts & Voc.)	-	-	-	-	12	12
ITI / Poly. Tech.	-	-	-	-	10	10
EAMCET Designated Colleges	-	-	-	-	18 + 8	26

- iv) Shoes: 1 pair of PT Dress to every student every year.
- v) PT Dress: 1 pair of PT Dress to every student every year.
- vi) Carpets: To every student once in 5 years.
- vii) Bed Sheets: 2 nos. to every student once in 2 years.
- viii) Trunk Boxes: To every student once in 5 years.
- ix) Plates & Glasses: To every student once in 5 years.
- x) Diet Charges:

Classes	Rate
III to VII	Rs.338/- per month per boarder
VIII to X	Rs.412/- per month per boarder

- xi) Cosmetic Charges:
  1. To Girls: @ Rs.25/- per month per student
  2. To Boys: @ Rs.20/- per month per student.
- xii) Commonly used stationery by the students like erasers, pencils, instrument box, pens etc.

d) Ensuring a better accommodation for the school: Towards achieving this goal, Govt. has earmarked certain money for maintenance purpose. Apart from this, assistance from World Bank has been tapped for taking up construction of 88 Residential School buildings (DPIP & RPRP Schools). During the year 2006-07, Govt. has permitted the Society to take loan from HUDCO to take up 85 new school buildings. Govt. has also promised to make money available for taking up construction of balance 123 new school buildings during 2007-08, where schools are running in private / old dilapidated buildings / temporary accommodations etc.

School Building	-	35 sft. / student
Dormitory (including toilet block)	-	60 sft. / student
Kitchen	-	5 sft. / student
Dining Hall	-	10 sft / student
Bathrooms	-	1 for 8 students
WCs	-	1 for 8 students

## 2. **Administrative Functions:**

- a) Recruitment of teaching and non teaching staff, and taking care of their career advancement: Towards achieving this goal, Govt. has been permitting the Society to recruit teachers on contract basis initially, and converting them as regular teachers, once the Society is satisfied about the performance of these teachers for a given no. of years. Most of the Govt. orders are extended to the teaching and non teaching staff of the Society, under which, career advancement is available to other regular employees of the Govt. Society also grants incentives to selected school and Principals, for

having performed well in any academic year. For fresh recruitment norms are:

**i) Principal**

- a) A Post Graduate Degree with 2<sup>nd</sup> class (with minimum of 50% marks) and;
- b) A B.Ed., Degree of a recognised University and;
- c) A total teaching experience of not less than 10 years including
  - 3 years experience as PGT or JL in any reputed residential School / Junior College.

**OR**

- 3 Years of Administrative experience as Head Master / Principal of a recognized High School / Junior College.

**ii) TGT**

- a) A 1<sup>st</sup> Class Graduate Degree in relevant subject of a recognised University and;
- b) A B.Ed., Degree or equivalent qualification of recognised University.

b) Transfer and posting of these staff: This is a routine function, which is carried out by the Society every year following due process. Norms for carrying out transfer and posting are indicated by the Govt. every year.

c) Governing their post retirement benefits: Like any Govt. employee, Society employees are also eligible for grant of:

- i) Pension
- ii) Gratuity
- iii) Encashment of EL
- iv) GSLI

**3. Financial Functions:**

a) Preparing and administering Annual Budget for the society, and schools: The Society every year prepares annual statement of incomes and expenditure for the entire organization.

**V. The rules, regulations, instructions, manuals and records, held by the society or under its control or used by its employees for discharging its functions:**

The following are the relevant provisions of rule which are used for dealing with administrative matters in the Society.

1. Bye-laws (Regd. No. 2453 of 1986)
2. Service (Recruitment) Rules, 1996
3. Service (Discipline & Appeal) Rules
4. APCS (CCA) Rules 1991
5. Conduct Rules, 1987
6. Leave Rules, 1997

The APSWREI Society has been adopting the A.P. Educational Act and A.P. Residential Schools Registration Act. etc. wherever necessary, in the maintenance of the Society as per the resolution of the Board of Governors. The Board of Governors shall decide and amend the Rules & Regulations / Enactments time to time.

**1. BYE-LAWS (REGD. NO.2453 OF 1986)**

The following are the bye-laws framed under Rules II(VI) of the “Rules of the Andhra Pradesh Social Welfare Residential Educational Institutions Society (Regd.) Hyderabad.”

**1. Short Title & Commencement:**

- a) These bye-laws may be called the Andhra Pradesh Social Welfare Residential Educational Institutions Society (Regd) Hyderabad Bye-laws 1986.
- b) They shall come into force with retrospective effect from the date of Registration of the Society.

**2. Definitions:** In these bye-laws, unless the context otherwise requires.

- a) **“Society”** means the Andhra Pradesh Social Welfare Residential Educational Institutions Society (Regd), Hyderabad.
- b) **“Board”** means the Board of Governors constituted under Rule 2 of the Rules and Regulations of the Society.
- c) **“Bye-laws”** means bye-laws made by the Board of Governors under clause (vi) of Rule II of the Rules of the Society.
- d) **“Chairman”** means the Chairman of the Board of Governors.
- e) **“Secretary”** means the Secretary of the A P S W Residential Educational Institutions Society (Regd.), Hyderabad appointed

under Sub-para (b) of Rule “Authority” and Officers of the Society of the Rules of the Society.

- f) **“Rules”** means the Rules and Regulations of the A.P. S.W. Residential Educational Institutions Society (Regd), Hyderabad 1986.
- g) **“Year” or “Financial Year”** means the period of twelve months beginning with the first day of April and ending with the 31st day of March of the following year.
- h) **“District Society”** means the District Social Welfare Residential Schools society formed in each District and affiliated to the A. P. S. W. R. E. I. Society.
- i) **“Chairman, District Society”** means the Chairman of the District Social Welfare Residential Schools Society.
- j) **“Principal”** means the Principal of the A. P. Social Welfare Residential School/ The A. P. S. W. Residential Junior College/The Andhra Pradesh Social Welfare Residential Degree College.
- k) **“Staff of the Society”** means the officers, Principals and Teachers, ministerial staff, class IV and contingent employees etc., working in the state level and District Level Societies and the Schools and Colleges under the control of the Society.

**3. AFFILIATION OF THE DIST. SOCIETY:** The Society shall affiliate the District Societies in exercise of powers and functions of the Board contained in sub-para VIII of para II of the Rules and Regulations.

**4. MEETING OF THE SOCIETY:**

- a) Notice of the meetings of the society shall be issued by the Secretary on behalf of the Chairman and with his approval.
- b) Proceedings of the meetings of the Society shall be circulated by the Secretary to the Members of the Society within 15 days after the meeting.

**5. MEETING OF THE BOARD:**

- a) The Board shall meet atleast once a quarter of each year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- b) A notice of each meeting of the Board shall ordinarily be issued by the Secretary at least 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the Chairman.

- c) The business to be transacted at the meeting shall be with reference to the items of the agenda supplied with the meeting notice and/or any other matter to be permitted by the Chairman at the meeting for discussion.
- d) The proceedings of the each meeting shall be prepared by the Secretary and submitted to the Chairman of the meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.
- e) If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he may authorise the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

## **6. STANDING COMMITTEES:**

There shall be two Standing Committees of the Board namely:

- I) The Standing Committee for Administrative and Financial matters, and
- II) The Standing Committees for Academic matters.

### **I) The Standing Committee for Administrative and Financial matters**

- i) The Standing Committee for Administrative and Financial matters shall consist of.
  - a) Chairman, A. P. S. W. R. E. I. S.
  - b) Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
  - c) Secretary to Government, Education Department.
  - d) Director of Social Welfare
  - e) Chief Engineer, Tribal Welfare Department.
- ii) The Standing Committee for Administrative, and Financial matters shall, subject to the general approval of the Board of Governors.
  - a) Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic Staff.
  - b) Regulate the conditions of service of the staff of the Society and its affiliating institutions particularly in respect of scales of pay, leave, allowance, sanction of advances, provident fund, payment of travelling and daily allowances admissible to members of Board of Governors and other

- associated with any committee constituted by or under the Bye-laws.
- c) Administer the funds of the Society and manage the properties of the Society.
  - d) Determine the procedure to enter into agreements for and on behalf of the society.
  - e) Determine the policy of investment of provident fund amounts and
  - f) Discharge such other functions as may from time to time be assigned to it by the Board

## **II) The Standing Committees for Academic matters**

- i. The Standing Committee for academic matters of the Society shall consist of:
  - a) Chairman, A. P. S. W. R. E. I. Society,
  - b) Director of Social Welfare
  - c) Director of Higher Education
  - d) Director of School Education
  - e) Secretary, A. P. R. E. I. Society, Hyderabad.
  - f) Director, S.C.E.R.T. and
  - g) Principal of the A.P.S.W. R. E. Institutions nominated by the Chairman.
  - h) Representative of N. C. E. R. T.
  - i) An eminent educationist nominated by the Chairman.
- ii) The Standing Committee for academic matters shall subject to general approval of the Board of Governors.
  - a) Determine the qualifications of the candidates to be recruited to the teaching staff of educational institutions.
  - b) Recommend to the Board of the remuneration payable to the question papers setters, Chief and Assistant Supdts. for the conduct of examinations, Camp and Assist. Camp Officers coding and decoding officers, Examiners for spot valuation, tabulators etc.
  - c) Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society.
  - d) Determine the procedure, conditions and terms to affiliate to the Society and institution having objectives similar to those of the Society or to recognize any other institution.
  - e) [a] Effectively implement the curriculum syllabus as laid by Education Department [b] Determine and organize co-curricular activities, evaluation procedures and other similar academic programmes to be followed in the

educational institutions managed by or affiliated to the society within the broad frame work prescribed by the Education Department.

- f) Determine the duration of the seminars, curriculum, courses etc., that may be conducted for the benefit of the staff of the educational institutions managed by or affiliated to the society.
- g) Decide on [a] academic programmes like quick research investigations into the practical problems faced by the society, schools, teachers and students with a view to obtaining research solutions for them, [b] organization of orientations programmes for the teaching staff of the schools in the latest methodologies and trends of education and develop instructional materials according to the academic needs of the schools identified from time to time.
- h) Discharge such other functions as may from time to time be assigned to it by the Board.
- i) The Chairman shall, however have powers to extend a Special invitation for any meeting of the Standing Committee to an educational expert or such other person[s] whose presence may be considered useful.
- j) The Secretary shall be member-Secretary to the above two Standing Committees.
- k) The decisions taken by the two Standing Committees shall except where they are contrary to any general directions given by the Board, be implemented by the Secretary after obtaining the previous approval of the Chairman of the Board, in case the Chairman was absent at the meeting of the Committee and report there on shall be submitted to the Board at its next meeting for approval.
- l) The Standing Committee shall be convened by the Secretary as often as may be necessary and their meetings shall be held at the office of the Society or at such other place as may be decided by the Chairman.
- m) Three members shall form the quorum for a meeting of the Standing Committee.

#### **7. CONTRACT AND SUITS:**

- a) All contracts and other instruments on behalf of the society shall be executed by the Secretary, provided that all contracts involving a financial consideration not exceeding Rs.50,000/- may be

executed after obtaining the prior approval of the Chairman and that no contract, the subject matter or value of which exceeds Rs.50,000/- but not Rs.1,00,000/- shall be executed without obtaining the previous approval of the Standing Committee for administrative and financial matter. Provided also that all contracts involving a financial consideration of more than Rs.1,00,000/- shall receive the prior approval of the Board.

- b) The Secretary shall with the previous approval of the Standing Committee for Administrative and financial matters have.
- i. The power to institute or defend suits or other legal proceedings on behalf of the Society and
  - ii. The power to compromise, settle or refer to arbitration any dispute to which the Society is party.
- c) i] If in the opinion of the Chairman immediate action has to be taken for execution of contracts exceeding Rs.50,000/- and Rs.1,00,000/- as mentioned in para [a] and if it is not possible to convene a meeting of the Standing Committee for Administrative and Financial matters of Board of Governors as the case may be, the Chairman may authorise the Secretary to take action and the action taken shall be reported to the Standing Committee for Administrative and Financial matters or Board of Governors as the case may be.
- ii] The Chairman may also authorise the Secretary to institute or defend suits or other legal proceedings on behalf of the Society and to compromise / settle or refer to arbitration any dispute to which the Society is a party if in this opinion it is not possible to convene the meeting of Standing Committee for Administrative and Financial matter. The action taken shall be reported to the Standing Committee for ratification.

## **8. STAFF AND APPOINTMENTS**

- a. All posts in the Society shall be classified into classes and categories as specified in column[1] and 1] of the table below and the appointing authority in respect of class or category of posts shall be the authority specified in the corresponding entry in column [4] thereof.

<b>Class</b>	<b>Category</b>	<b>Post</b>	<b>Appointing Authority</b>
Class – I		Secretary	Chairman
Class – II	Category – 1	Deputy Secretary	-do-
	Category - 2	Principals of APSW Res. Junior Colleges	-do-

<b>Class</b>	<b>Category</b>	<b>Post</b>	<b>Appointing Authority</b>
	Category - 3 Category - 4 Category - 5	Asst. Secretary [Accounts] Principals of APSW Res. Schools Jr. Lectures in APSW Res. Jr. Colleges	-do- -do- Secretary
Class - III	Category - 1 Category - 2 Category - 3 Category - 4 Category - 5 Category - 6 Category - 7 Category - 8  Category - 9  Category - 10  Category - 11	P. G. Teachers Librarians in APSW Res. Jr. Colleges T. G. Teachers Physical Directors Physical Education teachers Instructors in Music, Art and Librarians in APSW Res. Schools Superintendent at District level & office Superintendent In the office of the Society.  Staff Nurse  Senior Asst.  Stenographers, Typists, Jr. Assts., JACT	-do- -do- -do- -do- -do- -do- -do- Chairman is Society at District level and  Secretary in respect of post in the office of the Society.  Chairman, District Society,  Chairman, District Society  -do-
Class - IV	Category - I  Category - II  Category - III	Record Asst.  Attenders, Watchmen  Cooks	Chairman Dist. Society for institutions and Secretary for office of the Society.  -do-  Chairman, Dist. Society.

b) Recruitment to the posts in the office of Society and institutions shall be made.

- i. By direct recruitment through open advertisement or through the employment exchange or
- ii. By promotion or
- iii. By deputation from any department of the Government of Andhra Pradesh or from other institutions.

c) i] a] The Secretary shall be appointed by the Chairman

with the concurrence of the Government in Social Welfare Department from out of a pannel of 3 members recommended by a committee of experts consisting of :

1. Chairman
  2. Secretary to Government Education Department
  3. An eminent educationist from outside the state nominated by the Chairman of the Society.
- b) The Chairman on the recommendation of the selection Committee consisting of Chairman, Director of Social Welfare, an eminent educationist from the State nominated by the Chairman of the Society, Director of School Education and Secretary, A.P.Social Welfare Residential Educational Institutions Society shall appoint persons to the posts of Deputy Secretary.
- c) The Chairman shall appoint persons to the posts of Principals of A. P. S. W. Residential Junior Colleges Category - 2 of Class - II and the Secretary shall appoint persons to the posts of Junior Lecturers, A. P. S. W. R. Junior Colleges in Category 5 of Class - II, on the recommendations of the selection committee consisting of the Chairman, Director of Social Welfare, Director of Higher Education, an eminent educationist from the state nominated by the Chairman, and the Secretary, A. P. Social Welfare Residential Educational Institutions Society.
- d) The Chairman shall on the recommendation of the screening committee appointed by the Chairman appoint Assistant Secretary [Accounts] Category 3 of Class II, in Consultation with Treasury and Accounts Departments.
- e) The Chairman shall appoint persons to the posts of Principals of A.P.S.W.R. Schools, category 4 of class II on the recommendation of the selection committee consisting of the Chairman, Director, Social Welfare Residential Educational Institutions Society.
- ii. The Chairman in consultation with Director of School Education/Director of Higher Education shall appoint Committees for selection of candidates for the posts of categories 1 to 7 of class III, the recruitment of which shall be done at State Level.

In the case of posts of categories [8], [10] and [11] of class III and categories [1] and [2] of class IV pertaining to the office of the Society, the Selection Committee shall consist of Secretary, Dy. Secretary [Admn], and Dy. Secretary [Academic] of the Society.

In the case of posts in Schools and Colleges of categories 8, 10, and 11 of class III and categories [1], [2], and [3] of Class IV and the Committee shall consist of District Collector and Chairman of the District Society, Dy. Director, Social Welfare Department and Member-Convenor of the District Society and Principal of the S.W. Residential school/College nominated by the Chairman, District Society. For the Selection of Staff Nurse of Category [9] of Class III, an officer of Medical Department nominated by the Chairman of District Society in consultation with Medical Department shall be a member of the Committee besides the members mentioned above.

- iii. Where direct recruitment to any of the posts included in class II and the Categories 1 to 7 of Class III is made the Secretary shall, by advertisement in one or more daily News papers circulating in the State of A.P. and by affixture of a notice in a conspicuous place in the premises of the registered office of the Society, notify the minimum qualifications prescribed for the post, the scale of pay and other conditions of service applicable to the holder thereof.

The posts of category [8] of class III shall be filled in by deputation from other departments. In the case of direct recruitment to other posts of classes III and IV the District Employment Exchanges shall be addressed for the candidates.

- iv. No proceedings of a Selection Committee shall be invalid on the only ground of absence of any of its members at any meeting of the Committee.
- v. A Selection Committee shall examine the credentials of all candidates possessing the requisite qualifications and may interview all or any of the candidates as it things fit.
- vi. Notwithstanding anything contained in the foregoing clauses, a Selection Committee may, in such cases as it thinks fit, dispense with the procedure laid down in clauses [iii] and [v] and recommend the names of suitable candidates for appointment to any post.

