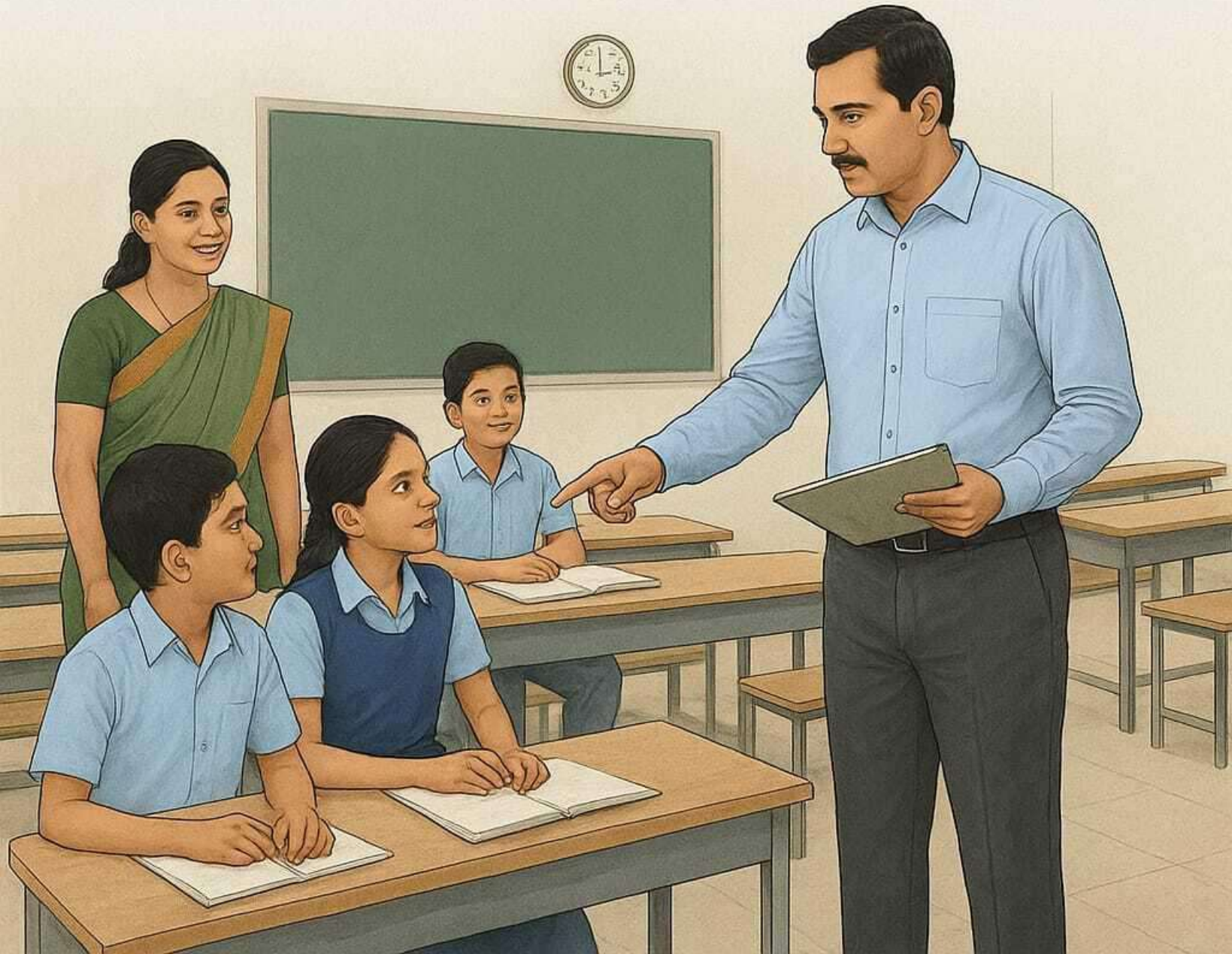




GOVERNMENT OF TELANGANA

**COMPENDIUM OF
SCHOOL EDUCATION
DEPARTMENT**



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Compendium of School Education Department

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THE POWERS DUTIES AND FUNCTIONS OF THE REGIONAL JOINT DIRECTOR OF SCHOOL EDUCATION IN THE STATE.

(As per G.O.Ms.No.71 Edn., (P) Dept., dt. 27-1-1982)

- I.**
 1. Inspections and Visits: The Regional Joint Director will inspect the offices of District Educational Officers' Dy. E.O ZP in their Zones and also follow it up with 2 other visits.
 2. Inspect Physical Education Colleges and B.Ed Colleges in the Zone.
 3. Visit all types of schools under all managements in the Zone.
- II.** **Supervision and Reviews:** They will supervise and review monthly:
 1. The work being done by District Educational Officers, Regional Inspectors of Physical Education, Deputy Educational Officers, Dy.Educational Officer (Z.P), Deputy Inspector of Schools, Mandal Educational Officers, particularly their inspections and visits to schools.
 2. Implementation of Mid-Day meals programmes.
 3. Implementation of the Plan Schemes such as SSA, RMSA, Text Books distribution Uniforms Scholarships etc.
 4. Monitoring Open School centres & examinations.
 5. Maintenance of statistical data of each District.
- III.** **ADMINISTRATIVE POWERS**
 1. Personnel : Appointment, Promotions and transfers of the following categories.
 - (a) Deputy Inspectors of Schools and Mandal Educational Officer's, Head Master of Secondary Schools.
 - (b) Non-Gazetted Ministerial Staff (Superintendents, Auditors etc., belonging to Zone)
 - (c) Lecturers in DIETS.
- IV.** **SCHOOLS**
 - a. Granting permission to schools upto Class X and recognizing the same.
 - b. Permission to grant next higher classes in Upper Primary Schools and all types of Schools up to classes X.
 - c. Recognition of all Aided Secondary Schools and Unaided Private Secondary Schools.
- V.** **BUDGETTING AND FINANCE :**
 1. Budgetings Controlling and accounting for Government Grants and Budgeting for the same in respect of primary and secondary education in respect of Districts in zone.

VI. FINANCE:

Administering the grant-in-aid relating to building, equipment, furniture, Library etc., subject to the monetary limitation to be specified both in respect of primary, Upper Primary Schools under all managements.

VII. APPEALS :

1. All appeals relating to of Primary, Upper Primary and High Schools teachers under all managements in the zone.
2. First appeal in respect of all types of the Clerks; under Local Bodies and appeals relating to Aided Primary Schools Teachers and Secondary Teachers.

VIII. MISCELLANEOUS FUNCTIONS ;

1. Identification of School-less centers and starting schools.
2. Working out the Physical needs in respect of all types of institutions in the zone enlisting public co-operation in the matter of providing physical facilities to institutions.
3. Attending the District Level developmental committee meeting and their follow up work.
4. Attending to District Level Co-ordination meeting relating to Teachers' problems and students' problems.
5. Regional Joint Director of School Education shall monitor the functioning of Private Aided and Un Aided Schools in the Zone on complying with the department with reference to providing infrastructure and facilities and admissions, fixation and collection of fees, qualification of staff and following the curriculum and academic calendar.

JOB CHART OF DISTRICT EDUCATIONAL OFFICER:

I. ACADEMIC:

1. Inspection of the following Institutions:
 - i) Secondary Schools with Gazetted headmasters –Grade-I
 - ii) All Residential Schools
 - iii) Model Schools
 - iv) Oriental schools
 - v) Hindi Vidyalayas
 - vi) Elementary Teacher Education Training Institutes.
 - vii) Visits to:
 - a) High schools
 - b) KGBVs
 - c) Special Schools
 - d) Schools of Music and Dance, ELTC Centers.
 - e) Upper Primary Schools.
 - f) Primary Schools
 - g) Accredited Institutions of Open School Society.
 - h) Continuing Education Centers and Adult Education Centers, wherever they exist.
 - i) 5% of the institution in the each category should be visited in a year.

(Visit reports to be submitted to the Director of School Education within a week after visit)

1. Review of inspection reports of Deputy Educational Officers and follow up work.
2. Organisation and conduct of academic courses for teachers and MEOs/Dy.I.Os, Headmaster and Deputy Inspector of Schools.
3. Review of the Academic Performance of teachers and fixing targets of achievement for schools and inspecting officers.
4. Convening monthly meetings of Deputy Educational Officers, Dy.E.O. ZP and convening meetings of MEOs/Deputy Inspector of Schools.
5. Submission of T.I.Rs of the Schools (Inspected by him).
6. Publication of Bulletin as high lightening academic advancements in the District.
7. Promoting action research projects by teachers.
8. Promoting incentive schemes for teachers, Headmasters, students etc.
9. Organising trainings and orientation to the teachers, headmasters, MEOs/Dy.Eos in the District.
10. Attending to the organisation and conduct of programmes and activities of NCERT, SCERT Scouts and Guides, Junior Red cross, NCC, Games and Sports Meets, Cultural affairs, etc.
11. Conduct of Science Fairs, Mathematics Olympiad, Inspire Exhibitions etc.
12. Draw a plan for improving the quality of education in the District.
13. Overview the implementation of Annual Academic Calendar in the District.

II. EXAMINATIONS:

1. Constitution of Common Examination Boards.
2. Planning Examination for all classes in accordance with the common Examination Board Schedule.
3. Advance action for the conduct of X Class Public Examination like constitution of centers, appointment of Departmental Officers, custodians of question papers etc.,
4. Conduct of the above examinations and the required vigilance work.
5. Organization and conduct of Spot valuation of Answer scripts of the above examinations.
6. Take action for implementation of assessment procedures as per CCE pattern.
7. Advance action for the conduct of D.Ed Education Examinations.
8. Supervision in connection with other miscellaneous examinations like Government Technical Examinations, Headmasters' Account Test, Account Test for employees of local bodies, Hindi Exams., etc.,
9. Plan and take action for conduct of SSC and Intermediate Examinations of Open School Society.

III. ADMINISTRATIVE POWERS AND FUNCTIONS :

EXERCISE FOLLOWING POWERS IN RESPECT OF MEOs/ Dy.I.Os, Dy.EOs, PRINCIPAL, DIETs etc.

1. Grant the Casual Leave/Special Leave (Special Casual Leave when permitted by the Government) and any type of leave to Deputy Educational Officers and Mandal Educational Officers up to 1 year; and to the Headmasters and teachers of High Schools, Upper Primary Schools and Primary Schools, for more than 6 months and up to 1 year.
2. Sanction of increments and pay fixations
3. Sanction the Automatic Advancement Scheme, Leave Travel Concession and Joining Permissions:
4. Sanction the GPF loans and GPF Part-Finals and forwarding of A.P.Govt. Life Insurance applications.
5. Sanction Family Benefit and Group Insurance Scheme amounts.
6. Sanction the Pension and Forwarding of proposals to AG and forwarding of AP Govt. Life Insurance applications.
7. Drawl of Medical Advance/ reimbursement after sanction by the Commissioner and Director of School Education.
8. Attest the Transfer Certificates of students seeking admission in other countries.

He/She shall have also powers in respect of teachers in Primary, Upper Primary and High Schools for regularization of their servicers and declaration of Probation as per existing service rules.

1. Inspection of Offices of the Deputy Educational Officers, Dy.E.O.ZP, MEOs/Deputy Inspectors of Schools.
2. Conduct of enquires and disposal of appeals.
3. Attending meetings of Zilla Parishads.
4. Writing confidential reports of:
 - a) Principals of DIETs,
 - b) Dy. Educational Officers.
 - c) Gazetted Headmasters of Secondary Schools
 - d) Dy. E.Os of Z.P.
 - e) Deputy Inspector of Schools/MEOs.
 - f) Any Other Officers whose annual confidential reports need to be maintained by D.E.O.
5. Ensuring timely supply of Nationalized Text – Books and other student incentives.
6. Supervision of Mid-day meals programme in the District, Visit to Hostels etc.,
7. To enlist community support for educational development in the District securing the involvement of SMCs, SMPCs, local authorities and organizations.
8. Prompt sanction and disbursement of various kinds of scholarships, uniforms etc.
9. Personnel management (i.e.,) Appointments, transfers, promotions, Pay fixation of staff members under his control.
10. i) Opening of Schools in School less habitation.
 ii) Up gradation of PS into UPS.
 iii) Recognition of primary, Upper primary Schools under all managements.

IV. PLANNING AND ORGANISATION:

1. Collection of statistical data necessary for:
 - a) Opening of new schools
 - b) Improvement in enrolment, attendance achievement of students etc.,
 - c) UDISE.
2. Preparation of villages, Block and District Educational Plans.
3. Timely submission of Educational and Financial Statistical Returns.
4. Plan and take action for opening / up gradation of schools as per rules under RTE Act.
5. Maintain Statistics relating to cadre strength, vacancies of all the categories of personnel working under his / her jurisdiction in the district.

V. FINANCE AND BUDGETTING

1. Preparation and submission of number statements, Budget Estimates, Revised Estimates and surrender Statements in time.
2. Monthly reconciliation of accounts and prompt submission of the statements.
3. Checking of irregular and unauthorized expenditure.
4. Prompt clearance of Audit objections and Audit Reports.
5. Regular release of monthly grants and other payments to local bodies, aided Institutions and submission of utilization certificates.
6. Prompt disposal of pension cases.
7. Full utilization of the allotted budget provisions, following the financial norms.
8. Ensuring regular annual audit of the accounts of aided Educational Institutions.

VI. MISCELLANEOUS:

1. DEO is responsible for implementation of all educational activities. programmes and initiatives in the district He / She shall be the overall in-charge of School Education in the district.
2. DEO shall be responsible for effective implementation of programmes like SSA, RMSA, MDM etc., in the district.
3. DEO shall monitor the functioning of Private Aided and unaided schools on complying with departmental rules with reference to admissions, fee structure, qualifications of staff, infrastructure and facilities and following the curriculum and Academic Calendar.
4. Any other work entrusted by the higher authorities.

Job Chart of District Project Officer, Samagra Shiksha

1. Administrative Matters:

- Taking steps to fill vacant posts in the District Project Office (DPO) from time to time.
- Guiding office staff to work effectively.
- Taking initiatives to complete the process for printing of modules, formats etc., and procurement of material based on tenders at the beginning of the Academic Year as per orders from the State Project Office.
- Timely processing of files of all activities / programmes relating to Samagra Shiksha, PMSHRI, KGBVs etc., to the District Collector and get them approved.
- Ensuring sectoral officers / staff of the DPO process the files timely and clear the files without any pendency.
- Resolving the service matters of all the staff of the DPO from time to time.
- Recommending appropriate action against the concerned officials based on the Visit Reports submitted by the Sectoral Officers.
- Printing of Training Programme modules & monitoring formats etc., within due date.

2. Financial Matters:

- Advance release of funds for trainings, workshops, review meetings, Coordination Meetings, Teleconferences, Video Conferences organized at Complex, Mandal and District Levels.
- Implementation of Action Plan for conduct of programmes / activities as recommended in the Annual Plan.
- Maintaining Cash Book, Legers, Bill Pass Register, Intervention wise remittance register etc.
- To get Bank Reconciliation Statement every month.
- Timely submission of Monthly Report to State Project Office and to upload the required data in the Web Portal.
- Release of School Grant, School Complex Grants, MRC Grants at the beginning of the Academic Year and to communicate the guidelines for utilization.

3. Monitoring:

- Visiting at least (20) days in a month by ensuring minimum (10) Schools, MRCs, 2 School Complexes, 2 KGBVs, 2 HMs Meetings and to provide appropriate suggestions and advice.
 - Visiting schools where additional classrooms, toilets, etc., under construction and providing suggestions and advice for quality construction.
 - Visiting KGBVs, URS, Worksite Schools, Seasonal Hostels etc., and providing suggestions and advice.
 - Conduct of Assessment Camps for CwSN to identify and determine the severity of disability of Children with Special Needs.

4. Trainings – Meetings:

- Preparing a training plan through Coordinators as per the training needs of teachers/educational volunteers and conducting trainings within the specified date.
- Conduct of trainings to the staff of KGBVs, URS, Worksite Schools, Seasonal Hostels etc.
- Conduct of training programs for school complex HMs, Mandal Educational Officers.
- Taking steps to organize school complex meetings for primary and upper primary level teachers for at least 10 days in the academic year.
- Conduct of review meetings with Mandal Education Officers, IERPs and sectoral officers every month and taking steps to ensure that the recommendations made on the reviewed issues are implemented.
- Conduct of review meetings with the Special Officers of KGBVs/URS.
- Organizing meetings of the District Monitoring Committee members to explain the progress of Samagra Shiksha programs.
- Conduct of District Research Advisory Committee meetings and steps to be taken to undertake research.
- Attending the meetings organized by the District Collector and other officials and attending state level review meetings.

5. Quality Improvement Programme

- Taking steps for effective implementation of quality improvement programmes to improve learning levels.
- Taking steps to ensure that textbooks reach all schools in the month of June every year.
- Organizing mobile science laboratories to develop a scientific attitude among children.
- Organizing special programs for the educational development of students from tribal areas.
- Conducting research by teachers and diet college lecturers.
- Taking steps to provide 2 pairs of uniforms to all eligible students.

- Taking steps to effectively implement the midday meal scheme,

6. Educational development programs for out-of-school children

- Taking steps for the establishment of new schools and upgrading of primary schools as per the approved annual plan.
- Taking steps to start Worksite Schools, Seasonal Hostels for out-of-school children who need special training.
- Taking steps for opening of schools / providing transport facility to children in respect of school less habitations.
- Maintaining data of total children aged 0-14 years, out-of-school children, and enrolled children.

7. Community Mobilization Activities

- Conducting Coordination Meetings with the officials of line departments on conduct of Enrolment Drive for enrolment of school age children.
- Conduct of enrolment drives effectively and taking steps to enroll all out-of-school children in school.
- Declaring the district as a child labor-free district.
- Taking steps to form school management committees.

8. Education of Children with Special Needs (Education of CWSN)

- Maintaining the details of children with special needs aged 0-14 years.
- Organizing medical assessment camps to determine the severity of disability of children with special needs,
- Taking steps to provide required aids & appliances to children with special needs in a timely manner.

9. Girls Education Development Programs

- Taking steps for effective functioning of KGBVs and to ensure 100% occupancy of girls as per targeted strength.
- Taking steps to reduce the disparities between boys and girls in enrollment, retention, and achievement.
- Taking steps to admit out-of-school girls in Kasturba Gandhi Balika Vidyalayas.

10. Building structures

- Taking steps to provide additional classrooms and toilets as required by schools as per RTE norms.

- Taking steps to complete the works of the financial year in the same financial year.
- Having the quality of building constructions tested by a third party and taking steps to ensure quality construction.

11. Design of plan

- Taking steps to prepare habitation and school development plans within the specified date in each financial year.
- Organizing Grama Sabhas in each habitation to discuss the educational needs of the habitation and incorporate them into the School development plan.
- Conduct of Meeting of District Planning Committee members - Preparation of District Plan and submission to the State Office by the specified date.

12. Reports

- Submission of learning development program reports to the state office by the specified date.
- Civil works physical and financial report every month.
- Monthly Progress Report to be submitted on the 30th of every month.

Job Chart of Coordinator (Plg. & MIS, ICT, Digital Initiatives and Civil Works) in O/o DEO & EO-DPO, SS

(As per Procs.No.1553/SS/T1/2021, Date: 08.07.2021 of the DSE & EO-SPD, TSS, Hyd.)

i. Planning

- Preparation of Annual Work Plan & Budget.
- Preparation of Implementation Plan
- Engaging the services of Part Time Instructors, MIS Coordinators, Data Entry Operators, Cluster Resource Persons etc.,
- Releasing of Grants to schools, school complexes and MRCs.
- Review meetings with MEOs, School Complex HMs, CRPs, MIS Coordinators, Data Entry Operators, etc.

ii. Monitoring of U-DISE, Child Info & All other online applications

- Collection of data under UDISE taking 30th September as reference date.
- Cross verification of UDISE data and data entry at mandal level.
- Analysis of data and submission to State Project Office within the scheduled time and generating required reports.
- Providing the required information through UDISE data to the Project Officer and sectoral officers as and when required.
- Conduct of UDISE Day on 30th September every year.
- Updation of the details of children in Child Info website.
- Enrolment of Aadhar in respect of children not yet enrolled and periodical updation of Aadhar data.
- Updation of GIS information of all schools with relevant data.
- Monitoring on sanitation in Schools and proper utilization of allocated funds at School Level.
- Maintenance of school infrastructure and basic facilities, Telanganaku Haritha Haram.
- Release of various grants to schools, MRCs and School Complexes in the beginning of the academic year and to see that they are utilized properly.

iii. CAL,ICT, K-YAN & PROJECTOR Facility:

- Monitoring of CAL/ICT/K-YAN/PROJECTOR Schools regularly.
- Providing training to teachers of CAL/ICT/K-YAN/PROJECTOR schools.
- Ensuring regular online updation of data related to CAL/ICT/K-YAN/PROJECTOR facility.

iv. Access to schooling, Transport/Escort Facility:

- Preparing the list of neighborhood schools to all habitations in the district.
- Identification of school-less habitations and providing access of schooling to the children in the age group of 3-18 years.
- Providing transport facility to the children of remote habitations where opening of school is not viable.

v. To monitor Sports & Physical Education activity.

vi. PGI- Performance Grading Index:

- To gather the information of several parameters /Domains used to calculate PGI (Performance Grading Index) at the national level and update the same in the District PGI application hosted in Shagun portal.

vii. PMS/ PRABAND- Achievement up-dation:

- Regular up-dation of Physical and financial achievement of the activities in online portal PMS/ PRABAND.

viii. SHAGUN –BEST PRACTICES:

- Regular collection of best practices observed/practiced from time to time during implementation of the project activities from field level and submission to SPO for updating in Shagun portal.

ix. Online portals:

- Regular follow-up and updating in all online portals related to the project.

x. Civil Works:

- Review on progress of works executing at district level through TSEWIDC.
- Inspecting for physical verification of works.
- Preparation of Annual Work Plan for Civil Works in coordination with TSEWIDC.
- Updating district wise expenditure/progress particulars in Shagun/PMS portal.
- Attending of Civil Works regular files at district level and submission of information SPO.
- Utilization of funds at SMC level.
- Survey on Infrastructure facilities at School Level as instructed by SPO.
- Any other works assigned by Civil Wing of SPO

x. Implementation of all project related activities from time to time with coordination at all levels.

xi. Any other work/subject/matter allotted by the District Educational Officer / Ex-officio District Project Officer/State Project Office.

Job Chart of Coordinator (Quality Interventions, Vocational Education & OSC) in O/o DEO & EO-DPO, SS.

(As per Procs.No.1553/SS/T1/2021, Date: 08.07.2021 of the DSE & EO-SPD, TSS, Hyd.)

i) Quality

- Implementation of all Academic Programmes as approved by Project Approval Board (PAB).
- Designing and conduct of in-service training to Primary & Upper primary school teachers, Vidya Volunteers, Part-time Instructors, CRTs of KGBVs, Madarsa instructors, CRPs, school complex Headmasters and Mandal Educational Officers.
- Conduct of SLDP Training to all Head teachers assigned by SCERT and different training designed and assigned by Samagra Shiksha.
- Identification of resource persons for various training programmes and designing & conduct of training.
- Conduct of workshops for development of Teaching Learning Material, training modules etc.
- Monitoring and Academic visits to Government and Local body schools, MRCs and School Complexes.
- Implementation of Continuous Comprehensive Evaluation (CCE) in all Management Schools and Monitor the uploading of Student wise performance in CCE website. Review the progress of students soon after completion of SAs and FAs at District level. To see that same kind of exercise should be happened at Mandal, Cluster and School level by generating Mandal, Cluster and School level progress cards.
- By the end of academic year monitor the issue of Online Progress Cards to all students in the state.
- Conduct of action researches by teachers on the problems faced in teaching learning process.
- Monitoring of Computer Aided Learning Programme / Digital classes / MANA TV/ Radio Programmes / ICT Programmes / LEP / Learning outcomes / Interventions in basic learning & core competencies / creative thinking / vocal skills / Grade improvement strategies etc.
- Documentation and preparation of reports on various training programmes, analysis of course evaluation.
- Ensure that 100% Display of Class wise and Subject wise Learning Outcomes Poster /Charts in all class rooms of Schools under all managements.
- Conduct of Orientation to all teachers on Schools Self Evaluation (Shaalasiddhi) and External Evaluation. Formation of External Evaluation teams at Mandal level duly following the NIEPA- Norms. Uploading of data in shaala siddhi web portal. Conduct of Panel inspection and submission of the same to SPO.
- Conduct of Swaccha Pakwada activities from 1st to 15th September every year to create awareness among children on Swachha activities. Collecting the information and photos from Schools and submission to SPO to upload in the tracker daily.

- Conduct of Academic Reviews with Cluster Resource Persons, Mandal Educational Officers, Cluster Head Masters and Head masters monthly once.
- RAA - Conduct of District level Science fairs, inspire Science fair, District level Quiz competitions, conduct of Science and Maths seminars, Conduct of Science Melas and Maths melas at mandal and District level.
- RAA-Orientation to Science and Maths teachers on Preparation for Science Congress and On usage of NCERT Science maths kits.
- RAA- Conduct orientation to teachers for preparing them to Science and Maths Olympiad. Plan to Organize visits to Mentoring Institutions to the identified children (MI-NIT Warangal, IIIT Medak and Central University Hyderabad).
- Implementation of School safety programme - Orientation to all School heads on School safety and display of School safety guidelines at prominent place in Schools.
- Implementation of Ek Bharat Shresht Bharat (EBSB) activities in all Schools, Monitoring of identified activities and submission of documentation which should include photos and videos for onward submission to MoE through tracker.
- Give wide publicity to all Schools in the District on Kala Utsav and Band Competitions and encourage Govt. & Local body School children for maximum participation in the competitions. Conduct of district level competitions and submission of winners particulars to SPO.
- Twinning of Schools, Balasabha, Youth and Eco Clubs - Preparation of guidelines to implement these activities at School level and implementation and monitoring and documentation of best practices.
- Implementation of Foundational Literacy and Numeracy (FLN) for Classes I to III. Formation of Project Monitoring Units (PMU) for better implementation and achieve NEP-2020 goal by 2025 i.e., all children should gain basic competencies by 2025. Preparation of TLM, Capacity building of Teachers, Preparation of teachers hand books etc.
- Early Childhood Care and Education (ECCE) - Conduct coordination meeting with WD&CW District Officials under the chairmanship of the District Collector, Identification of Co-located Anganwadis. Strengthening of existing Pre-primary sections functioning in the Primary Schools. Establishment of Preparatory Class/Balvatika before 1 Class in all Primary Schools/ Co-located Anganwadis.
- Learning Enhancement Programme (LEP) - Conduct of Base line test to all Children from classes 3rd to 10th at School level, Preparation of plan of action for children who are lacking basic competencies in Languages and 4 fundamental operations in Maths. Provision of Graded supplementary material to all slow learners in each class. Uploading Children performance of pre-test, implementation of 60/90 days program and conduct of post-test.
- Vidyanjali - Utilization of services of Retired personnel, Volunteers, NGO in teaching of Co-curricular subjects in the Schools. Publicity, tracking and mapping them with Schools

- Innovations - Provision of Holistic report card to all students, Implementation of Aptitude test to all Class IX students, Conduct of Teachers and Student exchange programs in and outside state, Issue of Teachers ID Cards to all the eligible teachers, implementation of TSAR (Teachers Self- Assessment Rubrics) to all teachers for their self- assessment.
- Happiness Curriculum (Harivillu-Joyful Learning) & Vedic Mathes- Conduct of teachers capacity building on Harivillu and implementation of Happiness Curriculum in Primary Schools in the State. Vedic Maths training to all UP and Secondary teachers.
- Planning, execution and monitoring of School complex meetings in the district. Provision agenda for complex meetings subject wise and level wise. Documentation and submission of the same to SPO.
- Monitoring on Utilization of Resources – Systematic planning of School visits in a manner that School staff should utilize resources in the School such as Library, Laboratory, Sports & Games martial, AV Aids like TV, Projector, Radio, K-Yan and Computer Lab, different kinds of Educational Kits, maintenance of Book Bank to students to the maximum extent. Submission of periodical reports to the DPO& SPO.
- Conduct of Small Scale Studies & of Assessment surveys.
- To attend all the trainings, planning, execution and implementation work relating to National Achievement Survey (NAS) by MoE/School Education Department or State Level Achievement Survey (SLAS).

ii) Vocational Education

- Effective implementation of the programme in the targeted Schools.
- Organizing events at various levels.
- Tracking the progress of Vocational Education regularly.
- Data collection from schools and submission to State Office regarding VE progress, enrollment, labs etc. as and when required.
- Regular follow-up and updations in all online portals related to the project.
- Regular field visits and extend support on need basis.
- To provide information, report generation as and when required.
- Documentation of best, innovative practices.

iii) Out of School Children:

- Conduct of survey to identify out of school children habitation-wise and mandal-wise and prepare the list of children age group-wise i.e., 6 -14 years and 15-19 years age group.
- Providing open school facilities to 15-19 age group children by identifying them and preparing them to appear for 10th and 12th class, intermediate exams.
- Monitoring CRPs at cluster level to track OSC continuously.
- Enrolling all out of school children in nearby Government / local body school in the age appropriate classes and providing special training through NRSTCs.
- Residential schools and hostels for children of school less habitations.

- Providing seasonal hostels for the children of migrant families.
- Conduct of training to the instructors of NRSTCs.
- Visits to NRSTCs, seasonal hostels and worksite schools and providing suggestions for improvement of quality.
- Maintaining details of in-migrant children and sending report cards.
- Coordination with other departments like Police, Women & Child Welfare, Labour etc., in identification of OSC in the age group of 6-14 and 15-19 years and mainstreaming them.
- Any other work allotted by District Educational Officers & Ex-officio District Project Officer.
- Documentation of success stories.

iv) General

- Preparation of Annual Work Plan & Budget.
- Preparation of Implementation Plan
- Work in coordination with State Sectoral officers.
- Review meetings with MEOs, School Complex HMs, CRPs, etc.
- To gather the information of several parameters /Domains used to calculate PGI (Performance Grading Index) at the national level and update the same in the District PGI application hosted in Shagun portal.
- Collection /Preparation of best practices observed/practiced from time to time in implementation of the project activities from field, edit and modify Repository items (Photos, Success Stories, Testimonials and videos). Submission of the same to SPO for updating in Shagun portal.
- Regular follow-up and updating in all online portals related to the project.
- Regular field visits and extend support on need basis.
- To provide information, report generation as and when required.
- Implementation of all project related activities from time to time with coordination at all levels.
- Any other work/subject/matter allotted by District Educational Officers / Ex-officio District Project Officer/State Project Office.

Job Chart of Coordinator (Inclusive Education, Community Mobilization & Media) in O/o DEO & EO-DPO, SS.