- vii. An appointment for a period not exceeding six months to fill any vacancy may be made:-
  - 1. By the Chairman of Board of Governors, in the case of a vacancy in a post included in class II, and
  - 2. By the Secretary/Chairman of the District Society in the case of a vacancy in a post included in class III.

**9. BUDGET ESTIMATES:**

- a] The Budget Estimates of each year for the office of the Society and for each Residential school and college shall be approved by the Board not later than 31st January of the preceding year.
- b] The estimates shall include.
  - i] The casual expenditure of the preceding year.
  - ii] The Original Budget Estimates for the current year.
  - iii] The revised Budget Estimates for the current year and
  - iv] The proposed Budget Estimates for the succeeding year.
- c] If, after approval by the Board of the expenditure for any year, before the commencement of that year on account of reduction by the Government of allotment of funds to the society or otherwise, it becomes necessary to revise the Budget Estimates, such revision shall be made by the Secretary with the previous approval of the Chairman.
- d] The sanctioned estimates shall be divided into the following units of appropriation and such other additional units as may be approved by the Chairman for each of the A.P. Social Welfare Residential Schools and colleges and the office of the Secretary separately.
  - 1] Pay and allowances.
  - 2] T.A. to members of Board of Governors and members of the Standing Committee.
  - 3] Traveling allowance to staff
  - 4] Rents, Rates, Taxes, Electricity, Water charges etc.,
  - 5] Stationery and Printing.
  - 6] Postage and Telegram including Telephones
  - 7] Furniture
  - 8] Laboratory
  - 9] Teaching Aids.
  - 10] Library
  - 11] Seminar and workshops

- 12] Games and sports
- 13] Examinations
- 14] Educational Tours
- 15] Hostel charges
- 16] Advertisement charges
- 17] Motor vehicles - Purchase and Maintenance.
- 18] Educational Activities
- 19] Contingencies
- 20] Miscellaneous.

- e] The funds provided in the sanctioned estimates shall be at the disposal of the Secretary who shall have the power to appropriate sums there from to meet the expenditure approved by the Board.

**10) POWERS AND DUTIES OF THE CHAIRMAN:**

- 1) a] The Chairman shall have power to appropriate funds from one unit of appropriation to another subject to the following restrictions: namely.
  - i] That the total sanctioned expenditure is not thereby exceeded and
  - ii] That such re-appropriation shall not have the effect of involving the Society in future outlay in the succeeding years of any scheme.
- b] The Chairman shall have the power to write off irrecoverable value of stores, books, etc., upto Rs.10,000/- provided that the loss is not on account of serious negligence on the part of any employee of the Society, theft or any defect of system.
- c] The Chairman shall have the power to take disciplinary action against officers noted under Class - I and categories 1 to 4 of Class II except on any one who is on deputation from Government service in whose case he shall send a report to the parent department with his recommendation.
- d] The Chairman shall be the authority as detailed in Appendix - II to which an appeal against an order imposing a penalty upon a person holding a post in Class - II.
- e] The Chairman shall be the authority to which an appeal against an order imposing a penalty upon a person holding a post in Class IV in the office of the Society and against an order imposing a punishment

as detailed in Appendix II upon a person holding a post in Class IV in the schools or colleges.

- 2) The Chairman shall be the authority to sanction the incurring of expenditure [recurring and non-recurring] without an upper age limit over and above the financial powers of the Secretary detailed in Rule II below subject to availability of funds.

**11. POWERS AND DUTIES OF THE SECRETARY:**

- a] The Secretary shall be responsible for the proper functioning of the Society and for the strict observance of these Bye-Laws.
- b] In particular and without prejudice to the generality of the foregoing provision, the duties and powers of the Secretary shall include the following, namely.
  - i] To convene meetings of the Society, Board, Standing Committees, Selection Committees and any other Committee as and when directed by the Chairman.
  - ii] To supervise the work and conduct of the staff and for that purpose to exercise disciplinary control by way of imposing punishments on a persons holding posts in Class III and Class IV as provided in Appendix - II.
  - iii] To incur expenditure of a contingent or miscellaneous nature on any matter specified in column 2 of the table below. The Secretary shall have power to incur such expenditure upto the limit, if any, specified in column 3 thereof.

S.No.	Item of expenditure	Monetary limit
01	Bicycles	No limit
02	Electric & Water charges	-do-
03	Maintenance and upkeep of vehicles	-do-
04	Rates and Taxes	-do-
05	Postage and Telegram	-do-
06	Advertisement charges	-do-
07	Charges for Telephone Connections	-do-
08	Supply of Liveries, badges and other articles of clothing, etc., and washing allowance	-do-
09	Staff paid from contingencies	-do-
10	Typewriter and calculating machines etc.,	-do-
11	Books and periodicals	-do-
12	Repairs to erection and removal of Machinery [where expenditure is not of capital nature].	-do-

13	Payment of remuneration for conduct of Examinations, printing charges to the Printers, etc.,	-do-
14	Furniture and Fixtures	-do-
15	Freight and demurrage or wharfage charges	Rs.5,000/-
	a] Freight charges	No Limits
	b] Demurrage or Wharfage charges	Rs.250/- in each case.
16	Hire of furniture, etc.	Rs.1000/- [on each occasion]
17.	Incurring of law charges.	Rs.2,000/- [in each case]
18	Writing of losses of stores on public money [including loss of stamps] not being on account of theft, fraud or negligence.	Rs.500/-

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- iv] To open Bank Accounts in the name of the Society in such Banks as are approved by the Board of Governors and to operate the said accounts.
- v] To visit any Residential school/college run by the Society within the State or to depute any officer or member of the staff to do in connection with the affairs of Society.
- vi] To sanction, leave, allowances including dearness, house rent, compensatory, traveling and daily allowance, Medical benefits and loans and advances to the staff of the Society as provided for in the service regulations.
- vii] To permit at his discretion, in special cases and for reasons to be recorded in writing, any member of the staff to draw actual expenses incurred by him while on tour, and
- viii] To allow the Auditor appointed by the Society to have access to the books, accounts and other documents of the society.

**12. POWERS AND DUTIES OF THE DEPUTY SECRETARY [ACADEMIC] AND DEPUTY SECRETARY [ADMINISTRATION]:**

- A] The Deputy Secretary [Academic] and the Deputy Secretary [Administration] shall carryout the functions as are specifically assigned to them by the Chairman or the Secretary.
- B] The duties of Deputy Secretary [Academic] shall include assisting the Secretary in

- [i] All academic matters, viz., preparation of curriculum, conduct of admission examinations [for admission of pupils in the Social Welfare Residential Schools and Colleges], drafting syllabi, conduct of workshops and seminars, conduct of examinations in the Schools and Colleges.
- ii] The inspection of the schools and colleges of the Society.
- iii] Setting up of laboratories in the schools and colleges.
- iv] Commendation of books and films to be purchased the libraries of the institutions.
- v] Supply of teaching aids and A. V. Equipment to the institutions.
- vi] Introduction of activities such as Bharat Scouts and Guides, Red cross, N. C. C. etc.
- vii] Giving special coaching to the talented children to appear for competitions such as mathematics Olympiad, National talent search etc.
- viii] Encouraging research and innovations in the schools and colleges of the Society.
- ix] Maintenance and strengthening of the library of the Society office.
- x] In conducting the official correspondence of the Society as far as academic matters are concerned.
- xi] The Deputy Secretary [Admn.] shall be incharge of the office establishment of the Society. The duties of the Deputy Secretary shall include assisting the Secretary.
- xii] In conducting the official correspondence of the Society.
- xiii] In the recruitment of the staff of the office of the Society, schools and colleges.
- xiv] In making purchases for the office of the Society.
- xv] In the conduct of the meeting of Board of Governors, standing committee etc., and in preparation of the minutes of the meeting and dispatch of the minutes to the members as stipulated in the bye-laws of the Society.

- xvi] In preparing the annual report of the Society not be submitted to Government.
- xvii] In the inspection of the School and Colleges of the Society.
- xviii] In planning and development of the educational institutions of the Society.
- xix] In looking to the safe custody of all documents/registers and books of the Society.
- xx] In safe guarding and maintaining the buildings, gardens, office vehicles and other properties of the Society.
- xxi] In the inspection of the schools and colleges of the society.
- xxii] In planning and development of the educational institutions of the Society.
- xxiii] In looking to the safe custody of all documents/registers and books of the Society.
- xiv] In safeguarding and maintaining the buildings, gardens, office vehicles and other properties of the Society.

**13. a] POWERS AND DUTIES OF THE ASSISTANT'S SECRETARY [ACCOUNTS]:**

The Assistant Secretary [Accounts] shall carry out the functions as are specifically assigned to him by the Chairman or the Secretary. The duties shall include assisting the Secretary.

- i] In the preparation of Budget Estimates, revised estimates for placing them before the Board of Governors.
- ii] in disbursing the salaries and allowances to the employees of the Society including other persons engaged in the work of the society.
- iii] In disbursing the traveling and daily allowance to non-official members of the Board and members of various committees and
- iv] In the internal audit of accounts of the Schools and Colleges.
- v] In proper maintenance of accounts of Society.
- vi] In passing all the bills for which sanction has been accorded by the competent authority of the Society.

- vii] In maintaining the Cash book and other relevant account registers and documents.
- viii] In getting the cheques written and submit for Secretary's signature after the bills are passed.
- ix] In the disbursement of the amounts drawn.
14. The powers of the Chairman, Board of Governors, Secretary, Chairman of District society and Principals of the Schools and Colleges in respect of the conditions of service of the Staff of the Society shall be as shown in appendices I and II.

**APPENDIX - I**

<b>S.No.</b>	<b>Nature of power</b>	<b>Chairman APSWREIS</b>	<b>Chairman of Dist. Society</b>	<b>Secretary, APSWREIS</b>	<b>Principals of Schools &amp; Colleges</b>
1	Appointment of posts	Class - I and II except category 5 of class-II	Categories 8,9,10,11 of class - II and categories 1,2,3, of class - IV pertaining to the schools and colleges.	Category 5 of class - II categories 1 to 7 of class-III 8,10,11 of class III pertaining to the office of the Society. Categories 1 and 2 of class -IV pertaining to the office of the Society.	----
2	Leave	Full in respect of Secretary	Full in respect of Principals and the staff of the office of Society	Full in respect of staff of the Schools and Colleges	
3	Passing and countersigning of the TA bill	In respect of Secretary	In respect of Principals	In respect of the Staff of office of Society.	In respect of staff of Schools and Colleges.
4	Sanction of increments, TA advances, Festival advances etc.	-do-	-do-	-do-	-do-

**APPENDIX -II**

<b>S.No</b>	<b>Description of the post</b>	<b>Appointing authority</b>	<b>Authority competent to impose penalty</b>	<b>Penalty</b>	<b>Appellate authority</b>
1	Class - I	Chairman, APSWREIS	Chairman, APSWREIS	All	Board of Governors
2	Class - II	Chairman, APSWREIS	Chairman, APSWREIS	All	Board of Governors
	Class - II Category 5	Secretary	Secretary	All	Chairman, APSWREIS
3	Class - III	Secretary in the case of categories - 1, 7 of class - III 8, & 8,10,11 class - II pertaining to office of the Society.  Chairman, Dist. Society in case of categories 8 to 11 of class - III pertaining to schools & Colleges	Secretary in the case of categories 10,11 of pertaining to office of the Society.  Principal in case of categories 1 to 7 and 9 of class - III & categories 8,10, & 11 of class - III pertaining to schools and colleges	All  Censure and withholding of increments not exceeding two years.	Chairman, APSWREIS  Chairman, District Society.
			Chairman, Dist. Society in case of categories 1 to 7 and 9 of class III and categories 8,10 & 11 of class - III pertaining to schools and colleges	With holding of increments for more than two years, recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, reduction in to 1 lower rank, compulsory retirement, removal and dismissal.	Chairman, APSWREIS
4	Class - IV	Secretary in case of 1,2 of class - IV	Secretary in case of categories 1 and 2 of class - IV	With holding of increments for more than	Chairman, APSWREIS

<b>S.No</b>	<b>Description of the post</b>	<b>Appointing authority</b>	<b>Authority competent to impose penalty</b>	<b>Penalty</b>	<b>Appellate authority</b>
		pertaining to office of the Society and Chairman, Dist. Society in case of categories 1,2,3 of class – IV pertaining to schools and colleges.	pertaining to office of the Society Principal in case of categories 1,2,3 of class IV pertaining to schools and colleges.	two years recovery from pay of the whole or part of any pecuniary less caused by negligence or breach of orders, reduction into lower rank, compulsory retirement, removal and dismissal.	

## **(2) SERVICE (RECRUITMENT) RULES, 1996**

### **SPECIAL RULES GOVERNING SELECTION, APPOINTMENT AND OTHER SERVICE CONDITIONS OF PRINCIPALS IN APSWR SCHOOLS IN APSWR SCHOOLS AND JUNIOR COLLEGES**

As amended in 26th B.G.Meeting held on 21.9.1996

In exercise of powers conferred vide Rule VII [ii] of the Rules and Regulations of the Society vide G.O.Ms.No.1, Social Welfare (Q1) Department, dated 02.01.1987, the Board of Governors of APSWREI Society governing the procedure for the selection, appointment and other related matters to the posts of Principals in APSWR Schools. These rules are based on the decisions taken in the meeting of Board of Governors held on 28.12.1994 shall be effective from the same date.

#### **DEFINITION:**

- 1) Board - means Board of Governors of APSWREI Society.
- Chairman - means Chairman of the Board of Governors of APSWREI Society.
- Principal - means Principal for APSWR Schools and Junior Colleges.
- Selection Committee - means Committee constituted for selection of Principals in accordance with the provisions of Special Bye-laws of APSWREI Society.

#### **PRINCIPAL POST TO BE A SELECTION POST:**

The post of Principal in APSWR Schools will be a selection post and the persons selected as Principals should be of the required standing competence and merit to manage the Residential schools of Social Welfare Department as pace-setting

Institutions. Accordingly, it is necessary to properly screen all the candidates considered to be qualified for the post of Principal.

### **METHODS OF RECRUITMENT:**

**Method-I:** By way of selection from among JLS and the Post Graduate Teachers working in APSWREI Society. 70% posts in the total cadre strength of Principals shall be filled by this method. The ratio of appointment as principals from among Jr. Lecturer and PGTs shall be 7:2 respectively.

**Method-II:** By way of direct recruitment through open competition. 30% of the posts out of the total cadre strength of Principals shall be filled by direct recruitment.

**Method-III** – Deputation basis from Government or Services of Semi-Government organizations.

Provided the deputation method will be resorted to only as a temporary method when there is likelihood of delay in recruitment in accordance with method I & II or when a person of merit and standing is invited to head an institution in public interest by the appointing authority.

### **QUALIFICATIONS:**

The following shall be the minimum qualifications for eligibility of candidates for recruitment by various methods.

#### **Method-I:**

A first class or second class Post Graduate Degree of a recognised University with not less than 50% marks.

A B.Ed. or equivalent qualification of a recognised University.

He should be an approved probationer in the category of Junior Lecturer / Post Graduate Teacher and should have put in atleast 5 years of service as Junior Lecturer/Post Graduate Teacher or both categories in APSWREI Society.

#### **Method-II**

A Post Graduate Degree with II class (with minimum of 55% marks)

A B.Ed Degree of a recognised university.

A total teaching experience of not less than 10 years including

3 years experience as PGT or JL in any reputed Residential School / Junior College.

#### **OR**

3 years of administrative experience as Head Master / Principal of a recognised High School / Junior College.

## **V. PROCEDURE FOR SELECTION:**

### **Method-I:**

From amongst Junior Lecturers/Post Graduate Teachers – For the purpose of selection of Principals from amongst JLs/Post Graduate Teachers of APSWREI Society, a State wide common seniority list of qualified JLs/Post Graduate Teachers shall be prepared. The selection will be made through a personality test which may include personal interview as well as other methods of testing personality and aptitudes. The eligible candidates from amongst the common seniority list will be invited in the order of seniority will be invited in the order of seniority to appear before the Selection Committee. The Selection Committee will prepare a panel of JL/PGTs considered to be suitable for appointment as Principals.

### **Sub Rule:**

No. of chances: each candidate will be given 2 chances to appear before the Selection Committee for the post of Principal.

Zone of consideration: for every one vacancy 4 candidates will be called for selection from the relative category i.e. either Junior Lecturer or Post Graduate Teacher depending upon the roster point.

### **Method-II:**

#### **Selection through Open Competition:-**

The selection will be based on a written examination and a personality test. The written examination will be conducted in following papers:-

School Administration  
Academic Supervision  
Current issues in school education in India  
General studies

The written examination will be given a weightage of 50% and 35% weightage will be given for the track record of the candidate as teacher/head master, and 15% weightage will be given for the interview.

The Selection Committee will decide the parameters for assessing the track record of the individuals i.e. 35% assessment.

Those candidates who qualify in the written examination will be called to appear before the Selection Committee for personal interview and a final merit list will be prepared based on combining the marks obtained in written test and the interview.

**VI. SELECTION COMMITTEE:**

Selection Committee for the selection of Principals under Method I & II shall consist of the following:-

- 1) Chairman of APSWREI Society - Chairman
- 2) Three eminent educationalists nominated by Chairman, APSWREI Society - Member  
Secretary, APSWREI Society – Members

**APPOINTMENT OF WOMEN:**

As per the police and Service Rules of APSWREI society, only women candidates will be eligible for appointment to the post of Principal for APSWR School meant for women. However, if suitable and qualified women are not available for such appointment, male members who are not below 50 years of age may be appointed temporarily in women institutions till such time as suitable and qualified women become available.

**VIII. PROBATION:**

The candidates appointed by Method-I shall be on probation for a period of one year. During this probation period, they shall be required to undergo such training and pass such departmental tests as may be prescribed by the Society.

Their probation shall be declared who have been completed satisfactorily only after they have passed the examinations and also having regard to their performance during the probation period.

Candidates appointed through Method II (direct recruitment) shall be on probation for a period of 2 years. Their probation shall be declared to have been completed satisfactorily after completion of 2 years based on their performance during the period of probation. During the probation period, they may be required to undergo such training and pass such departmental tests as prescribed.

**IX. AGE LIMIT:**

No person shall be eligible for appointment by way of direct recruitment (Method II) as Principal unless he has completed the age of 36 years and should not have completed the age of 46 years, as on 1st July, of the year in which the recruitment is taken up.

**X. APPOINTING AUTHORITY:**

The appointing authority for the post of Principal shall be Chairman of APSWREI Society.

**XI. RULE OF RESERVATION:**

Rule of reservation in appointment [Rule 22 of General Rules in part of Andhra Pradesh State and subordinate Service Rules] shall apply to the post of Principals under direct recruitment category to recruitment under method II.

**Transfers and Postings:**

The transfers and postings of Principals shall be made by the Chairman of APSWREI society.

**Repeal:**

Anything contained in Service Rules or DPC rules of the Society Rules, so far as it relates to the matters provided for these Special Rules shall stand modified or repealed. Thus, it is clarified that in the matter of selection, appointed and related matters of Principals, these rules shall have overriding effect on the General Rules of this Society.

**2. SPECIAL SERVICE RULES FOR TEACHING STAFF IN A.P.SOCIAL WELFARE RESIDENTIAL JUNIOR COLLEGES, 1995, AS AMENDED IN THE 26TH B.G. MEETING HELD ON 21.09.1996**

**SHORT TITLE:**

In exercise of the powers conferred vide Rule VII [ii] of the Rules and Regulations of the Society approved vide G.O.Ms.No.1, Social Welfare (Q) Department, dated 02.01.87, the Board of Governors of A.P.SOCIAL WELFARE RESIDENTIAL EDUCATION INSTITUTIONS SOCIETY hereby makes the following special rules governing selection, appointment and other service conditions of teaching staff in A.P.Social Welfare Residential Junior Colleges. These rules shall come into force with effect from 21.09.1995.

**CONSTITUTION:**

The teaching staff in Residential Junior Colleges of the society shall consist of following categories of employees:

<b>Category</b>	<b>Designation</b>
II	Junior Lecturers, including Posts in upgraded institutions
III	Physical Director [Grade-I]
IV	Physical Director [Grade-II]

**3. METHOD OF APPOINTMENT & APPOINTING AUTHORITY**

<b>Category</b>	<b>METHOD OF APPOINTMENT</b>	<b>APPOINTING AUTHORITY</b>
II	[a] By appointment by transfer from the Post Graduate Teachers of the Society	Secretary
	[b] By direct recruitment, if suitable candidates are not available in PGT category	
	[c] By deputation (not exceeding 3% of total Junior Lecturer posts)	
III	By promotion from Category-IV	Secretary
IV	By promotion from among PETs working in the Society	Secretary

**4. CONDITIONS OF APPOINTMENT:**

<b>Category</b>	<b>Conditions</b>
II	While making appointments by transfer from PGT to Junior Lecturer, 70% of the posts shall be filled based on seniority, and; 30% of the posts to be filled in the following order: Those PGTs, who have worked for atleast 2 years against Junior Lecturer pots Ph.D with 50% in Post Graduation in relevant subject. M.Phil with 55% in Post Graduation in relevant subject. Note: If there are not suitable candidates for consideration under [b] above, then these posts also may be filled based on criterion indicated at [a] above.
III	Promotions from Physical Director Grade-II to Grade-I shall be based on seniority.
IV	Promotion from the post of the PET to Physical Director Grade-II shall be based on seniority.

**OTHER CONDITIONS:**

The seniority of the candidates will be based on the approved seniority list, if approved seniority list is not available for any period, the inter-seniority of the candidates shall be determined with reference to their date of regularization the PGT post in Society.

**5. UNIT OF APPOINTMENT:**

<b>Category</b>	<b>Post</b>	<b>Unit of appointment</b>
II	Junior Lecturer	Zone-wise by following the 6 zones as in case of PGTs
III	P.D Grade-I	
IV	P.D Grad-II	

Note: If suitable candidates are not available for appointment in any category in any particular zone, the eligible candidates from outside the zone can also be considered for filling the balance posts.

## **6. QUALIFICATIONS:**

No person shall be eligible for appointment to the categories specified in column (1) of the Annexure-I to these rules by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.

Provided, while making appointments to the post of Junior Lecturers by transfer from PGTs, if sufficient number of candidates are not available with 2 years qualifying service in any particular subject, but the candidates are otherwise qualified, the requirement of minimum service of 2 years may be relaxed by 1 year by the appointing authority.

The candidates appointed under the above proviso shall not draw their next increment unless they complete 1 year of service after the period of deficiency in 2 years is completed.

A person shall be appointed to Junior Lecturer post only, if he possesses the qualifications in the relevant subject/discipline. A list of relevant disciplines for Junior Lecturers in various subjects is given in Annexure-II of these rules.

## **7. PROCEDURE FOR SELECTION AND APPOINTMENT:**

The following procedure shall be adopted for selection and appointments to the various posts by different methods provided under these rules:

- 1) Junior Lecturer:
  - a) Appointment by transfer from Post Graduate Teachers:

initially, temporary appointments shall be made by the appointing authority, based on the seniority and keeping in view the seniority, qualifications and suitability of the candidates for teaching intermediate classes. These temporary appointments shall be made for a period not exceeding one academic year.

The temporary appointments so made shall be subject to review and revision by a Selection Committee. The composition of Selection Committee shall be the same as provided for the post of Principal. The Selection Committee will consider the performance of the candidates with reference to the results of the intermediate public examination and take a decision either to regularize the services of the candidates with effect from their initial date of appointment, or any subsequent date, or extend the period of temporary appointment for candidates back to the Post Graduate Teacher post if their performance as temporary Junior Lecturer is found to be not satisfactory.

Physical Director Grade-I and Grade-II

The appointing authority shall appoint persons to these categories based on the seniority and qualifications and other conditions provided in these rules.

### **Appointment of Woman.**

As per the policy and Service Rules of A.P. Social Welfare Residential Educational Institutions society, only women candidates will be eligible for appointment to the post of Principal for A.P. Social Welfare Residential School meant for women. However, if suitable and qualified women are not available for such appointment, male members who are not below 50 years of age may be appointed temporarily in women institutions till such time as suitable and qualified women become available.

### **9. PROBATION:**

The candidates appointed by direct recruitment shall be on probation for a period of 2 years and candidates appointed by transfer from other category or by promotion from lower category shall be on probation for a period on one year from the date of their regular appointment in the category.

Their probation shall be declared to have been completed satisfactorily only after they have passed the departmental examinations as may be prescribed separately for each category and also having regard to their performance during the period of probation.

### **10. AGE LIMIT;**

The minimum and maximum age limit for appointment to various posts shall be same as prescribed by the Government for appointment to similar posts in the Education Department from time to time.

### **11. RULE OF RESERVATION:**

The rule of reservation (general rule 22) for SC, ST, BC and women shall apply for direct recruitment, wherever provided under these rules.

### **12. SPECIAL PROVISION**

The Committee provided under these rules for the review of appointments to Junior Lecturer post shall also consider and decide notional seniority of the Post Graduate Teachers working against Junior Lecturer posts in the Junior Colleges of the Society vis-a-vis direct recruit Junior Lecturers working as on the date on which higher pay scales for Junior Lecturer post were implemented.

### **13. REPEAL:**

After coming into force of these special rules governing the service conditions of the teaching staff in A.P. Social Welfare Residential Junior Colleges, any reference contained in the general service rules of the Society pertaining to these categories, for which these special rules have been made, shall stand repealed from the date of coming into force of these Rules.

**ANNEXURE – I**

<b>Category &amp; Post</b>	<b>Method of Appointment</b>	<b>Qualifications</b>
II – Junior Lecturer	By transfer from PGT	An approved probationer who has put in 2 years of minimum service as PGT A post graduate degree in relevant subject with not less than 50% marks. Desirable: 3 years teaching experience in recognized Junior College & M.Phil or Ph.D Degree.
	Direct recruitment	May be appointed in order of preference: [a] 1st preference: A Ph.D Degree and a Post Graduation degree in relevant subject with not less than 50% marks.
		[b] 2nd preference: A M.Phil degree and a Masters Degree in the relevant subject with not less than 55% marks.
		[c] 3rd preference: A 1st class Masters degree in the relevant subject.
		[d] 4th preference: A Masters degree in relevant subject with not less than 55% marks.
III Physical Director-I	By promotion from Physical Director – II	[a] A university degree in any discipline with Master of Physical Education in first or second class with not less than 50% marks.
		<b>[or]</b>
		Master Degree in any subject with B.P.Ed.
		[b] 2 years service in Category – IV.
IV Physical Director – II	By promotion from PETs	[a] A university degree and a degree in Physical Education of a recognized university.
		[b] 2 years service as PET

**ANNEXURE – II**

**RELEVANT QUALIFICATIONS FOR JUNIOR LECTURER POSTS**

<b>Sl.No.</b>	<b>Junior Lecturer in subject</b>	<b>Relevant qualifications</b>
1	Mathematics	M.Sc in Mathematics or applied Mathematics
2	Physics	M.Sc. in Physics
3	Chemistry	M.Sc. in Chemistry or applied Chemistry or Inorganic Chemistry or Organic chemistry or Physical Chemistry
4	Botany	M.Sc. in Botany or Bio-Science or Biological sciences or plant biology
5	Zoology	M.Sc. in Zoology or Bio-Science or Biological sciences or Animal biology
6	English	M.A. in English language and literature
7	Economics	M.A. in Economics
8	Civics	M.A. in Political Science and Public Administration & Political Science.
9	Public Administration	M.A. in Public Administration
10	Geography	M.A. or M.Sc. in Geography
11	Telugu	M.A. in Telugu or M.O.L. in Telugu

- Note: [1] The candidates in all science and mathematics subjects should have studied the same subject in degree level also.
- [2] For direct recruitment of junior lecturers in English, the candidate should have studied English Literature at degree level also.

**4 APCS (CCA Rule) 1991**

APCS (CCA Rule) 1991 is applicable to all the employees of the society, for dealing with disciplinary matters. However, the authority for other functions, are indicated, as in the following amendment:

**Amendment to Service [Discipline & Appeal] Rules of the Society**

The Board of Governors of APSWREI Society in their XXVII meeting held on 17-01-1997 have reviewed the appointing authorities and disciplinary authorities for various categories of employees and have adopted to declare revised scheme of classification and control of employees of the Society, which is as under:

<b>S. No.</b>	<b>Description of post</b>	<b>Appointing authority</b>	<b>Authority</b>	<b>Penalty competent to impose penalty</b>	<b>Appellate Authority</b>
1	(1) Dy.Secy (2) Principal	Chairman	(1) Chairman (2) Secretary	All Minor	Board of Governors Chairman
2	JL/PGT/TGT/P	Secretary	(1) Secretary	All	Chairman

S. No.	Description of post	Appointing authority	Authority	Penalty competent to impose penalty	Appellate Authority
	D/PET/Art/Craft/Music/Librarian/Staff Nurse/Supdt/Sr .Asst		(2) Zonal DS/ [DS(HQ) in the Society Office] (3) Principal	Minor  Minor	Secretary  Secretary
3	(a) JACTs, Record Assts, Roneo Operator & all Class IV employees in Society Head Office	Dy.Secy (HQ)	(1) DS (HQ)	All	Secretary
	(b) JACT/Electrician-cum-Plumber/Record Asst. & all cat. Of Class IV staff	Principal	(1) Principal	All	Zonal Dy.Secretary

**NOTE:**

- [1] An authority competent to impose any punishment mentioned above can also place the employee under suspension in public interest pending enquiry.
- [2] The major and minor penalties shall be as defined in APCCA Rules of 1991.
- [3] A higher authority can always exercise the powers delegated to the subordinate authority eg. Deputy Secretary is a higher authority for the Principal.

**5 CONDUCT RULES, 1987 FOR THE EMPLOYEES OF A. P. S. W. R. E.  
I. S : HYDERABAD**

**1. SHORT TITLE AND APPLICATION:**

- These rules shall be called the conduct rules for the employees of the Andhra Pradesh Social Welfare Residential Educational Institutions Society [Red], Hyderabad, 1987.
- They shall apply to every person who is born on the establishment of the Society.

Provided that nothing in these rules shall apply to:

- Persons who are not whole time employees of the society.
- Persons paid from contingencies; and

- c. Government servants employed on deputation [They will be Governed by the Government Servants conduct Rules]

**2. GENERAL:**

1. Every employee shall be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.
2. No employee shall behave in a manner, which is unbecoming of such an employee or derogatory to the prestige of the society.
3. No employee shall act in a manner, which will place his/her official position under any kind of embarrassment.
4. Confidential matters relating to the society and schools and colleges should not be divulged to any one.

**3. TEACHERS:**

1. Every teacher shall be his personal example not only communicate knowledge in specific but also help students to grow to their fullest stature and unfold their personality.
2. Every teacher shall be precept and example, instill in the minds of the students, entrusted to his care, love of the motherland and include in the minds of students respect for law and order.
3. Every teacher shall organize and promote all school activities, which foster a feeling of universal brotherhood among the students.
4. Every teacher shall promote tolerance for all religions among the students.
5. The teacher shall always be on the alert to see that students do not take an active part in politics.
6. Every teacher must take his/her stand against the unhealthy competition in modern society and must strive his/her best to instill in the minds of students Principles of cooperation and Social Service.
7. Every teacher shall cooperative with and secure the cooperation of other persons in all activities, which aim at the improvement of moral, mental and physical well being of students.
8. Every teacher must be strictly impartial in his/her relations all his/her students. He/she should be sympathetic and helpful particularly to the slow learners.
9. Every teacher must be a learner throughout his life not only to enrich his/her own life but also of those who are placed in his/her care.

- He/She should plan out his/her work on approved lines do it methodically, achieving vigilantly all extraneous activities.
10. Every teacher must regard each individual pupil as capable of unique development and of taking his due place in the society and help him/her to be creative as well as cooperative.
  11. Every teacher should be temperate and sober in his/her habits and avoid recourse to drinking alcoholic beverages. He/she should scrupulously avoid smoking chewing of betel leaves and such other undesirable habits in the presence of students and in the school premises.
  12. Every teacher should have an example moral character.
  13. Every teacher must be an advocate of freedom of thought and expression.
  14. No teacher shall indulge in or encourage any form of malpractice connected with examination or other school activities.
  15. Every teacher should be clean and trim, not casual and informal while on duty. His/her dress should be neat and dignified. He/she should on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of students and his/her colleges.
  16. Every teacher should be punctual in attendance, in respect of his/her class work as also for any other work connected with the duties assigned to him/her.
  17. Every teacher shall devote his/her entire time to the duties pertaining to his/her profession and shall not on his/her own account or otherwise either, directly or indirectly, carry on or be concerned in any trade, business or canvassing work, private tuition or the like, of a remunerative kind without obtaining the prior written sanction of the Secretary.

Every teacher shall be present in the school during usual school hours, whether he/she has teaching work or not. Every teacher is expected to take a full and effective part in the CO-curricular activities of the schools and the hostels attached to the.

**4. DOING OF ASSOCIATIONS BY EMPLOYEES:**

No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order.

**5. STRIKES:**

No employee shall participate in any strike or similar activities or incitement there to.

Explanation; The expression “Similar Activities” include:

1. Absence from duty or work without permission.
2. Neglect of duty with the object of compelling any superior officer to take or to omit to take any official action.
3. Any demonstrative fast, like hunger strike with the object mentioned in item [2] or
4. Concerned or organized refusal on the part of the employees to receive their pay.

**6. DEMONSTRATIONS:**

No employee shall participate in any demonstration, which is against the interest of the Society or Public Order.

**7. GIFTS, SERVICES, ENTERTAINMENT, ADDRESS AND OTHER FORMS FELICITATIONS:**

1. No employee shall accept any gift from any person the receipt of which will place such employee under any kind of official obligation or embarrassment in relation to any person.

**EXPLANATION:** The expression ‘gifts’ shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no official dealings with him.

**NOTE:** A casual meal, lift or other social hospitality of a casual nature shall not be deemed to be a gift. Provided that nothing in this sub-rule shall apply to

- a. Gifts of flowers or fruits of trifling value.
  - b. Gifts of a value, reasonable in all circumstances of the case, from relations and gifts of a value of less than fifty rupees from personal friends presented to an employee or to any member of his/her family on ceremonial occasions such as weddings.
  - c. The performances of an occasional service of a trifling character.
2. If any question arises whether the receipt of a gift or the performance of a service places the employees under any kind of official obligation or embarrassment the decision of the Chairman, Andhra Pradesh Social Welfare Residential Educational Institutions Society shall be final.

**8. LENDING, BORROWING AND INSOLVENCY:**

**1. No. employee shall:**

- i. engage either by himself/herself or through others in the business of money lending; or
- ii. lend or borrow money, either by himself/herself or through others, in a manner which will place him under any kind of official obligation to any person or cause official embarrassment to him.

**2. The prohibition in sub-rule [1] shall not apply to**

- a. any transaction of an employee with a cooperative society registered or deemed to have been registered under the law relating to cooperative societies for the time being in force in the state of Andhra Pradesh.
- b. an employee who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself/herself.
- c. an employee who belongs to a joint Hindu family carrying on the business of money lending as an ancestral profession provided that he does not take active part in that business.

**9. ACQUIRING OR DISPOSING OFF IMMOVABLE OR MOVABLE PROPERTY:**

1. No employee shall except after previous intimation to the Secretary, acquire or dispose off or permit any member of his family to acquire or dispose off any immovable property by exchange, purchase gift or otherwise either by himself/herself or through others.
2. An employee who enters into any transaction concerning any movable property exceeding Rs.5,000/- in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the Secretary.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the Secretary.