(As per Procs.No.1553/SS/T1/2021, Date: 08.07.2021 of the DSE & EO-SPD, TSS, Hyd.)

i) *Inclusive Education (IE):*

- Conduct of survey for identification of Children with Special Needs and their categorization and maintenance of data base.
- Regular visits to IERCs and monitoring of therapy services (@ 1 per mandal).
- Review the work of resource teachers.
- Providing entitlements to CWSN such as Stipend, Escort Allowance, Transport Allowance, Reader Allowance to blind and maintenance of data.
- Effective monitoring of Home Based Education.
- Conduct of assessment camps for CWSN and providing aids and appliances and maintenance of data.
- To make arrangements for minor surgeries to a needy CWSN and maintenance of data.
- Conduct of training to MEOs, resource teachers and teachers on Inclusive Education.
- Conduct of programmes in coordination with Assistant Director, Disabled Welfare; PD ICDS; DM&HO; DCHS etc.
- Conduct of Health checkup under NHM & other health related programmes like Deworming / Pulse Polio / MR etc., and maintenance of cumulative records.
- Coordination in getting the support to the required CWSN through National Institutes located at Secunderabad (NIEPID, NIEPVD, AYJNISHD, PDUNIPPD).

ii) *Community Mobilization and Media (CM & M)*

a. *Community mobilization*

- Conduct of Badi Bata (Enrolment Drive) Programme every year in the month of June.
- To conduct awareness programmes for people participation for school development.
- Formation of SMCs once in 2 years.
- Trainings to Chairperson and members of SMCs on School Development Programmes.
- Monitoring of SMC meetings regularly.
- Involving SMCs and community in the development of school and learning process.
- To collect data and information, grievance redress related to child Rights and update the info with SPO from time to time as part of SCPCR (State Commission for Protection of Child Rights) programme. Organize awareness programmes on the same.
- To plan, monitor and execute WASH programmes.
- To work with NGOs, CSR and Philanthropic bodies and involve them in the development of Schools.

b. Media

- Giving wide publicity of programmes through newspapers and electronic media.
- Documentation of all the programmes conducted at mandal / district level.
- To cooperate with the District Project officer in conduct of press tours, press meets etc.

iii) RTE Provisions including uniforms

- Implementation of various provisions under RTE.
- Timely supply of 2 sets of uniforms to all eligible children every year.
- Maintaining the data of eligible children for uniforms.

iv) General:

- Preparation of Annual Work Plan & Budget.
- Preparation of Implementation Plan
- Work in coordination with State Sectoral officers.
- Review meetings with MEOs, School Complex HMs, CRPs, etc.
- To gather the information of several parameters /Domains used to calculate PGI (Performance Grading Index) at the national level and update the same in the District PGI application hosted in Shagun portal.
- Regular collection of best practices observed/practiced from time to time in implementation of the project activities from field and submission of the same to SPO for updating in Shagun portal.
- Regular follow-up and updating in all online portals related to the project.
- Regular field visits and extend support on need basis.
- To provide information, report generation as and when required.
- Implementation of all project related activities from time to time with coordination at all levels.
- Conduct of various important days assigned by SCERT like Science day , maths day, Ozon day, Populationday , Votersday, Aids day etc., at School level.
- Any other work/subject/matter allotted by District Educational Officers / Ex-officio District Project Officer/State Project Office.

Job Chart of Coordinator (Gender & Equity) in O/o DEO & EO-DPO, SS.

(As per Procs.No.1553/SS/T1/2021, Date: 08.07.2021 of the DSE & EO-SPD, TSS, Hyd.)

i) Gender & Equity:

- Maintenance and Analysis of Data on various parameters like Enrolment, retention, transition, Gender Parity Index, Sex ratio, literacy rate, etc. with reference to gender and social categories (special focus on girls and transgender, SC/ST/OBC/OC etc.) at District level with close coordination with other sectors of Samagra Shiksha.
- Plan for strategies and activities to bridge social and gender category gaps in enrolment, retention, transition, quality education and empowerment.
- Implement various activities issued from the State Project Office time to time and district specific activities planned at District.
- Monitor and review the implementation of activities at field level.
- Periodically review and monitor the status of girl children with reference to enrolment, drop out, etc. and plan for corrective action.
- Work in close coordination with State Sectoral Officers.
- Preparation of Annual Work Plan & Budget and Implementation Plan for Gender & Equity.
- Attend review meetings held by State Sectoral Officers.
- Conduct review meetings with MEOs, School Complex HMs, CRPs, etc.
- Gather the information of several parameters /Domains used to calculate PGI (Performance Grading Index) at the national level and update the same in the District PGI application hosted in National portal of Ministry of Education.
- Advocacy for girls enrolment
- Regular collection of best practices observed/practiced from time to time in implementation of the project activities from field and submission of the same to SPO for updating in Shagun portal.
- Regular follow-up and updating in all online portals related to the project.
- Regular field visits to monitor and support the Head Masters / Special Officers and extend support on need basis.
- To document various activities and prepare reports.
- Implementation of all project related activities from time to time with coordination at all levels.
- Work in close coordination with other sectors in the district, other line departments like Women Development & Child Welfare, Police, Medical & Health Department, Welfare Departments, Civil Supplies Department, PR& RD Department, District Child Protection Units, etc. and NGOs.
- Awareness programme on prevention of child marriages in convergence with Women Development & Child Welfare, child, medical department.
- Implementation of ongoing programmes like Girl Child Empowerment Clubs, Cyber Congress, Self defense Programme.

- Any other work/subject/matter allotted by the District Educational Officer / Ex-officio District Project Officer/ State Project Office.

ii) *Kasturba Gandhi Balika Vidyalayas (KGBVs)*

- To maintain data of all KGBVs – No. of KGBVs, Enrolment, Staff details, etc.
- Advocate for enrolment of girls in KGBVs by giving wide publicity on facilities in KGBVs.
- Closely monitor the retention and transition of girls in KGBVs.
- Closely work in coordination with line departments, other sectors for enrolment of all out of school children.
- Plan for activities fostering all round development of girls in KGBVs.
- Academic monitoring of KGBVs for improvement in learning outcomes of all students.
- Monitoring of physical / infrastructural facilities in KGBVs regularly and coordinating with other sectors and also to take the needs of KGBVs to the notice of DEO.
- To plan for the empowerment of girls like career counseling, vocational training, spoken English, Martial Arts, gender sensitization, vocational skills, self defense, etc.
- To plan and implement activities for continuous professional development of Special Officers and Teaching & Non-Teaching Staff of KGBVs.
- Orientation to Parents on girl child education, health aspects, social stigmas, gender discrimination, etc.
- To ensure regular data updating in relevant portals, website.
- Documentation of programs, best practices, success stories in KGBVs and submission of the same to State Project Office.
- Regular field visits to monitor and support KGBVs.
- Create awareness among the Parents to enroll their girl children in KGBVs/all schools
- Monitoring of KGBVs (including Girls Hostels attached to Model Schools) regularly at least 10 days in a month.
- Providing suggestions to the Special Officers and faculty on the improvement of Education standards of children and physical facilities.
- Design programmes for the empowerment of girls like career counseling, vocational training, spoken English, martial arts, gender sensitization, vocational skills, sports & games etc.
- Monitoring, updating and reporting of implementation of KGBV as per requirement in offline / online as per the instructions issued by the State Project Office from time to time.
- Verifying records and registers of KGBV schools.
- Conduct of monthly review meetings with Special Officers of KGBVs.
- Planning for Panel inspection with Subject Experts.
- Planning for conduct of Safety & Security audit of KGBVs.
- Planning for conduct of Social audit of KGBVs.
- Monitoring on conduct of National Girl Child Day on 24th January and International Girl Child Day on 11th October.

- Monitoring of overall functioning of KGBVs ensuring timely provision of entitlements, nutritious food, etc.
- Implementation of ongoing activities like Pragna Fest, Academic Enrichment Drive, Foundation Programme etc.
- Any other work/subject/matter allotted by District Educational Officers / Ex-officio District Project Officer/ State Project Office.

Girls Hostels attached to Model Schools:

- To maintain the data of Girls Hostels attached to Model Schools viz., No. of Girls Hostels, Enrolment, Staff details etc.
- Monitoring of physical / infrastructural facilities in KGBVs regularly and coordinating with other sectors and also to take the needs of KGBVs to the notice of DEO.
- To plan and organize training programmes to Care Takers and other Non-Teaching Staff.
- Documentation of programs, best practices, success stories and submission of the same to State Project Office.
- Regular field visits to monitor the implementation of Girls Hostel Scheme viz., infrastructural facilities, maintenance, safety and security of girls etc. and provide necessary guidance.
- Monitoring, updating and reporting of implementation of Girls Hostels scheme as per requirement in offline / online as per the instructions issued by the State Project Office from time to time.
- Verifying registers regarding accounts of Girls Hostels.
- Conduct of monthly review meetings with Care Takers.
- Planning for conduct of safety & security audit and Social Audit.
- Monitoring of overall functioning of Girls Hostels ensuring timely provision of entitlements, nutritious food, etc.
- Any other work/subject/matter allotted by District Educational Officers / Ex-officio District Project Officer/ State Project Office.

**Job Chart of Assistant Statistical Coordinator in O/o DEO & EO-DPO,
SS.**

(As per Procs.No.1553/SS/T1/2021, Date: 08.07.2021 of the DSE & EO-SPD,
TSS, Hyd.)

- To collect and maintain gender wise and social group wise data of 0-19 years age group children- Total children, Children enrolled in Schools, Out of School Children in the beginning of the Academic Year.
- To collect and maintain SMC's Bank account details (Account number, Branch, IFSC/RTGs numbers etc.) in the beginning of the academic year.
- To collect UDISE data from Schools (DCFs) every year taking 30th September as reference date.
- Analysis of UDISE data and submission to State Project Office within the scheduled time and generating required reports.
- To provide necessary information from UDISE data to the Project Officer and sectoral officers as and when required.
- To collect, analyze and generate reports of base line and end line test results from Mandals and submit the same to State office within stipulated time.
- To collect and analyze school wise students details for distribution of School uniforms.
- To collect, analyze and maintain data of total Habitations, Habitat Areas, and Habitations with Schools, School-less habitations.
- To maintain details of revenue villages, Urban Areas, wards etc.
- To collect and analyze data of Children enrolled in KGBVs, NRSTCs, etc. and to submit the same to State office within stipulated time.
- To collect and maintain Vidya Volunteers' details and their Bank account details (Account number, Branch, IFSC/RTGs numbers etc.).
- To collect, analyze and maintain the details of students enrolled in model cluster schools and affiliated schools
- To collect, analyze and maintain the details of Schools group with School Complexes, student enrollment and School Complexes' Bank account details.
- To maintain data of KGBVs, Residential Schools, Ashram Schools, Gurukulas, Tribal welfare, Social Welfare, etc.
- To maintain the Mandal Education Development plan and District Elementary Education plan which are prepared for every financial year.
- To prepare, collect notes on agenda points of various meetings at District, state level by collecting information from the concerned officers.
- To collect the statistical data required for annual district plan and support in the planning process.
- To collect the Monthly progress Report on Expenditure from concerned officers and send it to State Office within stipulated time.

- To maintain the data of Schools implementing CA/ICT Programme.
- To maintain the details of computers supplied to schools from the project (Samagra Shiksha Earlier SSA).
- To maintain the data of Construction of Additional Classrooms, toilets, Drinking water facility, ramps in the schools.
- To submit monthly work done statement to the Project officer by 5th of every month.
- In the absence of APO, ASC to perform the duties of APO.
- Implementation of all project related activities from time to time with coordination at all levels.
- Any other work/subject/matter allotted by the District Educational Officer / Ex-officio District Project Officer/State Project Office.

**Job Chart of Finance Staff in the District Project Offices of
Samagra Shiksha**

(As per Memo.No.TF/382/FC/2023, Date: 14.06.2023 of the SPD, TSS, Hyd.)

FINANCE AND ACCOUNTS OFFICER:-

1. Head of the Finance wing and responsible for effective functioning of the Accounts wing and maintenance of all finance related matters.
2. Act as advisor to the DEO and Ex-officio DPO on all financial matters.
3. Drawing and Disbursing duties and the Joint Signatory on the cheques/PPAs.
4. Maintenance of Books of Accounts and other related records and Register of PPAs day-wise, as per the guidelines issued in Financial Management & procurement manual / Instructions issued by DSE & Ex-officio SPD SPO from Time to Time. He is the custodian of all financial related records.
5. All Bank related issues like handing over of PPAs/Holding Account cheques, send to the Bank, duly recording of PPAs/ Holding Account cheques to the Bank, under proper acknowledgement and kept in the records.
6. Generation of reports in PFMS
7. Submission of Signed Monthly Expenditure Statements (MES) along with soft copy to the SPO on or before 2nd of every month without fail.
8. Submission of reports relating to Finance to the DEO & Ex-officio District Project Officer on daily basis.
9. Conduct audit and surprise visits of sub district units / KGBVs/URS and supervision of maintenance of accounts and verification of PPAs with reference to allocations made and unspent balances available.
10. Facilitate Internal Audit, Statutory Audit etc.
11. Conduct trainings to the sub district level staff on SSA Finance & Accounts.
12. Monitoring of pending advances. Clearance of pending advances by obtaining vouchers & Utilization Certificates from the sub district units,

Line Departments and Individuals for the funds released from SPO/DPO for the expenditure and monitoring of unspent balances, lying with IAs.

13. He will perform his duties with the assistance of system Analyst, Accountant and Consultant.
14. Submission of Signed weekly reports (Every Saturday) on clearance of advances to SPO.
15. Reconciliation of allocations/receipts and expenditure with **SPO**, Sub-district Units / KGBVs on weekly basis under intimation to **SPO**.
16. Furnishing regular reports to the SPO relating to progress of utilization of funds under various interventions.
17. Watching of the progress of work done under civil works,
18. Reporting to the SPO on any instances relating to financial irregularities,
19. Re-allocation of funds to the sub district units /KGBVs as per the AWP&B of the district within the available funds.
20. Watching funds flow and bank balances regularly.
21. Remittance of Statutory deductions of Regular employees in time.
22. Remittance of Income Tax/GST deductions and filing of returns in time
23. Maintenance of Tally **ERP** 9 version package.
24. Maintenance and Monitoring of Grant Wise expenditure, Balances of all IAs in PFMS through dash board facility provided by the Canara Bank.
25. Maintenance of Separate ledgers/Accounts for General and Capital (SC,ST,General)
26. Maintenance of Separate ledgers for Statutory Deductions (Holding Account deductions) of Regular employees
27. Maintenance of Separate ledgers for Swach Bharat Kosh.
28. Informing the Sectoral Officers regarding progress of expenditure and balances available with sub intervention wise and monitoring the expenditure under each intervention regularly.
29. SOP instructions issued by SPO need to be followed scrupulously
30. And any other work entrusted from Time to Time.

JOB CHART OF ACCOUNTANT:-

1. Work under the control of F&AO and assist in all Accounts and Finance related matters.
2. Collection of data from IAs.
3. Monitoring of advances, Collection of Utilization certificates from MEOs/SMCs/DEOs/DIET/other agencies from time to time.
4. Liaisoning of audit work and preparation of audit replies
5. Maintenance of various Books of Accounts, PPA registers, Box files of PPAs
6. Verification of bills, vouchers furnished by the sectoral
7. officers for payment
8. Monitoring works under Swachh Bharat Vidyalaya, Swachh Bharat Kosh, Donations etc.
9. Remittance of Statutory deductions of Regular employees in time.
10. Remittance of Income Tax/GST deductions and filing of returns in time
11. Wherever the Accountant post is vacant, the System Analyst/Consultant shall attend the Accountant

JOB CHART OF SYSTEM ANALYST:-

1. Work under the control of F&AO and assist in all Accounts and Finance related matters
2. Total Intervention-wise Allocations/receipts and payments/expenditure, Pending Advances, UCs, monitoring Report etc., to be submitted to the PO and SPO from time to time
3. Maintenance of various Books of Accounts & monthly generation of books of accounts through Tally software.
4. Preparation of Bank reconciliation statement and reconciliation with SNA of SPO & ZBA of all IAs receipts and payments.
5. Preparation of PPAs in PFMS and postings in Tally
6. Maintenance and Monitoring of Grant Wise expenditure, Balances of all IAs in PFMS through dash board facility provided by the Canara Bank.

7. Maintenance of Books of Accounts and other related records and Register of PPAs day-wise, as per the guidelines issued in Financial Management & procurement manual / Instructions issued by DSE & Ex-officio SPD SPO from Time to Time. He is the custodian of all financial related records.
8. All Bank related issues like handing over of PPAs/Holding Account cheques, send to the Bank, duly recording of PPAs/Holding Account cheques to the Bank, under proper acknowledgement and kept in the records.
9. Generation of reports in PFMS
10. Submission of Signed Monthly Expenditure Statements (MES) along with soft copy to the SPO on or before 2nd of every month without fail.
11. Maintenance of Separate ledgers for Statutory Deductions (Holding Account deductions) of Regular employees
12. Maintenance of Separate ledgers/Accounts for General and Capital (SC, ST, General)
13. Maintenance of Separate ledgers for Swachh Bharat Kosh, Swachh Bharat Vidyalaya Donations Etc.
14. Providing the records /vouchers to the Audit Statutory. Internal &
15. Remittance of Statutory deductions of Regular employees in time. 16. Remittance of Income Tax/GST deductions and filing of returns in time
16. Maintenance of Tally ERP 9 version package.
17. Maintenance and Monitoring of Grant Wise expenditure, Balances of all IAs in PFMS through dash board facility provided by the Canara Bank.
18. Wherever the System Analyst post is vacant, Accountant/Consultant shall attend the System Analyst work. the
19. Any other work entrusted by the F&AO/PO.

JOB CHART OF Consultant :-

1. Work under the control of F&AO and assist in all Accounts and Finance related matters
2. To ensure better monitoring over IAs accounts and KGBVs advances and obtaining of UC's from Time to Time
3. Liaisoning of IAs Audit covering Internal and Statutory Audit.

4. Reconciliation of Allocations and Expenditure of IAs with reference to SPO/DPO.
5. Scrutiny of KGBV bills and furnishing observations to FAOS.
6. Monitoring of all Income tax related matters like proper deduction of IT/GST, filing of returns periodically etc.
7. Maintain the relevant records relating to PPAs and Cheques of holding po accounts meant for Standard deductions.
8. Wherever the Consultant post is vacant, Analyst/Accountant shall attend the Consultant work. the System
9. Any other work entrusted by FAO from Time to Time.

Job Chart of Assistant Programming Officer

1. Preservation of Data in CDs.
2. Maintenance of Intervention wise Physical and Financial data
3. Downloading the Emails of State office and Hand over to DPO Sectoral concerned
4. Maintenance of Systems of Project Office and Email recording.
5. Ascertaining the latest Educational information's from internet and Hand over to Sectoral concerned
6. Maintenance of Internet connections of MRC centers and Schools.
7. Giving required Training to the Data Entry Operators working in the MRC centers and also obtaining mandal reports from them at right time.
8. Providing information for preparation of Annual plan.
9. Arrangement of Systems for DISE data entry, installation of UDISE software and monitoring of Data entry.
10. In the absence of ASO performing his duties.
11. Monitoring of entry of DISE data by the Mandal operators in time and consisting check for error free data and furnish the same to the State office in the stipulated time.
12. Preparation of a programme for generating required reports and for easy processing.
13. Collecting the information of AMO, ALSCO, CMO, GCDO from SS, KGBV and furnishing consolidation reports to the State Office.
14. Furnishing the monthly report on Out of School Children progress and quality improvement to the State office.
15. Ascertaining information of Project interventions from Asst Statistical officer and implementation.
16. Furnishing of Work done statement to Project Officer by every month.
17. Providing various information to Project Officer and Sectoral officer.
18. Updating the information in webportal.
19. To visit MRC center 5 days in every month and give suggestion on maintenance of data.

JOBCHART OF MANDAL EDUCATIONAL OFFICERS /DEPUTY INSPECTOR OF SCHOOLS

(As per Procs.No.570/Plg-I/2016, Date: 21.06.2016 of Director of School
Education, Telangana, Hyderabad.)

1. Academic functions:

A. Inspections and visits:

1. To draw a programme of Annual Academic Supervision calendar and submit to District Educational Officer for approval by 30th April preceding the year to which it relates for the qualitative improvement of elementary education care shall be taken to cover all schools in the academic year.
2. At least 5 Primary Schools should be covered by one Inspection and one follow up visit every month duly giving preference to remotely located schools Surprise visits to atleast 10 Primary Schools / Upper Primary Schools to be made monthly.
3. Monthly submission of inspection and visit reports to Deputy Educational Officers by 5th of every month.
4. At least two Adult Literacy Centres and Continuing Education Centres should be visited in every month.
5. Visit IE / Bhavitha centres in the Mandal.

B. Conduct of Meetings and organization of Seminars and Workshops:

1. To assist the District Educational Officer / Deputy Educational Officer in organizing meetings, seminars, and workshops to improve professional competencies.
2. Organization of School Complex meetings every month.
3. To conduct Teacher Association once every three months on service matters and educational issues in the Mandal.
4. Conduct monthly meeting of H.Ms of Schools in the Mandal and review the educational issues and progress as different educational indicators.

C. Academic and Innovative practices for improvement of quality of Education in Primary Schools / Upper Primary Schools:

Take action in implementation of Academic Calendar to schools in the Mandal.

1. Giving demonstration lessons and organizing demonstration lessons by competent Teachers adopting modern techniques and trends of teaching and innovations.
2. Adoption of one 'C' category of School and develop it as a model School through special visits, inspections and providing Model lessons.
3. Assessing the Schools as per guidelines issued by C&DSE from time to time.
4. Providing guidance in the preparation and implementation of institutional and instructional plan and programme of supervised study and remedial instructions in schools.
5. To encourage Teachers in undertaking research programme viz., Action Reach, Programmed Learning Experimental Projects etc.,
6. Surprise and guide the schools in implementation of CCE.

II. ADMINISTRATIVE FUNCTIONS:

- A) Submit proposals opening of new primary Schools, upgradation of existing primary School, proposal for recognition of Primary School /Upper Primary Schools etc.

1. Submission of proposals for opening of new primary Schools in School-less habitations to District Educational Officer.
2. Submission proposals for upgradation of primary Schools into Upper Primary Schools to District Educational Officer.
3. Rationalization of Schools by amalgamating uneconomic Schools as per guidelines issued by Department.
4. Submission of proposals for temporary recognition and permanent recognition of Primary School /Upper Primary Schools.
5. Scrutinizing applications for recognition and grant-in-aid in respect of put primary / Upper primary Schools and request for adhoc grant.

(B) The Mandal Educational Officer / Deputy Inspector of Schools shall exercise powers in respect of Head Masters of Primary and Upper Primary Schools and Teachers working in Primary and Upper Primary Schools with respect to the following:

1. Sanction of Casual Leave / Special Casual Leave (Special Casual Leave when permitted by the Government) and also other types of leave up to 4 monts.

2. Sanction Increments and Pay Fixations;
3. Sanction Automatic Advancement Scheme, Leave Travel Concession and joining Permissions;
4. Issue Regular Pay Scales on completion of apprentice service;
5. Sanction General Provident Fund Loans and General Provident Fund part-finals and forwarding of General Provident Fund Final Withdrawals;
6. Sanction Family Benefit Fund and Group Insurance Scheme amounts;
7. Sanction Pension and Forwarding of Proposals to Accountant General and forwarding of Government Life Insurance Application;
8. Draw the Medical Advance / Reimbursement after sanction by the Commissioner & Director of School Education;
9. Grant the Causal Leave, Special Leave to Head Masters of Primary and Upper Primary Schools;
10. Submission of Performance Indicators every quarterly;
11. Implementation of Citizen Charter;

B. ENROLMENT AND EDUCATIONAL STATISTICS:

Prepare an action plan for enrolment all the school age children in the Mandal in Schools and take action accordingly.

1. Developing /Updation of child Info every year and ensure linkage to Adhar for all students.
2. Collection and compilation of UDISE and other Educational Statistics.
3. Take action on updating the village education registers in all villages in the one school.

C. BUDGET NUMBER STATEMENTS AND PLAN SCHEMES

1. Preparing and submitting number statements, budget estimates and revised estimates to District Educational Officer.
2. Monitoring of Plan Schemes and prompt submission of monthly expenditure statements by 5th of every month.
3. Clearing of audit objections relating to Elementary Education.
4. Prompt distribution of contingencies.
5. Submission of Utilization Certificates to grant releasing authority and reconciling monthly accounts.
6. Surrender of unspent balances of educational grants.

D. INCENTIVE SCHEMES, SUPPLY OF NOTE BOOKS / NATIONALIZED TEXT BOOKS.

1. To assess the requirements of text books for the Schools in their jurisdiction and prompt distribution to schools.
2. Supply of uniforms and Text books to eligible students in the Mandal
3. Release of different kinds of scholarships and verifying aquittances.
4. Effective implementation of Mid-Day-Meals scheme.

E. FIXATION OF CADRE STRENGTH, VACANCY POSITION, RECRUITMENT, PENSIONS, TRANSFERS ETC.,

1. Maintain Registers of Cadre strength of all primary / upper primary Schools and estimate the requirement of posts.
2. Submission of proposals for the sanction of additional posts to P.S./U.P.S to District Educational Officer.
3. Maintain the details the vacancy position of Teachers
4. Identification of surplus posts as per rules and submission of proposals for the transfer of posts to needy Schools as per rules.
5. Maintain the Service Records of teachers including those of retired personnel.

II. ANCILLANCY FUNCTIONS:

1. Issuing instructions and ensuring that all institutions draw Institutional Plans and Instructional Plans before the commencement of the academic year.
2. Formation and Providing guidance in the effective functioning of Parent-Teacher Associations and School Management Committees of Schools and promotion of School improvement programmes at Mandal Level.
3. Assisting the District Educational Officer in
 - a. The conduct of examinations.
 - b. Organizing district science Fair, Sports Meets, Scout Rallies, Education Weeks etc.,
 - c. Conduct of enquires.
 - d. Implementation of plan schemes.
4. Supervising all the maintenance of registers relating to Elementary Education and grants in M.P.P.Office.
5. Celebrating National Festivals and other important days Viz., Teachers' Day, Educational Week, Childrens' Day, Independence Day, Republic Day. UNO Day etc.,
6. Attending General Body meetings of Mandal Praja Parishad.
7. Conduct of enquiries.
8. Maintenance and up keep of School buildings, furniture and equipment.
9. Any other work as entrusted by the Director of School Education, Regional Joint Director of School Education / District Educational Officer /Deputy Educational Officer.

JOB CHART OF INCLUSIVE EDUCATION RESOURCE PERSONS (IERPs) AT MANDAL LEVEL

- IERPs have to conduct Door to Door Survey in all the Habitations of the Mandal at the beginning of the Academic Year to identify CwSN and sensitize parents about the facilities being provided by Samagra Shiksha.
- IERP should not pursue any Regular Course during his/her contract period
- Bhavitha center should function 5 days in a week
- IERPs have to stay at Bhavitha Centre from 9:00 AM to 3:30 PM with CwSN. From 3:30 PM to 4:00 PM, IERPs have to update IEPs.
- IERPs have to attend the District Review meeting on 26th of the Month with details of Work done, Attendance and HBE reports along with the reports as directed by the officials.
- Parent Teacher Meeting should be conducted every month to discuss about the progress of their children and other concerns.
- CwSN enrolled in IERC should not be continued more than 24 months.
- CwSN enrolled in IERC should be mainstreamed into regular school between 12 to 24 months.
- To maintain records of the mainstreamed students.
- IERPs have to stay not less than one hour with each child during HBE.
- CWSN enrolled for HBE must be mainstreamed to IERC between 12 to 24 months.
- CWSN enrolled for HBE must be aged between 4 and 6 years, who are Severe/Profound MR/ID/CP.
- IERPs have to provide HBE to at-least 4 CwSN (from 9:00 AM to 10:00 AM, 10:30 to 11:30 AM, 12:00 Noon to 1:00 PM, 2:00 PM to 3:00 PM). From 3:30 PM to 4:00/4:15/4:45 PM IERPs have to visit the schools where the CWSN are mainstreamed and provide Remedial Teaching and provide required support to Teachers.
- IERPs have to maintain profiles & IEPs of CwSN enrolled for HBE, maintain Home Level Record and update them timely manner.
- IERPs should not disclose any information regarding CwSN without permission of Samagra Shiksha higher authorities.

- IERPs have to handover all the material of Samagra Shiksha to office at the time of resignation
- IERPs have to mobilize CwSN to the Assessment and Medical Camps conducted by Samagra Shiksha and other line departments.
- IERPs have to mobilize the needy CwSN to attend Physiotherapy camps.
- IERPs have to support the CWSN in utilizing all the emoluments and benefits being provided by the Government.
- IERPs have to put efforts in identifying the needy CwSN for Minor Corrective Surgeries and take initiatives for minor corrective surgeries.
- IERPs have to attend the trainings being provided by Samagra Shiksha
- IERPs have to oversee the total participation of CWSN in curricular and co-curricular (Games, Cultural activities, School Assembly) activities mingling with the normal peer group.
- IERP is the custodian for all the TLM material, Furniture, Physiotherapy Equipment etc., in Bhavitha Centre. IERPs have to maintain stock register and update them timely.
- IERPs have to sensitize the parents of CwSN in proper utilization and maintenance of Assistive devices
- IERPs must be prepared to take up any responsibility assigned by Samagra Shiksha higher authorities and to be ready in providing any information to officials.
- IERPs have to attend the mandal level / complex level HMs/Teachers meetings and brief them about the Inclusive Education activities and facilities available at Bhavitha Centre.
- IERPs have to be polite and be with good conduct towards CwSN and their parents, if any IERP is found with disobedient, will be terminated from services and departmental/legal action will be initiated against them.
- IERPs will be terminated from services with out any prior intimation, if they are found negligent towards their duties and responsibilities.

Job Chart of Data Entry Operator at MRCs

- All data entry work at Mandal Resource Center.
- Updation of data related to schools i.e., enrolment, teachers, infrastructure etc.
- Updation of data related to school complexes and mandal resource centers.
- Any data entry work as assigned by the Mandal Educational Officer from time to time.

Job Chart of MIS Coordinator at MRCs

- Monitoring of all CAL Schools in the mandal
- Maintaining the data on computers availability in the schools (UP/KGBVs): MPLADS/ NGOs/ DPEP/ Donations and SSA (Since 2004 onwards)
- Monitor the utilization of computers by children, Availability of CDs and Maintenance of Registers (Time tables, complaints etc).
- Maintenance of all types of Mandal level statistical data including planning & DISE and Analysis of other data.
- Maintenance of Web portal data.
- Maintenance of data related to all SSA interventions.
- Work assigned by Mandal Education Officer.
- Generation of various reports as per requirement.
- Monthly reports on functionality and utilization aspects of CAL schools/KGBVs shall be furnished to SPO/DPO on or before 1st of every month through online.
- G-MAPS: Utilize GMAPs in Mandal and inform to all Teachers / Parents. Presentation of GMAPS in mandal level meetings.
- Web portal: Utilization of web portal in schools and usage of District web portal and check the mandal information.
- Collect the data of the computers availability in the mandal level schools (UP/ KGBVs).
- Maintaining accounts at mandal level of all the schools as per Lr.No.766/A4/RVM(SSA)/2013 dt: 31.05.2013.

Job chart of Messengers at MRCs

Messengers should work under the control of MEO in Mandal Resource Center from 9.30 am to 5.30 pm daily and discharge the following duties.

1. Sweeping, mopping and maintenance of office premises cleanly.
2. Providing drinking water in the office.
3. Regular cleaning and maintenance of toilets.
4. Watering of plants regularly and ensure 100% survival.
5. Making necessary arrangements for conduct of various meetings and trainings at MRC
6. Carrying letters / information to schools and District Project Office
7. Maintenance of inward and outward records
8. Assist in distribution of textbooks, UDISE forms, various training modules to schools from Mandal point.
9. Receipt of various reports, salary bills, casual leave letters, Mid-day Meals Reports from headmasters and teachers and handing over to the Mandal Educational Officer.
10. Distribution of Habitation Plans and School Development Plans to schools and collection of prepared plans.
11. Receipt of any other material including uniforms, question papers sent from district office round the clock.
12. Any other work as assigned by the Mandal Educational Officer from time to time.

JOB CHART OF CLUSTER RESOURCE PERSON

Cluster Resource Persons shall be attached to the School Complex H.M and attend to the following duties.