3. Nothing in sub-rule [2] shall apply to any purchases made by an employee for the performance of a wedding or a religious or a social function.
4. No employee shall engage in any transaction, which is of a speculative character relating to the purchase, sale or exchange of any movable or immovable property.

Provided that sub rules [1] and [2] shall not apply to :

- a. The acquisition or possession of any property as trusted or administrator; or
- b. any transaction entered into in connection with the affairs of the Society;

**10. PRIVATE TRADE BUSINESS OR INVESTMENTS:**

1. No employee shall engage directly or indirectly in any trade or business except in the course of his/her official duties.
2. No employee shall speculate in any investment.
3. No employee shall make, or permit any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
4. the decision of the Chairman, A P S W R E I Society, shall be final in respect of any question arising under this rule.

**11. PROMOTION AND MANAGEMENT OF COMPANIES IN PRIVATE CAPACITY:**

No employee shall, in his/her private capacity, except with the previous sanction of the Chairman, A P S W R E I Society take part in the promotion, registration or management of any bank of other company registered under the relevant law for the time being in force.

Provided that an employee may, in accordance with the provisions of any general or specific order of the Chairman take part in the registered under any law relating to cooperative societies for the time being in force in the state.

**12. PRIVATE EMPLOYMENT:**

- a. No employee shall, except with the previous sanction of the Chairman, A P S W R E I Society undertake any employment or work other than that connected with his/her official duties.

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or an occasional work of a literary, artistic or scientific character subject to the work condition that such work does not interfere with his/her official duties and subject also to the condition that he/she does not use any material gathered or collected for the purpose of the Society, but he/she shall not undertake or shall discontinue such work of so directed by the Secretary, A P S W R E I Society.

Provided further that the previous sanction of the Secretary shall not be necessary for acceptance of an examinership offered by the Union or a State Public Service Commission or a University or any other authority established by the State Government for the conduct of examinations. However, in cases exceeding three days at a time, the previous permission of the Secretary, A P S W R E I Society has to be obtained.

- b. No employee shall apply for an appointment under any other authority except through the Secretary, Andhra Pradesh Social Welfare Residential Educational Institutions Society and the penalty for any broach of this shall be disciplinary action, which may include dismissal too.
- c. An employee shall not apply more than twice in a calendar year for an appointment elsewhere.

Every employee, other than a member belonging to class IV of the service of the society, shall submit to the Secretary, A.P.S.W.R.E.I.Society, before the 15th January, every year a statement if all immovable properties acquired or owned, inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person. If, in any year, an employee has not acquired or disposed of any immovable property or any interest therein, she shall submit a declaration to the effect.

**13. PUBLICATION OF BOOKS:**

No employee shall, without the previous permission of the Chairman, A P S W R E I Society publish any book which is not purely of a literary, artistic or scientific character and no such permission shall be granted in respect of any book which contains any material collected for the purposes of the society while applying for permission to publish a book, he shall admit to the Secretary, A P S W R E I Society a manuscript copy thereof.

Provided that an employee who publishes a book with the previous permission of the Chairman, A P S W R E I Society shall not canvass for its sale in any manner.

**14. PARTICIPATION IN RADIO BROADCASTS:**

No employee shall, except with the previous sanction of the Chairman, A.P.S.W.R.E.I. Society or in the course of discharge of his/her official duties, participate in radio broadcast.

Provided that no such sanction is necessary, if such broadcast, is of a purely literary, artistic or scientific character, or if such a broadcast relates to a talk arranged under the general or special order of the Chairman, A P S W R E I Society and the employee may accept the remuneration prescribed for such broadcasts.

**15. COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION :**

No employee shall, except in accordance with the rules of the society, of the bye-laws or any other general or special order of the Secretary, A P S W R E I Society communicate directly or indirectly any official document or any of its contents or any official information to any other person not authorized to receive the same or to the press.

Provided that if any publication is to be made in magazine or Journal regarding the running of the Residential Schools and management, the Principals should take prior permission of the Secretary, A P S W R E I Society furnishing a copy of the text [of the matter] proposed to be published.

**16. CONNECTION WITH THE PRESS:**

No employee shall, except with the previous sanction of the Secretary, A P S W R E I Society own wholly, or in part or conduct or participate in the editing or the management of any newspaper of publication.

**17. GIVING EVIDENCE BEFORE ANY COMMITTEE, COMMISSION OR OTHER AUTHORITY:**

1. No employee shall give evidence in connection with any enquiry conducted by any committee, commission or other authority, except with the permission of the Chairman, A P S W R E I Society.
2. Where permission is given under sub-rule [I] no employee giving such evidence shall criticize the policy of the Central Government of any State Government or of the society provided that sub-rule [i] shall not apply to
  - a] Giving evidence before a statutory committee, commission or other authority which has power to complete attendance and giving of answers.
  - b] Giving evidence in judicial enquiries, or
  - c] giving evidence at any enquiry ordered by the Secretary, A P S W R E I Society or Chairman, District Society or Chairman A P S W R E I Society.

**18. CRITICISM OF THE POLICY OR ACTION OF THE SOCIETY STATE GOVERNMENT OR ANY OTHER STATE GOVERNMENT OR CENTRAL GOVERNMENT**

1. No employee shall by any public utterance, written or otherwise criticize any policy or action of the Society or government of A.P. or any other State Government or the Central Government nor shall he/she participate in any such criticism.

- Provided that nothing in this rule shall be deemed to prohibit any employee from participating in discussions, at any private meeting solely of employees of the Society or of any association of such employees of matters which effect the interest of such employee individually or generally.
2. No employee shall, in any writing published by him/her or in any communication made by him/her to the press, or in any public utterance delivered by him/her make any statement of fact or opinion which is likely to embarrass.
    - i] The relations between the Central Government or the Government of any state or the people of India or any section thereof or
    - ii] the relations between the Central Government and the Government of any foreign state, or
    - iii] the relations between the society and the Government of A.P. or the Central Government or any other State Government.
  3. An employee, who intends to publish any document or make any communication to the press or deliver any public utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by sub-rule [2] may arise shall submit to the Secretary the draft of such document, communication or uttered and shall, thereafter, act in accordance with such orders as may be passed by the Secretary.

#### **19 TAKING PART ON POLITICS:**

1. No employee shall be a member of, or be otherwise associated with any political party or any organisation which taken part in politics, nor shall he/she participate in subscribe in aid of or assist in any other manner, any political movement or activity.
2. It shall be the duty of every employee to endeavour to prevent any member of his/her family from taking part in, subscribing in aid of, or assisting in any manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the Central Government of a State Government or prejudicial to national Security, and where an employee is unable to prevent a member of his/her family from. Taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Secretary.
3. No employee shall seek election as a member of any body are of the State or Central Legislature. He shall resign his/her job before standing for election as a candidate.

Provided that teachers may stand for election from a teacher's constituency to the State Legislative Council.

**20. VINDICATION OF ACTS AND CHARACTER OF ANY EMPLOYEE AS SUCH:-**

1. No employee shall, except with the previous sanction of the Secretary, have recourse to the press or any court for the vindication of his/her official act which has been the subject matter of adverse criticism or any attack of a defamatory character in public.

Provided that nothing contained in sub-rule [1] shall preclude an employee from vindicating his private character or an act done by him/her in his/her private capacity.

2. No employee, shall except with the previous sanction of the Secretary, accept from any person or body compensation of any kind for malicious persecution or defamatory attack in respect of his official act, unless such compensation has been awarded by a competent court of law.

**21. EMPLOYEE NOT TO DEAL IN HIS OFFICIAL CAPACITY WITH MATERS CONCERNING HIMSELF/HERSELF, HIS/HER RELATIVES OR DEPENDENTS**

No employee shall deal in his/her official capacity with any matter directly or indirectly concerns himself/herself or any of his/her relatives or dependents.

**22. INFLUENCING AUTHORITIES FOR FURTHERANCE OF INTERESTS:**

1. No employee shall represent his grievances, if any except through proper channel nor shall be bring or attempt to bring any extraneous influence to bear upon any authority for the furtherance of his interests.
2. The penalty for contravention of this rule shall, without prejudice to any other penalty, be with holding of his/her promotion either permanently or for such period as the Secretary, A P S W R E I Society may determine.

**23. BIGAM AS MARRIAGE:**

1. No employee who has a wife living shall contract another marriage not withstanding that such subsequent marriage is permissible under the personal be for the time being applicable to him.
2. No female employee shall marry any person who has a wife living.

**24. APPLICATION FOR PRIVATE EMPLOYMENT:**

1. No employee shall apply for private employment or signify his/her willingness to accept such employment without having previously obtained the permission in writing of the appointing authority.

2. Where a person is permitted to apply for or accept private employment, he/she shall resign his/her appointment under the society immediately on accepting such employment.
3. If a person who is refused permission to apply for or accept private employment wishes to resign his appointment under the society, such resignation shall ordinarily be accepted.

**25. RAISING OF FUNDS OR CONTRIBUTIONS:**

No employee shall, except with the previous sanction of the Secretary, ask or accept contribution to, or otherwise associate himself with the raising of, any funds or other collection in cash or in kind in pursuance of any object, whatsoever.

**26. ADDRESS WHILE UNDER SUSPENSION:**

An employee under suspension, is free to go anywhere he likes, but he shall leave his address with the Secretary, A P S W R E I Society, Chairman, District Society as the case may be.

**27. INTERPRETATION:**

1. If any question arises relating to the interpretation of these rules, the decision of the Chairman, A P S W R E I Society shall be final.
2. In respect of matters not expressly provided in these rules where the rules applicable to the employees of the Government of A P shall so far as may be, apply to the employees of the Society.

**Amendments to Conduct Rules**

- I. The Board of Governors of APSWREI Society in their 27<sup>th</sup> meeting held on 17-01-97 has adopted the following amendments to the Conduct Rules applicable to teaching and non-teaching staff of the APSWREI Society:

[A] Rule 7 : Gifts, Services, entertainments, address and other forms of felicitation

Existing:

Sub Rule (1) (b): Gifts of a value, reasonable in all circumstances of the case, from relations and gifts of a value of less than fifty rupees from personal friends presented to an employee or to any member of his/her family on ceremonial occasion such occasions such as weddings.

Amendment: adopted

Sub Rule (1) (b) : Gifts of a value, reasonable in all circumstances of the case, from relations and gifts of a value of less than two hundred rupees from personal friends presented to an employee or to any member of his / her family on ceremonial occasions such as weddings.

[B] Rule 9: Acquiring of disposing off immovable or movable property:

Existing:

Sub Rule (2): An employee who enters into any transaction concerning any movable property exceeding Rs.5,000/- in value, whether by way of purchase, sale or otherwise, shall forth-with report such transaction to the Secretary.

Amendment: adopted

Sub Rule (2): An employee who enters into any transaction concerning any movable property exceeding Rs.20,000/- in value, whether by way of purchase, sale or otherwise, shall forth-with report such transaction to the Secretary.

[C] Further G.O.Ms.No.354, GAD, dated 8-8-1996, a new rule 6A has been introduced in AP Civil Service (Conduct) Rules 1964 having it obligatory for every Government servant to declare all foreign currency exceeding Rs.10,000/- in value. Therefore, similar rule is incorporated in the Conduct Rules of the Society as follows:

ADDITION TO RULE 9 AS SUB RULE (5)

“Every Society employee should declare all foreign currency of & above Rs.10,000/- in Value”.

- II.** The Board of Governors of APSWREI Society in their XXVI meeting held on 21-09-1996 have perused the results of SSC Public Examinations of March, 1996 and resolved to add the following Conduct Rule to the Society under Rule – 28.

**“Rule – 28, Teachers Performance**

The teachers in APSWREI Society institutions are highly qualified and are well paid. They are expected to carry out their teaching duties with dedication. Any instance of poor results in Public Examination will be treated as an instance of deemed professional misconduct on the part of the teacher warranting disciplinary action against him / her including imposition of major penalties”.

## **6. LEAVE RULES (NEW) 1997**

### **11.0 Short Title:**

These rules may be called the leave rules of the Andhra Pradesh Social Welfare Residential Educational Institutions Society (Regd), Hyderabad.

### **11.1 Commencement:**

These rules shall come into force from 17-1-1997 and stand amended as per government circulars on the subject time to time.

### **11.2 Application:**

These rules shall apply to every person who is employed in the office of APSWREI Society and APSW Residential School / Colleges except to the persons paid from contingencies or employed on daily wages.

### **11.3 Definitions:**

- (a) Duty: Duty does not include any period of absence on any leave admissible under these rules except, any period of absence on casual leave during a continuous period spent on duty, any period of absence on public holidays or other holidays declared to be holidays by the competent authority during the continuous period spent on duty and any period of absence of public holidays when permitted to be prefixed or affixed to leave.
- (b) Pay: Pay means the basic pay drawn in time scale of pay on a day preceding the date of commencement of leave.
- (c) Half Pay: Half Pay means half of the pay on the day before the leave commences.
- (d) Half Pay Leave: Half Pay Leave means, leave earned in respect of service calculated at the rate of 20 days for every completed year of service diminished by the amount of leave on private affairs and commuted leave on medical certificate already availed.
- (e) Abbreviations used: EL: Earned Leave; HPL – Half Pay Leave; EOL – Extra-ordinary Leave; CL – Casual Leave; Sp.CL – Special Casual Leave; Comp.Leave – Compensatory Leave.

Dies Non: willful absence from duty not covered by the grant of any leave will be treated as 'Dies Non' for all purposes namely, increment, leave and pension.

Leave is earned by duty only. For the purpose of this rule, a period spent on foreign service counts as duty if contribution towards leave salary and pension is paid on account of such periods.

Leave ordinarily begins on the day on which an employee is transferred or charge is effected and end on the day on which charge is effected and end on the day on which charge is resumed.

Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

An employee who is dismissed or removed from service but is reinstated on appeal or revision is entitled to count his former service for leave.

An employee on leave may not take any service or accept any employment including the setting up a private professional practice, accountant, consultant or legal or medical practice without obtaining previous sanction of Secretary of the Society.

A temporary employee who remains absent from duty after applying for leave or extension of leave to which he / she is not entitled to under the rules shall be deemed to have been discharged from duty with effect from the date from which he / she is not entitled to any leave unless the leave applied for is granted by the competent authority.

Leave at the credit of an employee in his leave account shall lapse on the date of compulsory retirement.

Provided that, if in sufficient time, before the date of compulsory retirement, an officer has been denied in whole or in part on account of exigencies of public service, any leave applied for or due to him on the said date of compulsory retirement subject to the maximum limit of 240 days so long as the date from which the leave preparatory to retirement was to commence and the date of compulsory retirement does not exceed the Half Pay leave if any, applied for by any officer preparatory to retirement and denied in the exigencies of Public Service being exchanged with EL, to the extent to such leave was earned between the date from which the leave preparatory to the retirement was to commence and the date of compulsory retirement.

Provided further that every employee:

- a) Who after having been under suspension, is reinstated within 240 days as the case may be, preceding the date of his compulsory retirement and was prevented by reasons of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he was prevented from applying for, subject to a maximum of 240 days as the case may be reduced by the period between the date of reinstatement and the date of compulsory retirement.
- b) Who is not retired from service on attaining the age of compulsory retirement while under suspension and was prevented from applying for leave preparatory to retirement on account of having been under suspension, shall be allowed to avail of the leave to his credit subject

to a maximum of 120/60 days, as the case may be, after termination proceedings, as if it has been refused as aforesaid if, in the opinion of the authority competent to order retirement, he has been fully exonerated and the suspension was wholly unjustified.

Provided further that an officer, whose service has been extended in the interest of the Public Service beyond the date of his compulsory retirement may be granted Earned Leave as under:

- 1) During the period of extension, any earned leave due in respect of the period of such extension and, to the extension necessary the earned leave which could have been granted to him under the preceding provision had he retired on the date of compulsory retirement.
- 2) After the expiry of the period of extension:
  - a) The earned leave which should have been granted to him under the preceding proviso had he / she retired on date of compulsory retirement, diminished by the amount of such leave availed of during the period of extension; and
  - b) Any leave earned during the period of extension as has been formally applied for as preparatory to final cessation of his duties in sufficient time during the extension, and refused to him on account of exigencies of the Public Service, and
  - c) In determining the amount of earned leave due in respect of the extension, the earned leave if any, admissible under the preceding proviso shall be taken into account.

Provided further that the grant of leave under this rule extending beyond the date of which an officer must compulsory retire or beyond the date of which an officer has been permitted to remain in service shall not be construed as extension of service.

Explanation: For the purpose of this rule, an officer may be deemed to have denied leave only if sufficient time before the date on which his duties finally, ceases, he has either formally applied for leave as leave preparatory to retirement, and has been refused of it on the ground of exigencies of public service and has ascertained in writing from the sanctioning authority that such leave if applied for would not be granted on the aforesaid grounds.

NOTE: The leave applied for during the last spell of extension of service as preparatory to final cessation of duties as formally refused in the interest of Public Service only should be treated as refused leave under this rule.

General: Every application for leave or extension of leave should be sent to the competent authority through the immediate superior, if any, of the employee applying for leave.

**Format of Medical Certificate:**

I, Civil Surgeon / Assistant Civil Surgeon / R.M.P of ..... After careful personal examination certify that ..... is in a bad state of health and he has been under my treatment from ..... to ..... I solemnly sincerely declare that according to the best of my judgement a period of absence from duty is essentially necessary for the recovery of his health and recommend that he may be granted leave with effect from .....

Date:

Civil Surgeon/  
Assistant Civil Surgeon/  
R.M.P

An application of an employee for leave or for extension of leave on medical certificate must be accompanied by a certificate from the applicant's medical attendant. Such certificate should clearly state the nature of the illness, etc. and duration, the period of absence from duty, considered to be absolutely necessary for the restoration of applicant's health and the date from which such absence should take effect.