- ❖ To assist School Complex Head Master & Asst. Secretary in conducting School Complex meetings.
- ❖ Maintenance of school complex records.
- ❖ Collection of data from cluster schools and consolidation.
- ❖ Conducting survey on school age children and updating the data
- ❖ Collecting the data of in school and out of school children school wise, class wise, gender wise and community wise.
- ❖ Collecting and maintenance of the data of teacher posts sanctioned school complex wise, school wise - number of teachers functioning and the posts fallen vacant.
- ❖ Collection and maintenance of the data on the access to primary and Upper Primary Schooling with in 1km and 3kms in the habitation.
- ❖ Collection of data on the availability of transport facility to the habitations.
- ❖ Collection and maintenance of data pertaining to KGBVs, MCSs, neighbourhood schools, RSTCs, NRSTCs, School complexes.
- ❖ Visiting all schools in the concerned school complex jurisdiction atleast twice in a month.
- ❖ Observing the records pertaining to the utilization of school grants, maintaining of records etc.,
- ❖ Visiting KGBVs, RSTCs, NRSTCs, EGS centres and providing appropriate guidance/ suggestions.
- ❖ Attending the School Management Committees meetings, encouraging to exhibit the performance of the children in the meetings.
- ❖ Observing the computer education implementing in the cluster schools.
- ❖ Organizing various melas, competitions for the children at School/ School Complex level.
- ❖ Monitoring the implementation of Mid-Day meal programme effectively.
- ❖ Taking care of all the enrolled children in sending to the next higher classes.
- ❖ Monitoring the implementation of RTE Act in the schools.

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School Education Statistics (2025-26)
(as on 31.08.2025)

I. (a) Details of Schools and Enrolment under various Managements (excluding zero enrollment schools):

Sl. No.	Management	Schools	Enrolment up to 10	Enrolment up to 12	% of Enrolment	Teachers Working
1.	Govt. Local Body, KGBV, Model School, TREIS, URS	24997	1856551	1930336	31.76	120521
2.	Welfare Residential Schools (TW, SW, TMREIS, MJPT & EMRS)	1235	366456	443370	7.3	21862
3.	Welfare Day Schools (TWPS)	1328	19811	19811	0.33	1749
4.	Remaining State Govt. → Blind (2), Deaf & Dump (3), and Sports(3)	9	1009	1080	0.02	55
5.	Central Govt. (Excluding NVs, KVs)	7	5891	5891	0.1	260
6.	Private Aided Schools	383	58812	58812	0.97	2495
7.	Private Un-Aided Schools	11407	3599934	3617865	59.53	183709
	Total	39366	5908464	6077165		330651

Sl. No.	Management	% of		
		Schools	Students	Teachers
1.	Govt. Local Body, KGBV, Model School, TREIS, URS	63.5	31.76	36.45
2.	Welfare Residential Schools (TW, SW, TMREIS, MJPT & EMRS)	3.14	7.3	6.61
3.	Welfare Day Schools (TWPS)	3.37	0.33	0.53
4.	Remaining State Govt.	0.02	0.02	0.02
5.	Central Govt. (Excluding Navodaya, KVs)	0.02	0.1	0.08
6.	Private Aided Schools	0.97	0.97	0.75
7.	Private Un-Aided Schools	28.98	59.53	55.56

(b) Under School Education Department:

Management	Schools	Enrolment Up to 10	Enrolment up to 12	Teachers working	Non Teaching	Total Staff
Government	1657	211459	211459	11070	1001	12071
Local Body	22587	1456609	1456609	97984	3733	101717
KGBV	495	98966	132034	6481	4682	11163
Model Schools	194	71383	107494	4015	451	4466
TREIS	35	15812	20418	806	174	980
URS	29	2322	2322	165	183	348
Total	24997	1856551	1930336	120521	10224	130745

(c) Management and community wise enrollment (Under School Education):

Management	Total Enrolment	General	%	SC	%	ST	%	OBC	%
Govt_Localbody	1668068	140153	8.4	409352	24.54	215848	12.94	902715	54.12
TREIS	20418	1530	7.49	3997	19.58	2347	11.49	12544	61.44
Model Schools	107494	5114	4.76	18987	17.66	11993	11.16	71400	66.42
KGBV	132034	2492	1.89	31403	23.78	27953	21.17	70186	53.16
URS	2322	53	2.28	680	29.29	404	17.4	1185	51.03
Total	1930336	149342	7.74	464419	24.06	258545	13.39	1058030	54.81

(d) Management and medium wise enrollment (Under School Education):

Management	Total Enrolment	Telugu	%	English	%	Urdu	%
Govt_Localbody	1668068	337905	20.26	1247515	74.79	80008	4.8
TREIS	20418		0	20418	100		0
Model Schools	107494		0	107494	100		0
KGBV	132034	16246	12.3	115603	87.56	185	0.14
URS	2322	1509	64.99	813	35.01		0
Total	1930336	355660	18.42	1491843	77.28	80193	4.15

(e) Teacher Pupil Ratio (All Managements)

Category	As per RTE	Govt. Local Body	All State Govt.	Private Aided	Private Un-Aided
Primary	1:30	17	17	23	13
Upper Primary	1:35	13	14	20	14
High Schools	1:40	14	17	24	21

(f) Teaching & Non-Teaching Staff (Govt. Local Body):

Teaching Staff				Non-Teaching Staff	
Category	Sanction	Teachers Working	Vacant	Category	Staff Working
Gazetted Headmaster	4406	3984	422	Sr. Asst.	47
LFL Headmaster	4179	3528	651	Jr. Asst.	439
SGTs	57521	47126	10395	Record Asst.	655
School Assistants	52764	48280	4484	Accountant	13
Language Pandits	1161	868	293	Attender	1532
PETs	2912	2599	313		
Others (Voc. etc.)	2640	181	2459		
Total	125583	106566	19017		2686

II. Entitlements:

(a) Mid-Day Meals 2024-25:			
Class	Enrolment	Budget (In Crores)	Expenditure (In Crores)
I to VIII	1432085	378.15	228.07
IX & X	383996	157.32	42.38
Total	18,16,081	535.47	270.45
Cooking Cost (Class I to V) = Rs...6.19/- per day per student			
Cooking Cost (Class VI to X) = Rs.9.29/- per day per student			

(b) Uniforms:		
Class	Enrolment	Budget (Rs. in Lakhs)
I to VIII	2230219	13381.310
Total	2230219	13381.310
Rs. 600/- per child for 2 pairs of uniforms		

(c) Textbooks: (2024-25)

Class	Enrolment	Budget (in Crores)
I-VIII	2044931	63.24

III. School Education State Budget:2022-23:

	Total Budget (in Crores)	Per Child Exp in Govt., / LB Schools (in Rs.)
School Education	14488.25	62833
Mid-day Meals	580.11	2515

IV. Results

Open Schools:						
Year	SSC			Inter		
	Appeared	Pass	Pass %	Appeared	Pass	Pass %
2022-23	41921	19246	45.91	57324	28004	48.81
2023-24	42715	21411	50.13	55164	29344	53.19

SSC Exams (Regular):			
Year	Appeared	Pass	Pass %
2023-24	494207	451273	91%
2024-25	497461	460683	92.6%

V. Enrollment Slab wise schools in Govt. Local body Management

(a) Upto 10 enrolment schools and teachers

Zero		One		Two		Three		Four		Five		Six		Seven		Eight		Nine		Ten		All (0-10)	
Schools	Teachers	Sch	Tch	Sch	Tch	Sch	Tch	Sch	Tch	Sch	Tch	Sch	Tch	Sch	Tch	Sch	Tch	Sch	Tch	Sch	Tch	Sch	Tch
1897	532	55	53	151	149	193	215	240	261	311	367	299	372	307	364	272	362	283	387	317	436	4325	3498

(b) Category-wise schools upto 50 enrolment and teachers

Total no. of Schools		Total no. of Teachers		Zero		1 to 10		11 to 20		21 to 30		31 to 40		41 to 50		Above 50	
				Sch	Tch	Sch	Tch	Sch	Tch	Sch	Tch	Sch	Tch	Sch	Tch	Sch	Tch
Primary	18295	40610		1825	489	2304	2630	3816	6153	2642	5002	2069	4454	1240	3129	4399	18753
Upper Primary	3142	13819		40	16	106	214	312	796	353	1109	437	1673	373	1588	1521	8423
High Schools	4704	52137		32	27	18	122	52	361	102	771	181	1405	262	2123	4057	47328
Total	26141	106566		1897	532	2428	2966	4180	7310	3097	6882	2687	7532	1875	6840	9977	74504

VI. Class wise and medium wise enrollment comparison

Class	All Govt. Management					Aided Management					Private Management				
	All Mediums enrollment	Telugu Medium	%	English Medium	%	All Mediums enrollment	Telugu Medium	%	English Medium	%	All Mediums enrollment	Telugu Medium	%	English Medium	%
I	170760	27252	15.96	128672	75.35	4376	575	13.14	3280	74.95	392796	2227	0.57	367522	93.57
II	170027	25596	15.05	131900	77.58	5941	761	12.81	4595	77.34	456146	2416	0.53	444159	97.37
III	174031	24848	14.28	137116	78.79	5911	843	14.26	4437	75.06	396316	2254	0.57	385641	97.31
IV	185062	36372	19.65	136510	73.76	5715	933	16.33	4166	72.90	377409	2347	0.62	367547	97.39
V	223396	45362	20.31	157733	70.61	6160	1014	16.46	4534	73.60	371985	2184	0.59	361418	97.16
VI	219604	26262	11.96	180514	82.20	5632	644	11.43	4367	77.54	340042	1389	0.41	330433	97.17
VII	268824	36171	13.46	221197	82.28	6451	922	14.29	4974	77.10	338388	1284	0.38	330568	97.69
VIII	268824	36171	13.46	221197	82.28	6451	922	14.29	4974	77.10	338388	1284	0.38	330568	97.69
IX	283481	41511	14.64	232059	81.86	6368	928	14.57	4894	76.85	311008	996	0.32	304405	97.88
X	278067	51676	18.58	218742	78.67	6135	878	14.31	4833	78.78	296811	948	0.32	291528	98.22
Total	2242076	351221	15.66	1765640	78.75	59140	8420	14.24	45054	76.18	3619289	17329	0.48	3513789	97.09

VII. Educational Indicators :

Gross Enrolment Ratio (GER) → Ratio of students enrolled in schools to the population.

Sl. No.	Year : 2023-24	Primary (I to VI)			Upper Primary (VI to VIII)			Secondary (IX to X)			Hr. Secondary (XI to XII)		
		B	G	T	B	G	T	B	G	T	B	G	T
1	India	91.8	94.3	93	88.9	90.6	89.7	76.8	78	77.4	54.4	58.2	56.2
2	Telangana	112.50	115.60	114.00	109.90	113.50	111.60	98.40	101.50	99.90	63.0	72.40	67.60

Net Enrolment Ratio (NER) → Ratio of corresponding age group students enrolled in schools to the population.

Sl. No.	Year : 2023-24	Primary (I to VI)			Upper Primary (VI to VIII)			Secondary (IX to X)			Hr. Secondary (XI to XII)		
		B	G	T	B	G	T	B	G	T	B	G	T
1	India	77.5	80.6	79.0	65.2	67.0	66.0	47.5	49.2	48.3	32.3	35.5	33.8
2	Telangana	93.60	95.30	94.40	79.50	79.60	79.60	60.50	58.20	59.40	36.60	38.80	37.70

Dropout Rates → No.of students dropped out from the schools

Sl. No.		Primary (I to V)			Upper Primary (VI to VIII)			Secondary (IX to X)			All		
		B	G	T	B	G	T	B	G	T	B	G	T
1	India	2.1	1.7	1.9	5.2	5.3	5.2	15.5	12.6	14.1			
2	Telangana	-1.11	-2.19	-1.63	0.32	-0.43	-0.04	15.57	10.73	13.2			

Transition Rates :

Sl. No.		Primary to Upper Primary (V to VI)			Upper Primary to Secondary (VIII to IX)			Secondary to Hr. Secondary (X to XI)		
		B	G	T	B	G	T	B	G	T
1	India	88.4	89.2	88.8	83.7	82.9	83.3	69.1	73.9	71.5
2	Telangana	99.22	100.55	99.86	98.35	99.56	98.94	68.41	77.35	72.8

VIII. Infrastructure facilities (Govt & Local body Schools):

No.of Schools (excluding zero enrolment) → 24244

Item	Required	Available	Gap	%
Drinking Water Facility (Schools)	24244	24168	76	0.31
Toilets for Boys (Units @ 1 : 80)	27475	29731	4286	15.6
Toilets for Girls (Units @ 1 : 80)	26995	37693	1658	6.14
Electricity (Schools)	24244	23820	424	1.75
Compound Wall (Schools)	24244	18235	6009	24.79
RAMP (Schools)	24244	20434	3810	15.72
Play Ground (Schools)	24244	19584	4660	19.22
Kitchen Shed (Schools)	24244	16199	8045	33.18

BRIEF NOTE ON SAMAGRA SHIKSHA
Comprehensive report on Key Programs, Schemes

The GOI has approved Samagra Shiksha an Integrated Scheme for School Education (ISSE) –Samagra Shiksha by extending support from Pre-School to Class-XII. The objective of the scheme is to enhance access through the inclusion of disadvantaged groups and weaker sections, and to improve the equity and quality of education for all. The funding ratio of Central and State is 60:40 upto 2029-30.

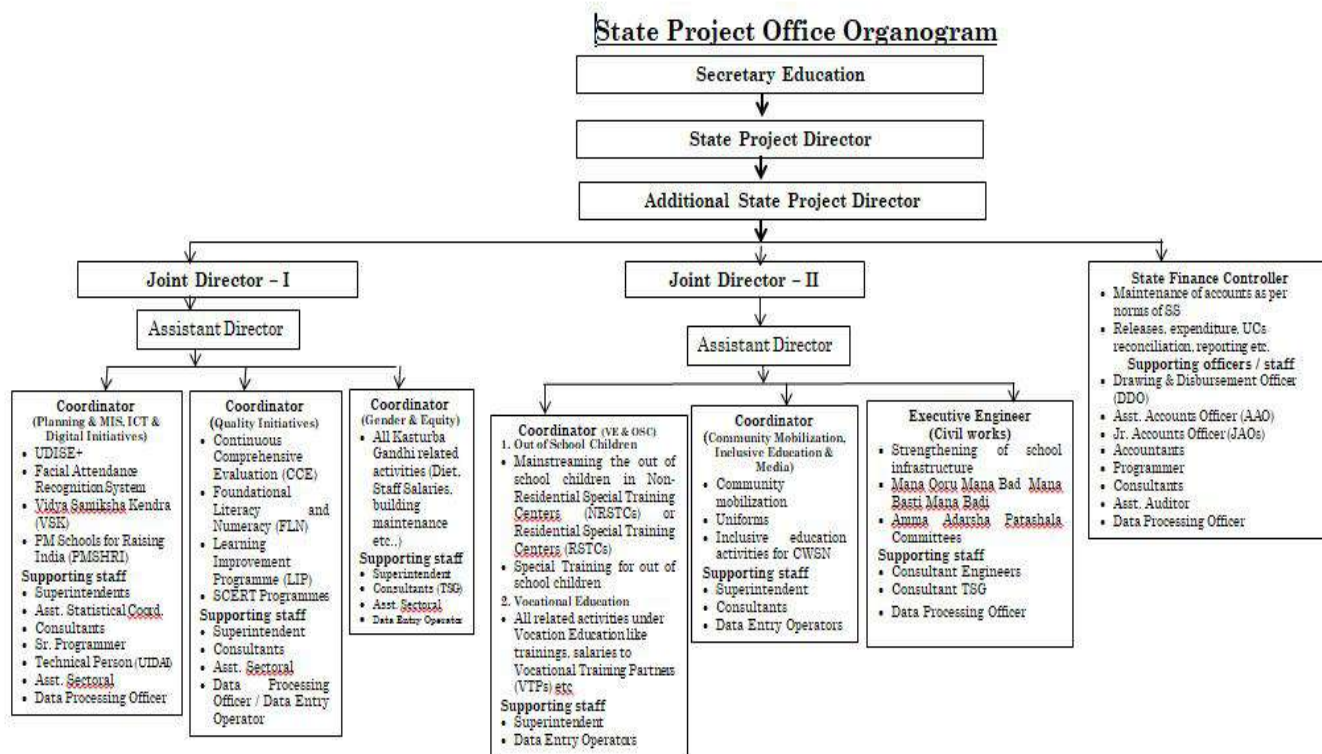
Objectives:

- i. Provision of quality education and enhancing learning outcomes of students.
- ii. Bridging Social and Gender Gaps in School Education.
- iii. Ensuring equity and inclusion at all levels of School Education.
- iv. Ensuring minimum standards in schooling provisions.
- v. Promoting vocationalization of education.
- vi. Support States in implementation of Right of Children to Free and Compulsory Education (RTE) Act, 2009 and
- vii. Strengthening and up-gradation of State Councils for Educational Research and Training (SCERTs) / State Institute of Education and District Institutes for Education and Training (DIET) as nodal agencies for teacher training.

Educational Statistics

Sl. No.	Management	Schools	Enrolment up to 10	Enrolment up to 12	% of Enrolment	Teachers Working
1.	Govt. Local Body, KGBV, Model School, TREIS, URS	24899	1872442	1938664	31.25	122220
2.	Welfare Residential Schools (TW, SW, TMREIS, MJPT & EMRS)	1235	396781	477337	7.69	21837
3.	Welfare Day Schools (TWPS)	1309	20544	20544	0.33	1705
4.	Remaining State Govt. → Blind (2), Deaf & Dump (3), and Sports(3)	8	1151	1211	0.02	54
5.	Central Govt. (Excluding NVs, KVs)	7	6092	6092	0.1	245
6.	Private Aided Schools	394	64335	64335	1.04	2554
7.	Private Un-Aided Schools	11129	3680268	3695697	59.57	184602
	Total	38981	6041613	6203880		333217

Organogram



Major Interventions

1. **Nethaji Subhash Chandra Bose Avasiya Vidyalayas (NAVs) and Nethaji Subhash Chandra Bose Avasiya Vidyalaya Hostels (NAVHs)**
 - Nethaji Subhash Chandra Bose Avasiya Vidyalayas (NAVs) and Nethaji Subhash Chandra Bose Avasiya Vidyalaya Hostels (NAVHs) have been functioning in the State for the deprived category of children like street children like Orphans, semi orphans, runaway children, children of single parents, rescued child labour, BPL and children of HIV and children of HIV infected parents etc.
 - Presently 29 Nethaji Subhash Chandra Bose Avasiya Vidyalayas (NAVs) and 04 Nethaji Subhash Chandra Bose Avasiya Vidyalaya Hostels (NAVHs) are functioning in the State.
 - Nearly 3348 students are enrolled in NAVs & NAVHs.

2. Out of School Children

(a) Non-Residential Special Training Centres (NRSTCs)

- These Centres are situated in the school premises.
- These Centres are being run by SS in concerned schools for the children who are not fit for age-appropriate classes. After the special training they are being mainstreamed into age appropriate classes.
- These are run in schools by concerned HM in the supervision of MEO. The special training lasts from 1 to 6 months.
- Regular curriculum or bridge course material or Learning Enhancement programme workbooks are used for the training.

(b) Worksite schools

- Worksite schools for children of in-migrants: Thousands of families migrate to Telangana from Orissa and AP to work in brick-kilns , Construction sites and etc., along with their children. Inter-district migration is also there in Telangana districts.
- Worksite schools are provided by SS to avoid discontinuity of education to these children.
- TLM, stationery items are provided for these worksite schools.
- These schools are situated at worksites providing a shed or in the premises of school if school is nearby.

(c) Seasonal Residential Hostel

- Seasonal Residential Hostels for children of out- migrant parents. Every year parents migrate to metro cities and to other areas during non-farming months leaving behind their schools going children. These children lack adult protection during these months.
- SS provides seasonal residential facilities to these children to prevent them from becoming dropouts.
- These seasonal residential hostels are run by NGOs working in rural areas. Qualified tutors are engaged to look after their studies after school hours.

3. Open Schooling System for Secondary OoSC(NIOS / SIOS)

Out of School Children in the age group of 15-19 years are given financial Assistance @ Rs.2000 per head for continue their education through Open Schooling System

PAB-2025-26 Approvals

S. No	Name of the intervention	Physical	Amount (Lakhs)	Remarks
1	URS	29	1632.396	
2	URH	04	170.308	
3	NRSTCs	278	4.875	
4	Worksite	2593	65.835	
5	Seasonal Hostel	1200	69.2	
6	Secondary OSC	696	13.92	
	Total		1956.534	

4. Transport facility

- Transport/Escort facility to the eligible children of the habitations without schools in the age group of 6-15 years i.e. studying classes I to X in remote habitations.
- Where establishment of a regular school is not viable with in a walking distance of 1 Kms in respect of Primary School,
- Where establishment of a regular school is not viable with in a walking distance of 3 Kms in respect of Upper Primary schools and
- Where establishment of a regular school is not viable with in a walking distance of 5 Kms in respect of High schools.

- Rs.600/- per student per month with no access within the radius of 1 km for primary, 3 km for upper primary and 5 km for secondary as per RTE norms for 21,806 children for (10) months.
- Total outlay is Rs.13.08 Crores.

5. Kasturba Gandhi Balika Vidyalayas (KGBVs)

Kasturba Gandhi Balika Vidyalayas (KGBVs) are the residential schools for girls functioning under Samagra Shiksha, School Education department with a budget sharing in 60:40 ratio between State & Center. The objective of the Samagra Shiksha is to ensure access and quality education to girls belonging to disadvantaged groups and under privileged sections of society.

The KGBV Scheme was launched by the Government of India in August, 2004. The scheme is implemented in educationally backward blocks (EBB)/mandals of the country where the female literacy level is below the national average and gender gap above national average.

KGBVs run from classes VI to XII (Intermediate) for girls exclusively.

KGBVs in Telangana:

- In the State of Telangana there are 495 KGBVs, out of which 72 KGBVs are running from VI – X class & 403 KGBVs are functioning till Intermediate. There are 99,296 girls enrolled upto class X and 29,203 girls enrolled in Intermediate sections. Total Enrolment from VI to XII – 1,28,499 as on 09.06.2025. (During the academic year 2024-25, the enrolment in 495 KGBVs was 1,25,928)
- No.of KGBVs established in 2022-23: 20 (All are made functional)
- Total No.of KGBVs: 495 in 31 Districts excluding Hyderabad & Medchal.
- With the State Government Initiative, 120 KGBVs are upgraded to Intermediate level from the year 2025-26.

Intermediate Education:

- No.of KGBVs upgraded to Intermediate during 2018-19 : 84
- No.of KGBVs upgraded to Intermediate during 2019-20 : 88
- No.of KGBVs upgraded to Intermediate during 2021-22 : 36
- No.of KGBVs upgraded to Intermediate during 2022-23 : 37
- No.of KGBVs upgraded to Intermediate during 2023-24 : 38
- No. of KGBVs upgraded to Intermediate during 2025-26 : 120 (Newly upgraded)
- Total no.of KGBVs upgraded to Intermediate level : 403 with 40 students in each stream
- Streams Offered:

	General Courses:
1	MPC
2	BiPC
3	CEC
	Vocational Courses:
4	MPHW(F)
5	Agricultural Crop Production - New

6	Computer Science - New
7	Artificial Intelligence & Machine Learning- New
8	Medical Lab Technician- New
9	Pharma Technology- New
10	Accounting and Taxation - New
11	Commercial Garment Technology- New

Medium wise details of KGBVs:

English Medium VI to X	Telugu Medium (EM-VI to IX, TM – X)	Urdu Medium	Total
112	379	04*	495

*KGBV Bhainsa of Nirmal District, KGBV Mandamarri of Mancherial District and KGBV Zaheerabad at Hoti (K), KGBV Kandi at Kashipur of Sangareddy District.

- Govt. of Telangana has decided to introduce English Medium in all Government Schools from the year 2022-23. English Medium is introduced in all 475 KGBVs in VI Class as per Govt. orders.
- In the State of Telangana there are 13 Minority KGBVs.

Class wise Enrolment in KGBVs during 2023-24

VI	VII	VIII	IX	X	XI	XII	Total
14852	19860	21484	22239	20861	14974	14229	128499

Budget: For the year 2025-26, Rs.535.05 Crores is approved towards recurring budget for KGBVs Type I, II, III & IV, out of which Rs.321.03 Crores is Central share (60%) and Rs.214.02 Crores is State share (40%).

- Year wise Budget Sanctioned towards KGBVs (Type I, II & III):**

Year	KGBVs	Approved Girls	Budget approved in Lakhs
2017-18	391	55940	34977.99
2018-19	475	91720	42963.45
2019-20	475	101320	64318.35
2020-21	475	105640	52481.52
2021-22	475	107640	29600.21
2022-23	495	1,12,200	42781.77
2023-24	495	1,15,240	43844.08
2024-25	495	1,15,400	43764.86
2025-26	495	1,16,200	43909.32

Staff Pattern in KGBVs:

- The services of Contractual Employees are taken during every academic year by maintaining (3) days gap between two contract periods. They are engaged purely on contractual basis in KGBVs under Samagra Shiksha as recommended by the Project Approval Board of Govt. of India subject to funds release commitment by Central & State Governments during the year:

- Staff in one KGBV and the honorarium:

Sl. No.	Post	Upto class X KGBV		Upgraded KGBV	
		honorarium	No. of Posts	honorarium	No. of Posts
	Teaching Staff				
1	Special Officer	32500	1	32500	1
2	CRTs	26000	7	26000	7
3	PGCRTs	-	0	29900	7
4	Urdu Teachers	26000	1	26000	0
5	Vocational Instructors (Computer / Art)	7800	2	7800	2
6	PET	15600	1	15600	1
	Total Teaching Staff		12		18
	Non-Teaching Staff				
7	Full time Accountant	14300	1	14300	1
8	Support Staff (2 Sweepers, 2 Watch Women, Attender)	9750	5	9750	5
9	Head cook	9750	1	9750	1
10	Assistant cooks	9750	4	9750	5
11	ANM	14300	1	14300	1
	Total Non-Teaching Staff		12		13
	Grand Total		24		31

- No. of Staff members working each KGBV upto X = 12 Teaching + 12 Non-Teaching = 24
- No. of Staff members working each upgraded KGBV = 18 Teaching + 13 Non-Teaching = 31

Method of Engaging Teaching Staff:

- Online Recruitment Test is conducted and roster cum merit is followed to engage the candidates.

Method of Engaging Non-Teaching Staff:

- Non-Teaching Staff is engaged at district level with the approval of District Collector.

Enhancement of Honorarium to KGBV Staff including Girls Hostels:

- The State Government has enhanced honorarium to the staff in KGBVs as follows

Sl. No.	Category of the Post	Honorarium as per PAB 2024-25	Honorarium per month before 01.9.2017 (In Rs.)	Enhanced Honorarium per month from 01.9.2017 (In Rs.)	Honorarium per month after increasing 30% as per G.O.117, dt:27.11.21(In Rs.)
1	Special Officers	25000/-	21000/-	25000/-	32500/-
2	CRTs	20000/-	15000/-	20000/-	26000/-
3	PGCRTs	-	-	23000/-	29900/-
4	Accountant	10000/-	10000/-	11000/-	14300/-
5	ANM	-	9000/-	11000/-	14300/-

Sl. No.	Category of the Post	Honorarium as per PAB 2024-25	Honorarium per month before 01.9.2017 (In Rs.)	Enhanced Honorarium per month from 01.9.2017 (In Rs.)	Honorarium per month after increasing 30% as per G.O.117, dt:27.11.21(In Rs.)
6	PET	-	11000/-	12000/-	15600/-
7	Vocational Instructors	-	5000/-	6000/-	7800/-
8	Support Staff (2 Sweepers, 2 Watch Women, Attender)	6000/-	-	7500/-	9750/-
9	Cooks & Assistant Cooks	4500/-	-	7500/-	9750/-
	Type-IV (Girls Hostels)				
10	Warden / Care Taker	15000/-	-	6700/-	12500/- *
11	Chowkidar	7500/-	-	6700/-	8710/-
12	Head Cook	7000/-	-	6000/-	7800/-
13	Assistant Cooks	6000/-	-	5000/-	6500/-
14	ANM	-	-	6000/-	7800/-

* Increased from Rs.8710/- to 12500/- during the year 2022-23.

- **Building Status of KGBVs**

No. of KGBV Buildings Sanctioned	479
No. of KGBVs work in progress	10
No. KGBVs running in own buildings	469
No. of KGBVs running in Rent free Buildings	16
No. of KGBVs running in Rented Buildings	10

- **Results & Achievements:**

- **SSC Results:**

Year	KGBVs	Children appeared	Passed	%
2017-18	391	13609	11129	81.78
2018-19	391	14254	13934	97.755
2019-20	391	16711	16711	100% (Promoted)
2020-21	475	17991	17991	100% (Promoted)
2021-22	475	17424	16294	93.51%
2022-23	475	16702	14006	83.86%
2023-24	475	17456	16329	93.06%
2024-25	475	17818	16824	94.42%

- No. of KGBVs which secured 100% pass percentage : 230
- Highest Marks secured : 580/600 (96.66%)

- **Intermediate Results:**

Year	KGBVs	Children appeared	Passed	%
2019-20	88	4483	3532	78.79%
2020-21	172	8373	8373	100% (Promoted)
2021-22	208	10230	8288	81.02%
2022-23	245	9595	7963	82.99%
2023-24	283	10385	8714	83.19%
2024-25	283	11453	9776	85.36%

- **Intermediate and EAMCET Results During 2024-25** (6th Batch of KGBV Students):
 - **Intermediate Public Examination - 2025** - The average pass percentage is **85.36%** as against the state average of 71.37%
 - **52 KGBVs** secured 100% pass percentage.
- **EAMCET-25** – Online coaching was conducted for three months with PGCRTs and one month with External Resource persons. Close monitoring was held by PGCRTs for three months from March 2025 to April 2025.
 - KGBV Students secured seats in good colleges like, Kakatiya University College of Engineering, CBIT, MVSR, JNTU, Kondagattu, Goka Raju Ranga Raju College of Engineering, Srinedhi College of Engineering, etc.
- 98 Special Officers / PGCRTs are trained on Child centric disaster risk management by MCRHRDT Institute, Hyderabad.
- Foundation Programme – Reading Challenge: To achieve reading competencies among all students in KGBVs, reading challenge, started during 2020-21 and is continued.
- Special Care for improvement of Board Exam results is taken up in all KGBVs.
- To create a mechanism to identify and report vulnerable issues/abuse/risky behavior/ threats/ eve teasing etc. Girl Child Empowerment Clubs are formed in all KGBVs.
- One PGCRT and CRT are trained in Career Guidance training.
- Facilitation was conducted in all KGBVs to Alumni students as a part of Badi Bata Programme.
- **KGBVs** are playing an instrumental role in curtailing drop out rate of girls and also ensuring transition of girls from upper primary to secondary and secondary to senior secondary level. Education in KGBVs is life changing, bringing their families out of poverty. So far, several girls are settled in various fields. Some of them are as following:

Sl. No.	Achievement	No. of Students
1.	MBBS	20
2.	NIT	2
3.	Government Job	112
4.	Pharmacy	47
5.	LLB	2
6.	Agriculture Extension Officer	15
7.	B.Sc/M.Sc Agriculture	49
8.	Nursing	132
9.	Corporate job	102
10.	IIIT	20*
11.	B.Tech.	80
12.	MBA	17

- During 2024-25, three students of KGBVs from Rajanna Sircilla, Kamareddy and Siddipet districts got admission in IIIT Basar.
- **Curiosity Programme** for creating engaging and experiential learning experiences in Mathematics and Science is being taken up in partnership with Centre for Creative Learning, IIT Gandhinagar.
 - To improve STEM related performance in children of KGBVs.
 - Curiosity Kits with material for Maths and Science activities is procured from CCL IIT Gandhinagar.
 - Online sessions from IIT Gandhinagar on every Thursday through Zoom and YouTube
 - Children are engaged in joyful learning through hands-on fun activities along with conceptual understanding of Maths and Science.
 - 80 online sessions on science and mathematical concepts. One session a week shall focus on learning curriculum in an engaging and effective manner using hands-on approach.
 - So far no Kits are received. We are asked to do activities with locally available material

Initiatives for wellbeing and all round development of girls in KGBVs

- **Infrastructure/amenities**
 - ✓ Furniture
 - ✓ Kitchen utensils
 - ✓ Woollen Blankets to the students,
 - ✓ CC Cameras
 - ✓ RO Plants to provide safe drinking water facility
 - ✓ Providing Hot Water Facility through Solar Water Heaters in KGBVs in Telangana State.
- **Health**
 - ✓ Nutritious Menu implemented from 1st January 2018 by adding special items.