- (a) The authority to grant the said leave may either accept medical certificate or the applicant can be asked to procure a second medical opinion by sending him for medical examination either to DMO/Superintendent of Hospital/nearest Medical Officer available.
- (b) If the medical authority is unable to say that the employee will again be fit for service, leave not exceeding 12 months in all may be granted. Such leave should not be extended without further reference to a medical authority.
- (c) If an employee declared by a medical authority to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the medical authority has been received, provided that the amount of leave as debited against the leave account together with the period of duty beyond the date of the medical authority's report does not exceed six months.

An employee who is declared by a medical authority to be completely and permanently incapacitated for further service, shall:

- (a) If he is on duty, he is invalidated from service from the date of relief of his duties, which should be arranged without delay on receipt of the report of the medical authority. However, if he is granted leave, he shall be invalidated from service on expiry of such leave, and
- (b) If he / she is already on leave, be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him.

Leave shall not be granted to an employee, whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from service.

An employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume as a matter of course, the post which he held before proceeding on leave. He / She must if necessary, also submit to such delay as may be required in the interest of the public service.

### **EARNED LEAVE:**

An employee in superior service (officers and the Ministerial categories including Record Assistants) earned leave for each year on duty at the rate of 1/11 of the periods spent on duty if he is a probationer and at the rate of 1/22 in other cases. The maximum earned leave that may be granted at a time to an employee in superior service shall be 120 days and 50 days in other cases. The account of leave of each regular employee should be credited with 30 days in other cases. The account of leave of each regular employee should be credited with 50 days earned leave in two instalments, 15 days as on the first January and July every year and in the case of temporary employee 8 days per each half year will be credited to their account.

Provided that he shall cease to earn leave while he has to his credit such leave amounting to 240 days. For temporary employees the maximum accumulation of leave shall be 50 days.

Provided that earned leave, they may be granted exceeding a period of 120 days, but not exceeding 240 days if the entire leave so granted to any portion thereof is spent outside India, Burma, Cylone, Nepal and Pakistan.

Provided further that where earned leave exceeding a period of 120 days, is granted under the above first proviso the period of such leave spent in India, Burma, Cylone, Nepal and Pakistan shall not, in the aggregate, exceed the aforesaid limits.

### **Leave Salary admissible**

An employee on EL is entitled to lave allowance equal to emoluments, which he would have been entitled to had he been on duty.

Application for Earned Leave shall ordinarily be submitted at least 10 days in advance i.e., before the date from which the leave is required. Earned leave for vacation employee.

- (i) Vacation means any period of recess exceeding 15 days between two sessions. An employee shall be deemed to have availed the vacation unless his higher authority has issued a general or special order requiring him to forego vacation or part of vacation and works in office / institution. If the vacation availed is 15 days

and below he should be considered to have not availed any portion of vacation.

- (ii) The Earned leave shall be credited in advance in two instalments of 3 days each first day of January / July every year.
- (iii) If a part of vacation is only availed and if he has worked and if he has worked in the remaining period of vacation, the period of reduction should be proportionate to the period of vacation availed.
- (iv) If during an academic year, an employee avails the whole vacation, the credit will be 6 days at the rate of 3 days for each half year. On the other hand, if an employee has availed 50 days of vacation from out of the total vacation of 60 days, he is eligible to an earned leave of 17 days, i.e,  $50 \times 27 / 60 = 17$  days and in case of vocational employee  $360 \times 1/11 = 35(-6) = 27$  days.

### **Surrender of Earned leave for encashment**

15 days per year in the case of regular employee.

15 days per two years in case of temporary employees.

240 days of earned leave can be surrendered for encashment on the date of retirement if in credit.

- (i) Every employee may be permitted to surrender straight away not more than 15/50 days earned leave once in 12/24 months interval, as the case may be and encash the same without going on leave.
- (ii) Every employee shall be paid the leave salary and allowances equivalent to such period of earned leave as is surrendered without any deduction toward P.F., Family Fund or other advances provided that deduction shall be made for income tax wherever applicable.
- (iii) The interval between the surrender of leave should be of 12/24 months of 15/30 days during the calendar years respectively. Where the interval is 24 months and more the employees can avail of surrender leave not exceeding 30 days only. The orders sanctioning surrender leave should specifically indicate the date from which the employee is permitted to avail of surrender leave, and the years of block period availed so that necessary entries could be add in his service register.

### **Half Pay Leave:**

- (i) The Half Pay leave admissible to an employee for each completed year of service is 20 days. The Half Pay Leave may be granted on medical certificate or on private affairs. The half pay leave is admissible in respect of period spent on duty and on leave including EOL. Employee may avail this leave only on medical certificate after two years of service.

There is no limit for accumulation. Regular employees can be granted half pay leave to the extent of leave at credit either on private affairs or on medical certificate.

Candidates appointed under emergency provisions of Service Rules are not eligible for half pay leave.

The difference if any between the leave salary on half pay plus Dearness allowance thereupon minus pension, pension equivalent of retirement gratuity and dearness relief of pension is payable. HRA and other compensatory allowance are not payable.

**Commuted leave:**

Commuted leave not exceeding half the amount of half pay leave due may be granted only on medical certificate to approved probationers in superior grades and last grade services subject to the following conditions:-

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted double the amount of commuted leave shall be debited to HPL account.
- (iii) The total duration of EL and Commuted leave taken in conjunction shall not exceed 100 days.
- (iv) It will be granted on leave preparatory to retirement.
- (v) In the event of employees tendering resignation of retiring from service before completion of the leave period, the difference of the full pay drawn for the employees for the commuted leave period and the half pay admissible for the commuted leave period and the half pay admissible for the said period shall be received from the employee.
- (vi) If an employee is compulsory retired on account of reasons of ill-health or in the public interest and in the event of his death with an commuted leave no recovery shall be effected.

Provided that no commuted leave be granted under this rule unless the authority competent to sanction leave has reasons to believe that the employee will be turn to duty on its expiry.

**Full pay during half pay leave**

When no EL at his credit, an employee can be granted full pay during period of half pay leave upto 6 months for leprosy, cancer, mental illness, T.B., Renal Failures, Heart diseases.

Extra-Ordinary leave:

Permanent and approved probationers only are eligible for extra-ordinary leave to the maximum 5 years including all kinds of leave. Extra-ordinary leave without pay and allowance may be granted to an employee in special circumstances.

- (i) When no other leave is admissible under Rules or
- (ii) When other leave is admissible the employee concerned applied in writing for the grant of extra-ordinary leave

Such leave cannot be debited against the leave account.

In the extra-ordinary circumstances, the duration of extra-ordinary leave shall not exceed three months on any one occasion and 6 months after 5 years of services on medical certificate, 18 months after a service of one year for treatment of TB or Leprosy.

- i) The periods spent on such leave shall not count for increment.
- ii) All employees on their retirement or death while in service may be permitted to surrender earned leave not exceeding 240 days and recover pay and allowances in view thereof.
- iii) Employees retiring voluntary or on superannuation may be permitted to surrender half pay leave

### **Maternity Leave**

- (i) A competent authority may grant maternity leave on full pay to a married women employee with less than two surviving children for a period, which may extent upto 120 days.

Explanation: The provisions of these rules shall apply to the grant of maternity leave in a case of confinement and shall apply to such leave in cases of miscarriage including abortion subject to following modifications:

- (a) that the leave does not exceed six weeks and
- (b) that the application for the leave is supported by certificate from medical attendant.

Note: Regular leave in continuation of maternity leave may also be granted in case of illness of newly born baby subject to the female employee producing a medical certificate to the effect the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

- (ii) Maternity leave can be granted in continuation of other kinds of leave.
- (iii) Maternity leave is not debitable to leave account.

### **Casual Leave**

Casual leave admissible to an employee shall be 15 days along with 5 optional holidays in a year. No leave including optional holidays can be availed by an employee without prior sanction. At any time, Casual leave cannot be ordinarily availed of for more than 6 days. It cannot be combined with any other leave. An employee may be permitted to prefix, suffix, and avail intervening holidays or optional holidays provided the total number of days of

casual leave and the other public holidays together not exceed 10 days at a time.

Unavailed casual leave will lapse at the end of the calendar year. An employee on casual leave shall be treated on duty.

### Special Casual Leave

Special Casual Leave of seven days to teaching and non-teaching staff, when the ordinary casual leave and compensatory leave is not available at their credit, in a calendar year may be granted to the employees of vacation department in case of die., ..... or under pressing family circumstances in ..... employees to attend to their normal duties.

The circular No.M/5/7322/90, dated 24.8.94 of the Secretary containing a list of events under which this special casual leave can be sanctioned by the head of institution.

Special Casual leave for Family planning operation and other grounds.

- (i) When an employee undergone specialization operation (Male vasectomy and female tubectomy) under Family planning schemes, the grant of special casual leave should not exceed 6 working days. The grant of special casual leave should not exceed 6 working days. The special casual leave should commence from the date of operation.
- (ii) The special casual leave of 6 days can be sanctioned to an employee if he has to attend to his spouse who has undergone sterilization operation.
- (iii) The authority shall insist of production of the certificate from the medical officer to the effect that one has undergone the sterilization operation before sanctioning the special casual leave.
- (iv) An employee, who is to participate in sports or games at All India / International level shall be allowed special casual leave for not more than 30 days in a calendar year. If the events exceed 30 days he shall apply for such leave, to which he is eligible. However, special casual leave can be combined with regular leave for this purpose.

### **Compensatory leave:**

- (i) A non-teaching employee of the Society below the cadre of office superintendent (office manager) who is called upon to attend office on a holiday or optional holiday may be granted compensatory leave on a working day in its place which can be availed with the prior permission of authority competent to sanction casual leave.
- (ii) Not more than 10 compensatory holidays can be accumulated and availed in a calendar year and no such holiday may be taken after expiry of 6 months from the public holiday for which it is given.

But beyond 6 months it lapses, more than 7 days may be accumulated at a time.

- (iii) A gazetted status officer is not eligible for compensatory leave.

**Exgratia during ordinary leave:**

- (i) A member of office staff other than the last cadre employee on a pay not exceeding Rs.2,575/- P.M in 1995 Revised Pay Scales.

While extra-ordinary leave for treatment of TB/Leprosy/Cancer/Mental illness / heart disease / mental failure is entitle to an exgratia allowance equal to half pay subject to a minimum of his pay and subject to a minimum of Rs.700/- p.m and maximum of Rs.1185/- p.m.

- (ii) An employee is the last cadre service is entitled to an exgratia service equal to half of his pay subject to a minimum of Rs.690/- p.m. and a maximum of Rs.1050 p.m. for the disease mentioned in sub-rule (i) above.

Known all men by these present that we ..... Resident of ..... in the district of ..... at present employed as ..... in the department / office of ..... (hereinafter called 'The Obliger') ..... and Sri ..... S/o..... [Hereinafter called the sureties] do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Andhra Pradesh Social Welfare Residential Educational Institutions Society (Regd.), Hyderabad, his successors and assignees (Hereinafter called the Society) on demand the sum of Rs.....(.....) together with interest there from the date of demand of present rates of enhance between that country converted at the official rate of enhance between that country concerted at the official rate of enhance between that country and India together will all costs payable by the Society to the attorney and all charges and expenses that shall or may have been incurred by the Society.

Whereas the Society has at the request of the above bound on Sri / Smt / Kum ..... employed as a ..... Granted him/her regular leave without pay and allowances for a period of ..... Months ..... days with effect from ..... in order to enable him/her to study at .....

And whereas the Society has appointed / will have to appoint a substitute to perform the duties of ..... during the period of absence of Smt / Kum..... on extra ordinary leave.

And whereas for the better protection of the society, the obligator has agreed to execute this bond with two sureties with such condition as hereunder written.

And whereas the said sureties have agreed to execute this bond as sureties on behalf of the obliged.

Now the conditions of the above obliger Sri / Smt / Kum..... falling to rejoin or the expiry of the period of the extra-ordinary leave, the post originally held by him/her and serve the Society after rejoining for such period not exceeding a period of ..... Years as the Society in any other capacity as may be required by the Society on a salary to which he / she would be entitled under the rules, the said Sri / Smt / Kum..... or his/her heir execution and administrators shall forthwith pay to the Society on demand the said sum of Rs..... together with interest thereon from the date of demand at present rates for the time being enforce on government loans.

And upon the obliger, Sri / Smt / Kum..... and or Sri / Smt / Kum....., the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in force and virtue.

Provided always that the liability of the sureties herewith shall not be impaired or discharged by reasons of time being any person authorized by them (whether with or without the consent of knowledge of sureties) nor shall it be necessary for the Secretary to sue the obliger and Sri ..... Or any of them for amounts due hereunder.

The bench shall in all respect be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary, be accordingly determined by the appropriate courts in India.

The stamp duty on this deed shall be borne and paid by the Society.

Society and dated ..... day of ..... One thousand nine hundred and ..... Signed and delivered by the obliger above named Sri ..... in the presence of ..... for and on behalf of the Secretary, APSWREI Society (Regd.), Hyderabad.

Signature of the Person executing the bond

#### SURETIES

1. Signature  
Name and Designation  
Address

2. Signature  
Name and Designation  
Address

WITNESS:

1. Signature  
Name and Designation  
Address
2. Signature  
Name & Designation  
Address

## **VI. A statement of the categories of documents that are held by it or under its control:**

The following documents are available for each year of the functioning of Society:

1. **Academic Performance of Students**, who wrote public examinations. In respect of others, individual performance of students are available with the school Principal.
2. **Budgetary allocation, releases and expenditure**
3. **Health Cards of Students.**
4. **Distribution List Of Amenities to Students**
5. **Administrative Details for each school.**
6. **Diet Menu**

## **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**

There are no formal mechanism of consultation with public representatives on formulation of policy, within the Society. The only policy making body is the Board of Governors. Policy relating to other items, where Board of Governors are not competent, is governed by the Government orders. However, in respect of implementation, there are the following committees which guide the Society in implementing its policy:

1. **District Coordination Committee on Mainstreaming Child Labour (DCCMCL):**  
The Committee is responsible for securing smooth transfer of the Child Labour from the bridge course centers into one of the Residential Schools run by the APSWREI Society.

The composition of the committee is:

a)	District Collector	-	Chairperson
b)	PD, DPIP	-	Convenor
c)	DEO	-	Member
d)	APC, DPEP	-	Member
e)	DD (SW)	-	Member
f)	District BC Welfare Officer	-	Member
g)	DTWO	-	Member
h)	PO, ITDA (in ITDA districts)	-	Member
i)	PD, NCLP	-	Member
j)	Convenor Principal (APSWREIS)	-	Member
k)	Principals of the concerned Res. Schools	-	Members
l)	Representative of NGO working For Child Labour	-	Member

2. **Parents Committees:** Parents of the students studying in the institutions form an important section of public for successful function of the institution. In all the institutions Parents Committees are constituted and such Committees meet periodically on the invitation of Principal to discuss common and special issues related to the students welfare and the administration of the institution. The advises given by the parents in the parents meeting will be taken into consideration for the students welfare and for better functioning of the institution.

Since the educational institutions run by the Society are located in the rural areas the cooperation and the support of the local public, Gram Panchayats, local peoples representatives and district administration is always there. In case of any special requests, by these public representatives, the matter gets sorted out at the H O level.

**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 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**

The management of the Society shall vest in a Board of Governors consists of 11 ex-officio members ad three nominated members as listed below.

1. Hon'ble Minister for SW / TW Chairman
2. Principal Secretary/Secretary to Govt.,

	S.W.Dept., Govt. of Andhra Pradesh	Vice-Chairman
3.	Secretary to Govt. Finance Dept.,	Member
4.	Secretary to Govt., Education Dept.,	Member
5.	Director of Higher Education Govt. of A.P	Member
6.	Director of School Education	Member
7.	Director S C E R T	Member
8.	Chief Engineer Tribal Welfare	Member
9.	Commissioner of S.W.Dept., A.P	Member
10.	Secretary A P R E I Society	Member
11.	Secretary A P T R E I Society	Member
12.	Secretary A P S W R E I Society	Member Secretary

- 13 a) One Principal of APSWREI Society (Nominated members by Chairman)  
b) One representative (Nominated by Director NCERT)  
c) 3 Distinguished Educationists nominated by Govt. of A.P
14. Special Invitees (by Chairman)

Meeting of the board:

- a) The Board shall meet atleast once a quarter of each year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- b) A notice of each meeting of the Board shall ordinarily be issued by the Secretary at least 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the Chairman.
- c) The business to be transacted at the meeting shall be with reference to the items of the agenda supplied with the meeting notice and/or any other matter to be permitted by the Chairman at the meeting for discussion.
- d) The proceedings of the each meeting shall be prepared by the Secretary and submitted to the Chairman of the meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.
- e) If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he may authorise the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

Standing Committees:

- A) There shall be two Standing Committees of the Board namely (I) The Standing Committee for Administrative and Financial matters, and (II) the Standing Committees for Academic matters.

- B) (I) The Standing Committee for Administrative and Financial matters shall consist of.
- 1) Chairman, A. P. S. W. R. E. I. S.
  - 2) Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
  - 3) Secretary to Government, Education Department.
  - 4) Director of Social Welfare
  - 5) Chief Engineer, Tribal Welfare Department.
- II) The Standing Committee for Administrative, and Financial matters shall, subject to the general approval of the Board of Governors.
- 1) Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic Staff.
  - 2) Regulate the conditions of service of the staff of the Society and its affiliating institutions particularly in respect of scales of pay, leave, allowance, sanction of advances, provident fund, payment of travelling and daily allowances admissible to members of Board of Governors and other associated with any committee constituted by or under the Bye-laws.
  - 3) Administer the funds of the Society and manage the properties of the Society.
  - 4) Determine the procedure to enter into agreements for and on behalf of the society.
  - 5) Determine the policy of investment of provident fund amounts and
  - 6) Discharge such other functions as may from time to time be assigned to it by the Board
- III] The Standing Committee for academic matters of the Society shall consist of:
- 1] Chairman, A. P. S. W. R. E. I. Society,
  - 2] Director of Social Welfare
  - 3] Director of Higher Education
  - 4] Director of School Education
  - 5] Secretary, A. P. R. E. I. Society, Hyderabad.
  - 6] Director, S.C.E.R.T. and
  - 7] Principal of the A.P.S.W. R. E. Institutions nominated by the Chairman.
  - 8] Representative of N. C. E. R. T.
  - 9] An eminent educationist nominated by the Chairman.