- ✓ Sannabiyaam (Fine Rice) along with Nutritious Menu including, Chicken & Eggs, Mutton, Millet based snacks are being implemented.
- ✓ The Diet and Cosmetic Charges are enhanced for KGBV Girls on par with all residential institutions in the State.

Enhancement of Diet Charges:

Class	Existing Rates	Revised Rate (Per month per Boarder)
6 th to 7 th Class	1225/-	1330/-
8 th to 10 th Class	1225/-	1540/-
Intermediate	1225/-	2100/-

Enhancement of Cosmetic Charges in respect of Girls studying in Residential Schools / Hostels:

Category	Class	Existing Rate (p.m)	Revised Rate (Per month per Boarder)
Girls	6 th to 7 th – Girls	100/-	175/-
	8 th to 10 th and above 11 years age – Girls	100/-	275/-

- ✓ ANM provided in every KGBV with sufficient Medicines.
 - ✓ Regular Health Check-ups conducted.
 - ✓ Provided R O Plants for safe drinking water
 - ✓ PET provided in every KGBV.
- **Safety & Security of the Girls**
 - ✓ Training in Martial Arts
 - ✓ Regular night Patrolling by Police
 - ✓ **Safety & Security Guidelines for KGBVs:** As suggested in National Education Policy and Samagra Shiksha framework, Safety & security guidelines for KGBVs are prepared and communicated to all districts. Quarterly Audit is being done at district level.
 - ✓ **A programme for Cyber Security** is also rolled out in convergence with Women Safety Wing, Telangana Police.
 - ✓ For Safety & Security of girls, CC Cameras are installed, night watch women are engaged, only female staff are engaged in all the posts.
 - (i) **Entitlements & Other Facilities:**
 - ✓ Nutritious meals are provided.
 - ✓ Free Note Books, Text books, Uniforms to all the students.
 - ✓ Blankets, Bedding Material, Trunk Boxes Utensils, Plates & Glasses are provided.
 - (ii) **Quality Education:**
 - **Online Sessions** to EAMCET 2025.

- **Foundational Literacy-** Reading Challenge activity to make need assessment in the skill of reading, through voice messages. Everyday girls of KGBVs post voice messages reading the given paragraph aloud. Presently need assessment is in progress.
- **Peer Learning Sessions** to make 5 minute videos to reach all the students during covid lockdown period.
- **Career guidance:** To guide the students and their parents, career guidance sessions were held for M.P.C, BPC, MPHW and CEC streams, with external resource support.
- **Panel Inspections:** To ensure quality teaching learning time and effective classroom transaction and observe overall performance and maintenance of KGBVs minutely,
- **Parental Counseling:**
Special officers and other staff are keeping in touch with the parents, counseling them and sometimes cajoling them to join their wards in Professional courses is done- from state level and also at institution level. They are personally visiting homes of students to ensure the student learning and to see that children are not put into labour or married off.

Empowerment Activities for girls in KGBVs and activities Gender & Equity intervention:

- **Girl Child Empowerment Clubs:**
The GCECs are the clubs in all KGBVs and High Schools with high girls enrolment to – create a mechanism to identify and report vulnerable issues/abuse/risky behavior/ threats/ eve teasing etc.; to set up a grievance redress system in place by Strengthening the linkages between School and local Police; To create awareness on adolescence education concerns; to enable adolescent girls to articulate their issues and know their rights, counter shame and fear, build up self-esteem and self-confidence, and develop ability to take on responsibility for self, relationships and (to an extent) society around them.
- **Cyber Safety (Cyber Ambassadors Programme):** A cyber safety and security programme in convergence with Women Safety Wing, Telangana Police, to **reiterate** online safety and to train students as Cyber Ambassadors. So far, 18244 students and 9122 teachers have been trained from 5386 schools till 2023-24 by Women Safety Wing, Telangana Police. During present academic year, 4337 schools shall be covered.
- Digital Nagarik, a programme on Cyber Security is taken up in all the schools of Hyderabad in partnership with 1M1B foundation.
- **Rani Laxmibai Atma Raksha Prashikshan (Self Defence – Martial Arts Training):** Self defence training instils self confidence amongst girls and helps to promote their education, especially, during their **transition** to secondary and higher secondary level. It helps to reduce drop out rate in schools as it boosts the confidence of girls and parents that the girls can defend themselves harmful situations. Three month self defence training was imparted in 5748 Schools of any 3 months from September 2024 to February 2025.
- **Yoga for strength of body and mind:** PETs and PDs have been trained in Yoga, who shall train the **students**.
- Manuals on Gender sensitisation are prepared in partnership with Centre for Women Studies, University of Hyderabad and UNICEF. Three manuals are

prepared- (i) For teachers (ii) For boys and girls of classes 6-8 and (iii) for classes 9-12.

- **Workshop on Gender** – An understanding has been held at Dr.MCR HRD, Hyderabad with resource support from Centre for Women Studies, Hyderabad Central University & UNICEF from 5th to 7th January, 2023. 99 participants from 33 districts attended the meeting. During 2024-25, orientation on gender modules or 3 participants from each of 33 districts is conducted from 16th to 18th December, 2024 at Dr.MCR HRD, Hyderabad f with resource support from Centre for Women Studies, Hyderabad Central University & UNICEF.
- **Value Education:** A programme on value education is being conducted in 204 schools of 17 districts by two organisations viz. Sri Satyasai Seva Organisation (SSSSO) and Confederation of Voluntary Association (COVA) from 5th October 2023. The topics to be covered are;
 - ✓ Health & Hygiene habits and etiquette,
 - ✓ Respect of elders, caring & sharing gratitude
 - ✓ Family values
 - ✓ Gender equality, respect for women
 - ✓ Responsible citizenship
 - ✓ Effective utilisation of resources
- **Chelimi**, a programme for socio emotional wellbeing and mindfulness is conducted on pilot basis in 33 schools in the State @ one school per district.

Girls Hostels

Girls Hostel Scheme was launched by Government of India during 2009-10, with an objective to establish a conducive environment, to reduce the dropouts and promote the enrolment of Girl Child belonging to SC/ST/OBC/Minority Communities and BPL girls and to make secondary education of good quality accessible and affordable residential facilities to Girls in the age group of 14-18 years studying in class IX–XII. In the state of Telangana, Girls Hostel scheme was initiated in the year 2012 under RMSA.

- Presently, 241 Girls Hostels are sanctioned in 29 districts excluding Hyderabad & Medchal, Bhadradi, Jogulamba Gadwal. 191 Girls hostels are in the premises of Model Schools and 50 are in KGBV premises.
- At present 174 Girls Hostels attached to Model Scholls are functional with an enrollment of 15,568. 50 Girls Hostels which are constructed in the premises of KGBVs are also functional. Hence total (224) Girls Hostels in the state are functional.
- (61) Girls Hostels were sanctioned in 2017-18 with state government's initiative in the premises of KGBVs, out of which two are surrendered and 11 got merged from Girls Hostels to KGBVs.
- The girl students in the age group 14-18 studying in classes 9th to 12th belonging to SC, ST, OBC, Minority Communities and BPL families will be the target group of the school.
- The X Class pas outs of KGBVs should be given preference into admission of Girls Hostels in to class XI & XII
- The staff attached for each Girls Hostels : Care Taker-cum-Warden – 1, Chowkidar -1, Head Cook – 1, Assistant Cooks - 2 and ANM – 1.

6. Vocational Education

Objectives Of Vocational Education

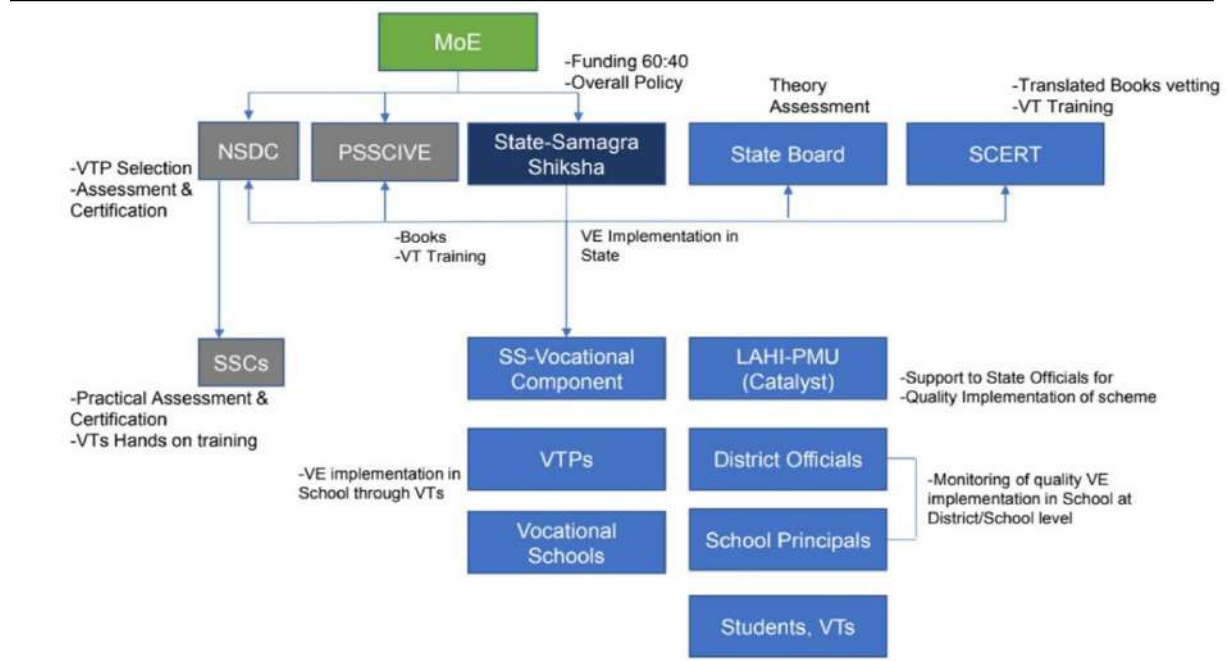
- To enhance the employability of youth through demand driven competency based modular vocational courses.
- To maintain their competitiveness through provisions of multi-entry and multi-exit learning opportunities and vertical mobility/ interchangeability in qualifications.
- To fill the gap between educated and employable.
- To reduce the dropout rate at the secondary level.
- By 2025, at least 50% of learners through the school and higher education system shall have exposure to vocational education. (National Education Policy - 2020)

Status of Vocational Education in Telangana

Year of Induction	→ Started in the year 2015-16 with 20 schools
Number of schools in Implementation	→ 409 (SS-275, PM SHRI-I - 134)
Schools Covered (Management Wise)	→ 194-TGMS, 135-ZPHS/Govt, 66-KGBVs, and 14-TGREIs
Vocational Training Partners	→ 12 VTPs → 20 Vocational Coordinators → 750 Vocational Trainers
Honorarium	→ VTs: Rs. 19,500/- for Level 1 & 2 and Rs. 26,000/- for Level 1 to 4 → VCs: Rs. 31,040/-
Trades/Sectors	→ 15 Trades - 2 trades offered in a school (1 trade in KGBV)
Academic Year 2024-25	→ 99 new schools approved under Samagra PAB → 247 schools approved under PM SHRI Phase-I → 143 schools approved under PM SHRI Phase-II → In above 489 schools (912 Trade wise) VE will be implemented from 01/07/2025

Academic Year 2025-26	<ul style="list-style-type: none"> → 33 new schools are approved under SS → 106 new schools approved under PM SHRI → Selection Of VTPs yet to be started
Budget Approved in crores as per PAB 2025-26	<ul style="list-style-type: none"> → SS : 34.302 → PM SHR: 103.6212 → Total Budget approved for VE: 137.9232

- **Trades offered:** 15 Trades (Agriculture, Apparels, Automotive Electronics, IT – ITeS, Beauty & Wellness, Automotive, Food Processing, Retail, Banking. Financial Services & Insurance (BFSI) Healthcare, Media & Entertainment, Plumbing, Telecom, Tourism and Hospitality)
- **Selection of VTPs (Before 2024-25) :** NSDC used to issue Expression of Interest (EOI) to VTPs, shortlists VTPs. The state-level Technical Evaluation Committee selects them based on their presentation.
- **Selection of VTPs(At Present) :** Tender was floated on 16.01.2025 to select Vocational Training Partners (VTPs) for implementing Vocational Education in 489 schools across SS and PM SHRI schemes by Samagra Shiksha Telangana. Further 11 VTPs have been selected for the implementation of VE in 489 schools(912 Trade wise) and the implementation is expected to commence from 1st July.
- **Important Activities:** Guest lectures by Experts, Industrial visits and Internships.

CSSVSHSE**scheme****stakeholders****Departments involved in Vocational Education**

NSDC: National Skill Development Corporation - It Certifies the VTP for implementing the Vocational and Promotes skill development by funding and supporting training institutions. Collaborates with industry and government to bridge skill gaps. Develops and implements large-scale, sector-specific skill development initiatives.

NCVET: National Council for Vocational Education and Training- Regulates and standardizes vocational education and training in India. Accredited training institutions and certifies vocational qualifications.

PSSCIVE: Pandit Sunderlal Sharma Central Institute of Vocational Education- Curriculum/Textbook development and Training the Vocational Trainers and Head Masters regarding Skill Education

SIVE: State Institute of Vocational Education which comes under Board of Intermediate Education it Conducts the theory exams for 12th class (Level-4)

SSCs: Sector Skill councils: Establish standardized curricula and assessment guidelines, it Conduct practical assessments and provide certification to students, controlled by NSDC.

Implementing Partners:

VTPs: Vocational Training Partners-The Vocational Training Partners (VTP) are being selected on the basis of certain qualifications by Samagra Shiksha through a transparent selection process to appoint Vocational Trainers (VTs) to deliver Vocational Education in schools. The VTPs pays the honorarium to the VTs/VCs at the end of each month and submits the corresponding invoices to Samagra Shiksha for reimbursement.

Human Resource-

VCs: Vocational coordinators - Vocational Coordinator acts as a liaison between the VTP and Samagra Shiksha. He/She monitors the implementation of the scheme (school/field Visits, data management, etc.)

VTs: Vocational Trainers -The Vocational trainer delivers the curriculum in the classroom, organizes guest lectures, field Visits/Industrial Visits, Internships and conducts internal evaluation. Besides, Creates awareness among the Parents/students about the importance of Vocational Education and also about job opportunities.

NGOs

LAHI: PMU for Vocational Education: A Non-Financial agreement has been signed with Lend A Hand India (LAHI) third party agency to establish a program monitoring unit (PMU) and support program implementation. LAHI has developed an application called "Lighthouse" to monitor daily vocational education activities in schools.

7. Annual School Grant:

This grant is utilized for annual maintenance as per guidelines. The amount approved for the year 2025-26 is as follows:

SSA Schools	Amount	Physical approved	Amount Approved (Rs. In lakhs)
Enrolment 1 to 30	10,000	10298	1029.80
30 to 100	25,000	10066	2516.50
101 to 250	50,000	4642	2321.00
251 to 1000	75,000	2261	1695.75
More than 1000	1,00,000	26	26.00
Total		27293	7589.05

8. Academic support through BRC

This grant was utilized for the salaries of mandal resource center staff, maintenance of BRCs etc.,

- Grant @ Rs.90,000/- per MRC for 629 MRCs.

- Remuneration to Data Entry Operators, MIS Coordinators, IERPs working at MRCs.
- Total an amount of Rs.6059.54 lakhs was approved for the year 2025-26

9. Academic support through CRC

This grant is used for repairs and maintenance of computer peripherals in cluster resource centers, Material for preparation of Teaching Learning Material, procurement of registers, and maintenance of CRCs etc.

- Grant @ Rs.33,000/- per School Complex for 1817 School Complexes
- Remuneration to Data Entry Operators, MIS Coordinators, IERPs working at CRPs working at School Complexes.
- An amount of Rs.4197.27 lakhs was approved for the year 2025-26

10. Sports & Physical Education

- Grant to Schools to procure Indoor & Outdoor Sports equipment like Football, Volleyball, Tennicoit, Cricket kits, Chess, Carom board etc.
- Grant release to SMC Accounts and SMCs shall purchase required sports equipment as per norms.

Sl. No.	Category	Schools	Unit cost	Approved amount
1	Primary Schools	17843	Rs.5,000/-	Rs.892.15 lakhs
2	Upper Primary Schools	3167	Rs.10,000/-	Rs.316.70 lakhs
3	Secondary schools	4745	Rs.25,000/-	Rs.1186.25 lakhs
4	Sr.Secondary schools	1538	Rs.25,000/-	Rs.384.50 lakhs
	Total	27293		Rs.2779.60 lakhs

11. Monitoring Information System

- UDISE+, Vidya Samiksha Kendra with an outlay of Rs.227.93 lakhs as recurring grant. Other Online Activities. (Teacher Info, School Info, Transportation application, OSC Survey, Remedial Teaching, etc.)
- 5 dash boards are developed. Mid-Day Meals, Student profile, Teachers profile, school general profile, CCE modules completed. FRS and Birds Eye view under progress.

12. Program Management

- Management costs will cover expenses such as salaries, TA/DA (Travel Allowance/Dearness Allowance), and other miscellaneous expenditures."
- An amount of Rs.7082.09 lakhs was approved for this financial year for this intervention for state and district.

13. Teachers Salary

- This intervention covers the salaries of both regular and part-time instructors. An amount of Rs. 8,989.18 lakhs has been approved for this intervention for the current year.

THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009

ARRANGEMENT OF SECTIONS

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2. Definitions.

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4. Special provisions for children not admitted to, or who have not completed, elementary education.
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22. School Development Plan.
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- 36. Previous sanction for prosecution.
- 37. Protection of action taken in good faith.
- 38. Power of appropriate Government to make rules.
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THE SCHEDULE.

THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009

ACT NO. 35 OF 2009

[26th August, 2009.]

An Act to provide for free and compulsory education to all children of the age of six to fourteen years.

BE it enacted by Parliament in the Sixtieth Year of the Republic of India as follows:—

CHAPTER I

PRELIMINARY

1. Short title, extent and commencement.—(1) This Act may be called the Right of Children to Free and Compulsory Education Act, 2009.

(2) It shall extend to the whole of India except the State of Jammu and Kashmir.

(3) It shall come into force on such date¹ as the Central Government may, by notification in the Official Gazette, appoint.

²[(4) Subject to the provisions of articles 29 and 30 of the Constitution, the provisions of this Act shall apply to conferment of rights on children to free and compulsory education.

(5) Nothing contained in this Act shall apply to Madrasas, Vedic Pathshalas and educational institutions primarily imparting religious instruction.]

2. Definitions.—In this Act, unless the context otherwise requires,—

(a) appropriate Governmentö means—

(i) in relation to a school established, owned or controlled by the Central Government, or the administrator of the Union territory, having no legislature, the Central Government;

(ii) in relation to a school, other than the school referred to in sub-clause (i), established within the territory of—

(A) a State, the State Government;

(B) a Union territory having legislature, the Government of that Union territory;

(b) öcapitation feeö means any kind of donation or contribution or payment other than the fee notified by the school;

(c) öchildö means a male or female child of the age of six to fourteen years;

(d) öchild belonging to disadvantaged groupö means ³[a child with disability or] a child belonging to the Scheduled Caste, the Scheduled Tribe, the socially and educationally backward class or such other group having disadvantage owing to social, cultural, economical, geographical, linguistic, gender or such other factor, as may be specified by the appropriate Government, by notification;

(e) öchild belonging to weaker sectionö means a child belonging to such parent or guardian whose annual income is lower than the minimum limit specified by the appropriate Government, by notification;

³[(ee) öchild with disabilityö includes,—

(A) a child with ödisabilityö as defined in clause (i) of section 2 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996);

1. 1st April, 2010, *vide* notification No. S.O. 428(E), dated 16th February, 2010, *see* Gazette of India, Extraordinary, Part II, sec. 3(ii).

2. Ins. by Act 30 of 2012, s. 2 (w.e.f. 1-8- 2012).

3. Ins. by s. 3, *ibid.* (w.e.f. 1-8-2012).

(B) a child, being a person with disability as defined in clause (j) of section 2 of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 (44 of 1999);

(C) a child with õsevere disabilityö as defined in clause (o) of section 2 of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 (44 of 1999).]

(f) õelementary educationö means the education from first class to eighth class;

(g) õguardianö, in relation to a child, means a person having the care and custody of that child and includes a natural guardian or guardian appointed or declared by a court or a statute;

(h) õlocal authorityö means a Municipal Corporation or Municipal Council or Zila Parishad or Nagar Panchayat or Panchayat, by whatever name called, and includes such other authority or body having administrative control over the school or empowered by or under any law for the time being in force to function as a local authority in any city, town or village;

(i) õNational Commission for Protection of Child Rightsö means the National Commission for Protection of Child Rights constituted under section 3 of the Commissions for Protection of Child Rights Act, 2005 (4 of 2006);

(j) õnotificationö means a notification published in the Official Gazette;

(k) õparentö means either the natural or step or adoptive father or mother of a child;

(l) õprescribedö means prescribed by rules made under this Act;

(m) õScheduleö means the Schedule annexed to this Act;

(n) õschoolö means any recognised school imparting elementary education and includes—

(i) a school established, owned or controlled by the appropriate Government or a local authority;

(ii) an aided school receiving aid or grants to meet whole or part of its expenses from the appropriate Government or the local authority;

(iii) a school belonging to specified category; and

(iv) an unaided school not receiving any kind of aid or grants to meet its expenses from the appropriate Government or the local authority;

(o) õscreening procedureö means the method of selection for admission of a child, in preference over another, other than a random method;

(p) õspecified categoryö, in relation to a school, means a school known as Kendriya Vidyalaya, Navodaya Vidyalaya, Sainik School or any other school having a distinct character which may be specified, by notification, by the appropriate Government;

(q) õState Commission for Protection of Child Rightsö means the State Commission for Protection of Child Rights constituted under section 3 of the Commissions for Protection of Child Rights Act, 2005 (4 of 2006).

CHAPTER II

RIGHT TO FREE AND COMPULSORY EDUCATION

3. Right of child to free and compulsory education.—¹[(1) Every child of the age of six to fourteen years, including a child referred to in clause (d) or clause (e) of section 2, shall have the right to free and compulsory education in a neighbourhood school till the completion of his or her elementary education.]

(2) For the purpose of sub-section (1), no child shall be liable to pay any kind of fee or charges or expenses which may prevent him or her from pursuing and completing the elementary education.

1. Subs. by Act 30 of 2012, s. 4, for sub-section (1) (w.e.f. 1-8-2012).

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²[(3) A child with disability referred to in sub-clause (A) of clause (ee) of section 2 shall, without prejudice to the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), and a child referred to in sub-clauses (B) and (C) of clause (ee) of section 2, have the same rights to pursue free and compulsory elementary education which children with disabilities have under the provisions of Chapter V of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995:

Provided that a child with "multiple disabilities" referred to in clause (h) and a child with "severe disability" referred to in clause (o) of section 2 of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 (44 of 1999) may also have the right to opt for home-based education.]

4. Special provisions for children not admitted to, or who have not completed, elementary education.—Where a child above six years of age has not been admitted in any school or though admitted, could not complete his or her elementary education, then, he or she shall be admitted in a class appropriate to his or her age:

Provided that where a child is directly admitted in a class appropriate to his or her age, then, he or she shall, in order to be at par with others, have a right to receive special training, in such manner, and within such time-limits, as may be prescribed:

Provided further that a child so admitted to elementary education shall be entitled to free education till completion of elementary education even after fourteen years.

5. Right of transfer to other school.—(1) Where in a school, there is no provision for completion of elementary education, a child shall have a right to seek transfer to any other school, excluding the school specified in sub-clauses (iii) and (iv) of clause (n) of section 2, for completing his or her elementary education.

(2) Where a child is required to move from one school to another, either within a State or outside, for any reason whatsoever, such child shall have a right to seek transfer to any other school, excluding the school specified in sub-clauses (iii) and (iv) of clause (n) of section 2, for completing his or her elementary education.

(3) For seeking admission in such other school, the Head-teacher or in-charge of the school where such child was last admitted, shall immediately issue the transfer certificate:

Provided that delay in producing transfer certificate shall not be a ground for either delaying or denying admission in such other school:

Provided further that the Head-teacher or in-charge of the school delaying issuance of transfer certificate shall be liable for disciplinary action under the service rules applicable to him or her.

CHAPTER III

DUTIES OF APPROPRIATE GOVERNMENT, LOCAL AUTHORITY AND PARENTS

6. Duty of appropriate Government and local authority to establish school.—For carrying out the provisions of this Act, the appropriate Government and the local authority shall establish, within such area or limits of neighbourhood, as may be prescribed, a school, where it is not so established, within a period of three years from the commencement of this Act.

7. Sharing of financial and other responsibilities.—(1) The Central Government and the State Governments shall have concurrent responsibility for providing funds for carrying out the provisions of this Act.

(2) The Central Government shall prepare the estimates of capital and recurring expenditure for the implementation of the provisions of the Act.

1. Proviso omitted by Act 30 of 2012, s. 4 (w.e.f. 1-8-2012).

2. Ins. by s. 4, *ibid.* (w.e.f. 1-8-2012).

(3) The Central Government shall provide to the State Governments, as grants-in-aid of revenues, such percentage of expenditure referred to in sub-section (2) as it may determine, from time to time, in consultation with the State Governments.

(4) The Central Government may make a request to the President to make a reference to the Finance Commission under sub-clause (d) of clause (3) of article 280 to examine the need for additional resources to be provided to any State Government so that the said State Government may provide its share of funds for carrying out the provisions of the Act.

(5) Notwithstanding anything contained in sub-section (4), the State Government shall, taking into consideration the sums provided by the Central Government to a State Government under sub-section (3), and its other resources, be responsible to provide funds for implementation of the provisions of the Act.

(6) The Central Government shall—

(a) develop a framework of national curriculum with the help of academic authority specified under section 29;

(b) develop and enforce standards for training of teachers;

(c) provide technical support and resources to the State Government for promoting innovations, researches, planning and capacity building.

8. Duties of appropriate Government.—The appropriate Government shall—

(a) provide free and compulsory elementary education to every child:

Provided that where a child is admitted by his or her parents or guardian, as the case may be, in a school other than a school established, owned, controlled or substantially financed by funds provided directly or indirectly by the appropriate Government or a local authority, such child or his or her parents or guardian, as the case may be, shall not be entitled to make a claim for reimbursement of expenditure incurred on elementary education of the child in such other school.

Explanation.—The term “compulsory education” means obligation of the appropriate Government to—

(i) provide free elementary education to every child of the age of six to fourteen years; and

(ii) ensure compulsory admission, attendance and completion of elementary education by every child of the age of six to fourteen years;

(b) ensure availability of a neighbourhood school as specified in section 6;

(c) ensure that the child belonging to weaker section and the child belonging to disadvantaged group are not discriminated against and prevented from pursuing and completing elementary education on any grounds;

(d) provide infrastructure including school building, teaching staff and learning equipment;

(e) provide special training facility specified in section 4;

(f) ensure and monitor admission, attendance and completion of elementary education by every child;

(g) ensure good quality elementary education conforming to the standards and norms specified in the Schedule;

(h) ensure timely prescribing of curriculum and courses of study for elementary education; and

(i) provide training facility for teachers.

9. Duties of local authority.—Every local authority shall—

(a) provide free and compulsory elementary education to every child:

Provided that where a child is admitted by his or her parents or guardian, as the case may be, in a school other than a school established, owned, controlled or substantially financed by funds provided

directly or indirectly by the appropriate Government or a local authority, such child or his or her parents or guardian, as the case may be, shall not be entitled to make a claim for reimbursement of expenditure incurred on elementary education of the child in such other school;

(b) ensure availability of a neighbourhood school as specified in section 6;

(c) ensure that the child belonging to weaker section and the child belonging to disadvantaged group are not discriminated against and prevented from pursuing and completing elementary education on any grounds;

(d) maintain records of children up to the age of fourteen years residing within its jurisdiction, in such manner as may be prescribed;

(e) ensure and monitor admission, attendance and completion of elementary education by every child residing within its jurisdiction;

(f) provide infrastructure including school building, teaching staff and learning material;

(g) provide special training facility specified in section 4;

(h) ensure good quality elementary education conforming to the standards and norms specified in the Schedule;

(i) ensure timely prescribing of curriculum and courses of study for elementary education;

(j) provide training facility for teachers;

(k) ensure admission of children of migrant families;

(l) monitor functioning of schools within its jurisdiction; and

(m) decide the academic calendar.

10. Duty of parents and guardian.—It shall be the duty of every parent or guardian to admit or cause to be admitted his or her child or ward, as the case may be, to an elementary education in the neighbourhood school.

11. Appropriate Government to provide for pre-school education.—With a view to prepare children above the age of three years for elementary education and to provide early childhood care and education for all children until they complete the age of six years, the appropriate Government may make necessary arrangement for providing free pre-school education for such children.

CHAPTER IV

RESPONSIBILITIES OF SCHOOLS AND TEACHERS

12. Extent of school's responsibility for free and compulsory education.—(1) For the purposes of this Act, a school,—

(a) specified in sub-clause (i) of clause (n) of section 2 shall provide free and compulsory elementary education to all children admitted therein;

(b) specified in sub-clause (ii) of clause (n) of section 2 shall provide free and compulsory elementary education to such proportion of children admitted therein as its annual recurring aid or grants so received bears to its annual recurring expenses, subject to a minimum of twenty-five per cent.;

(c) specified in sub-clauses (iii) and (iv) of clause (n) of section 2 shall admit in class I, to the extent of at least twenty-five per cent. of the strength of that class, children belonging to weaker section and disadvantaged group in the neighbourhood and provide free and compulsory elementary education till its completion:

Provided that where a school specified in clause (n) of section 2 imparts pre-school education, the provisions of clauses (a) to (c) shall apply for admission to such pre-school education.

(2) The school specified in sub-clause (iv) of clause (n) of section 2 providing free and compulsory elementary education as specified in clause (c) of sub-section (I) shall be reimbursed expenditure so incurred by it to the extent of per-child-expenditure incurred by the State, or the actual amount charged from the child, whichever is less, in such manner as may be prescribed:

Provided that such reimbursement shall not exceed per-child-expenditure incurred by a school specified in sub-clause (i) of clause (n) of section 2:

Provided further that where such school is already under obligation to provide free education to a specified number of children on account of it having received any land, building, equipment or other facilities, either free of cost or at a concessional rate, such school shall not be entitled for reimbursement to the extent of such obligation.

(3) Every school shall provide such information as may be required by the appropriate Government or the local authority, as the case may be.

13. No capitation fee and screening procedure for admission.—(I) No school or person shall, while admitting a child, collect any capitation fee and subject the child or his or her parents or guardian to any screening procedure.

(2) Any school or person, if in contravention of the provisions of sub-section (I),—

(a) receives capitation fee, shall be punishable with fine which may extend to ten times the capitation fee charged;

(b) subjects a child to screening procedure, shall be punishable with fine which may extend to twenty-five thousand rupees for the first contravention and fifty thousand rupees for each subsequent contraventions.

14. Proof of age for admission.—(I) For the purposes of admission to elementary education, the age of a child shall be determined on the basis of the birth certificate issued in accordance with the provisions of the Births, Deaths and Marriages Registration Act, 1886 (6 of 1886) or on the basis of such other document, as may be prescribed.

(2) No child shall be denied admission in a school for lack of age proof.

15. No denial of admission.—A child shall be admitted in a school at the commencement of the academic year or within such extended period as may be prescribed:

Provided that no child shall be denied admission if such admission is sought subsequent to the extended period:

Provided further that any child admitted after the extended period shall complete his studies in such manner as may be prescribed by the appropriate Government.

16. Prohibition of holding back and expulsion.—No child admitted in a school shall be held back in any class or expelled from school till the completion of elementary education.

17. Prohibition of physical punishment and mental harassment to child.—(I) No child shall be subjected to physical punishment or mental harassment.

(2) Whoever contravenes the provisions of sub-section (I) shall be liable to disciplinary action under the service rules applicable to such person.

18. No School to be established without obtaining certificate of recognition.—(I) No school, other than a school established, owned or controlled by the appropriate Government or the local authority, shall, after the commencement of this Act, be established or function, without obtaining a certificate of recognition from such authority, by making an application in such form and manner, as may be prescribed.

(2) The authority prescribed under sub-section (I) shall issue the certificate of recognition in such form, within such period, in such manner, and subject to such conditions, as may be prescribed:

Provided that no such recognition shall be granted to a school unless it fulfils norms and standards specified under section 19.

(3) On the contravention of the conditions of recognition, the prescribed authority shall, by an order in writing, withdraw recognition:

Provided that such order shall contain a direction as to which of the neighbourhood school, the children studying in the derecognised school, shall be admitted:

Provided further that no recognition shall be so withdrawn without giving an opportunity of being heard to such school, in such manner, as may be prescribed.

(4) With effect from the date of withdrawal of the recognition under sub-section (3), no such school shall continue to function.

(5) Any person who establishes or runs a school without obtaining certificate of recognition, or continues to run a school after withdrawal of recognition, shall be liable to fine which may extend to one lakh rupees and in case of continuing contraventions, to a fine of ten thousand rupees for each day during which such contravention continues.

19. Norms and standards for school.—(1) No school shall be established, or recognised under section 18, unless it fulfils the norms and standards specified in the Schedule.

(2) Where a school established before the commencement of this Act does not fulfil the norms and standards specified in the Schedule, it shall take steps to fulfil such norms and standards at its own expenses, within a period of three years from the date of such commencement.

(3) Where a school fails to fulfil the norms and standards within the period specified under sub-section (2), the authority prescribed under sub-section (1) of section 18 shall withdraw recognition granted to such school in the manner specified under sub-section (3) thereof.

(4) With effect from the date of withdrawal of recognition under sub-section (3), no school shall continue to function.

(5) Any person who continues to run a school after the recognition is withdrawn, shall be liable to fine which may extend to one lakh rupees and in case of continuing contraventions, to a fine of ten thousand rupees for each day during which such contravention continues.

20. Power to amend Schedule.—The Central Government may, by notification, amend the Schedule by adding to, or omitting therefrom, any norms and standards.

21. School Management Committee.—(1) A school, other than a school specified in sub-clause (iv) of clause (n) of section 2, shall constitute a School Management Committee consisting of the elected representatives of the local authority, parents or guardians of children admitted in such school and teachers:

Provided that at least three-fourth of members of such Committee shall be parents or guardians:

Provided further that proportionate representation shall be given to the parents or guardians of children belonging to disadvantaged group and weaker section:

Provided also that fifty per cent. of Members of such Committee shall be women.

(2) The School Management Committee shall perform the following functions, namely:—

(a) monitor the working of the school;

(b) prepare and recommend school development plan;

(c) monitor the utilisation of the grants received from the appropriate Government or local authority or any other source; and

(d) perform such other functions as may be prescribed:

¹[Provided that the School Management Committee constituted under sub-section (1) in respect of,—

- (a) a school established and administered by minority whether based on religion or language; and
- (b) all other aided schools as defined in sub-section (ii) of clause (n) of section 2,

shall perform advisory function only.]

22. School Development Plan.—(1) Every ²[School Management Committee, except the School Management Committee in respect of a school established and administered by minority, whether based on religion or language and an aided school as defined in sub-clause (ii) of clause (n) of section 2, constituted] under sub-section (1) of section 21, shall prepare a School Development Plan, in such manner as may be prescribed.

(2) The School Development Plan so prepared under sub-section (1) shall be the basis for the plans and grants to be made by the appropriate Government or local authority, as the case may be.

23. Qualifications for appointment and terms and conditions of service of teachers.—(1) Any person possessing such minimum qualifications, as laid down by an academic authority, authorised by the Central Government, by notification, shall be eligible for appointment as a teacher.

(2) Where a State does not have adequate institutions offering courses or training in teacher education, or teachers possessing minimum qualifications as laid down under sub-section (1) are not available in sufficient numbers, the Central Government may, if it deems necessary, by notification, relax the minimum qualifications required for appointment as a teacher, for such period, not exceeding five years, as may be specified in that notification:

Provided that a teacher who, at the commencement of this Act, does not possess minimum qualifications as laid down under sub-section (1), shall acquire such minimum qualifications within a period of five years:

³[Provided further that every teacher appointed or in position as on the 31st March, 2015, who does not possess minimum qualifications as laid down under sub-section (1), shall acquire such minimum qualifications within a period of four years from the date of commencement of the Right of Children to Free and Compulsory Education (Amendment) Act, 2017 (24 of 2017).]

(3) The salary and allowances payable to, and the terms and conditions of service of, teachers shall be such as may be prescribed.

24. Duties of teachers and redressal of grievances.—(1) A teacher appointed under sub-section (1) of section 23 shall perform the following duties, namely:—

- (a) maintain regularity and punctuality in attending school;
- (b) conduct and complete the curriculum in accordance with the provisions of sub-section (2) of section 29;
- (c) complete entire curriculum within the specified time;
- (d) assess the learning ability of each child and accordingly supplement additional instructions, if any, as required;
- (e) hold regular meetings with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child; and
- (f) perform such other duties as may be prescribed.

(2) A teacher committing default in performance of duties specified in sub-section (1), shall be liable to disciplinary action under the service rules applicable to him or her:

1. Ins. by Act 30 of 2012, s. 5 (w.e.f. 1-8-2012).

2. Subs. by s. 6, *ibid.*, for School Management Committee, constituted (w.e.f. 1-8-2012).

3. Ins. by Act 24 of 2017, s. 2 (w.e.f. 1-4-2015).

Provided that before taking such disciplinary action, reasonable opportunity of being heard shall be afforded to such teacher.

(3) The grievances, if any, of the teacher shall be redressed in such manner as may be prescribed.

25. Pupil-Teacher Ratio.—(1) ¹[Within three years] from the date of commencement of this Act, the appropriate Government and the local authority shall ensure that the Pupil-Teacher Ratio, as specified in the Schedule, is maintained in each school.

(2) For the purpose of maintaining the Pupil-Teacher Ratio under sub-section (1), no teacher posted in a school shall be made to serve in any other school or office or deployed for any non-educational purpose, other than those specified in section 27.

26. Filling up vacancies of teachers.—The appointing authority, in relation to a school established, owned, controlled or substantially financed by funds provided directly or indirectly by the appropriate Government or by a local authority, shall ensure that vacancy of teacher in a school under its control shall not exceed ten per cent. of the total sanctioned strength.

27. Prohibition of deployment of teachers for non-educational purposes.—No teacher shall be deployed for any non-educational purposes other than the decennial population census, disaster relief duties or duties relating to elections to the local authority or the State Legislatures or Parliament, as the case may be.

28. Prohibition of private tuition by teacher.—No teacher shall engage himself or herself in private tuition or private teaching activity.

CHAPTER V

CURRICULUM AND COMPLETION OF ELEMENTARY EDUCATION

29. Curriculum and evaluation procedure.—(1) The curriculum and the evaluation procedure for elementary education shall be laid down by an academic authority to be specified by the appropriate Government, by notification.

(2) The academic authority, while laying down the curriculum and the evaluation procedure under sub-section (1), shall take into consideration the following, namely:—

- (a) conformity with the values enshrined in the Constitution;
- (b) all round development of the child;
- (c) building up child's knowledge, potentiality and talent;
- (d) development of physical and mental abilities to the fullest extent;
- (e) learning through activities, discovery and exploration in a child friendly and child-centered manner;
- (f) medium of instructions shall, as far as practicable, be in child's mother tongue;
- (g) making the child free of fear, trauma and anxiety and helping the child to express views freely;
- (h) comprehensive and continuous evaluation of child's understanding of knowledge and his or her ability to apply the same.

30. Examination and completion certificate.—(1) No child shall be required to pass any Board examination till completion of elementary education.

(2) Every child completing his elementary education shall be awarded a certificate, in such form and in such manner, as may be prescribed.

1. Subs. by Act 30 of 2012, s. 7, for "Within six months" (w.e.f. 1-8-2012).

CHAPTER VI

PROTECTION OF RIGHT OF CHILDREN

31. Monitoring of child's right to education.—(1) The National Commission for Protection of Child Rights constituted under section 3, or, as the case may be, the State Commission for Protection of Child Rights constituted under section 17, of the Commissions for Protection of Child Rights Act, 2005 (4 of 2006), shall, in addition to the functions assigned to them under that Act, also perform the following functions, namely:—

(a) examine and review the safeguards for rights provided by or under this Act and recommend measures for their effective implementation;

(b) inquire into complaints relating to child's right to free and compulsory education; and

(c) take necessary steps as provided under sections 15 and 24 of the said Commissions for Protection of Child Rights Act.

(2) The said Commissions shall, while inquiring into any matters relating to child's right to free and compulsory education under clause (c) of sub-section (1), have the same powers as assigned to them respectively under sections 14 and 24 of the said Commissions for Protection of Child Rights Act.

(3) Where the State Commission for Protection of Child Rights has not been constituted in a State, the appropriate Government may, for the purpose of performing the functions specified in clauses (a) to (c) of sub-section (1), constitute such authority, in such manner and subject to such terms and conditions, as may be prescribed.

32. Redressal of grievances.—(1) Notwithstanding anything contained in section 31, any person having any grievance relating to the right of a child under this Act may make a written complaint to the local authority having jurisdiction.

(2) After receiving the complaint under sub-section (1), the local authority shall decide the matter within a period of three months after affording a reasonable opportunity of being heard to the parties concerned.

(3) Any person aggrieved by the decision of the local authority may prefer an appeal to the State Commission for Protection of Child Rights or the authority prescribed under sub-section (3) of section 31, as the case may be.

(4) The appeal preferred under sub-section (3) shall be decided by State Commission for Protection of Child Rights or the authority prescribed under sub-section (3) of section 31, as the case may be, as provided under clause (c) of sub-section (1) of section 31.

33. Constitution of National Advisory Council.—(1) The Central Government shall constitute, by notification, a National Advisory Council, consisting of such number of Members, not exceeding fifteen, as the Central Government may deem necessary, to be appointed from amongst persons having knowledge and practical experience in the field of elementary education and child development.

(2) The functions of the National Advisory Council shall be to advise the Central Government on implementation of the provisions of the Act in an effective manner.

(3) The allowances and other terms and conditions of the appointment of Members of the National Advisory Council shall be such as may be prescribed.

34. Constitution of State Advisory Council.—(1) The State Government shall constitute, by notification, a State Advisory Council consisting of such number of Members, not exceeding fifteen, as the State Government may deem necessary, to be appointed from amongst persons having knowledge and practical experience in the field of elementary education and child development.

(2) The functions of the State Advisory Council shall be to advise the State Government on implementation of the provisions of the Act in an effective manner.

(3) The allowances and other terms and conditions of appointment of Members of the State Advisory Council shall be such as may be prescribed.

CHAPTER VII
MISCELLANEOUS

35. Power to issue directions.—(1) The Central Government may issue such guidelines to the appropriate Government or, as the case may be, the local authority, as it deems fit for the purposes of implementation of the provisions of this Act.

(2) The appropriate Government may issue guidelines and give such directions, as it deems fit, to the local authority or the School Management Committee regarding implementation of the provisions of this Act.

(3) The local authority may issue guidelines and give such directions, as it deems fit, to the School Management Committee regarding implementation of the provisions of this Act.

36. Previous sanction for prosecution.—No prosecution for offences punishable under sub-section (2) of section 13, sub-section (5) of section 18 and sub-section (5) of section 19 shall be instituted except with the previous sanction of an officer authorised in this behalf, by the appropriate Government, by notification.

37. Protection of action taken in good faith.—No suit or other legal proceeding shall lie against the Central Government, the State Government, the National Commission for Protection of Child Rights, the State Commission for Protection of Child Rights, the local authority, the School Management Committee or any person, in respect of anything which is in good faith done or intended to be done, in pursuance of this Act, or any rules or order made thereunder.

38. Power of appropriate Government to make rules.—(1) The appropriate Government may, by notification, make rules, for carrying out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing powers, such rules may provide for all or any of the following matters, namely:—

- (a) the manner of giving special training and the time-limit thereof, under first proviso to section 4;
- (b) the area or limits for establishment of a neighbourhood school, under section 6;
- (c) the manner of maintenance of records of children up to the age of fourteen years, under clause (d) of section 9;
- (d) the manner and extent of reimbursement of expenditure, under sub-section (2) of section 12;
- (e) any other document for determining the age of child under sub-section (1) of section 14;
- (f) the extended period for admission and the manner of completing study if admitted after the extended period, under section 15;
- (g) the authority, the form and manner of making application for certificate of recognition, under sub-section (1) of section 18;
- (h) the form, the period, the manner and the conditions for issuing certificate of recognition, under sub-section (2) of section 18;
- (i) the manner of giving opportunity of hearing under second proviso to sub-section (3) of section 18;
- (j) the Other functions to be performed by School Management Committee under clause (d) of sub-section (2) of section 21;
- (k) the manner of preparing School Development Plan under sub-section (1) of section 22;
- (l) the salary and allowances payable to, and the terms and conditions of service of teacher, under sub-section (3) of section 23;
- (m) the duties to be performed by the teacher under clause (f) of sub-section (1) of section 24;

(n) the manner of redressing grievances of teachers under sub-section (3) of section 24;

(o) the form and manner of awarding certificate for completion of elementary education under sub-section (2) of section 30;

(p) the authority, the manner of its constitution and the terms and conditions therefor, under sub-section (3) of section 31;

(q) the allowances and other terms and conditions of appointment of Members of the National Advisory Council under sub-section (3) of section 33;

(r) the allowances and other terms and conditions of appointment of Members of the State Advisory Council under sub-section (3) of section 34.

(3) Every rule made under this Act and every notification issued under sections 20 and 23 by the Central Government shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or notification or both Houses agree that the rule or notification should not be made, the rule or notification shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule or notification.

(4) Every rule or notification made by the State Government under this Act shall be laid, as soon as may be after it is made; before the State Legislatures.

¹**[39. Power of Central Government to remove difficulties.**—(1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order, published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no order shall be made under this section after the expiry of three years from the commencement of the Right of Children to Free and Compulsory Education (Amendment) Act, 2012 (30 of 2012).

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.]

1. Ins. by Act 30 of 2012, s. 8 (w.e.f. 1-8-2012).

THE SCHEDULE

(See sections 19 and 25)

NORMS AND STANDARDS FOR A SCHOOL

Sl. No.	Item	Norms and Standards	
1.	Numbers of teachers:		
	(a) For first class to fifth class	Admitted children	Number of teachers
		Up to Sixty	Two
		Between sixty-one to ninety	Three
		Between Ninety-one to one hundred and twenty	Four
		Between One hundred and twenty-one to two hundred	Five
		Above One hundred and fifty children	Five plus one Head-teacher
		Above Two hundred children	Pupil-Teacher Ratio (excluding Head-teacher) shall not exceed forty.
	(b) For sixth class to eighth class	<p>(1) At least one teacher per class so that there shall be at least one teacher each for—</p> <p>(i) Science and Mathematics;</p> <p>(ii) Social Studies;</p> <p>(iii) Languages.</p> <p>(2) At least one teacher for every thirty-five children.</p> <p>(3) Where admission of children is above one hundred—</p> <p>(i) a full time head-teacher;</p> <p>(ii) part time instructors for—</p> <p>(A) Art Education;</p> <p>(B) Health and Physical Education;</p> <p>(C) Work Education.</p>	
2.	Building	<p>All-weather building consisting of—</p> <p>(i) at least one class-room for every teacher and an office-cum-store-cum-Head teacher's room;</p> <p>(ii) barrier-free access;</p> <p>(iii) separate toilets for boys and girls;</p> <p>(iv) safe and adequate drinking water facility to all children;</p>	

Sl. No.	Item	Norms and Standards
		(v) a kitchen where mid-day meal is cooked in the school;
		(vi) Playground;
		(vii) arrangements for securing the school building by boundary wall or fencing.
3.	Minimum number of working days/instructional hours in an academic year	<p>(i) two hundred working days for first class to fifth class;</p> <p>(ii) two hundred and twenty working days for sixth class to eighth class;</p> <p>(iii) eight hundred instructional hours per academic year for first class to fifth class;</p> <p>(iv) one thousand instructional hours per academic year for sixth class to eighth class.</p>
4.	Minimum number of working hours per week for the teacher	forty-five teaching including preparation hours.
5.	Teaching learning equipment	Shall be provided to each class as required.
6.	Library	There shall be a library in each school providing newspaper, magazines and books on all subjects, including story-books.
7.	Play material, games and sports equipment	Shall be provided to each class as required.

GOVERNMENT OF TELANGANA
ABSTRACT

Constitution of State Commission for Protection of Child Rights - Rules for
Telangana State Commission for Protection of Child Rights – Issued

DEPARTMENT FOR WOMEN, CHILDREN, DISABLED & SENIOR CITIZENS
(SCHEMES)

G.O.Ms.No.3

Dated: 20-01-2015.

Read the following:

1. G.O.Ms.No.11, Dept., for WCD&SC (Schemes), dated: 25-11-2014
2. From the Director, Women Development & Child Welfare
Department, Telangana, Hyderabad, Letter No.402/H/ICPS/
PM/2014, dated: 10-12-2014

-000-

ORDER:

The following notification shall be published in the Extra-ordinary
Issue of Telangana State Gazettee, dated:20.01.2015.

NOTIFICATION

In exercise of the powers conferred by section 36 of the Commission
for Protection of Child Rights Act, 2005 (Central Act No.4 of 2006), the
Government of Telangana hereby makes the following rules, namely,

1. Short Title and Commencement

- 1) These rules may be called the Telangana State Commission for
Protection of Child Rights Rules, 2014.
- 2) They shall come into force on such as the State Government may
by notification appoint date in the Official Gazette.

2. Definitions

- (a) "Act" means The Commissions for Protection of Child Rights Act,
2005 (Central Act No.4 of 2006).
- (b) "Chairperson" means the Chairperson of the State Commission;
- (c) "Member" means the Member of the State Commission;
- (d) "Secretary " means the Secretary of the State Commission;
- (e) "Section" means a section of Act;
- (f) "State Commission" means 'State Commission for Protection of
Child Rights' constituted under section 17 of The Commissions for
Protection of Child Rights Act, 2005;
- (g) Words and expression used and not defined in these rules but
defined in the Act shall have the meanings respectively assigned
to them in the Act.

3. Eligibility for Appointments as Chairperson and Members.

- (1) Any person who has at least ten years experience in the areas stated in sub-section (2) of section 17 of the Act may be appointed as Chairperson or Member of the State Commission.
- (2) No person having any past record of violation of human rights or child rights shall be eligible for appointment as Chairperson or Member of the State Commission.
- (3) No person having been convicted and sentenced for imprisonment of an offence which in the opinion of the State Government involves moral turpitude, shall be eligible for appointment as Chairperson or Member of the State Commission.
- (4) No person having been removed or dismissed from service of the Central Government or State Government or a body or corporation owned or controlled by the Central Government or a State Government shall be eligible for appointment as Chairperson or Member of the State Commission.
- (5) A person having held office with Commission as a Member or a Chairperson for two terms shall not be eligible to be appointed as a Chairperson or Member of the State Commission.

4. Selection Committee

- (1) The Chairperson and the Members of the State Commission shall be appointed on the recommendation of a three Member Selection Committee constituted by the State Government under the Chairmanship of the Minister in charge of Child Development, nominee of the Chief Justice of the High Court of the State and Speaker of the State Legislature.
- (2) For the purposes of selection of the Chairperson and Members the State Government shall invite applications from qualified candidates from the public through an advertisement in at least in two leading national and vernacular dailies and the selection committee shall prepare a short list from the applications so received. The short listed candidates shall be selected on merit through an interview by the Selection Committee. Such selected candidates shall be recommended by the Selection Committee to the State Government for appointment.
- (3) The Selection Committee shall also prepare a wait list of two persons for each of the posts. The wait list shall be valid for three months.

5. Terms and Conditions of Service of Chairperson and Members

- (1) The State Commission for Protection of Child Rights shall function full time as an independent and autonomous body.
- (2) The Chairperson shall, unless removed from office under section 7, hold office for a period of three years, or till the age of sixty-five years, whichever is earlier.
- (3) Every Member shall, unless removed from office under section 7, hold office for a period of three years, or till the age of sixty years, whichever is earlier.
- (4) Notwithstanding anything contained in sub-rule (2) or sub-rule (3),

- a) a person who has held the office of Chairperson shall be eligible to re-apply, and
 - b) a person who has held the office of a Member shall be eligible to re-apply as a Member or as a Chairperson;
- (5) If the Chairperson is unable to discharge his functions owing to illness or other incapacity, the State Government shall nominate any other Member to act as Chairperson and the Member so nominated shall hold office of Chairperson until the Chairperson resumes office or till the remainder of his term.
- (6) The Chairperson or a Member may, by writing under his hand addressed to the State Government, resign his office at any time.
- (7) A vacancy caused by death, resignation or any other reason shall be filled-up within ninety days from the date of occurrence of such vacancy.

6. Secretary

- (1) The Secretary shall be appointed by the State Government in accordance with sub-section (1) of section 21 of the Act.
- (2) The Secretary shall hold office full time for a maximum tenure of three years.

7. Terms and Conditions of Service of Officers and Other Employees of the State Commission.

- (1) The State Government shall appoint such officers and employees as may be necessary for the efficient performance of the State Commission.
- (2) The terms and conditions of service of officers and employees shall be made applicable as prescribed in the Telangana State and Subordinate Service Rules, 1996.
- (3) The officers and employees of the State Commission shall perform duties as per the directions of the State Commission.

8. Powers and Duties of the Secretary

The Secretary shall:-

- (i) have power to execute all decisions taken by the Commission in order to carry out the powers and functions of the Commission as provided in sub section (1) of Section 13 and section 14 read with Section 24 of the Act.
- (ii) exercise and discharge such powers and perform such duties as are required for the proper administration of the affairs of the Commission and its day to day management as specified in section 21;
- (iii) convene the meetings of the Commission in consultation with the Chairperson and serve notices of the meetings to all concerned;
- (iv) take steps to ensure that the quorum required for convening a meeting of Commission is secured;

- (v) in consultation with the Chairperson, prepare the agenda for each meeting of the Commission and shall have notes prepared by the Secretariat and such notes shall, as far as possible, be self-contained;
- (vi) make available specific records covering the agenda items to the Commission for reference;
- (vii) ensure that the agenda papers are circulated to the Members at least two clear working days in advance of the meeting, except in cases when urgent attention is required;
- (viii) prepare the minutes of the meetings of the Commission and shall execute the decisions of the Commission taken in the meeting and shall also ensure placing the Action Taken Note of the decisions of the Commission before the Commission in its subsequent meetings;
- (ix) ensure that procedure of the Commission is followed by it in transactions of its business;
- (x) take up all such matters in consultation with the Department of Women and Child Development for release of grants, creation of posts, revision of scales, procurement of vehicles, appointment of staff, laying of annual and audit report in Assembly, re-appropriation of funds, residential accommodation, permitting any officer of the Commission for deputation abroad and any other matter requiring the approval of the State Government;
- (xi) exercise such financial powers as are delegated to him by the Chairperson on behalf of the Commission,
 Provided that no expenditure on any item exceeding one lakh rupees shall be incurred without the sanction of the Chairperson; and
- (xii) be the appointing and disciplinary authority in respect of officers and other employees of the Commission.

9. Salaries and Allowances

The Chairperson shall be paid salary equivalent to the salary of the Chief Secretary and every other Member shall be paid a fixed honorarium @ Rs.15,000/- per month.

Provided that where the Chairperson is a retired Government servant, Semi-Government body, public sector undertaking or recognized research institution, the salary payable together with the pension or pensionary value of the terminal benefits, or both, received by him shall not exceed the last pay drawn.

- (2) The salary and allowances payable to, and the other terms and conditions of service of the Secretary and the other officers and other employees appointed for the purpose of the Commission shall be such as may be determined by the State Government from time to time.
- (3) If the Chairperson is in service of the Central Government or a State Government, his/her salary shall be regulated in accordance with the rules applicable to him/her.

10. Dearness Allowance

The Chairperson shall receive dearness allowance appropriate to their pay at the rates admissible to officers of the equivalent level of the State Government.

11. Compensatory (City) Allowance

The Chairperson shall receive Compensatory (city) allowance appropriate to their pay at the rates admissible to officers of the State Government of the equivalent level.

12. Leave

The Chairperson shall entitled to leave as follows:-

- (a) Earned leave, half pay leave and commuted leave as admissible to State Government servants in accordance with the Andhra Pradesh Leave Rules, 1933, as amended from time to time.
- (b) Extraordinary leave as admissible to the temporary State Government servants under the Andhra Pradesh Leave Rules, 1996 as amended from time to time.

The Member shall entitle for Casual & Optional Leave on par with Grade-I Officers of the State Government

13. Leave Sanctioning Authority

- (1) The State Government shall be the authority competent to sanction leave to the Chairperson.
- (2) The Chairperson shall be the authority competent to sanction leave to every Member and the secretary
- (3) The Secretary shall be the authority competent to sanction leave to any officer or other employee of the Commission.

14. Traveling Allowance

- (1) The Chairperson shall be entitled to draw traveling allowances and daily allowances at the rates appropriate to their pay admissible to equivalent post of the State Government.
- (2) The Chairperson shall be his own controlling officer in respect of his bills relating to traveling allowances and daily allowances.
- (3) The Member shall be entitled to draw TA/DA on par with Grade-I Officers of the State Government

15. Residential Accommodation

- (1) The Chairperson shall be entitled to the use of an official residence as may be determined by the State Government.
- (2) If the Chairperson is not provided with or does not avail himself of the accommodation provided under sub-rule (1), he shall be paid every month house rent allowance at the rates admissible to officers of an equivalent rank in the State Government.

16. Facility for Conveyance

The Chairperson shall be entitled to the facilities of staff car for journeys for official and private purpose in accordance with the Rules governing the use and maintenance of staff cars and other Government vehicles, as amended from time to time.

17. Facility for Medical Treatment

The Chairperson shall be entitled to the medical treatment and hospital facilities as applicable to State Government servants of equivalent rank or as may be determined by the State Government.

18. Residuary Provisions

The condition of service of Chairperson and the other Members of which no express provision has been made in these rules shall be such as may be determined by the State Government.

19. Function of the Commission

The Commission shall, in addition to the functions assigned to it under clauses (a) to (k) of sub-section (1) of section 13 with modifications as per section 24 of the Act, perform the following functions, namely:-

- (a) Analyse existing law, policy and practice to assess compliance with Convention on the Rights of the Child, undertake inquiries and produce reports on any aspect of policy and practice affecting children and comment on proposed new legislation from a child rights perspective;
- (b) Study national and state policies that impact children and ensure that they comply with international child rights standards.
- (c) Present to the State Government, National Commission for the Protection of Child Rights and other Commissions of the State annually and such other intervals as the Commission may deem fit, reports upon the working of safeguards in relation to children;
- (d) Undertake formal investigations where concern has been expressed either by children themselves or by concerned person on their behalf ;
- (e) Ensure that the work of the Commission is directly informed by the views of children in order to reflect their priorities and perspectives;
- (f) Promote, respect and give serious consideration of the views of children in its work and in that of all Government Department and Organizations dealing with child;
- (g) Produce and disseminate information about child rights;
- (h) Compile and analyze data on children
- (i) Promote the incorporation of child rights into the school curriculum, teachers training and training of personnel dealing with children
- (j) Refer cases and issues of national and inter-state importance to the National Commission for the Protection of Child Rights as and when required;
- (k) Make regional visits and hold public meetings at least once every year in all regions of State.

20. Procedure for Transaction of Business

- (1) The State Commission shall meet regularly at such time as the Chairperson thinks fit, but three months shall not intervene between its last meeting and next meeting.
- (2) Notwithstanding anything contained in sub-rule (1), Secretary shall convene an extraordinary meeting of the State Commission on the requisition made to the Secretary in writing for the purpose by majority of the members of the State Commission.
- (3) The State Commission shall meet at regular intervals for the purposes of disposing complaints.
- (4) The State Commission shall ordinarily hold its meetings in its office located in Hyderabad but may, in its discretion, hold its meetings at any other place in the state if it considers it necessary or expedient to do so.
- (5) The State Commission or some members may transact business at places outside its headquarters with the prior approval of the Chairperson, provided that parties are to be heard in connection with any inquiry under the Act and at least two members shall constitute the bench of the Commission for such purpose.
- (6) Secretariat-Assistance:-
 - (i) The Secretary, along with such officers as the Chairperson may direct, shall attend the meetings of the Commission;
 - (ii) The Secretary shall, in consultation with the Chairperson, prepare the agenda for each meeting of the Commission and shall have notes prepared by the Secretariat and such notes shall, as far as possible, be self-contained;
 - (iii) The records covering the agenda items shall be made readily available to the Commission for its reference;
 - (iv) The agenda papers shall ordinarily be circulated to Members at least two clear working days in advance of the meeting, except in cases where urgent attention is required;
- (7) Four members including Chairperson shall form the quorum at every meeting of the State Commission;
- (8) All decisions of the State Commission at its meeting shall be taken by majority Provided that in the case of equality of votes, the Chairperson, or in his absence, the person presiding shall have and exercise a second or a casting vote;
- (9) The State Commission may invite, if it is considered necessary, for such purpose and on such conditions as may be prescribed, any person with expert knowledge in a particular subject to be present at the meeting to assist the State Commission in arriving at a decision but such person shall not be entitled to vote.
- (10) Every expert, if he is not in service of the Central or State Government or in an institution funded by the Central or State Government, shall be paid a sitting fee Rs.500 (Rupees five hundred only) for attendance of each day of the meeting of the State Commission subject to a maximum of Rs.1,500/- (Rupees one thousand five hundred only) per month.
- (11) Every expert, if he is not in service of the Central or State Government or in an institution funded by the Central or State Government, attending a meeting of the State Commission shall

be paid, in addition to the sitting fee payable under sub-rule (10) above, travel allowance and daily allowance at the rates admissible to the First Grade Officer under the rules and orders made by the State Government from time to time.

- (12) If, for any reason, the Chairperson is unable to attend the meeting of the Commission, any Member chosen by the Members present from amongst themselves at the meeting shall preside.

21. Notice of Meetings

- (1) At least seven days notice of all meetings of the State Commission shall be given to each member, but an extraordinary meeting may be called for on a twenty-four hour notice.
- (2) The notice shall state the venue, date, time and the agenda for the meeting.