- IV] The Standing Committee for academic matters shall subject to general approval of the Board of Governors.
- 1] Determine the qualifications of the candidates to be recruited to the teaching staff of educational institutions.
  - 2] Recommend to the Board of the remuneration payable to the question papers setters, Chief and Assistant Supdts. for the conduct of examinations, Camp and Assist. Camp Officers coding and decoding officers, Examiners for spot valuation, tabulators etc.
  - 3] Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society.
  - 4] Determine the procedure, conditions and terms to affiliate to the Society and institution having objectives similar to those of the Society or to recognise any other institution.
  - 5]
    - [a] Effectively implement the curriculum syllabus as laid by Education Department
    - [b] Determine and organize co-curricular activities, evaluation procedures and other similar academic programmes to be followed in the educational institutions managed by or affiliated to the society within the broad frame work prescribed by the Education Department.
  - 6] Determine the duration of the seminars, curriculum, courses etc., that may be conducted for the benefit of the staff of the educational institutions managed by or affiliated to the society.
  - 7] Decide on [a] academic programmes like quick research investigations into the practical problems faced by the society, schools, teachers and students with a view to obtaining research solutions for them, [b] organization of orientations programmes for the teaching staff of the schools in the latest methodologies and trends of education and develop instructional materials according to the academic needs of the schools identified from time to time.
  - 8] Discharge such other functions as may from time to time be assigned to it by the Board.

- 9] The Chairman shall, however have powers to extend a Special invitation for any meeting of the Standing Committee to an educational expert or such other person[s] whose presence may be considered useful.
- 10] The Secretary shall be member-Secretary to the above two Standing Committees.
- 11] The decisions taken by the two Standing Committees shall except where they are contrary to any general directions given by the Board, be implemented by the Secretary after obtaining the previous approval of the Chairman of the Board, in case the Chairman was absent at the meeting of the Committee and report there on shall be submitted to the Board at its next meeting for approval.
- 12] The Standing Committee shall be convened by the Secretary as often as may be necessary and their meetings shall be held at the office of the Society or at such other place as may be decided by the Chairman.
- 13] Three members shall form the quorum for a meeting of the Standing Committee.

The decisions taken by the Board of Governors/ Standing Committees will be communicated to all the institutions for information and implementation in the functioning of the institutions.

## **IX. Directory of officers and employees**

### **HEAD OFFICE:**

<b>Sno.</b>	<b>Name of the Officer</b>	<b>Designation</b>	<b>Phone Nos.</b>	<b>e-mail addresses</b>
1	S.K.Sinha,IAS.,	Secretary	23391598/23399706/ 23319810, Fax: 23313136	secy@swrs.ap.gov.in
2	P. Simhadri	Additional Secretary	23391598/23399706/ 23319810, Fax: 23313136	addl.sec@swrs.ap.gov.in
4	Parvathi Subramanian	Joint Secretary (P)	23391598/23399706/ 23319810, Fax: 23313136	js.proj@swrs.ap.gov.in
5	M. Sudhakar Reddy	Joint Secretary (HRD)	23391598/23399706/ 23319810, Fax: 23313136	<a href="mailto:js.z4@swrs.ap.gov.in">js.z4@swrs.ap.gov.in</a>
7	Smt.Kanaka durga Devi	Finance Officer	23391598/23399706/ 23319810, Fax: 23313136	<a href="mailto:fo@swrs.ap.gov.in">fo@swrs.ap.gov.in</a>
3	Smt.Usha Rani	Deputy Secretary (G)	23391598/23399706/ 23319810, Fax: 23313136	<a href="mailto:ds.gen@swrs.ap.gov.in">ds.gen@swrs.ap.gov.in</a>
8	M.S. Dhana Lakshmi	Deputy Secretary (Z-IV)	23391598/23399706/ 23319810, Fax: 23313136	<a href="mailto:ds.z4@swrs.ap.gov.in">ds.z4@swrs.ap.gov.in</a>

Sno.	Name of the Officer	Designation	Phone Nos.	e-mail addresses
9	Y. Sita Mahalakshmi	Deputy Secretary (Z-II)	23391598/23399706/ 23319810, Fax: 23313136	<a href="mailto:ds.z2@swrs.ap.gov.in">ds.z2@swrs.ap.gov.in</a>
11	Safdar Hussain.V.	Deputy Secretary (Z-III & V)	23391598/23399706/ 23319810, Fax: 23313136	<a href="mailto:ds.z3@swrs.ap.gov.in">ds.z3@swrs.ap.gov.in</a> <a href="mailto:ds.z5@swrs.ap.gov.in">ds.z5@swrs.ap.gov.in</a>
12	Y. Ram Prasad	Deputy Secretary [Tech]	23391598/23399706/ 23319810, Fax: 23313136	<a href="mailto:ds.tgen@swrs.ap.gov.in">ds.tgen@swrs.ap.gov.in</a>
13	Thirumala Prasad	Deputy Secretary (Tech)	23391598/23399706/ 23319810, Fax: 23313136	<a href="mailto:ds.tproj@swrs.ap.gov.in">ds.tproj@swrs.ap.gov.in</a>
18	M.B.L Sridhar	Asst. Secy [Fin]	23391598/23399706/ 23319810, Fax: 23313136	<a href="mailto:as.fproj@swrs.ap.gov.in">as.fproj@swrs.ap.gov.in</a>
19	K. Krishna Swamy	Asst. Secy	23391598/23399706/ 23319810, Fax: 23313136	<a href="mailto:as.proj@swrs.ap.gov.in">as.proj@swrs.ap.gov.in</a>
20	K.V.Narasimha Rao	Asst. Secy	23391598/23399706/ 23319810, Fax: 23313136	<a href="mailto:as.fgen@swrs.ap.gov.in">as.fgen@swrs.ap.gov.in</a>
21	D. Lalitha Kumari	Supdt	23391598/23399706/ 23319810, Fax: 23313136	Supdt.z6@swrs.ap.gov.in
22	Ch. B. Sambaiah	Supdt	-do-	Supdt.gen@swrs.ap.gov.in
23	H. Gururaja Rao	Supdt	-do-	Supdt.z2@swrs.ap.gov.in
24	B. Sivaramaiah	Supdt	-do-	Supdt.z1@swrs.ap.gov.in
25	T. Swaroopa	Supdt	-do-	<a href="mailto:Supdt.fgs@swrs.ap.gov.in">Supdt.fgs@swrs.ap.gov.in</a>
26	G. Vijaya Babu	Supdt	-do-	Supdt.z3@swrs.ap.gov.in
27	A.V. Ramana	Supdt	-do-	<a href="mailto:Supdt.amen@swrs.ap.gov.in">Supdt.amen@swrs.ap.gov.in</a>
28	D. Srinivas	Supdt	-do-	Supdt.prl@swrs.ap.gov.in
29	D. Rajeswari	Supdt	-do-	Supdt.acad@swrs.ap.gov.in
30	K. Basavalinga Murthy	Supdt	-do-	Supdt.z5@swrs.ap.gov.in
31	G.D. Raghava Rao	Supdt	-do-	Supdt.fgh@swrs.ap.gov.in
32	N. Thomas Martin	Supdt	-do-	Supdt.tech@swrs.ap.gov.in
33	N. Anil Kumar	AEE	-do-	ae2.tproj@swrs.ap.gov.in
34	S. Kishore Kumar	AEE	-do-	ae1.tgen@swrs.ap.gov.in
35	M.Sreenivasa Rao	AEE	-do-	ae2.tgen@swrs.ap.gov.in
36	Anita Singhani	AEE	-do-	ae1.tproj@swrs.ap.gov.in
37	G. Umasri	Sr.Steno	-do-	pa1.secy@swrs.ap.gov.in
38	J. Padmaja	Supdt	-do-	<a href="mailto:Supdt.z4@swrs.ap.gov.in">Supdt.z4@swrs.ap.gov.in</a>
39	C. Sahaja	Sr.Asst.,	-do-	sa.z5@swrs.ap.gov.in
40	G. Ambica Devi	Sr.Asst.,	-do-	sa1.prl@swrs.ap.gov.in
41	V.V. Sreerama Murthy	Sr.Asst.,	-do-	sa.z2@swrs.ap.gov.in

Sno.	Name of the Officer	Designation	Phone Nos.	e-mail addresses
42	B. Sridevi	Sr.Asst.,	-do-	sa.z1@swrs.ap.gov.in
43	D. Bramaramba	Sr.Asst.,	-do-	sa1.acad@swrs.ap.gov.in
44	C.S. Kameswari	Sr.Asst.,	-do-	sa2.fgs@swrs.ap.gov.in
45	D. Vamana Murthy	Sr.Asst.,	-do-	sa.z6@swrs.ap.gov.in
46	K. Subrahmanyam	Sr.Asst.,	-do-	pa2.secy@swrs.ap.gov.in
47	B. Subrahmanyam	Sr.Asst.,	-do-	<a href="mailto:sa.z4@swrs.ap.gov.in">sa.z4@swrs.ap.gov.in</a>
48	M. Jyothi	Sr.Asst.,	-do-	sa1.proj@swrs.ap.gov.in
49	K. Kaleswara Rao	Sr.Asst.,	-do-	sa.estt@swrs.ap.gov.in
50	L. Madhusudan Rao	Sr.Asst.,	-do-	sa1.fgs@swrs.ap.gov.in
51	G. Mohan Shankar	Sr.Asst.,	-do-	sa.court@swrs.ap.gov.in
52	P.V. Satyanarayana	Sr.Asst.,	-do-	sa2.acad@swrs.ap.gov.in
53	V.S. Gowri Shankar	Sr.Asst.,	-do-	sa1.fgh@swrs.ap.gov.in
54	G.V. Ravi Kumar	Sr.Asst.,	-do-	sa1.fp@swrs.ap.gov.in
55	E. Sujatha	Sr.Asst.,	-do-	sa.z3@swrs.ap.gov.in
56	K.V.S.Ch. L. Padmavathi	Sr.Asst.,	-do-	sa.amen@swrs.ap.gov.in
57	P. Sunanda	Sr.Asst.,	-do-	sa3.prl@swrs.ap.gov.in
58	M A Saleem	Sr.Asst.,	-do-	sa.gen@swrs.ap.gov.in
59	M. Ram Mohan Rao	Sr.Asst.,	-do-	sa2.fgh@swrs.ap.gov.in
60	P. Hemalatha	Sr.Asst.,	-do-	sa2.proj@swrs.ap.gov.in
61	B. Simhachalam	Sr.Asst.	-do-	<a href="mailto:sa2.z4@swrs.ap.gov.in">sa2.z4@swrs.ap.gov.in</a>
62	B. Syamala Bai	Sr.Asst.	-do-	sa3.proj@swrs.ap.gov.in
63	V. Indumathi	Draughts man	-do-	dm.tech@swars.ap.gov.in
64	P. Vijaya Lakshmi	JACT	-do-	ja1.z6@swrs.ap.gov.in
65	P.Annapurna Visalakshi	JACT	-do-	ja.z5@swrs.ap.gov.in
66	A. Madhu Naik	JACT	-do-	ja.gen@swrs.ap.gov.in
67	Suresh	JACT	-do-	ja.z3@swrs.ap.gov.in
68	V.V.S. Jagadamba	JACT	-do-	-
69	P. Vani Kumari	JACT	-do-	ja.court@swrs.ap.gov.in

<b>Sno.</b>	<b>Name of the Officer</b>	<b>Designation</b>	<b>Phone Nos.</b>	<b>e-mail addresses</b>
70	V.T. Gayatri	JACT	-do-	ja2.z6@swrs.ap.gov.in
71	B. Ramesh	Jr.Asst.,	-do-	ja.z4@swrs.ap.gov.in
72	U. Lava Kumar	Jr.Asst.,	-do-	ja.z1@swrs.ap.gov.in
73	M. Sudeesh Kumar	Electrician	-do-	-
74	S. Anjaneyulu	R. Operator	-do-	-
75	B.Lalitha	R. Asst.,	-do-	-
76	T. Rajender	R. Asst.,	-do-	-
77	K. Veera Swamy	Driver	-do-	-
78	K. Rajendra Kumar	Driver	-do-	-
79	Sk. Janimiya	Driver	-do-	-
80	Y. Narasimha Reddy	Driver	-do-	-
81	G. Sadanand	Attender	-do-	-
82	D. Narasimha	Attender	-do-	-
83	K. Anoop Kumar	Attender	-do-	-
84	P. Gopala Krishna	Attender	-do-	-
85	S. Jayaramaiah	Attender	-do-	-
86	Kesaraiah	Attender	-do-	-
87	A. Lakshmi Narayana	Attender	-do-	-
88	M. Danaiah	Attender	-do-	-
89	P. Lingamaiah	Attender	-do-	-
90	T. Buchaiah	Attender	-do-	-
91	K. Manikyamma	Attender	-do-	-
92	D. Subba Rao	Attender	-do-	-
93	P. Hussain Sha	Watchman	-do-	-
92	N. Illaiah	Watchman	-do-	-
93	Md. Zainuddin	Watchman	-do-	-
94	K. Krishna	Watchman	-do-	-
95	B. Bikshapathi	Gardner	-do-	-

Sno.	Name of the Officer	Designation	Phone Nos.	e-mail addresses
96	M. Govindappa	Attender	-do-	-
97	PVS Prasad	Attender	-do-	-
98	A. Kistaiah	Attender	-do-	-
99	T Yadaiah	Attender	-do-	-

**[296] APSWR INSTITUTIONS**

Sno	Name of the officer	Designation	Located at	STD Code Number	Telephone Number
<b>SRIKAKULAM DISTRICT</b>					
1	G.VENKATA RAO	REGULAR	DUPPALAVALASA	958942	270933
2	B.RAMI NAIDU	REGULAR	KANCHILI	958947	244141
3	B.CHANDRAVATHI	REGULAR	ETCHERLA	958942	281956
4	P.PADMAVATHI	INCHARGE	SRIKAKULAM	958942	221330
5	P.UMAMAHESWAR A RAO	INCHARGE	NANDIGAMA	958942	248136
6	D.DEVENDER RAO	INCHARGE	KOLLIVALASA	958941	235140
7	R.D.V.CHANDRA SEKHAR	REGULAR	PALAKONDA	958941	220478
8	V.SESHUKUMARI,	REGULAR	TAMARAPALLI	958942	277233
9	P.V.ANANDA KUMAR	INCHARGE	BHAMINI	958946	236638
10	A.LAKSHMANA RAO	INCHARGE	MANDASA	958947	284348
11	G.SANTHOSHAMMA	REGULAR	VANGARA [MADDUVALASA]	958941	233067
12	T.PRABHAVATHI	INCHARGE	PATHAPATNAM	958946	255021
<b>VIZIANAGARAM DISTRICT</b>					
13	A.SIRAMAMURTH Y	INCHARGE	BADANGI	958944	247731
14	D.SRINIVASACHAR Y	REGULAR	CHEEPURUPALLI	958952	283011
15	K.DURGAPRASAD	REGULAR	KOPPERLA	958922	258846
16	S.RAMANUJULU NAIDU	INCHARGE	SALURU	958964	252212
17	S.UMAMAHESWARI	REGULAR	NELIMARLA	958922	252039
18	V.V.S.N.RAJU	REGULAR	PARVATHIPURAM	958963	222671
19	P.V.CHIRANJEEVI RAO	INCHARGE	VIYYAMPET	958966	278467
20	S.ACHAN NAIDU	INCHARGE	VEPADA	958966	
21	G.VARAPRASAD	INCHARGE	KOMARADA	958963	224686
22	K.USHARANI	INCHARGE	GURUGUBILLI	958963	226913
<b>VISAKHAPATNAM DISTRICT</b>					