22. Minutes of the Meeting

- (1) The minutes of each meeting of the State Commission shall be recorded during the meeting itself by the Secretary or by any other officer of the State Commission as directed.
- (2) The minutes of the meeting of the State Commission shall be submitted to the Chairperson for approval, and upon approval, be circulated to all members of the Commission at the earliest; but in any case within a period of seven days from the date of the meeting.
- (3) The conclusions of the State Commission in every matter undertaken by it shall be recorded in the form of an opinion and dissenting opinions, if given, shall also form part of and be kept on record. Action shall be taken on the basis of majority opinion where there is any difference of opinion.
- (4) All orders and decisions of the State Commission shall be authenticated by the Secretary or any other officer of the State Commission duly authorized by the Secretary with the prior approval of the Chairperson in this behalf.
- (5) Unless specially authorized, no action shall be taken by the Secretariat of the State Commission on the minutes of the meetings until the Chairperson confirms the same.
- (6) A master copy of the record of all meetings and opinions of the Commission shall be maintained duly authenticated by the Secretary.
- (7) A copy of the minutes pertaining to each item shall be kept in the respective files for appropriate action. Opinions shall be kept in respective records and for convenience, copies thereof with appropriate indexing shall be kept in guard files.

23. Report of Action Taken

Report of the follow up action shall be submitted by the Secretary to the State Commission at every subsequent meeting indicating therein the present stage of action taken on each item, on which the Commission had taken any decision in any of its earlier meetings, excepting the items on which no further action is called for.

24. Panel of Consultants

- (1) The State Commission may constitute a panel of consultants for assisting the State Commission in wide range of task including such as investigation, inquiry, to serve on task forces or Committees, for study, research and analysis.
- (2) The State Commission may draw on experts from academic, research, administrative, investigative, legal or civil society groups to form the panel.
- (3) The State Commission may devise a transparent process of empanelling these consultants so that they are available for quick delegation of tasks.

25. Annual Report

- (1) The State Commission shall prepare and publish an annual report prior to the 31 December every year for submission to the State Government.
- (2) The State Commission shall also prepare special reports on specific issues as and when necessary under direction of the Chairperson.
- (3) The State Government shall cause the annual and special reports of the State Commission to be laid in accordance with sub-section (2) of section 23 of the Act before each of House of State Legislature.
- (4) The annual report shall include information on administrative and financial matters, complaints investigated/inquired into; action taken on cases; details of research; reviews; education and promotion efforts; consultations; details and specific recommendations of the State Commission on any matter, besides any other matter that the State Commission may consider warranting inclusion in the report;
- (5) In case the State Commission considers that there could be a time lag for the preparation of the annual report, it may prepare and submit a special report to the State Government. The annual report shall be submitted within three months of submitting the special report.
- (6) The State Commission shall place the annual report on the Commission's website.
- (7) Forms in which the budget may be prepared and provided and forwarded to the State Government shall be as provided in forms I,II,III and IV of Schedule 1 annexed to this rules.
- (8) The estimated receipts and expenditure shall be accompanied by the revised budget estimates for the relevant financial year.
- (9) The budget shall, as far as may be, be based on the account heads specified in Schedule II.

26. Financial Powers

- (1) The State Commission shall spend the sums of money received by it for the purposes of the Act.

- (2) The Chairperson shall have all powers relating to financial transaction of the State Commission, except in cases, which require prior approval of the State Government.
- (3) The Chairperson shall obtain prior approval of the State Government in matters of creation of posts, revision of pay scales, procurement of vehicles, re-appropriation of funds from one head to another, permitting any Officer/ Member of the Commission to attend/participate herself/himself in seminars/conferences/trainings abroad and such other matters as determined by the State Government, by order.
- (4) The Chairperson shall, subject to such conditions and limitations and control and supervision, have powers to delegate his financial powers to any Member or the Secretary;

Provided that no such powers shall be delegated in respect of incurring an expenditure on an item exceeding one lakh rupees without the prior approval of the Chairperson.
- (5) The Chairperson shall have powers to engage any person or persons as consultant or consultants for a specific purpose and for a specific period on the terms and conditions agreed in advance relating to honorarium, traveling allowance, dearness allowance.
- (6) The Secretary shall have powers to execute all decisions taken by the Chairperson or any other Member on his behalf relating to financial matters.
- (7) All financial powers of the Commission shall be governed by the General Financial Rules, delegation of financial powers Rules and economy instructions issued by the Department of Finance of the State Government from time to time.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

POONAM MALAKONDAIAH
PRINCIPAL SECRETARY TO GOVERNMENT (FAC)

To
The Commissioner, Printing & Stationery,
Hyderabad (with a request to publish in the
Extra-ordinary issue of the Telangana Gazette, dt:20.01.2015
and furnish (500) copies to the Govt.

The Director,
Women Development & Child Welfare Department,
Hyderabad.

The Director, Juvenile Welfare Correctional Services &
Welfare of Street Children, Telangana, Hyderabad.

Copy to:

The Law (A) Department.

PS to Special Secretary to Chief Minister.

PS to Minister(Deptt., for WCD &SC)

The P.S. to Principal Secretary to Govt., Department for W.C.D.& S.C.
Sf/Sc.

//FORWARDED :: BY ORDER//

SECTION OFFICER.

**Government of Telangana
School Education Department
School Inspection / Visit Report**

Visiting / Inspecting Officer Details

Name of the Visiting / Inspecting Officer: _____

Designation of the Visiting / Inspecting Officer: _____

Mobile Number of the Visiting / Inspecting Officer: _____

Visiting / Inspecting School Details

Name of the School Visiting / Inspecting: _____

UDISE Code of the School: _____

Address of the School: _____

Cluster / School: _____

Mandal: _____

District: _____

Class Wise Strength Particulars						
Class	Total Enrolment	Present	Absent	MDM Taken	All Prescribed Textbooks Supplies	Two Pairs UNIFORM Supplied None – One Pair – Two Pairs

Staff Particulars

No. of Teachers On roll: _____

No. of Teachers Present: _____

No. of Teachers Absent: _____

Reasons for Absent: _____

School Feedback

1. PM Poshan – MDM Quality: _____
2. Sanitation: _____
3. Vanmahotsavam: _____
4. School Safety: _____
5. Students' Health – RBSK: _____
6. Promotion of Science Activities: _____
7. Promotion of Sports Activities: _____
8. Co-Curricular Activities: _____
9. Vocational Education: _____

Specific Remarks / Suggestions of the Visiting / Inspecting Officer

1. Academic

2. Administration

3. Accommodation

4. Any other Observation made by the Inspecting / Visiting Officer

**Name & Signature of the Head of the Institution
Officer**

Signature_____

Name_____

Mobile Number_____

Signature of the Visiting / Inspecting

Roles & Responsibilities of various personnel for effective implementation of School Complex Meetings

Role of District Education Officer (DEO)&Quality Coordinator:

Ensure to conduct of School Complex Meetings as per the schedule and guidelines effectively

- >Visit complex meetings regularly and provide feedback to CHMs and MEOs for improvement.
- >Monitor attendance, participation, and quality of complex meetings through CHMs and MEOs.
- >Collect and document good practices from complex meetings and share with SCERT and Samagra Shiksha.

Gather feedback on complex meetings from CHMs/MEOs/teachers during district review meetings scheduled on the 28 of every month.

Role of Mandal Education Officer (MEO):

Attend at least two complex meetings in your mandal each month.

- >Share observations from school visits with the teachers during the complex meeting.
- >Support Complex HMs in planning and conducting complex meetings effectively.
- >During the school visits, observe and review the implementation points discussed in the complex meetings.

Role of Complex Headmaster (CHM):

- >Ensure 100% **teacher attendance** & active participation throughout the day (9:00AM-4:15 PM).
- >Ensure entry of the attendance of all the teachers in the Telangana School Education Mobile App
- >Necessary alternate arrangements shall be made wherever single teacher working in the schools.
- >CHMs should be present throughout the complex meeting and facilitate the assigned sessions.
- >Number of teachers in each room of a school complex meeting must not exceed 40 to have a better participatory approach.
- >Ensure that all the Teachers must attend the meeting with a **notebook** to note down key points and bring relevant **student performance data**.

- >Ensure proper arrangements:working IFP panels,subject textbooks,TLM,teacher handbooks,and workbooks,drinking water,functional toilets etc.
 - >Record and upload the **Minutes of Meeting(MoM)in the Telangana School Education App** after every complex meeting.
 - ▶ At the end of every complex meeting,collect feedback from teachers through Google form and use this data to improve future complex meetings.
 - ▶ Utilize the services of District Resource Persons,Complex Resource persons and Cluster Resource Persons for effective conduct of school complex meetings.
- During the school visits,observe and review the implementation points discussed in the complex meetings.

Role of Complex Level Resource Persons:

- ▶ Localize the discussion points as per teacher needs,previous meeting points.
- >Implement the agenda without any deviations.Also Prepare/Procure resources needed to conduct the sessions (ppts/videos etc.)

Role of Cluster Resource Persons:

- >Record the minutes of the meeting and support CHMs to upload the Minutes of Meeting(MoM)in the Telangana School Education App after every complex meeting.
- >Provide required resources such as textbooks,IFPs,TLM etc.

Role of the Teachers

- >All teachers must attend every school complex meeting.
- >Attendance must be recorded in Telangana School Education Mobile App.
- >Attend meeting with data related to children progress,best practices etc.
- >Teachers should be present throughout the complex meeting and participate actively in all the sessions.
- >Perform assigned responsibilities such as demo class,book review,TLM preparation etc.

Capturing of attendance through Mobile App:

The attendance of the teachers of school complex meetings will be captured through Telangana School Education Mobile App and individual online certificate will be generated through Mobile App to all the attended teachers.Therefore,the concerned DEOs,MEOs, School Complex Headmasters and Headmasters ensure 100%attendance of the teachers on the day of the complex meeting



ఆంధ్ర ప్రదేశ్ రాజ పత్రము

THE ANDHRA PRADESH GAZETTE

PART I-EXTRACRDINARY
PUBLISHED BY AUTHORITY

HYDERABAD, MONDAY, NOVEMBER 30, 1998

NOTIFICATIONS BY GOVERNMENT

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EDUCATION DEPARTMENT

(Services-I)

ANDHRA PRADESH EDUCATIONAL SERVICE RULES UNDER SECTION 78 OF ANDHRA
PRADESH EDUCATION ACT, 1982

[G.O.Ms.No.505, Education (Services -I), 16th November, 1998.]

In exercise of the powers conferred by sub section (1) and (2) of Section 78 read with section 99 of the A. P. Education Act 1982 (Act 1 of 1982), and in supercession of the Rules issued in G.O.Ms.No 259 GA (rules) Dept. Dt. 9-2-1962 and adhoc rules issued in so far as they relate to the posts included in this service, the Governor of Andhra Pradesh hereby makes the following special rules for the Andhra Pradesh Educational Service

The rules hereby made shall be deemed to have come into force with effect from the 30th December, 1996

RULES

01. SHORT TITLE:

These rules may be called the Andhra Pradesh Educational Service Rules.

02. CONSTITUTION:

The service shall consist of the following classes and categories of posts

CLASS - I

- CATEGORY -1 : Director ;
 CATEGORY 1(a) : Addl. Director.
 CATEGORY -2 : Joint Director, Regional Joint Director.
 CATEGORY -3 : Principal, Institute of Advanced Studies in Education. (I.A.S.E.)

CLASS - II

- CATEGORY -1 : District Educational Officer, Deputy Director.
 CATEGORY -2 : Principal, College of Teacher Education (CTE).
 CATEGORY -3 : Principal, District Institute of Education and Training (DIET).
 CATEGORY -4 : Professor, I.A.S.E./ State Council of Educational Research and Training (S.C.E.R.T.)
 CATEGORY -5 : Principal, Govt. College of Physical Education (G.C.P.E.)
 CATEGORY -6 : Deputy Director (Oriental Studies).
 CATEGORY -7 : Special Officer (Text books)

CLASS - III

- CATEGORY -1 : Deputy Educational Officer, Gazetted Headmaster/ Headmistress - Grade- I
 CATEGORY -2 : Parishad Educational Officer.
 CATEGORY -3 : Lecturer, S.C.E.R.T. / I.A.S.E. / C.T.E.
 CATEGORY -4 : Senior Lecturer, D.I.E.T
 CATEGORY -5 : Assistant Director (Non Formal Education)
 CATEGORY -6 : Statistical Officer
 CATEGORY -7 : Special Officer (English /Hindi / Urdu
 CATEGORY -8 : Special Officer (Oriental Studies)
 CATEGORY -9 : Lecturer in Physical Education: G.C.P.E./ I.A.S.E./C.T.E.; Inspector of Physical Education; Lecturer in Games and sports
 CATEGORY-10 : Assistant Director.
 CATEGORY-11 : Gazetted Administrative Officer.
 CATEGORY-12 : Assistant Pension Officer
 CATEGORY-13: Lecturer in Library Science

CLASS - IV

- CATEGORY -1 : Gazetted Headmaster / Headmistress Grade-II of Govt. High School/Zilla Parishad High School, Mandal Education Officer, Deputy Inspector of Schools; Project Officer (NFE)
 CATEGORY -2 : Lecturer, D.I.E.T.

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CATEGORY -3 : Lecturer in Physical Education, DIET. Regional
Inspector of physical Education

CATEGORY -4 : Lecturer in Art Education, DIET.

33.

METHOD OF APPOINTMENT AND APPOINTING AUTHORITY:

The Method of appointment and appointing authority for different categories of posts of service shall be as follows:

CLASS	CATE- GORY	METHOD OF APPOINTMENT	APPOINTING AUTHORITY
I	1	By promotion from Category 1 (a) of Class I or appointment by transfer from other services	Government
	1(a)	By promotion from Category 2 of Class I	Government
	2	By promotion from Category 1 of class II	Government
	3	By promotion from Category 1 of class II	Government
II	1	ii) By Transfer from Category 2 of Class I.	
		By promotion from categories 1, 2, 3, 4, 5, 8, 10, 11 and 12 of Class III	
	2	i) By promotion from Categories 1, 2, 3, 4, 5 and 8 of Class III.	Government
		ii) By transfer from Category 1 of Class II	Government
	3.	i) By promotion from Categories 1, 2, 3, 4, 5 and 8 of Class III.	Government
		ii) By transfer from Categories 1 and 2 of Class II.	
	4.	i) By promotion from Categories 1, 2, 3, 4, 5 and 8 of Class III.	Government
		ii) By transfer from Categories 1 and 2 of Class II.	
	5.	i) By promotion from Category 9 of Class III.	Government

	6	i) By promotion from categories 1, 2, 3, 4, 5 and 8 of Class III. ii) By transfer from Categories 1 and 2 of Class II.	Government
	7	By transfer from Categories 1, 2, 3, and 4 of Class II.	Government
III	1	i) By Direct Recruitment ii) By promotion from Category 1 of Class IV. iii) By transfer from Category 2 of Class III.	DSE
	2	i) By promotion from Category 1 of Class IV ii) By transfer from Category 1 of Class III.	DSE
	3	i) By Direct Recruitment ii) By promotion from Categories 1, 2 and 4 of Class IV	DSE
	4	i) By Direct Recruitment ii) By promotion from Categories 1, 2 and 4 of Class IV.	DSE
	5	i) By promotion from Categories 1, 2 and 4 of Class IV. ii) By transfer from Categories 1, 2, 3 and 4 of Class III.	DSE
	6	By transfer from 1, 2, 3, 4 and 5 of Class III.	DSE
	7	By transfer from Categories 1, 2, 3, 4, and 5 of Class III	DSE
	8	i) By transfer from Categories 1, 2, 3, 4 and 5 of Class III. ii) By Direct recruitment if no qualified person is available for appointment by transfer in the categories mentioned in (i) above	DSE

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|----|----|---|-------|
| | 9 | By promotion from
Category 3 of Class IV and if not
available by direct recruitment. | DSE |
| | 10 | Recruitment by transfer
from the Auditors and
Superintendent in A.P.
Ministerial Services in the
Office of the DSE and all
moffusil offices under the
control of DSE. | DSE |
| | 11 | Recruitment by transfer from
the auditors and Superinten-
dents in A.P. Ministerial
Services in the Office of the
DSE and all moffusil offices
under the control of DSE. | DSE |
| | 12 | Recruitment by transfer from
the Auditors and Superinten-
dents in A.P. Ministerial
Services in the Office of the
DSE and all Moffusil offices
under the control of DSE. | DSE |
| | 13 | I) recruitment by transfer from
librarian working in SCERT
II) If not available,
by direct recruitment | DSE |
| IV | 1 | Recruitment by transfer from
School Assistants, Head masters
of Primary Schools and Grade I
language Pandits of APSESS. | RJDSE |
| | 2 | i) Direct Recruitment
ii) Recruitment by transfer
from School Assistants
HMs of Primary Schools
and Grade I Language
Pandits of APSESS. | RJDSE |
| | 3 | i) By Direct Recruitment
ii) Recruitment by transfer
from Physical Directors
of DIETS and High Schools
(Govt. and Zilla parishad) | RJDSE |
| | 4 | I) By Direct Recruitment
ii) Recruitment by transfer
from School Assistants,
HMs of Primary Schools
and Grade I Language
Pandits of APSESS | RJDSE |

NOTE 1: (i) Combined seniority of all eligible officers from all the feeder categories as defined shall be prepared and considered for appointment by promotion/ Recruitment by transfer to any category in the service rules in the manner prescribed until and unless otherwise specified in these rules against any category, except in Category 1 of Class II and Category 10, 11 and 12 of Class III.

(ii) The words "feeder categories" aforesaid apply to the lower categories but not to the horizontal equivalent categories from which filling up of a particular category is proposed by transfer.

EXPLANATION: category 4 of Class II may be filled by transfer from the categories of 1 and 2 of Class II. Under this provision the appointing authority may transfer, any one from the category 1 and 2 of Class II to ~~the~~ Category 4 of Class II in the interest of the Administration or Public Interest, irrespective of seniority of the person working either in Category 1 or 2 of Class II. Provided he/she satisfies the qualifications prescribed for Category 4 of Class II

NOTE 2: The Rule 3 provides for filling up of one category of a particular class by transfer from other categories of the same class which are equivalent in the scales of pay. This method of recruitment will result in shifting of vacancy in one category to some other category in the same class. Some times the feeder categories of two categories between which transfer occurs may be different. Some times the qualifications prescribed for these two categories may also be different. Care should be taken while effecting such transfers that feeder categories are not affected. The vacancy register shall be maintained category-wise to reflect true vacancy position in any particular defined category.

EXPLANATION: As per the Rule the posts of Category 2 of Class II may be filled by transfer from Category 1 of Class II. In this case the competent authority may transfer any one from the Category 1 of Class II irrespective of seniority in the interest of administration or public interest provided he/she satisfies the qualifications prescribed for Category 2 of Class II. By making such transfers the vacancy in category 2 of Class II is shifted to Category 1 of Class II. In this case the feeder categories Category 1 and 2 of Class II are almost same but the qualifications prescribed are different. For the vacancy in category 2 of Class II persons working in feeder categories and having high second class in M.A. / M.Sc., and M.Ed., are eligible for promotion. For the vacancy in Category I of Class II persons working in feeder categories and having a graduate degree and B.Ed are eligible for promotion. In such a situation the vacancy shall be shown in the original

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Category i.e. category 2 of Class II even if it is filled by transfer temporarily from Category 1 of Class II. Same type of method shall be followed when the feeder categories are different to the two categories which are equivalent in scales of pay between whom "by transfer" provision is provided under method of recruitment.

TE 3 : Lecturers in the category 3 & 4 of Class III in UGC Scales will not be eligible for promotion to Category 1 of Class II. If any person in the Category 3 of Class-III opts for promotion to Category 1 of Class-II he shall not be allowed UGC scales, from the date of joining in the category 1 of Class-II. He shall be given State scales of pay applicable to the Category-1 of Class-II

TE 4 : Not less than 50% of the total number of vacancies arising or existing at any point of time in any category shall be filled by direct recruitment, where there is provision for direct recruitment i.e. out of every two vacancies that arise in any category, the first vacancy must be filled by direct recruitment only.

TE 5:- In case of the promotion of Gazetted Headmaster/Headmistress Grade-II in Govt. High Schools/Z.P. High Schools, who were promoted prior to the issue of these rules, for promotion to the posts of categories 1 and 2 of Class III, the seniority shall be decided with reference to their appointment in the posts of School Assistants and Language Pandits Grade I, because the posts of Headmasters in the Government Sector came into existence from 1982 only. As different feeder categories of Class-III are made as feeder categories to Category-1 of Class-II the seniority in Category 1 of Class-II shall be fixed for the officers who were promoted from different feeder Categories, on the basis of their length of service in their respective feeder categories.

TE 6 : for the purpose of promotion to category 1 of Class II, the following 12 point cycle shall be followed from the feeder categories:

1. A.D., G.A.O., and A.P.O.
2. Direct recruit Dy.E.O./Gazetted Head Master Grade-I, Lecturer IASE/CTE/SCERT, Senior Lecturer DIET and Special Officer(OS).
3. Promotee Dy E.O/ Gazetted Head Master Gr.I and P.E.O.
4. Promotee Lecturer IASE/CTE/SCERT, Senior Lecturer DIET and A.D(NFE).
5. Direct recruit Dy.E.O./ Gazetted Head Master Gr.I, Lecturer IASE/CTE/SCERT, Senior Lecturer DIET, and Special Officer(O.S)
6. Promotee Lecturer IASE/CTE/SCERT, Senior Lecturer DIET and A.D(NFE).
7. A.D., G.A.O., and A.P.O.
8. Direct recruit Dy.E.O./Gazetted Head Master Grade-I, Lecturer IASE/CTE/SCERT, Senior Lecturer DIET and Special Officer(OS).
9. Promotee Dy E.O/ Gazetted Head Master Gr.I and P.E.O.
10. Promotee Lecturer IASE/CTE/SCERT, Senior Lecturer DIET and A.D(NFE).
11. Direct recruit Dy.E.O./ Gazetted Head Master Gr.I, Lecturer IASE/CTE/SCERT, Senior Lecturer DIET, and Special

Officer(O.S)

12. Promotee Lecturer IASE/CTE/SCERT, Senior Lecturer DIET and A.D(NFE)

NOTE 7: Promotions to categories 10 and 11 of class III shall be made in accordance with the order indicated below:

First vacancy: Superintendents/Auditors working in office of the DSE
 Second Vacancy: Superintendents/ Auditors working in Moffusil offices
 Third vacancy : Superintendents/ Auditors working in Moffusil offices
 Fourth vacancy: Superintendents/ Auditors working in Moffusil offices

Note-8:- The ratio and cycle fixed for promotion to the Category 1 of Class II and categories 9 and 10 of Class-III shall be reviewed and suitably modified periodically or at least once in five years from the date of issue of these rules.

Note-9:- If qualified persons are not available in any panel year for promotion from a particular feeder category, the vacancies that are reserved for that category shall not be filled by persons of other feeder categories, they shall be filled by the persons of that feeder category only in the succeeding panel years.

04 Conditions for appointment

Promotion to every post in the service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

The transfer of a person from one Class or Category or Grade of the service to another Class or Category or Grade carrying the same pay or scale of pay, shall not be treated as first appointment to the latter for purpose of seniority; and the seniority of a person so transferred shall be determined with reference to the date of his first appointment to the Class or Category or Grade from which he was transferred.

05. RULE OF RESERVATION:

(1) The rule of special representation (General Rule 22 of A.P. State and Subordinate Services) shall apply to appointment by direct recruitment to the posts in all categories.

(2) In the matter of direct recruitment to any Category, 33 1/3% of posts in each category of O.C., BC-A, BC-B, BC-C, BC-D, S.C. and S.T. shall be reserved for women. A vacancy in an institution or establishment specially provided for women shall be filled in by transfer of women members of the said category employed in an institution or establishment, not specially provided for women.

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(3) Government orders issued from time to time in this connection, shall be made applicable.

6. QUALIFICATIONS & EXPERIENCE:

(1) No person shall be eligible for appointment to the categories specified in column 2 of Annexure to these rules by the method specified in column 3 unless he/she possesses the qualifications specified in the corresponding entry in column 4 thereof.

(2) Wherever a post graduate degree or degree is prescribed, it shall mean that it should have been obtained from one of the universities in Andhra Pradesh or recognised and equivalent to the degrees awarded by the universities in Andhra Pradesh.

(3) Where a second class or high second class post graduate degree of a university is prescribed, it shall mean that it should have been obtained with not less than 50% or 55% of marks respectively in the degree awarded by the university or as may be prescribed by the University concerned.

(4) (i) The officers in categories 1, 2, 5 & 8 of Class III may be posted as Lecturer: IASE/CTE or Senior Lecturer, DIET for one year for becoming eligible for promotion to categories 2, 3, 4 and 6 of Class II. If any person working against the categories mentioned in this rule has already worked for one year as lecturer, CTE/IASE or Lecturer, DIET he/she need not be sent once again for getting experience as Lecturer.

ii) The officers in categories 2, 3, 4, 5, 8, 10, 11 and 12 of Class III may be posted as Deputy Educational Officers for one year for becoming eligible for promotion to Category 1 of Class II. If any person in the said categories has already worked as Deputy Educational Officer for one year he/she need not be sent once again for getting experience as Deputy Educational Officer.

iii) The officers in category 9 of Class III may be posted as Inspector of Physical Education/ Inspectress of Physical Education for one year for becoming eligible for promotion to category 5 of Class II. If any person in the said category has already worked as Inspector of Physical Education/ Inspectress of Physical Education, he/she need not be sent once again for getting experience as Inspector of Physical Education/Inspectress of Physical Education.

NOTE: For this purpose the seniormost available among officers shall be posted/deputed for Academic / Administrative Training as indicated above for becoming eligible for promotion. For any administrative reasons if the competent authority could not send the seniormost persons for the said trainings he/she must be exempted from

acquiring such training to make him/her eligible for promotion. If any person who is served with orders of posting for the said training doesn't join within thirty days from the date of receipt of orders he/she will forfeit his/her claim for promotion to the categories 1, 2, 3, 4 and 6 of Class II for ever in the entire service for all cadres or posts in the promotion categories. The competent authority shall make an entry in the S.R. of the person concerned to that effect.

07. AGE:

No person shall be eligible for appointment by direct recruitment to any post in the service if he/she has completed 30 years of age as on the 1st day of July of the year in which the notification for recruitment is made. Concessions extended by the Government from time to time to BC, SC & ST in respect of age are applicable to the direct recruits

08. MINIMUM SERVICE:

No person shall be made eligible for promotion or for recruitment by transfer to any post in the service unless he has put in not less than three years of service in the category/ class from which promotion or recruitment by transfer is to be made.

09. PROBATION:

Every person appointed to any category, by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of 3 years and every person appointed to any category either by promotion or recruitment by transfer shall be on probation for a total period of one year on duty within a continuous period of 2 years from the date on which he/she commences probation.

10. TRAINING AND APPOINTMENT:

1. Every person who has been selected for appointment by direct recruitment to the service in category 1 of Class III shall be appointed subject to fulfillment of the following conditions:

i) the prescribed course of teachers' training in a College for Teacher Education / Institute of Advanced Studies in Education and obtain a degree in teaching of University in the state if he/she does not possess the Bachelor's Degree in Education at the time of selection.

ii) A course of Administrative Training for a period not exceeding six months in such manner as may be prescribed by the Director of School Education

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2. Every person who is selected for appointment by direct recruitment in category 1 of Class III and who possess at the time of selection a degree in teaching of a university in the state shall be given the administrative training prescribed.

3. Every person selected for appointment by Direct Recruitment to category 1 of Class III but who does not possess a degree in teaching of a university in the state or an equivalent qualification shall be deputed to College for Teacher Education / Institute of Advanced Studies in Education to undergo B.Ed., course. He/She shall acquire such degree within three years from the date of his deputation for teachers training, provided that the Government may for special reasons extend the said period preferably by one year. If he fails to acquire the said degree within two years or within the said period of extension as the case may be, he shall be discharged from service, shall forfeit his right to appointment to the service, and shall refund to the government the entire amount paid to him as pay and other allowances.

4. A person who does not possess the said degree in teaching at the time of selection shall, on completion of both teachers' training shall be given administrative training for a period of (6) months as prescribed by the Director of School Education. The administrative training shall commence immediately after the last day or the examination. If the place or administrative training involves change or Head quarters he will be allowed actual journey time as per rules to report at the place of Administrative training.

5. A person who has appeared for the examination and failed to obtain the said degree may be appointed to the service temporarily under Rule 10 (a) of the State and subordinate Service Rules after completion of his administrative training.

6. While undergoing course of B.Ed., and Administrative training they shall be paid the initial pay of the post for which he is a trainee, with usual allowances admissible at the respective places of training.

7. The period of training shall be allowed to count as duty for all purposes like probation, pension, leave, increment etc., subject to the restriction that unless he completes the training or passes the prescribed tests during or after the training, he shall not be eligible for the first increment.

8. Every person who has been selected for appointment by direct recruitment to the service in Category 1 of Class III and who is required to undergo training as laid down in Rule 10(1) shall before commencing the training execute an agreement in the proper form, with two sureties binding himself/herself.

(i) To undergo successfully the training in full and to obtain the degree in teaching mentioned in that Rule at the end of the prescribed course of teachers' training in a training college.

(ii) To serve in the Education Department for a period not less than 3 years; and

(iii) to refund to the State Government the entire amount drawn by him/her as pay and other allowances, if he fails to fulfil either of the conditions in clauses (i) and (ii) above. Provided that a person who is required to undergo only the administrative training need not execute the agreement aforesaid.

11. TESTS:

The tests prescribed for the members of the service are set forth in the following table.

Sr. No.	Members	Tests	Conditions
1	2	3	4
1. Every person appointed by direct recruitment to the service		1. Departmental test for Gazetted Officers of the Edn. Department. 2. Accounts Test for Executive Officers 3. Special Language test for the Officers of the Edn. Dept. in Telugu of Higher Standard. 4. Spl. Lang. Test for the Officers of the Edn. Dept. in Hindi/Urdu of Lower Standard.	To be passed within the period of probation.

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| <p>2. Every Person appointed on promotion or recruitment by transfer to the service</p> | <p>1. Department Test for Gazetted Officers of the Education Department.</p> <p>2. Accounts Test for Executive Officers.</p> <p>3. Special Language Test for the Officers of the Edn. Dept. in Telugu of Higher Standard.</p> <p>4. Special Language Test for the Officers Of the Edn. Dept. In Hindi/Urdu of Lower standard.</p> | <p>Must have passed at the time of appointment.</p> |
|---|---|---|

PLANATION -1 : Where a test is prescribed of a language of higher standard a person shall be exempted from passing the test if he/she has passed the language as a subject in Intermediate examination or its equivalent or higher degree. Where a test is prescribed of a language of Lower Standard a person shall be exempted from passing the test if he has passed the language as a subject in SSC Examination or its equivalent or higher degree.

PLANATION-2: All persons who have crossed 45 years of age shall be exempted from passing departmental tests for promotion to the next higher category above the one held by her/him. This benefit is extended to ensure that every employee gets atleast one promotion during his entire service.

PLANATION - 3: all persons who have completed age of 50 years on the date of appointment to any post shall be exempted from passing the tests referred to in column 3.

UNIT OF APPOINTMENT:

For the purpose of recruitment, appointment, promotion, discharge for want of vacancy, promotion, transfer and re-appointment the Unit of appointment shall be as specified in the table below:-

Class	Cate- gory	Unit of appointment	
1	2	3	
III	1, 2, 3, 4 & 5 and	Zone -I	Srikakulam, Vizianagaram and Visakhapatnam Districts.
IV	1, 2, 3 & 4	Zone-II	East Godavari, West Godavari and Krishna Districts.
		Zone-III	Guntur, Prakasam and Nellore Districts.
		Zone-IV	Chittoor, Cuddapah, Anantapur and Kurnool Districts.
		Zone- V	Adilabad, Karimnagar, Warangal and Khammam Districts.
		Zone-VI	Nizamabad, Mahaboobnagar, Medak, Nalgonda and Rangareddy Districts (excluding the area under the city of Hyderabad)
		City of Hyderabad	City of Hyderabad as defined in the Andhra Pradesh Public Employment (Organisation of Local Cadre and Regulation of direct recruitment) Order, 1975

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ANNEXURE (See Rule - 6)

CLASS	CATEGORY	METHOD OF RECRUITMENT	QUALIFICATIONS
I	2	By promotion	A graduate degree in Arts/Science/Commerce and a graduate degree in Education.
	3	By promotion or By transfer	A first or high second class post graduate degree in any subject and a first or high second class post graduate degree in Education.
II	1	By promotion	1 A Graduate degree in any subject and a Graduate degree in Education 2. Service of one year as Dy. Educational Officer.
	2	By promotion or By transfer	1. A first or high second class post graduate degree in any subject and a first or high second class post graduate degree in Education. 3. Service of one year as Lecturer in IASE/CTE or Sr. Lecturer in DIET
	3	By promotion or By transfer	1. A first or second class post graduate degree in any subject and a first or second class post graduate degree in Education. 2. Service of one year as Lecturer in I.A.S.E./C.T.E. or Senior Lecturer in DIET.
	4		<u>Professor in Philosophy.</u>
		By Promotion or By transfer	A first or high second class post graduate degree in Philosophy and a first or high second class post graduate degree in Education. <u>Professor in Psychology</u>
		By promotion or By transfer	A first or high second class post graduate degree in Psychology and a first or high second class post

graduate degree in Education.

Professor in Sociology

By promotion or
By transfer

A first or high second class post graduate degree in Sociology and a first or high second class post graduate degree in Education.

Professor in Mathematics

By promotion or
By transfer

A first or high second class post graduate degree in Mathematics and first or high second class post graduate degree in Education.

Professor in Physical Science:

By promotion or
By transfer

A first or high second class post graduate degree in Physics/Chemistry and a first or high second class post graduate degree in Education.

Professor in Biological Sciences:

By promotion or
By transfer

A first or high second class post graduate degree in Botany/Zoology and a first or high second class post graduate degree in Education.

Professor in A.V.E.

By promotion or
By transfer

A first or high second class post graduate degree in Physics/Electronics or in related subject and a first or high second class post graduate degree in Edn.

Professor in Curriculum & Textbooks/
Evaluation/Population Education/
NFE/UNICEF/Vocational Education:

By promotion or
By transfer

A first or high second class post graduate degree in any subject and a first or high second class post graduate degree in Education.

Professor in Educational Statistics

By promotion or
By transfer

A first or high second class post graduate degree in Mathematics/Statistics and a first or high second class post graduate degree in education.

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Professor in Computer Sciences:

- By promotion or By transfer A first or high second class M.C.A/ M.Tech. (Computer sciences) degree or its equivalent qualification

Professor in Education:

- By promotion or By transfer A first or high second class post graduate degree in Philosophy/ Psychology/Sociology and first or high second class post graduate degree in Education.

Professor in Research Methodology:

- By promotion or By transfer A first or high second class post graduate in any subject and a first or high second class post graduate degree in education.

Note: Service of one year as Lecturer in IASE/CTE or Senior Lecturer in DIETs is required for promotion to all the posts in the category 4 of class II except for the post of Professor in Computer Sciences. If qualified candidates are not available for promotion to the post of Professor in Computer Sciences, it may be filled by direct recruitment.

- 5 By promotion or By transfer 1. A first or high second class post graduate degree in Physical Education.
2. Service of one year as Inspector of Physical Education.
- 6 By promotion or By transfer A first or high second class post graduate degree in Sanskrit and a first or high second class post graduate degree in Education.
- 7 By transfer A first or second class post graduate degree in any subject and a first or second class post graduate degree in Education.
- III 1 By Direct Recruitment: A first or second class Post-Graduate Degree in any one of the subjects suitable for admission into B.Ed., course
- By promotion or by transfer A graduate degree in Arts/Science/Commerce and a graduate degree in Education.

- 2 By promotion or By transfer A degree in Arts/Science/Commerce and a degree in Education.

3 Lecturer in Education:

- By Direct Recruitment or By promotion or By transfer A first or high second class post graduate in Philosophy/psychology/Sociology and a first or high second class post graduate degree in Education.

Lecturer in Telugu:

- By Direct Recruitment or By promotion or By transfer A first or high second class post graduate degree in Telugu, and a first or high second class post graduate degree in Education with Telugu as one of the methodologies in B.Ed.,

Lecturer in English :

- By Direct Recruitment or By promotion or By transfer A first or high second class post graduate degree in English and a first or high second class post graduate degree in Education with English as one of the Methodologies in B.Ed.,

Lecturer in Mathematics:

- By Direct Recruitment or By promotion or By transfer A first or high second class post graduate degree in Mathematics and a first or high second class post graduate degree in Education with Mathematics as one of the methodologies in B.Ed.,

Lecturer in Science:

- By Direct Recruitment or By promotion or By transfer A first or high second class post graduate degree in Physics/Chemistry/Botany/Zoology and a first or high class post graduate degree in Education with Physical Science/Biological Science as one of the methodology in B.Ed.

Lecturer in Physical Science:

- By Direct Recruitment or By promotion or By transfer A first or high second class post graduate degree in Physics/Chemistry and a first or high second class post graduate degree in education with Physical Science as one of the methodologies in B.Ed.,

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Lecturer in Biological Science:

By Direct Recruitment or By promotion or By transfer	A first or high second class post graduate degree in Botany/Zoology and a first or high second class post graduate degree in Education with Biological Sciences as one of the methodologies in B.Ed.,
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Lecturer in Social studies:

By Direct Recruitment or By promotion or By transfer	A first or high second class post graduate degree in History/Economics/Political Science/Public administration/Geography and a first or high second class post graduate degree in education with Social Studies as one of the methodologies in B.Ed.,
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Lecturer in Urdu:

By Direct Recruitment or By promotion or By transfer	A first or high second class post graduate degree in Urdu and a first or high second class post graduate degree in Education with Urdu as one of the methodologies in B.Ed.,
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Lecturer in Hindi:

By Direct Recruitment or By promotion or By transfer	A first or high second class post graduate degree in Hindi and a first or high second class post graduate degree in Education with Hindi as one of the methodologies in B.Ed.,
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Lecturer in Extension Services:

By promotion or By transfer	A first or high second class post graduate degree in any subject and a first or high second class post graduate degree in Education.
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Lecturer in Educational Statistics:

By Direct Recruitment or By promotion or By transfer	A first or high second class post graduate degree in Mathematics/Statistics and a first or high second class post graduate degree in Education.
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Lecturer in Audio Visual Education:

By Direct Recruitment or	A first or high second class post graduate degree in Physics/Electronics or in related subjects and a
By promotion or By transfer	first or high second class post graduate degree in Education.

Lecturer in Computer Science:

By Direct Recruitment or	A first or high second class M.C.A. / or B.Tech (Computer Science) degree or its equivalent qualification.
By promotion or By transfer	

Sr. Lecturer in the Field:

Teacher Edn., Laboratory and process field interaction innovation and coordination, DRG/Planning and Management/Educational Technology/Work Experience/Curriculum material development and Evaluation

By Direct Recruitment or	A first or second class post graduate degree in one of the following subjects.
By promotion or By transfer	(Philosophy/Psychology/Sociology/ Telugu/English/Urdu/Mathematics/ Statistics/Physics/Chemistry/ Botany/Zoology/ History/Economics/Political Science/Public Administration/ Geography/Adult Education/ Electronics. and
	A first or second class post graduate degree in Education.

Note: The post wise subject requirement in the post graduation and B.Ed. will be specified by the Director of School Education as per the pattern and requirements of DSE.

AD (MPE)

By promotion or By transfer	A first or second class post graduate degree in any subject and a first or second class post graduate degree in Education.
46. By Transfer	A first or second class post graduate degree in Mathematics/ Statistics and a first or second class post graduate degree in education.

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ANDHRA PRADESH GAZETTE EXTRAORDINARY

Special Officer (English)

By transfer: A first or second class post graduate degree in English and first or high second class post graduate degree in Education with English as one of the methodologies in B.Ed.

Special Officer (Hindi)

By transfer: A first or second class post graduate degree in Hindi and a first or high second class post graduate degree in education with Hindi as one of the Methodologies in B.Ed.,

Special Officer (Urdu)

By transfer: A first or second class post graduate degree in Urdu and a first or second class post graduate degree in Education with Urdu as one of the methodologies in B.Ed.,

- 08 By Direct Recruitment or By transfer: A first or second class post graduate degree in Sanskrit, and a first or second class post graduate degree in Education and Sanskrit as one of the methodology subjects in B.Ed.,
- 09 By promotion: A first or high second class post graduate degree in Physical Edn.
- 10 Recruitment by transfer: A degree in Arts /Science/Commerce
- 11 Recruitment by transfer: A degree in Arts/Science/Commerce
- 12 Recruitment by transfer: A degree in Arts/Science/Commerce
- 13 By direct Recruitment or Recruitment by transfer: A first or second class post graduate degree in any subject and a first or second class post graduate degree in library sciences

IV	01	Recruitment by transfer	A degree in Arts/Science/Commerce and a degree in Education.
	02		<u>Lecturer in Education:</u>
		By Direct Recruitment or Recruitment by transfer	A first or second class post graduate degree in Philosophy/ Psychology/Sociology and a first or second class post graduate degree in Education.
			<u>Lecturer in Philosophy:</u>
		By Direct Recruitment or Recruitment by transfer	A first or second class post graduate degree in Philosophy and a first or second class post graduate degree in Education.
			<u>Lecturer in Psychology:</u>
		By Direct Recruitment or Recruitment by transfer	A first or second class post graduate degree in Psychology and a first or second class post graduate degree in Education.
			<u>Lecturer in Sociology:</u>
		By Direct Recruitment or Recruitment by transfer	A first or second class post graduate degree in Sociology and a first or second class post graduate degree in Education.
			<u>Lecturer in Telugu:</u>
		By Direct Recruitment or Recruitment by transfer	A first or second class post graduate degree in Telugu and a first or second class post graduate degree in Education with Telugu as one of the methodologies in B.Ed.,
			<u>Lecturer in English:</u>
		By Direct Recruitment or recruitment by transfer	A first or second class post graduate degree in English and a first or second class post graduate degree in Education with English as one of the methodologies in B.Ed.,
			<u>Lecturer in Urdu:</u>
		By Direct Recruitment or Recruitment by transfer	A first or second class post graduate degree in Urdu and a first or second class post graduate degree in Education with Urdu as one of the methodologies in B.Ed.,

vember 30, 1998]

ANDHRA PRADESH GAZETTE EXTRAORDINARY

Lecturer in Mathematics:

By Direct Recruitment or Recruitment by transfer A first or second class post graduate degree in Mathematics and a first or second class post graduate degree in Education with Mathematics as one of the methodologies in B.Ed.,

Lecturer in Science:

By Direct Recruitment or Recruitment by transfer A first or second class post graduate degree in Physics/Chemistry/Botany/Zoology and a first or second class post graduate degree in Education with Physical Science/Biological Science as one of the methodologies in B.Ed.,

Lecturer in Physical Science:

By Direct Recruitment or Recruitment by transfer A first or second class post graduate degree in Physics or Chemistry and a first or second class post graduate degree in Education with Physical Science as one of the methodologies in B.Ed.,

Lecturer in Biological Science:

By Direct Recruitment or Recruitment by transfer A first or second class post graduate degree in Botany or Zoology, a first or second class post graduate degree in Education, with Biological Sciences as one of the methodologies in B.Ed.,

Lecturer in Social Studies:

By Direct Recruitment or Recruitment by transfer A first or second class post graduate degree in History/Economics/Geography/Political Science/Public Administration, and a first or second class post graduate degree in Education with Social Studies as one of the methodologies in B.Ed.,

Lecturer in Inservice Programmes
Field Interaction Innovation and
Coordination/Work Experience/
Curriculum Material Development
and Evaluation:

By Direct Recruitment or A first or second class post graduate degree in Philosophy/Psychology

ANDHRA PRADESH GAZETTE EXTRAORDINARY

Recruitment by transfer /Sociology/Telugu/English/Urdu/
Mathematics/Physics/Chemistry/
Botany/Zoology/History/Economics/
Political Science/Public Adminis-
tration/Geography and a first or
second class post graduate degree
in Education.

Lecturer in DRU:

By Direct Recruitment or Recruitment by transfer A first or second class post gradu-
ate degree in Philosophy/Psychology
/Sociology/Telugu/English/Urdu/
Mathematics/Physics/Chemistry/
Botany/Zoology/History/Economics/
Political Science/Public Adminis-
tration/Geography and a first or
second class post graduate degree
in Education.

Lecturer in Educational Technology:

By direct Recruitment or Recruitment by transfer A first or second class post gradu-
ate in Physics/Electronics and a
first or second class post gradu-
ate degree in Education.

Lecturer in Planning & Statistics:

By direct recruitment or Recruitment by transfer A first or second class post gradu-
ate in Mathematics/Statistics/
Economics and a first or second
class post graduate degree in
Education.

03 By Direct recruitment or recruitment by transfer A first or second class post graduate
degree in Physical Education.

04 By Direct Recruitment Or recruitment by transfer. A first or second class post gradu-
ate degree in Fine Arts (Applied
Art).

or

A First or Second Class Master's degree
in any subject and a degree in M. Eds.

13. SAVINGS: Nothing contained in these rules shall adversely effect the holders of the posts on the date on which these rules have come into force.

M. CHAYA RATAN
SECRETARY TO GOVERNMENT

THE ANDHRA PRDESH GAZETTE
PART I EXTRAORDANARY
PUBLISHED BY AUTHORITY

No.3

HYDERABAD, MONDAY, JANUARY 4, 1999

NOTIFICATIONS BY GOVERNMENT

EDUCATION DEPRTMENT

(Ser. II)

SPECIAL RULES FOR THE ANDHRA PRADESH SCHOOL EDUCATION
SUBORDINATE SERVICE.

(G. O. Ms. No. 538, Education (ser. II), 20th November, 1998.)

In exercise of the power conferred by section 78 and Section 99 of the Andhra Pradesh Education Act 1982 (Act 1 of 1982) and by the proviso to Article 309 of the Constitution of India and all powers hitherto enabling and suspension of the Andhra Pradesh School Educational, (Ser.II) Department, the dated 7th February 1992 as amended subsequently, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh School Educational Subordinate Service.

2. These rules shall come into force with immediate effect.

RULES

1. SHORT TITLE:

These rules may be called the Andhra Pradesh School Educational Subordinate Service Rules.

2. APPLICABILITY AND CONSTITUTION:

- i. these rules shall be applicable to Teachers working in the Government and Panchyat Raj Institutions.
- ii. The service shall consist of the following posts namely:

CLASS	CATEGORY	DESIGNATION
Class I	Category 1	a. School Assistants
		b. Supervisors in Science (SCERT)
		c. School Guidance Counsellors (SCERT)
		d. Office in-charge of English Language Teaching Center.
		e. Staff tutor in English Language Teaching Centre.
	Category 2	Language Pandits Gr-I (Telugu Hindi and Urdu etc.)
	Category 3	Physical Directors Grade II
	Category 4	H.M. of Primary School
Class II		Artist in SCERT
Class III	Category 1	Junior Deputy Inspectors of Schools
	Category 2	Secondary Grade Teachers.
	Category 3	Language Pandits Gr-II (Telugu, Hindi & Urdu etc.)
	Category 4	Vyakarana Pandits
	Category 5	Shahitya Pandits
	Category 6	Yajurveda Pandits
	Category 7	Samaveda Pandits
	Category 8	Jyothisha Pandits
	Category 9	Physical Education Teachers
	Category 10	Physical Education Teachers (NFC)
	Category 11	Specialist Teachers
		a. Art Teachers
		b. Drawing Teacher
		c. Music Teachers
		d. Dance Teachers
		e. Yogasana Instructors

		f. Manual Training Instructors (Carpentary) g. Manual Training Instructors (Weaving) h. Craft Instructors including Textile Printing Instructors Carpentary Instructors Fitter Instructors Turnor Instructors Moulder Instructors Blacksmith Instructors And Senior Mechanics i. Sewing Instructors j. Sewing/Tailoring and Needle Work Instructors k. Drawing and Sewing Instructors l. Agricultures Instructors m. Pre-vocational Instructor	to be to as referred hereafter vocational training instructor
	Category 12	Elementary Grade Teachers	
Class IV	Category 1	Librarian in SCERT	
	Category 2	Librarian in High Schools	
Class V	Category 1	Film Operator including Film Examiner	
	Category 2	Book Bearer.	

3. METHOD OF APPOINTMENT AND APPOINTING AUTHORITY

Subject to other provisions in these rules, the method of appointment and appointing authorities for the several categories shall be as follows.

CLASS	CATEGORY	DESIGNATION	METHOD OF APPOINTMENT	APPOINTING AUTHORITIES
Class 1	Category 1	a. School Assistants	i. Direct recruitment	DEO
			ii. By promotion from Categories 1 to 11 of class III	
			iii. Recruitment by transfer from Junior Assistants and equivalent cadres of APMS under the control of Director of School Education	
		b. Supervisors in Science (SCERT)	By Transfer from cat. I.a. of Class I.	JDSE
		c. School Guidances Counsellors	By Transfer from cat. I.a. of Class I.	JDSE
		d. Officer in charge of English Language Teaching Centre	By Transfer from cat. I.a. of Class I.	JDSE
		e. Staff tutor in English Language Teaching Centre	By Transfer from cat. I.a. of Class I.	JDSE
		2. Language Pandits Gr-I (Telugu, Hindi and Urdu	i. Direct recruitment ii. By promotion from	DEO

		etc.)	Class II, Categories 1 to 11 of Class III	
		Physical Directors Grade. II	By promotion from Class II, Categories 9 & 10 of Class III	DEO
		4. H.M. of Primary School	By promotion from Class II, Categories 2 of Class III	DEO
Class II	Category	1. Artist in SCERT	By direct recruitment	JDSE
Class III	Category 1	Junior Deputy Inspectors of School	No future recruitment	DEO
	Category 2	Secondary Grade Teachers	i. By direct recruitment	
	Category 3	Language Pandits Gr-II (Telugu, Hindi, & Urdu etc.)		
	Category 4	Vyakarana Pandits		
	Category 5	Shahitya Pandits	ii. By transfer from other category	
	Category 6	Yajurveda Pandits		
	Category 7	Samavedam Pandits	Of class III	
	Category 8	Jyothisha Pandit		
	Category 9	Physical Educational Teachers		
	Category 10	Physical Education Teachers (NFC)		
	Category 11	Special Teachers Art Teachers Drawing Teacher Music Teachers Dance Teachers Yogasana Instructors Manual Training Instructors (Carpentary Manual Training Instructors Weaving) Craft Instructors including Textile Printing Instructors Carpentary Instructors Fitter Instructors Turnor Instructors Moulder Instructors Blacksmith Instructors And Senior Mechanics Sewing Instructors Sewing/Tailoring and Needle Work Instructors Drawing and Sewing Instructors Agricultures Instructors Pre-vocational Instructor		

	Category 12	Elementary Grade Teacher	No future recruitment
Class IV	Category 1	Liberian in SCERT	By promotion JDSE from category 2 of Class IV
	Category 2	Liberian in High Schools	Direct DEO recruitment
Class V	Category 1	Film operator including Film Examiner	i. By promotion JDSE from Attenders in the school Education Department ii. Direct recruitment if qualified are not available.
	Category 2	Book Bearer	By appointment/JDSE by transfer of Attenders in School Education Department

Note:1 In the first instances, the vacancies in the category of Language Pandits Grade I shall be filled in only with appointment on or prior to the 11th March 1982 and given Grade –II Scale of pay. Till all such language Pandits Grade –II are absorbed these shall be no promotion/ direct recruitment from other feeder category to the posts of Language Pandits Grade – I,

Note: 2 Wherever the method of appointment to any post in this service is both by direct recruitment and appointment by promotion or transfer, these shall be direct recruitment to the extent of 30%^ of the vacancies including temporary vacancies.

Note:3 Persons who were formerly employed in a Private aided Primary/Upper Primary/ High School and who are absorbed into Andhra Pradesh School Educational Subordinate service consequent on the taking over of the management of the said Private aided Primary/ Upper Primary / High Schools by the Government, Shall be eligible to count, for purpose of seniority, in the category of the service into which they are absorbed one – half of their continuous Aided service in corresponding category in the said school when it was under private management.

Note: 4 Teachers working in aided posts who are surplus in aided schools and are transferred to a Government/ Panchayat Raj school consequent on rationalization shall only be eligible to the benefits to which they are entitled in the aided schools. They shall be transferred back to their original school as and when their services are required in the school due to the increase in enrolment.

Note: 5 a). The Regional joint Director of School Education shall be the appointment authority either for direct recruitment or for promotion in the categories of zonal posts in Government/Panchayatiraj Institutions arising in their respective institutions. The promotions shall be made on the common seniority zone-wise of teachers in the feeder categories and working in Government Panchayath Raj Institutions as indicated in

Rules-2 by following the prescribed procedure. The RJDSE concerned Chief Executive officers for issue of postings in Panchayath Raj Institutions. The C.E.O., shall have the administrative control over the staff allotted to Panchyath Raj Institutions. The RJDSE shall prepare the common seniority list of feeder category for the purpose of promotions to the zonal posts.

b). The DEO shall be the appointing authority either for direct recruitment or for promotions in the categories of district cadre posts in Government/Panchayath Raj Institutions arising in their institutions. The promotions shall be made on the common seniority district –wise of teachers working in Government and Panchayath Raj Institutions as indicated in Rule –2 by following the prescribed procedure. The DEO shall allot the selected/ promoted persons to the concerned Chief Executive Officers for issue of posting orders to the institutions under the control of Zilla Parishads/ allotment orders to Mandals, where the MDO will issue postings to the candidates so allotted. The Mandal Development Officers shall have the administrative control over the Mandal Schools. The DEO shall prepare common seniority list of feeder categories for the purpose of promotion to the district cadre posts.

Note: 6 For purpose of preparation of common seniority list for promotion, the seniority shall be determined with reference to the date of regular appointment.

Note: 7 The combined seniority lists of class II, Category 1 to 11 of Class _ II and Junior Assistants and equivalent cadre of APMS under the control of Director of School Education shall be prepared with reference to their date of regular appointment while considering for promotion to the posts of School Assistants.

Note: 8 Promotions/ Recruitments by transfer shall be made on the basis of the criteria that may be fixed by the Government from time to time.

Note: 9 Appointment to any category and class of the service shall be made by recruitment transfer from among the officers on an identical scale of pay of any service subject to possessing the qualifications prescribed for the post for special reasons by the Government.

Note: 10 Specialists teachers of all trades f,g,h,j,k,l and m of category – II are re-designated as vocational training instructors and shall be called as Vocational training instructors here afterwards including the posts to be sanctioned if any hereafter.

Note: 11 F.G. teachers shall also be considered for promotions to the posts of School Assistants subject to possessing the prescribed qualification for the post. Their purpose from the date of acquiring prescribed qualifications for the post of SGT.

4. RESERVATION OF APPOINTMENTS:

- a. The rule of special representation (General Rule 22) of A.P. state and Subordinate Services shall apply to appointment by Direct Recruitment to any post as amended from time to time.

- b. In the matter of Director Recruitment to any category of any class 33 1/3 of posts in each category of OC, BC, A, BC, B, BC, D, Sc, ST, PH & Ex- Service personnel shall be reserved for women.
- c. Appointment in institutions specially provided for women:
 - i. Women alone shall be appointed be to post in the any institutions specially provided for them.
 - ii. A vacancy in a category in an Institution specially provided for women shall be filled by transfer of a Women Member of the same category employed in an institution not specially provided for women within the unit. Hen such transfer is not possible women maybe appointed by any method admissible under Rule 2 but she shall not acquire by reason only of such appointment any right in the matter of seniority of full membership in the category or promotion to higher category until she gets her due turn.
- d. Government orders issued from time to time in regard to reservation of appointments shall applicable.

5. QUALIFICATIONS

- a. No per shall be eligible for appointment to the categories specified in column (1) of the Annexure appended to these Rules by the methods specified in Column (2) unless he possesses the qualifications in the corresponding entry in Column 3 thereof.
- b. One must be proficient and enable to teach in a particular medium whether appointed by Director Recruitment or by promotion whether direct Recruitment or promotion is made to a teaching post in medium like Telugu, English, Urdu, Kannada, Tamil, Oriya etc. The persons shall satisfy the following requirements for this purpose.

i. Secondary Grade Teachers

For appointment as Secondary Grade Teachers, one must have studied at least up to 10th class in the medium concerned or must have acquired training qualification in the medium concerned. When Graduate Trained Teachers are considered they should have studied 10th class or Intermediate or Graduation or B.Ed/TTC in the medium concerned to become eligible for appointment

ii. School Assistant

Candidate must have studies up to 10th class or at least Inter or Graduation or B.Ed in the medium concerned to become eligible for appointment/promotion.

Example: 1

A vacancy of school Assistant post in English Medium can be filled either by Direct recruitment or promotion with a person who studied up to 10th class in English medium or who studied Inter or Graduation or B.Ed, in English Medium.

Example: 2

Vacant post of School Assistant in Urdu Medium can be filled either by Direct Recruitment or by promotion with the candidates who studied Inter or Graduation or B.Ed. in Urdu Medium.

- c. Every teacher employed in Government/P.R. School for the deaf or blind shall, in addition to the qualifications prescribed in Annexure, possess a Government certificate of competency a Junior Diploma in teaching the blind or deaf, as the case may be or a higher qualification, Provided that the Graduate and the non-graduate teachers who are blind or deaf and have undergone the training course in education for the blind or Deaf and passed the examination shall be deemed to possess the qualifications prescribed for the post of teachers in the schools for the blind or deaf.
- d. Government orders issued from time to time in connection with the method of appointment and the authorities competent to make appointments shall be applicable.

6. **AGE**

No person shall be eligible for appointment by Direct recruitment to any post in this service if he or she has completed 36 years of age as on the first day of July of the year in which the notification for recruitment is made, Concessions of age extended by the Government from time to time to BC, SC, ST communities are applicable to Direct Recruitment to any post in this service.

7. **MINIMUM SERVICE**

No person shall be eligible for appointment by transfer or by promotion to any post in the service unless he has put in not less than 3 years of Service in the category/class from which promotion or appointment by transfer is to be made.

8. **PROBATION**

- a. Every person appointment by Direct Recruitment to any post in service be on probation for a total period of 2 years on duty within a continuous period of 3 years from the date on which he commences probation.
- b. Every person appointed to any of the posts in this service either by promotion or by transfer shall from the date on which commences probation, be on probation for a total period of one year on duty within a continuous period for a total period of one year on duty with in a continuous period of two years.

9. **UNIT OF APPOINTMENT**

For the purpose of Recruitment, appointment discharge for want of vacancy, re-appointment, sorority, promotion, transfer and posting and appointment as full members

to the posts specified in the column 1 of the table below, the unit of appointment shall be as specified in column 2 of the subject/language concerned shall be treated as appointment unit in respect of School Assistant and Language Pandits.

CLASS	CATEGORY	DESIGNATION	UNIT OF APPOINTMENT
Class 1	Category 1	a. School Assistants b. Supervisors in Science (SCERT) c. School Guidances Counsellors d. Officer in charge of English Language Teaching Centre e. Staff tutor in English Language Teaching Centre	District state, state zone
	Category 2	Language Pandits Gr-I (Telugu, Hindi and Urdu etc.)	
	Category 3	Physical Directors Grade. II	
	Category 4	H.M. of Primary School	
Class II		1. Artist in SCERT	State
Class III	Category 1	Junior Deputy Inspectors of School	District
	Category 2	Secondary Grade Teachers	
	Category 3	Language Pandits Gr-II (Telugu, Hindi, & Urdu etc.)	
	Category 4	Vyakarana Pandits	
	Category 5	Shahitya Pandits	
	Category 6	Yajurveda Pandits	
	Category 7	Samavedam Pandits	
	Category 8	Jyothisha Pandit	
	Category 9	Physical Educational Teachers	
	Category 10	Physical Education Teachers (NFC)	
	Category 11	Special Teachers Art Teachers Drawing Teacher Music Teachers Dance Teachers Yogasana Instructors Manual Training Instructors (Carpentary Manual Training Instructors Weaving) Craft Instructors including Textile Printing Instructors Carpentary Instructors Fitter Instructors Turnor Instructors Moulder Instructors Blacksmith Instructors And Senior Mechanics Sewing Instructors Sewing/Tailoring and Needle Work	
			District

	Category 12	Instructors Drawing and Sewing Instructors Agricultures Instructors Pre-vocational Instructor Elementary Grade Teacher	
Class IV	Category 1 Category 2	Liberian in SCERT Liberian in High Schools	State District
Class V	Category 1 Category 2	Film operator including Film Examiner Book Bearer	State State

10. TRANSFERS:

The committee constituted with Chairman, Zilla Parishad as Chairman, CEO as member, DEO as Member-Convener shall be the competent authority for transfers of teachers working in High Schools/Secondary Schools and from One Mandal to other Mandal within the district. Transfers shall however be effected only as per schedule/guidelines issued by the Government/Director of School Education from time to time.

The committee constituted with Presentiments, M.P.P. as Chairman MPDO as Member, MEO as Member Convener shall be the competent authority for transfers of teachers working in Primary/Upper Primary Schools. Transfers shall be effected only as per the schedule /guidelines issued by the Government/Director of School Education from time to time.