Sno	Name of the officer	Designation	Located at	STD Code Number	Telephone Number
23	A.S.N.MURTHY	REGULAR	DEVARAPALLI	958934	248346
24	G.RAJASEKHAR	REGULAR	NAKKAPALLI	958931	227179
25	A.JOJAPPA	REGULAR	GOLUGONDA	958932	232428
26	R.SANYASINAIDU	REGULAR	SABBAVARAM	958924	248268
27	K.KOTESWARA RAO	INCHARGE	SRIKRISHNAPURAM	95891	2715942
28	V.JAYALAKSHMI	REGULAR	MEGADRIGADDA	95891	2521795
29	U.RITAGRACEAMM A	REGULAR	MADUGULA / KONAM	958934	246701
30	E.ARUNA DEVI	INCHARGE	TALLAPALEM	958924	244283
31	P.SRINIVASA RAO	INCHARGE	KOKKIRAPALLY	958931	230612
32	B.RAJASEKHAR		NARSIPATNAM	958932	226529
33			VISAKHAPATNAM (VOCATIONAL)		
<b>EAST GODAVARI DISTRICT</b>					
34	K.SRINIVASA RAO	INCHARGE	LAXMINARASAPURAM	958857	227520
35	M.MADHAVA RAO	REGULAR	RAMANAIAHPET / JAGANNAIKPUR	95884	2378045
36	G.TRINADAM	INCHARGE	A.MALLAVARAM	958868	235508
37	B.SUBRAHMANYA M	REGULAR	S.M. NAGAR(KAKINADA)	95884	2379343
38	D.INDIRA DEVI	INCHARGE	YELESWARAM	958868	224231
39	P.RAM PRASAD	REGULAR	ALLAVARAM / PERUR	958856	245012
40	N.RAMA MAHESWARI	REGULAR	TUNI	958854	253862
41	K.GNAYA PRASOONA	INCHARGE	RAJAHMUNDRY	95883	2473597
42	D.VENKAT REDDY	INCHARGE	KOTTUR – JC	958856	272102
43	K.VASUNDARA	INCHARGE	MUMMIDIVARAM	958857	228120
44	D.VITTALNADHA RAO	INCHARGE	JAGGAMPETA		
45	S.V.SATYA RAO	CONTRACT	VEERALANKAPALLI		
46	K.VASUNDARA DEVI	INCHARGE	GODI AT KOMARAGIRIPATNAM		
47	T.RADHA SUDAVANI	REGULAR	CHOLANGIPETA	95884	2334373
48	K.RAMACHANDRA	CONTRACT	PITHAPURAM	958869	252586
49	G.ISRAEL	INCHARGE	RAJOLE		
50			BOMMURU (POLYTECHNIC)		
<b>WEST GODAVARI DISTRICT</b>					
51	G.A.ISSAC BABU	REGULAR	ARUGOLANU	958818	273202
52	N.SANJEEVA RAO	REGULAR	POLASANIPALLI	958829	222337
53	M.DAVID	REGULAR	PEDAVEGI AT ELURU	958812	259673
54	B.LEELA KUMARI	REGULAR	ELURU / VATLURU	958812	232197

Sno	Name of the officer	Designation	Located at	STD Code Number	Telephone Number
55	K.RATNA KUMARI	REGULAR	JANGAREDDYGUDEM	958821	225827
56	D.SAMUEL	INCHARGE	NARSAPUR	958814	240503
57	V.UDAYA LAKSHMI	REGULAR	KOMATIKUNTA/GOPA LAPURAM	958821	
58	S.LEELASUNDARI BAI	REGULAR	DWARAKA TIRUMALA	958829	271990
59	B.LAKSHMESWARI	REGULAR	KOVVURU	958813	234243
<b>KRISHNA DISTRICT</b>					
60	CH.MADHUSUDAN	INCHARGE	RUDRAVARAM	958672	259993
61	CH.VENKATESWAR LU	REGULAR	KUNTAMUKKALA	958659	222590
62	K.LAXMAIAH	INCHARGE	KRISHNARAO PALEM		
63	K.L.SUJATHA	INCHARGE	JAGGAIHPETA	958654	222695
64	M.PULLAIAH	REGULAR	TIRUVURU	958673	252751
65	K.HEMALATHA	REGULAR	NUZIVEEDU (G)	958656	234054
66	G.NIRMALA	REGULAR	NANDIGAMA	958678	276974
67	P.SUJATHA	INCHARGE	NARSAPURAM at VISSANNAPET	958673	271548
68	S.T.P.A.SINGARA CHARYULU	INCHARGE	CHALLAPALLI		
69	S.D.HYDER ALI	REGULAR	MANGINAPUDI AT NANDAMUR		
70	T.VASAVI	INCHARGE	VEDURUPAVULURU at Gannavaram		
71	P.SUBBRAMI REDDY	DEPT	RANGAPURAM at VINUKONDA	958673	279502
72	T.PRABHAKARA SHARMA	REGULAR	GUDIVADA		
73			VIJAYAWADA (VOCATIONAL)		
<b>KRISHNA DISTRICT</b>					
74	K.PADMAJA	REGULAR	KAREMPUDI	958649	272203
75	C.V.B.LAKSHMI	REGULAR	RAMAKRISHNAPURAM	958641	232410
76	A.SRINIVASA RAO	REGULAR	ATCHAMPETA	958640	246062
77	T.NAGARJUNA	REGULAR	T SUNDUR	958644	276264
78	K.PRAMEELA	INCHARGE	V.P.SOUTH		
79	M.BABY SUGNAMAM	INCHARGE	BAPATLA	958643	225273
80	D.CHINA BHUSHANAM	REGULAR	VINUKONDA	958646	272960
81	M.SRINIVAS	INCHARGE	PALLAPATLA [NIZAMPATNAM]	958648	255305
82	N.BALAJI	REGULAR	UPPALAPADU AT VINUKONDA	958646	272960
83	M.YESAMMA	REGULAR	AMARAVATHI	958645	255695

Sno	Name of the officer	Designation	Located at	STD Code Number	Telephone Number
84	CH.UMA MAHESWARI	INCHARGE	KAKUMANU AT RETURU	958643	227361
85	CH.SHIVA LEELA	REGULAR	REPALLE		
86			MACHERLA (ITI)		
<b>PRAKASAM DISTRICT</b>					
87	K.RAMA MURTHY	REGULAR	PEDAPAVANI	958599	230016
88	V.V.KRISHNA REDDY	INCHARGE	VELUGONDA	958499	248231
89	G.A.PRABHATH KUMAR SYAM	INCHARGE	ARDHAVEEDU	958406	235224
90	A.SRINIVASA RAO	INCHARGE	CHIMAKURTHY	958592	272375
91	G.H.S.MARGARET	REGULAR	SINGARAYAKONDA	958598	236027
92	M.VANI	REGULAR	CUMBUM	958406	232924
93	M.DEVASAHAYAM	REGULAR	DARSI	958407	254548
94	G.KRISHNA KUMARI	REGULAR	DUPADU	958403	257263
95	Y.MAHALAKSHMI	INCHARGE	NAGULAPALEM at PARCHUR	958594	250557
96	Y.RANGA KUMAR	INCHARGE	NORTH ADDANKI at ADDANKI	958593	223631
97	M.SAKUNTALA	INCHARGE	KONDEPI	958598	225734
98	C.VARAPRASADA REDDY	INCHARGE	RACHERLA (GIDDALUR)	958405	247580
99	K.SUBHASHINI	REGULAR	YADDANAPUDI	958404	270128
100	E.ISRAIL	INCHARGE	MARKAPURAM		
<b>NELLORE DISTRICT</b>					
101	M.DAVID	REGULAR	CHILLAKUR	958624	251027
102	K.RAMADEVI	REGULAR	MUTHUKUR	95861	2377534
103	P.YANADI	REGULAR	KOTA	958624	228508
104	K.VASU	REGULAR	NAIDUPET	958623	248390
105	R.SUBRAHMANYA M	REGULAR	MULAPADAVA / VAKADU	958624	240171
106	M.MANJULA DEVI	REGULAR	DAKKILI	958625	258155
107	P.PENCHALA LAKSHMAMMA	INCHARGE	RAPUR / KANDALERU	958621	226647
108	T.HEMALATHA	REGULAR	SULLURUPETA	958623	244221
109	N.NAGESWARA RAO	INCHARGE	SARVEPALLI at T.P. GUDURU	95861	2371721
110	D.MOHAN RAO (FAC)	INCHARGE	SANGAM	958622	220581
111	P.RAMANJANEYULU	INCHARGE	PUDURU at NAIDUPET	958623	277771
112	D.MOHAN RAO	INCHARGE	BUTCHIREDDIPALEM	958622	272577
<b>CHITTOOR DISTRICT</b>					
113	B.SUMITHRA DEVI	REGULAR	RAMAKUPPAM	958587	279341

Sno	Name of the officer	Designation	Located at	STD Code Number	Telephone Number
114	K.CHANDRAKALA DEVI	REGULAR	SRIKALAHASTI	958578	222692
115	G.BHAGYALAXMI	INCHARGE	B KOTHAKOTA	958582	226118
116	V.JAYABHARATHI	REGULAR	CHITTOOR	958572	234873
117	R.GEETHAVANI	REGULAR	PILERU	958584	244832
118	N.NAGARAJU	REGULAR	TAMBALLAPALLI (BURAKAYALAKOTA)	958582	251081
119	P.NIRMALA	REGULAR	PALAMANERU	958579	252709
120	P.TEJOVATHI	INCHARGE	SATYAVEEDU	958576	227339
121	T.USHA RANI	INCHARGE	PUTTUR	958577	3295831
122	N.PRASAD	INCHARGE	MADANAPALLI	958571	
123	P.KANYAKUMARI	INCHARGE	KUPPAM	958570	241101
124			MADANAPALLI (GMR POLY.)		
125			TIRUPATHI (VOCATIONAL)		
<b>KADAPA DISTRICT</b>					
126	P.KOTIRAMA RAO	INCHARGE	B MATTAM	958569	286142
127	G.RAMAI AH	INCHARGE	CHINNACHOWK	958562	245184
128	E.KONDAIAH	REGULAR	RAMAPURAM	958567	238025
129	G.P.CHENNAIAH	INCHARGE	SAGILERU	958569	
130	V.D.SUKANYA	REGULAR	KAMALAPURAM	958563	274341
131	P.V.DAMODAR REDDY	INCHARGE	GANDIKSHETRAM	958562	231307
132	C.V.CHALAPATHI	INCHARGE	KODURU	958566	248877
133	J.SAINATH	REGULAR	PULIVENDULA	958568	226866
134	S.K.DEVASENA	INCHARGE	DEVAPATLA/SAMBEP ALLY	958561	249967
135	S.CHITTY	CONTRACT	ADAPUR at NANDALURU	94409	56105
136	P.SURENDER BABU	CONTRACT	THONDURU	958568	
137	G.MURUGESHAN	INCHARGE	GUNDLAKUNTA		
138	G.BALARAMUDU	INCHARGE	MADAKALAVARIPALLI / BADDVEL	958569	282627
139	K.INDIRAVATHI	INCHARGE	LAKKIREDDYPALLY	958567	235528
140	S.V.SIVA RAMAIAH	INCHARGE	RAJUPALEM	958564	233888
141	BUJITHA KUMARI	INCHARGE	RAYACHOTI	958561	256757
142			KADAPA (ITI)		
<b>ANANTHAPUR DISTRICT</b>					
143	T.SRINIVASA SARMA	INCHARGE	KALASAMUDRAM	958495	275139
144	P.GIRIJA KUMARI	REGULAR	KURUGUNTA	958554	270649
145	Y.RAVINDRANADH	REGULAR	MALUGURU	958556	249738
146	P.ARUNA KUMARI	REGULAR	THIMMAPUR	958492	280131

Sno	Name of the officer	Designation	Located at	STD Code Number	Telephone Number
147	K.PRAMEELA	INCHARGE	KANNEKAL	958495	257202
148	O.ANASUYAMMA	REGULAR	NALLAMADA	958494	257578
149	H.R.USHA RANI	INCHARGE	URAVAKONDA	958496	257970
150	P.SANKAR REDDY	INCHARGE	B PAPPOOR		
151	B.VIJAYA LAKSHMI	REGULAR	KURUGUNTA	958554	270049
152	P.RAJESWARI	INCHARGE	GOOTY	958552	
153	K.SUJATHA	INCHARGE	BRAHMASAMUDRAM / Kalvapalli	958497	288836
154	V.ADHISESHAIAH	INCHARGE	AMARAPURAM	958493	280589
155	M.BHARATHI	INCHARGE	HINDUPUR	958556	228332
<b>KURNOOL DISTRICT</b>					
156	C.MD.IRFAN	REGULAR	ALURU ( ARIKERA )	958523	
157	P.RAJESWARI	INCHARGE	KOILAKUNTALA	958510	225093
158	S.E.VIMALA KUMARI	REGULAR	C BELGAL	958525	278713
159	K.V.SWARNA KUMARI	REGULAR	KURNOOL (B.CAMP)	958518	230207
160	Y.NAGESWARA RAO	INCHARGE	JUPADU BANG (GAJULADINNE)	958518	258766
161	N.SARASWATHI	REGULAR	PEAPALLY/DHONE	958516	221246
162	M.MUNIRAJA	INCHARGE	ALLAGADDA	958519	221962
163	P.KRISHNA MURTHY	REGULAR	ADONI	958512	254278
164	K.OBULESU	REGULAR	CHINNATEKUR [KURNOOL]	958518	286743
165	G.RATHNAMMA	INCHARGE	PATTIKONDA	958520	227872
166	D.ANJANEYA PRASAD	CONTRACT	KAMBALAPADU	958516	247476
167	CH. ASOK KUMAR	CONTRACT	LAXMAPURAM /PAGIDYALA	958513	282812
168	A.PRABHAKAR REDDY	DEPT	ALLAGADDA	958519	222298
169	B.N.PULLAIAH	INCHARGE	VELDURTHY	958516	275666
<b>ADILABAD DISTRICT</b>					
170	H.CHERALU	INCHARGE	ASIFABAD	958733	279330
171	P.RADHABAI	REGULAR	ADILABAD	958732	227115
172	K.MAHESWAR RAO	INCHARGE	SIRPUR	958738	247222
173	S.SRINIVASA RAO	INCHARGE	MUDHOLE	958752	284092
174	Y.MOHAN REDDY	INCHARGE	BOATH (ADILABAD)	958751	245035
175	T.RAJAIAH	INCHARGE	LUXETTIPET	958739	238627
176	CH.RAJENDRA PRASAD	INCHARGE	INDARAM (CHENNUR)	958737	
177	N.GANGANNA	INCHARGE	NIRMAL	958734	220630
178	L.NARENDRA KUMAR	INCHARGE	KADDAM	958730	251100

Sno	Name of the officer	Designation	Located at	STD Code Number	Telephone Number
179	B.KONDAL RAO	INCHARGE	BELLAMPALLI	958735	224012
180	R.JOHNAN	INCHARGE	SIRPUR	958738	247114
181	K.V.CHALAPATHI	INCHARGE	JAM	958734	223356
<b>KARIMNAGAR DISTRICT</b>					
182	G.NARASIMHA REDDY	INCHARGE	MAIDPALLY	958724	286227
183	CH.ARUNDHATHI	REGULAR	KARIMNAGAR(SUBASH NAGAR)	95878	2221380
184	B.YADAGIRI	REGULAR	HUSNABAD	958721	255375
185	A.SURENDER	REGULAR	KOHEDA	958721	222753
186	P.SANTOSH KUMAR	REGULAR	MANTHANI	958729	259533
187	R.ANANTHA LAXMI	REGULAR	GAREPALLY/PEDAPALLI	958728	234506
188	P.PRABHAKAR	FAC	BADDENAPALLY (SIRICILLA)	958723	223033
189	G.DEVENDER	INCHARGE	MALLAPUR	95878	2272475
190	M.RAJAIAH	REGULAR	RUKMAPUR	95878	2281373
191	V.LINGAIAH	INCHARGE	NANDIMEDARAM	958728	279079
192	B.JAYAMMA	REGULAR	NARMAL	958723	245055
193	C.H.PAPARAO	CONTRACT	ELKATURTI	958727	258638
194	P.PRABHAKAR	INCHARGE	CHINNABONALA	958723	235855
195	K.SHASHIDEVI	INCHARGE	GODAVARIKHANI	958728	257497
<b>WARANGAL DISTRICT</b>					
196	G.SUDHARSHAN RAO	REGULAR	JANGAON	958716	222290
197	A.BHASKARA RAO	REGULAR	PARKAL/NARSAKKAPALLI	958713	241207
198	SRIRAM SRINIVAS	INCHARGE	JAKARAM	958715	281037
199	S.ROOPA DEVI	REGULAR	HANUMAKONDA	95870	2573101
200	M.RAMA DEVI	REGULAR	MAHABOOBABAD	958719	240791
201	A.V.RANGA REDDY	REGULAR	GHANPUR	958711	220484
202	P.BHADRADRI	REGULAR	NARSAMPET	958718	230940
203	K.RAJITHA	INCHARGE	PARVATHAGIRI	95870	2885103
204	K.LAXMINARAYANA	INCHARGE	CHERIAL	958710	223236
205	P.BHARATH BABU	REGULAR	MARIPEDA	958719	278002
206	G.KALAHASTHI	INCHARGE	RAYAPARTHI at WARDHANNAPET	958711	230925
207	B.DAVID	INCHARGE	CHITYAL	958713	245739
208	K.SUDARSHAN REDDY	INCHARGE	PALAKURTHI	958716	278026
209	T.NAGALAKSHMI	CONTRACT	K SAMUDRAM at INUGURTHI	958719	256555
210	A.NARASIMHULU	INCHARGE	JAFFERGADH	958711	236285
211	D.NAGARAJU	INCHARGE	TORRUR	958719	231203

Sno	Name of the officer	Designation	Located at	STD Code Number	Telephone Number
212			MADIKONDA (VOCATIONAL)		
<b>KHAMMAM DISTRICT</b>					
213	Dr.B.KARUNAKAR RAJU	REGULAR	ANNAPUREDDYPALLI	958744	276223
214	K.L.MAREDDI	REGULAR	WYRA	958749	251360
215	P.V.N.PAPA RAO	INCHARGE	DAMMAPET	958740	252269
216	CH.ARUNA KUMARI	REGULAR	KHAMMAM	958742	228821
217	D.SHIVANARAYANA	INCHARGE	PALONCHA	958744	255253
218	Z.ANGEL	REGULAR	KALLUR	958761	287335
219	G.SHANKAR NATH	REGULAR	NELAKONDAPALLY	958742	287534
220	P.CHUDAMANI	REGULAR	KHAMMAM (JC)	958742	227107
221	K.RAMIAH	INCHARGE	MULAKALAPALLI	958744	276859
222	V.PAPA RAO	INCHARGE	LANKALAPALLI at ADAVIMALLELA	958761	231138
223	D.NAGESWARA RAO	INCHARGE	YERRUPALEM at MADIRA	958749	272056
224	ASHEERVADAM	INCHARGE	PALONCHA	958744	256144
<b>MAHABOOB NAGAR DISTRICT</b>					
225	T.PRABHAKAR RAO	INCHARGE	JAYAPRAKASHNAGAR	958549	273568
226	M.RAMAKRISHNAIA H	INCHARGE	MANNANUR	958541	277605
227	M.A.RASHEED	REGULAR	LINGAL	958541	278210
228	B.SRINIVASA RAO	INCHARGE	ATCHAMPETA	958541	272733
229	D.P.VARDHANI	INCHARGE	MAHABOORNAGAR	958542	243978
230	Dr.SUDHA SANGHI	REGULAR	KAMMADANAM	958548	253182
231	R.LINGAIAH	REGULAR	MADANAPURAM [VANAPARTHY]	958545	224021
232	P.RAJESHWARAM MA	REGULAR	NARAYANPET	958506	282148
233	R.VENUGOPAL	INCHARGE	GATTU	958546	279757
234	B.BHANU MURTHY	INCHARGE	TELKAPALLI	958540	220560
235	P.RENUKA DEVI	REGULAR	JADCHERLA	958542	
236	J.SATYANARAYANA REDDY	REGULAR	MARICAL	958506	288115
237			MAHABOORNAGAR (ITI)		
<b>RANGA REDDY DISTRICT</b>					
238	K.KRISHNAMACHA RYULU	INCHARGE	PARGI	958412	222311
239	CH.E.MADHULATH A	REGULAR	NARSINGI	958413	233152
240	K.KONDAL RAO	REGULAR	CHILKUR	958413	235331
241	MAZHARUDDIN AHMED	REGULAR	IBRAHIMPATNAM	958414	222346

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242	N.SANTHA KUMARI	REGULAR	GOWLIDODDI		23012075
243	B.NAGA KUMARI	REGULAR	VIKARABAD	958416	252163
244	K.VIJAYA BAHRATHI	CONTRACT	KOKAT at YALAL	958411	244689
245	G.JYOTHI	CONTRACT	NAZIRABAD at NANCHERLA	958412	248152
246	Dr.S.B.LAKSHMI	REGULAR	NALLAKANCHE/ MANGALAPALLI	958414	252680
247	K.SAROJINI	REGULAR	MEDCHEL	958418	221558
248	K.VENKAT REDDY	INCHARGE	SIVAREDDYPET	958416	255254
249			NARSINGI (VOCATIONAL)		
<b>HYDERABAD DISTRICT</b>					
250	T.NAGESWARA RAO	REGULAR	SHAIKPET	040	23514428
251	K.UDAYASREE	REGULAR	MAHENDRAHILLS	040	27730203
252	P.KRISHNA REDDY	INCHARGE	HYDERABAD (R.K.PURAM)	040	24031121
<b>MEDAK DISTRICT</b>					
253	B.JAYADEVULU	INCHARGE	NALLAVAGU	958456	287332
254	N.BALASWAMY	INCHARGE	RAMAKKAPET	958457	246634
255	E.LAXMAIAH	REGULAR	HATNOORA	958458	255324
256	P.RAMAKRISHNA REDDY	REGULAR	NARAYANAKHED	958456	284468
257	K.BHUMANANDA CHARY	REGULAR	CHITKUL	958455	226302
258	K.MADHURI DEVI	REGULAR	SANGAREDDY / ISNAPUR	958455	226679
259	G.KRISHNA RAO	REGULAR	TOGUTTA	958457	242359
260	B.NAGESWARA RAO	REGULAR	HATHNOORA (JC)	958458	255347
261	P.RAJESWARAMMA	REGULAR	RAMAYAMPET	958452	224751
262	K.DHANUNJAY NAIK	REGULAR	SINGOOR (PROJECT)	958450	273953
263	M.JAGANNATHAM	REGULAR	KONDAPUR		
264	K.TULASI DAS	REGULAR	MEDAK	958452	
265	K.BEULAH	INCHARGE	ALWAL	958457	241916
266	K.SUDARSHANAM	REGULAR	ANDOL at JOGIPET	958450	272436
267	M.E.SUHASINIPAU L	REGULAR	MULUGU at GAJWEL	958454	232445
268	A.SATYANARAYANA	DEPT	MITTAPALLI at SIDDIPET	958457	256867
269	P.ARUNA	REGULAR	ZAHIRABAD	958451	281911
270			GAJWEL (GMR POLY.)		
271			HATHNOORA (ITI)		

Sno	Name of the officer	Designation	Located at	STD Code Number	Telephone Number
<b>NIZAMABAD DISTRICT</b>					
272	M.GANGADHAR	REGULAR	UPPALAWAI		
273	G.M.ANITHA	REGULAR	DHARMARAM	958461	245038
274	T.SATYANARAYANA PRASAD	INCHARGE	BHIKNOOR	958468	240275
275	U.VANI SREE	INCHARGE	NIZAMABAD	958462	550146
276	G.VIJAYALAKSHMI	REGULAR	ARMUR	958463	223685
277	P.KRISHNA MURTHY	INCHARGE	YELLAREDDY	958465	228578
278	D.BALAKRISHNA	REGULAR	POCHAMPADU	958463	246275
279	P.RAMULU	INCHARGE	BANSWADA at BORLAM	958466	256323
280	J.ANJANEYULU JL (CIVICS)	INCHARGE	BRAHMANAPALLI at TADWAI	958468	250518
281	B.RAMESH BABU, JL(M)	INCHARGE	EKLARA at TAKKADAPALLI	958466	256268
282	P.RAMASESHU, JL(TEL)	INCHARGE	SUDDAPALLI at DHARMARAM	958461	245415
283	S.S.SHEELA, JL (ENG)	INCHARGE	TADKOL at SOMESWAR	958466	227079
284	S.MADAN MOHAN	INCHARGE	BICHKUNDA	958466	256268
<b>NALGONDA DISTRICT</b>					
285	NARASIMHA REDDY	INCHARGE	BHONGIR	958685	242197
286	V.UDAYASREE	INCHARGE	MATTAMPALLI	958683	247057
287	K.VENKAT RAO	REGULAR	RAJAPET	958685	248250
288	M.SHOWRYA RAJU	INCHARGE	DEVARAKONDA	958691	240166
289	G.NARASIMHA	REGULAR	SURYAPET	958684	220357
290	D.DURGA DEVI	INCHARGE	NAKREKAL	958682	252614
291	N.RAJANI	INCHARGE	NALGONDA (G.V.GUDEM)	958682	232685
292	CH.VANI	INCHARGE	NADIGUDEM	958683	278115
293	V.SANDYA RANI	CONTRACT	ALAIR	958685	281603
294	M.V.RAMANATH	REGULAR	GUNDLAPALLI at DINDI	958691	232680
295	H.ARUNA KUMARI	INCHARGE	TUNGATURTHI	958693	236792
296	C.V.LAXMI	REGULAR	RAMANNAPET	958694	251148

**X. The monthly remuneration received by each officers and employees, including the system of compensation as provided in regularisations**

**Head Office Level:**

<b>Sl.No.</b>	<b>Category of posts</b>	<b>Gross monthly remuneration as per RPS, 2005 (Typical) (Rs.)</b>
1	SECRETARY	46,944
2	ADDL SECY	34,756
3	JOINT SECY	29,859
4	DY.SECY	25,538
5	FINANCE OFFICER	21,749
6	ASST. SECRETARY	19,945
7	S.R.P	24,607
8	SUPERINTENDENT	16,324
9	SR.ASST	11,177
10	AEE	13,558
11	JACT	7,049
12	REC. ASST	10,283
13	ROENO OPERATOR	8,246
14	DRAFTSMEN	11,827
15	ELECTRICIAN	10,849
16	DRIVER	9,169
17	ATTENDER	7,016

**School level:**

<b>Sl. No.</b>	<b>Category of posts</b>	<b>Gross monthly remuneration as per RPS, 2005 (Typical) (Rs.)</b>
01	Principal (Jr. College)	25,200
02.	Principal	23,740
03.	Junior Lecturer	21,690
04.	Assistant Secretary	19,240
05.	Post Graduate Teacher	19,240
06.	Trained Graduate Teacher	17,070
07.	Physical Director Gr.I	21,690
08.	Physical Director Gr.II	16,620
09.	Physical Educational Teacher	12,770
10.	Art/ Music/Craft Teacher	12,770

Sl. No.	Category of posts	Gross monthly remuneration as per RPS, 2005 (Typical) (Rs.)
11.	Staff Nurse	13,460
12.	Librarian (College/School)	14,980
13.	Superintendent	16,620
14.	Senior Assistant/ Sr.Steno	12,770
15.	Junior Assistant- cum- Typist/L.D.Steno	9,890
16.	Plumber-cum- Electrician	10,680
17.	Drivers	8,070
18.	Record Assistant / Roneo operator	8,700
19.	Lab Assistant	8,070
20.	Attender / Helper / Cook / Watchman / Gardener	7,880

**XI. The budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

(Rupees in Crores)

SI No	SCHEME	2002-03		2003-04		2004-05		2005-06		2006-07
		BUDGET ALLOTTED	EXPENDITURE	BUDGET ALLOTTED	EXPENDITURE	BUDGET ALLOTTED	EXPENDITURE	BUDGET ALLOTTED	EXPENDITURE	BUDGET ESTIMATES
1	Non-Plan	67.21	67.21	73.30	73.30	75.00	75.00	78.19	78.81	89.33
2	Plan	28.14	28.14	33.14	33.14	20.00	20.00	33.78	33.78	33.78
3	Plan (LTBC)	4.76	4.76	6.35	6.35	50.00	50.00	10.00	10.00	10.00
4	Plan - DPIP (Velugu Phase - I)	27.52	27.52	60.00	50.00	24.00	24.00	20.27	10.13	20.27
5	Plan - RPRP (Velugu Phase - II)	8.60	8.60	113.04	94.78	148.50	69.24	118.73	15.13	17.09
	<b>TOTAL =</b>	<b>136.23</b>	<b>136.23</b>	<b>285.83</b>	<b>257.57</b>	<b>317.50</b>	<b>238.24</b>	<b>260.97</b>	<b>147.85</b>	<b>170.47</b>

**NOTE:**

During the year 2004-05 Rs.69.24 Crores released under RPRP scheme is utilised out of the total released amount of Rs.111.37 Crores.  
The balance amount of Rs.42.13 Crores is utilised during 2005-06 & 2006-07.

**XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of each programmes**

There are no subsidy programmes in APSWREI Society. The Society is receiving 100% grant in aid from the State Government of Andhra Pradesh. The Government is providing free education, with lodging and Boarding facilities and Amenities to the Scheduled Caste and other weaker sections students studying in APSWR Institutions.

**XIII. Particulars of recipients of concessions, permits or authorisations granted**

The Society is providing free education with free boarding and lodging facilities to all the Scheduled caste and other weaker section students admitted in APSWR Institutions. During the year 2005-06, a total number of 1,32,368 children are admitted in all the institutions. The Society is providing quality education to the children from Class -V to Intermediate. There are also [5] Vocational Junior Colleges, [4] RITI's and [3] Polytechnics providing quality education to the children. In addition to the above, there are [88] Project Institutions providing education to dropouts and Girl Child labour. The jurisdiction of the Society is State level. All the students admitted in APSWR Institutions are provide with the following facilities:

1. free education upto intermediate
2. free boarding and lodging
3. 2 pairs of uniform
4. 1 pair of PT dress
5. Shoes and Socks
6. Text books
7. Note books
8. Bedding facilities (Bed sheets, Towels, Carpet)
9. Cosmetic charges
10. Trunk box, plate and glass
11. Health care
12. Dhobi, barber services

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

There are a total number of 296 APSWR Institutions through out the State functioning under the control of APSWREI Society. The Society has been

maintaining a separate website [www.swrs.ap.gov.in](http://www.swrs.ap.gov.in) showing the activities of APSWR Institutions which was launched on 31.01.2004. The website is being updated with the following information.

- 1) Students data
- 2) Employee Data
- 3) Infrastructure details of APSWRE Institutions.
- 4) Quality education provided to dropouts and Girl child labour through project institutions [DPIP & APRPRP].
- 5) Admission Policy
- 6) Innovative initiatives
- 7) Computerization.
- 8) School Programmes.
- 9) Schools list.
- 10) Academic Programmes and other special academic programmes such as EAMCET Coaching, IIT coaching.
- 11) Major achievements of students.
- 12) Extra curricular achievements.
- 13) 5 years action plan
- 14) Recruitment procedure.
- 15) Results of APSWR Institutions in public examinations.

The circular instructions issued to the Principals and Standing Orders, Government Orders relating to the employees of the Society are also made available in the website.

The facilities being provided to all the weaker section students studying in the APSWR Institutions are also made available in the website.

#### **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**

Following details are being furnished on the website [www.swrs.ap.gov.in](http://www.swrs.ap.gov.in)

1. Admission Details.
2. Time Table
3. Calender Of Events
4. Diet Menu
5. Distribution details for amenities

#### **XVI. The names, designations and other particulars of the public information officers**

The following are the details of Public Information Officers of APSWREI Society **under section 5 of the Right to Information Act, 2005** as per Govt. orders issued vide G.O.Ms.No.73, SW (Coord.1) Dept., dated 20.09.2005.

<b>Sl. No.</b>	<b>Asst.Public Information Officer</b>	<b>Public Information Officer</b>	<b>Officer to act as Appellate authority under section 19(1)</b>
1(a)	APSWREI Society Head of the Office at State level		
	All Zonal Joint Secretaries / Dy.Secretaries in the Office of the APSWREI Society, Hyderabad	Addl.Secretary	Secretary, APSWREI Society, Hyderabad
	Zonal Officer, Zone-I, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad - 500 028 Cell No.9949356304	Additional Secretary, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad - 500 028 Cell No.9949356301	Secretary, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad - 500 028 Cell No.9849903377
	Zonal Officer, Zone-II, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad - 500 028 Cell No.9949356306	Joint Secretary, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad - 500 028 Cell No.9949356302	
	Zonal Officer, Zone-III, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad - 500 028 Cell No.9949356308		
	Zonal Officer, Zone-IV, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad - 500 028 Cell No.9949356303		
	Zonal Officer, Zone-V, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad - 500 028 Cell No.9949356308		

	Zonal Officer, Zone-VI, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad - 500 028 Cell No.9949356307		
<b>1(b)</b>	<b>APSWREIS at District Level.</b>		
	<b>Convenor / Principals of APSWREIS at District Level.</b>	<b>Concerned Zonal Joint Secretary / Deputy Secretary at the Head Office.</b>	<b>Secretary, APSWREI Society, Hyderabad</b>
	SRIKAKULAM DISTRICT, APSWRS/JC, ETCHERLA Cell No.9949356321	Zonal Officer, Zone-I, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad - 500 028 Cell No.9949356304	Secretary, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad-500 028. Cell No.9849903377
	VIZIANAGARAM DISTRICT, APSWRS/JC, CHEEPURUPALLI Cell No.9949356322		
	VISAKHAPATNAM DISTRICT,APSWRS/JC, MEGADRIGADDA Cell No.9949356323		
	EAST GODAVARI DISTRICT, APSWRS/JC, SAMBAMURTHYNAGAR Cell No.9949356324	Zonal Officer, Zone-II, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad-500 028. Cell No.9949356306	Secretary, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad-500 028. Cell No.9849903377
	WEST GODAVARI DISTRICT, APSWRS/JC, VATLURU Cell No.9949356325		
	KRISHNA DISTRICT, APSWRS/JC, KUNTAMUKKALA Cell No.9949356326		
	GUNTUR DISTRICT, APSWRS/JC, ATCHAMPET Cell No.9949356327	Zonal Officer, Zone-III, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad-500 028.Cell No.9949356308	Secretary, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad-500 028. Cell No.9849903377

PRAKASAM DISTRICT, APSWRS/JC, DARSI Cell No.9949356328		
NELLORE DISTRICT, APSWRS/JC, CHILLAKUR Cell No.9949356329		
CHITTOOR DISTRICT, APSWRS/JC, CHITTOOR Cell No.9949356330	Zonal Officer, Zone-IV, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad-500 028. Cell No.9949356303	Secretary, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad-500 028. Cell No.9849903377
ANANTHAPUR DISTRICT, APSWRS/JC, KURUGUNTA Cell No.9949356331		
KADAPA DISTRICT, APSWRS/JC, KAMALAPURAM, CHINNACHOWK Cell No.9949356332		
KURNOOL DISTRICT, APSWRS/JC, B.CAMP Cell No.9949356333		
WARANGAL DISTRICT, APSWRS/JC, PARKAL Cell No.9949356334		
KHAMMAM DISTRICT, APSWRS/JC, KHAMMAM Cell No.9949356335	Zonal Officer, Zone-V, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad-500 028. Cell No.9949356308	Secretary, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad-500 028. Cell No.9849903377
KARIMNAGAR DISTRICT, APSWRS/JC, GARREPALLY (Peddapalli) Cell No.9949356336		
ADILABAD DISTRICT, APSWRS/JC, ADILABAD Cell No.9949356337		
HYDERABAD DISTRICT, APSWRS/JC, SHAIKPET Cell No.9949356338		
	Zonal Officer, Zone-VI, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad-500 028. Cell No.9949356307	Secretary, O/o.the APSWREI Society, DSS Bhavan, SW Office Complex, Opp: Cha Cha Nehru Park, Masab Tank, Hyderabad-500 028. Cell No.9849903377

RANGAREDDY DISTRICT, APSWRS/JC, CHILKUR Cell No.9949356339		
MEDAK DISTRICT, APSWRS/JC, CHITKUL Cell No.9949356340		
MAHABOBNAGAR DISTRICT, APSWRS/JC, JEDCHERLA Cell No.9949356341		
NIZAMABAD DISTRICT,APSWRS/JC, NIZAMABADCell No.9949356342		
NALGONDA DISTRICT, APSWRS/JC, SURYAPET Cell No.9949356343		

**XVII. Such other information as may be prescribed and thereafter update these publications every year**

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**Sd/-  
SECRETARY**

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