“ANNEXURE” (See rule – 5)

Class & Category	Method appointment	Qualification
1	2	3
Class – I Category – 1		
a. School Assistants	By promotion or By Direct Recruitment or Recruitment by transfer	<p>i. Must possess</p> <p>At Bachelor's Degree in the subject concerned and appointment B.Ed., Degree in the subject concerned from University in India established or incorporated by ir under Central Act, state Act of a Provincial Act or an institution recognized by the University Grants Commission r equivalent qualification.</p> <p>Note: In schools having one section in each class from to X class there will be three school assistants posts have to be designated as school assistant</p>

		<p>(Maths), school assistant (Science) and School Assistant (social Studies). The qualifications for these posts are as given below.</p> <p>School Assistant (Maths):- HE should have Mathematics as one of the subjects when three optional subjects are equal or as main subject when system exists. He must possess B.Ed with Maths, as one of methodology subject.</p> <p>School Assistant (Science):- Two of the following subjects in his graduation and B.Ed with Natural Science/Physical Science as one of the methodology subjects. (Chemistry, Physics, Botany, Zoology)</p> <p>School Assistant (Social Studies) : B. A.,/B.Com with one of the following subjects in the Graduation. (Politics, Economics, History, Public Administration Geography) and B.Ed., with Social Studies as one of the methodology subjects.</p> <p>Note: In the case of High Schools having multiple sections from 8 to 10 classes a cycle of School Assistant (Maths), School Assistant (Science) and School Assistant (Social Studies) exist in appointment school one post may be filled by a person having natural Science as one of the methodology subject and the second as one of the methodology subject in B.Ed., course.</p>
b) School Guidance Counselors in SCERT	By transfer from School Assistant cadre	Qualification prescribed from School Assistant cadre
C) Supervisors in Science (SCERT)	By transfer from School Assistant cadre	Graduate in Science subject and B.Ed with Natural Science /Physical Science s methodology subject
d) Officer Incharge E.L.T.C	By transfer from School Assistants	Must possess: M.A., Degree in English and 'A' Grade at the Regional. Institute of English
e) Staff Tutor in E.L.T.C	By transfer from School Assistants	<p>Must possess: M.A., Degree and a certificate of 'A' or 'B' grade from the good regional institute of English</p> <p>OR</p> <p>B.A., Degree and certificate of 'A' grade from Regional Institute of English.</p>
Category – 2 Language Pandits	By promotion or by Direct Recruitment	Must possess a Bachelor's Degree with the concerned language as optional

Grade –I		OR B.O.L. OR Must possess oriental Title in the concerned language from a University in India established Or incorporated by or under a central act, State or a Provincial Act or an Institution recognized by the University Grants Commission and Pandits training or its equivalent qualification.
Category 3 Physical Director Grade – II	By promotion	Must possess a Bachelor's Degree with a degree Physical Education, from a University in India established or incorporated by or under a Central Act, State Act or a Provincial Act of an Institution recognized by the University Grant Commission or its equivalent qualification.
Category 4 Headmaster of Primary School	By promotion	Must possess the qualification of at Intermediate Examination conducted by the Board of Intermediate Examination of A.P., or its equivalent. Must possess teacher Training Certificate issued by the Commissioner for Government Examinations, A.P., or its equivalent
Class –II Artist in SCERT	By Direct Recruitment	Must have passed 10 th class or its equivalent examination. Must possess a diploma or a certificate in Drawing, Commercial Art from the Government College of Fine Arts and Architecture,
Class – III Category 2 Secondary Grade Teachers	By Direct Recruitment or by transfer or Recruitment by transfer	Must possess the qualifications of at least Intermediate Examination conducted by the Board of Intermediate Education A.P., or its equivalent. Must possess Teacher Training Certificate issued by the Commissioner for Government Examinations, Andhra Pradesh or its equivalent. Candidates with higher qualifications may also be appoint
Category 3 Language Pandits	By Direct Recruitment or by transfer	Must possess oriental Title with Pandit Training in the Concerned Language. OR Candidate with B.A., with concerned Language as one of the optional subjects and Pandits Training or its equivalent or B.Ed., may also

		appointed.
Category 4 Vyakarana Pandits	By Direct Recruitment or by Transfer	<ul style="list-style-type: none"> i. Must have passed 10th class or its equivalent examination. ii. Must possess a Cyakarana or Sahitya Vidya Praveena (as the case may be) certificate from a University in India established or incorporated by or under a Central Act, State Act or a Provincial Act or an Institution recognized by the University Grants Commission or an equivalent qualification. iii. Must have passed Secondary Grade Training or Pandits Training.
Category 5 Sahitya Pandits	By Direct Recruitment Or by transfer	-do- -do- -do-
Category 6 Yajureda Pandits	By Direct Recruitment Or by transfer	<ul style="list-style-type: none"> i. Must have passed 10th class or its equivalent examination. ii. Must possess a Ghanapati Certificate in the concerned Veda from any Direct Vedic Parishad or Sabha of the Andhra Area: iii. Provided that preference shall be given to persons who, in addition, possess a certificate of Ganapti in the concerned Veda from any District Veda Parishad or Sabha of the Andhra Area.
Category 7 Samaveda Pandits	By Direct Recruitment Or by transfer	-do- -do- -do-
Category 8 Jyothisha Pandits	By Direct Recruitment Or by transfer	<ul style="list-style-type: none"> i. Must have passed 10th class or its equivalent examination. ii. Must possess an Acharya in Jyothish from Benaras Hindu University or any equivalent qualification iii. Provided that if no suitable persons with the above qualification is available, an experienced Jyothisha Pandit with established reputation in the field or Jyothish may be appointed.
Category 9 Physical Education Teachers	By Direct Recruitment Or by transfer	<ul style="list-style-type: none"> i. Must have passed Intermediate Examination of A.P., Board of Intermediate Examination or its equivalent examination ii. Must possess an undergraduate Diploma in Physical Education. <p>Note: The post of Physical</p>

		Education Teachers (N.F.C) are dying category. Hence they should not be filled.
Special Teachers: Category: 11 a) Art Teachers	By Direct Recruitment Or by transfer	<ul style="list-style-type: none"> i. Must have passed 10th class or its equivalent examination. ii. Must possess a diploma or a certificate in drawing Commercial Art from the Govt. College of Fine Arts and Architecture or a certificate in higher grade drawing and a technical teacher certificate of Government of A.P.
b). Drawing Teacher	By Direct Recruitment Or by transfer	<ul style="list-style-type: none"> i. Must have passed 10th class examination or its equivalent examination. ii. Must possess a Diplomas or a Certificate in Painting, Drawing, Sculpture or Commercial Art from the Govt. College of Fine Arts and Architecture and a technical teacher certificate of Government of A.P.
c) Music Teacher	By Direct Recruitment Or by transfer	<ul style="list-style-type: none"> i. Must have passed 10th class or its equivalent examination. ii. Must possess a Diploma in Carnatic Vocal Music from the Govt. College of Music or from a recognized or reputed Institution and a technical teachers certificate of Government of A.P.,
d) Dance Teacher	By Direct Recruitment Or by transfer	<ul style="list-style-type: none"> i. Must have passed 10th class or its equivalent examination. ii. Must possess a Diploma or a Certificate in Kuchipudi or Bharatanatyam from a recognized or reputed institution and a technical teachers certificate Government of A.P.,
e) Yogasana Instructor	By Direct Recruitment Or by transfer	<ul style="list-style-type: none"> i. Must have passed 10th class or its equivalent examination. ii. Must possess a Diploma or a Certificate in Yogasana from a reputed recognized Institution and a technical teachers certificate Government of A.P.,
f) Manual Training Instructor (Carpentry)	By Direct Recruitment Or by transfer	<ul style="list-style-type: none"> i. Must have passed 10th class or its equivalent examination. ii. Must possess a certificate in concerned trade issued by any I.T.I in the State or its equivalent qualification and a technical teacher certificate of Govt. .A.P.
g) Manual Training	By Direct Recruitment	<ul style="list-style-type: none"> i. Must have passed 10th class or its

Instructor (Weaving)	Or by transfer	equivalent examination. ii. Must possess a certificate in concerned trade issued by any I.T.I in the State or its equivalent qualification and a technical teacher certificate of Govt. .A.P.
h) Craft Instructor including Textile Printing Instructors, Tailoring Instructors, Carpentry Instructors, Moulder		i. Must have passed 10 th class or its equivalent examination. ii. Must possess a certificate in concerned trade issued by any I.T.I in the State or its equivalent qualification and a technical teacher certificate of Govt. .A.P.
Instructors, Blacksmith Instructors & Senior Mechanics		
i) Sewing Instructresses	By Direct Recruitment Or by transfer	i. Must have passed 10 th class or its equivalent examination ii. Must possess a certificate in concerned trade issued by any I.T.I in the State or its equivalent qualification and a technical teacher certificate of Govt. .A.P
j) Sewing/Tailoring and Needle Work Instructors	By Direct Recruitment Or by transfer	i. Must have passed X class ii. Must possess a certificate in concerned trade issued by any I.T.I in the State or its equivalent qualification and a technical teacher certificate of Govt. .A.P
k) Drawing & Sewing Instructors	By Direct Recruitment Or by transfer	i. Must have passed 10 th class or its equivalent examination ii. Must possess a certificate in concerned trade issued by any I.T.I in the State or its equivalent qualification and a technical teacher certificate of Govt. .A.P
l) Agriculture Instructors	By Direct Recruitment Or by transfer	i. Must have passed 10 th class or its equivalent examination ii. Must possess a certificate in concerned trade issued by any I.T.I in the State or its equivalent qualification or a degree in B. Sc (Agri) and a technical teacher certificate of Govt. .A.P
Pre – Vocational Instructors	No future recruitment	
CLASS – IV Category – 1 Librarian in SCERT	By promotion	Must possess a Bachelor's Degree in Arts, Science or Commerce with a

		Bachelor's Degree in Library Science of University in India established or incorporated by or under a central Act, State Act or a Provincial Act or an Institution recognized by the University Grants Commission or its equivalent examination.
Category – 2 Liberian in High Shools	By Direct Recruitment	Must have p[assed the Intermediate Examination or any equivalent examination and Must hold a certificate in Library Science issued by a recognized institution or its equivalent
CLASS – V Category – 1 Film Operators including Film Examiners	Bt Direct Recruitment or by Appointment by transfer of Attenders in School Education Department	<ul style="list-style-type: none"> i. Must have passed 10th class or its equivalent examination. ii. Must possess a Cinema Operator's Certificate issued by the Board of Examiners of Cinema Operators
Category – 2 Book Bearer	By appointment ort by transfer of Attenders in the school Education Department.	Must possess a Certificate in Library Science from an institution recognized by the State Government

K. CHAYA RATAN,
Secretary to Government

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Andhra Pradesh School Educational Service Rules for the posts of Head Masters Grade-II Gazetted in Government Schools in Andhra Pradesh – Adhoc Rules– Issued

SCHOOL EDUCATION (SER.II) DEPARTMENT

G. O. Ms. No.9

Dated: 23-01-2009

Read:

G.O.Ms.No.182, Education (Services. II) Department, dated.30.12.2008.

ORDER:

In the G.O. read above, orders have been issued framing adhoc rules for the posts of teachers in Government schools in Andhra Pradesh covered under A.P. School Educational Subordinate Service Rules. Certain Teacher Service Associations have requested for inclusion of the Head master Grade II category (Gazetted) in the A.P. School Educational service instead of A.P. School Educational Subordinate Service. Government have examined the matter and decided to issue separate Adhoc rules for the Gazetted and non gazetted posts.

The following notification is accordingly issued and will be published in the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred by Sections 78 and 99 of the Andhra Pradesh Education Act, 1982 (Andhra Pradesh Act 1 of 1982) and under proviso to Article 309 of the Constitution of India, and, in supercession of the adhoc rules issued in G.O.Ms.No. 182, Education (Ser II) Depttment, dated the 30th December 2008, the Governor of Andhra Pradesh hereby makes the following adhoc rules for the posts of Head Masters Grade-II (Gazetted) working in Government schools in Andhra Pradesh.

These adhoc rules shall come into force with immediate effect.

ADHOC RULES

1. **Constitution:-** The posts of Head Masters Grade-II (Gazetted) in Government schools is a distinct category in the Andhra Pradesh School Educational Service Rules.

2.**Method of Appointment and Appointing authority:** Method of appointment and appointing authority to the post is specified below:

Method of appointment	Appointing authority
1	2
i) Recruitment by transfer from Class I of A.P. School Educational Subordinate Service of Government Schools.	Regional Joint Director of School Education concerned

3. **Qualification:** No person shall be eligible for appointment to the post of Head Master Grade-II unless he possess Bachelors Degree in Arts / Science / Commerce and its equivalent and B. Ed. Degree or the General Educational

Qualification of SSC and five years of further study to acquire a degree and professional qualifications i.e. B.Ed./B.P.Ed./ Pandit Training.

4. **Rule of Reservation:-.**

The rule of special representation in favour of Scheduled Castes and Scheduled Tribes (General Rule 22 (2) (a) (i) of the Andhra Pradesh State and Subordinate Services) as amended from time to time shall apply.

5. **Minimum Service**

No person shall be eligible for appointment by transfer to the post in the service unless he/she has put in not less than three years of service in the category/class from which appointment by transfer is to be made.

6. **Probation**

Every person appointed to the post of Headmaster Grade-II (Gazetted) shall be on probation for a total period of one year on duty within a continuous period of two years.

7. **Tests**

i) Every person shall pass the tests laid down in column (1) subject to the condition in column (2) below:

Tests (1)	Conditions (2)
(i) Departmental Test For Gazetted Officers of the Education Department.	Should have passed at the time of appointment.
(ii) Accounts Test for Executive Officers.	
(iii) Special Language test for the Officers of the Education Department in Telugu Higher Standard.	
(iv) Special Language Test for the Officers of the Education Department in Hindi/ Urdu of Lower Standard.	

- ii. Where a test is prescribed of a language of higher standard a person shall be exempted from passing the test if he/she has passed the language as a subject in intermediate examination or its equivalent or higher degree. Where a test is prescribed of a language of lower standard a person shall be exempted from passing the test if he/she has passed the language as a subject in SSC Examination or its equivalent or higher degree.
- iii. All persons who have crossed 45 years of age shall be exempted from passing departmental tests for promotion to the next higher category above the one held by her/him. This benefit is extended to ensure that every employee gets atleast one promotion during his entire service. This exemption shall be given only once in the entire service.

8. Unit Of Appointment

For the purpose of appointment, seniority, discharge for want of vacancy, transfer and reappointment the unit of appointment shall be as specified in the table

Unit of appointment	
Zone-I	Srikakulam, Vizianagaram and Visakhapatnam Districts.
Zone-II	East Godavari, West Godavari and Krishna Districts.
Zone-III	Guntur, Prakasam and Potti Sriramulu Nellore Districts
Zone-IV	Chittor, Kadapa, Ananthapur and Kurnool Districts
Zone-V	Adilabad, Karimnagar, Warangal and Khammam Districts
Zone-VI	Nizamabad Mahabubnagar, Medak, Nalgonda and Rangareddy Districts
	City of Hyderabad - Revenue District of Hyderabad

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M. CHAYA RATAN
PRL. SECRETARY TO GOVERNMENT

To
The Commissioner, Printing & Stationary, Hyderabad with a request
to publish the same in the next issue of the Rules supplement.
The Director of School Education, A.P. Hyderabad.
The Secretary, A.P.P.S.C. Hyderabad (10 copies with covering letter)
Copy to
All Departments of Secretariat.
The Law Department/General Administration Department.
The P.S. to Minister for School Education.
SF/SC

// FORWARDED BY ORDER //

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Andhra Pradesh School Educational Service Rules for the posts of Head Masters Grade-II (Gazetted) in Zilla Praja Parishad Schools in Andhra Pradesh – Adhoc Rules– Issued

SCHOOL EDUCATION (SER.II) DEPARTMENT

G. O. Ms. No.10

Dated: 23-01-2009

Read

**G.O.Ms.No.183, Education (Services. II) Department, dated.
30.12.2008**

ORDER

In the G.O. read above, orders have been issued framing adhoc rules for the posts of teachers covered under A.P. School Educational Service Rules of Zilla Praja Parishad and Mandal Praja Parishad Schools in Andhra Pradesh. Certain Teacher Service Associations have requested for inclusion of the Head master Grade II category (Gazetted) in the A.P. School Educational service instead of A.P. School Educational Subordinate Service. Government have examined the matter and decided to issue separate Adhoc rules for the Gazetted and non gazetted posts. Government have examined the matter and decided to issue separate Adhoc rules for the Gazetted and non gazetted posts.

The following notification is accordingly issued and will be published in the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred by Sections 78 and 99 of the Andhra Pradesh Education Act, 1982 (Andhra Pradesh Act 1 of 1982) and under proviso to Article 309 of the Constitution of India, and, in supercession of the adhoc rules issued in G.O.Ms.No. 183, Education (Ser II) Department, dated the 30th December 2008, the Governor of Andhra Pradesh hereby makes the following adhoc rules for the posts of Head Masters Grade-II (Gazetted) in Zilla Praja Parishad Schools.

These adhoc rules shall come into force with immediate effect.

ADHOC RULES

1.Constitution:-The posts of Head Masters Grade-II (Gazetted) in Zilla Praja Parishad School is a distinct category in the Andhra Pradesh School Educational Service.

2.Method of Appointment and Appointing authority: Method of appointment and appointing authority to the post is mentioned below:

Method of appointment	Appointing authority
1	2
i) Recruitment by transfer from Class I of A.P. School Educational Subordinate Service of Zilla Praja Parishad Schools.	Regional Joint Director of School Education of Zone concerned

3. Qualification: No person shall be eligible for appointment to the post of Head Master Grade-II unless he possess Bachelors Degree in Arts / Science / Commerce and its equivalent and B. Ed. Degree or the General Educational Qualification of SSC and five years of further study to acquire a degree and professional qualifications i.e. B.Ed./B.P.Ed./ Pandit Training.

4. Rule of Reservation:-

The rule of special representation in favour of Scheduled Castes and Scheduled Tribes (General Rule 22 (2) (a) (i) of the Andhra Pradesh State and Subordinate Services) as amended from time to time shall apply.

5. Minimum Service

No person shall be eligible for appointment by transfer to the post in the service unless he/she has put in not less than three years of service in the category/class from which appointment by transfer is to be made.

6. Probation

Every person appointed to the post of Headmaster Grade-II (Gazetted) shall be on probation for a total period of one year on duty within a continuous period of two years.

7. Tests

i) Every person shall pass the tests laid down in column (1) subject to the condition in column (2) below:

Tests (1)	Conditions (2)
(i) Departmental Test For Gazetted Officers of the Education Department. (ii) Accounts Test for Executive Officers. (iii) Special Language test for the Officers of the Education Department in Telugu Higher Standard. (iv) Special Language Test for the Officers of the Education Department in Hindi/ Urdu of Lower Standard.	Should have passed at the time of appointment.

- ii. Where a test is prescribed of a language of higher standard a person shall be exempted from passing the test if he/she has passed the language as a subject in intermediate examination or its equivalent or higher degree. Where a test is prescribed of a language of lower standard a person shall be exempted from passing the test if he/she has passed the language as a subject in SSC Examination or its equivalent or higher degree.
- iii. All persons who have crossed 45 years of age shall be exempted from passing departmental tests for promotion to the next higher category above the one held by her/him. This benefit is extended to ensure that every employee gets at least one promotion during his entire service. This exemption shall be given only once in the entire service.

8. Unit Of Appointment

For the purpose of appointment, seniority, discharge for want of vacancy, transfer and reappointment the unit of appointment shall be the Revenue District concerned except Hyderabad.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M. CHAYA RATAN
PRL. SECRETARY TO GOVERNMENT

To
The Commissioner, Printing & Stationary, Hyderabad with a request
to publish the same in the next issue of the Rules supplement.
The Director of School Education, A.P. Hyderabad.
The Secretary, A.P.P.S.C. Hyderabad (10 copies with covering letter)
Copy to
All Departments of Secretariat.
The Law Department/General Administration Department / PR & RD Department.
The P.S. to Minister for School Education.
SF/SC

// FORWARDED BY ORDER //

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Andhra Pradesh School Educational Subordinate Service Rules for the posts of teachers in Government Schools in Andhra Pradesh - Adhoc Rules – Orders - Issued

SCHOOL EDUCATION (SER.II) DEPARTMENT

G. O.Ms. No.11

Dated: 23-01-2009

Read:

G.O.Ms.No.182, Education (Services. II) Department, dated 30.12.2008.

ORDER:

In the G.O. read above, orders have been issued framing adhoc rules for the posts of teachers of Government Schools in Andhra Pradesh covered under A.P. School Educational Subordinate Service Rules. Certain Teachers Service Associations have brought to the notice of Government that Gazetted and Non-Gazetted posts in the Government Schools cannot be included in the A.P. School Educational Subordinate Service and requested for issue of separate Adhoc rules for the Gazetted and non-Gazetted posts. Government have examined the matter and decided to issue separate adhoc rules. The following notification will be published in the Andhra Pradesh Gazette from the remaining posts.

NOTIFICATION

In exercise of the powers conferred by Sections 78 and 99 of the Andhra Pradesh Education Act, 1982 (Andhra Pradesh Act 1 of 1982) and proviso to Article 309 of the Constitution of India and in supercession of the orders issued in G.O.Ms.No.182, School Education (Ser.II) Department, dated the 30th December, 2008, the Governor of Andhra Pradesh hereby make the following Adhoc rules for the posts of teachers in Government Schools, in Andhra Pradesh.

These adhoc rules shall come into force with immediate effect.

ADHOC RULES

1. **Constitution:-** The Andhra Pradesh School Educational Subordinate Service shall consist of posts of teachers working in Government schools in Andhra Pradesh.

2. **Method of Appointment and Appointing Authority:**

The service shall consist of the following classes and category of posts Subject to other provisions in these rules, the method of appointment and appointing authority to the posts is as mentioned below:

Class	Category	Designation	Method of appointment	Appointing authority
1	2	3	4	5
I	1 2 3 4 5 6 7	School Assistant (Mathematics) School Assistant (Physical Science) School Assistant (Biological Science) School Assistant (Social Studies) School Assistant (English) School Assistant (Telugu) School Assistant (Hindi)	i) By Direct Recruitment, or ii) By Promotion from Categories 1 to 25 of Class II, or (iii) By recruitment by transfer of Junior Assistant from Andhra Pradesh Ministerial Services in School Education Department.	District Educational Officer

	8	School Assistant (Urdu)		
	9	School Assistant (Kannada)		
	10	School Assistant (Oriya)		
	11	School Assistant (Marathi)		
	12	School Assistant (Gujarathi)		
	13	School Assistant (Tamil)		
	14	School Assistant (Bengali)		
	15	School Assistant (Sanskrit)		
	16	School Assistant (Arabic)		
	17	School Assistant (Physical Education)		
	18	School Assistant (English) in ELTC	By transfer from category 5 of Class-I	
	19	School Assistant (Physical Science) in State Council of Educational Research and Training	By transfer from category 2 of Class-I	
	20	School Assistant (Biological Science) in State Council of Educational Research and Training	By transfer from category 3 of Class-I	
	21	School Assistant (Social Studies) in State Council of Educational Research and Training	By transfer from category 4 of Class-I	
	22	Headmaster of Primary School (LFL)	By transfer from Category I of Class-II	

Class	Cate- gory	Designation	Method of appointment	Appointing authority
1	2	3	4	5
II	1	Secondary Grade Teacher	By Direct Recruitment	District Educational Officer
	2	Elementary Grade Teacher/Higher Grade Teacher	No future Recruitment	

3	Language Pandit (Telugu)	By Direct Recruitment
4	Language Pandit (Hindi)	By Direct Recruitment
5	Language Pandit (Urdu)	By Direct Recruitment
6	Language Pandit (Kannada)	By Direct Recruitment
7	Language Pandit (Oriya)	By Direct Recruitment
8	Language Pandit (Marathi)	By Direct Recruitment
9	Language Pandit (Gujarati)	By Direct Recruitment
10	Language Pandit (Tamil)	By Direct Recruitment
11	Language Pandit (Bengali)	By Direct Recruitment
12	Language Pandit (Sanskrit)	By Direct Recruitment
13	Language Pandit (Arabic)	By Direct Recruitment
14	Physical Education Teacher	By Direct Recruitment
15	Art Teacher	By Direct Recruitment
16	Drawing Teacher	By Direct Recruitment
17	Music Teacher	By Direct Recruitment
18	Weaving Teacher	By Direct Recruitment
19	Dance Teacher	By Direct Recruitment
20	Carpentry Teacher	By Direct Recruitment
21	Textile, Printing, Tailoring Teacher	By Direct Recruitment
22	Sewing Teacher	By Direct Recruitment
23	Sewing, Tailoring & Needle work teacher	By Direct Recruitment
24	Drawing and Sewing Teacher	By Direct Recruitment
25	Agriculture Teacher	By Direct Recruitment

3. (i): The transfer within the same class among different categories is not permissible.

(ii): Elementary/Higher Grade teachers shall also be considered for promotions to the posts of School Assistants subject to possessing the prescribed qualification for the post. Their services shall be reckoned for the purpose of promotion to School Assistant from the date of acquiring prescribed qualifications for the post of Secondary Grade Teacher.

(iii): Wherever the method of appointment to any post in this service is both by direct recruitment and appointment by promotion or transfer, there shall be direct recruitment to the extent of one third of the vacancies including temporary vacancies, as per GO. Ms. No 108 Education Dt. 23.12.99.

(iv) The combined seniority lists of Category 1 to 25 of Class II and Junior Assistants and equivalent cadre of Andhra Pradesh Ministerial Service under the control of Director of School Education shall be prepared with reference to their date of regular appointment while considering for promotion / recruitment by transfer to the posts of School Assistants.

4. Rule of Reservation:-.

(i) The rule of special representation (General Rule 22 of the Andhra Pradesh State and Subordinate Services) as amended from time to time shall apply to appointment by Direct Recruitment to any post in the service.

(ii) Appointment in institutions specially provided for women:

- (a) Women alone shall be appointed to post in the institutions specially provided for them.
- (b) A vacancy in a category in an Institution specially provided for women shall be filled by transfer of a woman member of the same category employed in an institution not specially provided for women within the unit. When such transfer is not possible women may be appointed by any method admissible under Rule 2, but she shall not acquire by reason only, of such appointment any right in the matter of seniority of full membership in the category or promotion to a higher category until she gets her due turn.
- (iii) The rule of reservation in promotion shall be followed as per the Government orders issued from time to time.

5. Qualifications:

- (i) No person shall be eligible for appointment to the categories specified in Column (3) of the Table by the method specified in Column (2) unless he/she possesses the qualifications specified in the corresponding entry in Column (4) thereof.
- (ii) The candidates who have passed SSC Examination in the concerned medium or with the concerned Language as First Language are eligible to apply to the posts in the concerned medium and the candidates who have passed the examination of Higher standards in the concerned language / medium are also eligible to apply to the posts in that medium.
- (iii) Every teacher employed in Government Schools for the deaf or blind shall, in addition to the qualifications prescribed in the table, possess a Government certificate of competency, Junior Diploma in teaching the blind or deaf, as the case may be or a higher qualification:

Provided that the Graduate and the non-graduate teachers who are blind or deaf and have undergone the training course in education for the blind or deaf and passed the examination shall be deemed to possess the qualifications prescribed for the post of teachers in the schools for the blind or deaf.
- (iv) Government orders issued from time to time relating to the method of appointment and the authorities competent to make appointments shall be applicable.
- (v) The following are the qualifications prescribed for all the posts:-

Class	Method of appointment	Category	Qualification
1	2	3	4
I	By Direct Recruitment or By promotion or By Recruitment by Transfer	1	<u>School Assistant (Mathematics) :-</u> Must possess a Bachelor Degree with Mathematics as a main subject OR one of three equal optional subjects and a B.Ed degree with Mathematics as a methodology subject.
		2	<u>School Assistant (Physical Sciences) :-</u> A Bachelors Degree with Physics and Chemistry as optional subjects or one of the two as main and the other as subsidiary/ancillary Subject and a B.Ed. Degree with Physical Science / Physics / Chemistry as a methodology Subject.
		3	<u>School Assistant (Biological Science) :-</u> A Bachelors Degree with Botany and Zoology as optional Subjects or one of the two as main and the other as subsidiary subject and a B.Ed Degree with Biological Science or Natural Sciences / Botony / Zoology as a methodology subject.
		4	<u>School Assistant (Social Studies) :-</u> A Bachelors Degree with two of the following subjects as optionals one of them as a main and the other one as a subsidiary subject- i) History ii) Economics iii) Geography iv) Political Science v) Public Administration vi) Sociology vii) Commerce and a B.Ed. Degree with Social Studies / Geography / History / Social Sciences as a methodology Subject.
		5	<u>School Assistant (English) :-</u> A Bachelors Degree with English as a main subject or one of the optional subjects or a Post Graduate Degree in English and a B.Ed Degree with English / Post Graduate certificate in Teaching of English/ Post Graduate Diploma in Teaching of English / as a methodology subject.
		6	<u>School Assistant (Telugu)</u> Must possess a Bachelor Degree with Telugu as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent. and B.Ed with Telugu as methodology or pandit training or its equivalent.

7. School Assistant (Hindi)
a) Academic Qualifications:

Sl. No.	Course Title	Institution	Govt order
1.	Madhyama	Hindi Sahitya Sammelan (Visarada)Alahabad	G.O.Ms No. 1415 Edn, Dated. 22-7-1970
2.	Ratna	Rashtrabhash Prachar Samiti,Warda	-do-
3.	Praveen	Dakshina Bharata Hindi Prachar Sabha, Madras	-do-
4.	Sahityalankar	Hindi Vidyapeet, Deoghar	-do-
5.	Pandit	Maharashtra Bhasha Sabha, Poona	-do-
6.	Vidwan	Hindi Prachar Sabha, Hyderabad	-do-
7.	Sevak	Gujarat Vidyapeeth, Ahmadabad.	-do-
8.	Visharad Diploma	Dakhina Bharata Hindi Prachar Sabha, Madras.	As per Andhra Pradesh Educational Rules
9.	Sahitya Ratna Diploma	Hindi Sahitya Sammelan, Allahabad	-do-
10.	Vidwan	Madras University	-do-
11.	Bhasha Praveena Title (Hindi)	Andhra University	-do-
12.	Sahitya Bhushan	Hindi Vidyapeet Deoghar	-do-
13.	Sastry Degree	Sri Kasi Vidya Peeth,Benaras.	-do-
14.	Hindi Kovid Degree	Sri Kasi Vidya Peeth,Benaras	-do-
15.	Bharatiya Hindi Parangat Diploma	Akila Bharateeya Hindi Parishad, Agra	-do-
16.	Hindi Bhushan Diploma	Hindi Prachar Sabha, Hyderabad	do-
17.	B.A. or B.O.L. with Hindi as Special subject	Any university recognized by NCTE / UGC	-do-

b) Training Qualifications:

Sl. No.	Course Title	Institution	Government Order
1.	B.Ed (Hindi Medium)	Dakshina Bharata Hindi Prachar Shabha, Hyderabad	G.O.Ms.No.68 Dated.10-3-95
2.	Prachrak (including Praveena) Diploma	Dakshina Bharat Hindi Prachar Sabha, Madras.	As per Andhra Pradesh Educational Rules
3.	Pracharak Diploma	Hindistani Prachar Sabha, Wardha.	-do-
4.	Sikshana Kala Praveena-Diploma	Akhila Bharateeya Hindi Parishad, Agra	-do-
5.	Hindi Shikshak(including Hindi Vidwan Diploma)	Hindi Prachara Sabha, Hyderabad	-do-
6.	Pandits Training Certificate	Commissioner for Government Examinations	-do-
7.	Hindi Shikshan Parangat Hindi Shikshan Nishnat	Kendriya Hindi Shikshnak	G.O.Ms. No. 1504,Edn Dated:11-6-1964

8	School Assistant (Urdu) Must possess a Bachelor Degree with Urdu as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Urdu as methodology or pandit training or equivalent.
9	School Assistant (Kannada) Must possess a Bachelor Degree with Kannada as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Kannada as methodology or pandit training or equivalent.
10	School Assistant (Oriya) Must possess a Bachelor Degree with Oriya as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Oriya as methodology or pandit training or equivalent.
11	School Assistant (Marati) Must possess a Bachelor Degree with Marati as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Marati as methodology or pandit training or equivalent.
12	School Assistant (Gujarathi) Must possess a Bachelor Degree with Gujarathi as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Gujarathi as methodology or pandit training or equivalent.
13	School Assistant (Tamil) Must possess a Bachelor Degree with Tamil as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Tamil as methodology or pandit training or equivalent.
14	School Assistant (Bengali) Must possess a Bachelor Degree with Bengali as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Bengali as methodology or pandits training or equivalent.
15	School Assistant (Sanskrit) Must possess a Bachelor Degree with Sanskrit as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Sanskrit as methodology or pandits training or equivalent.
16	SCHOOL ASSISTANT (ARABIC) Must possess a Bachelor Degree with Arabic as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Arabic as methodology or pandits training or equivalent.
17	School Assistant (Physical Education) Must possess a Bachelor Degree and a Degree in Physical Education.
18	Head Master of Primary School (LFL) Must possess the qualification of at least Intermediate Examination conducted by the Board of Intermediate Examination of A.P. or its equivalent. Must possess Diploma in Education issued by the Director of Government Examinations, A.P. or its equivalent.

II	By direct recruitment	1	Secondary Grade Teacher Must possess Intermediate Certificate issued by the Board of Intermediate Education, Andhra Pradesh and D.Ed. Certificate issued by the Director of Government Examinations, Andhra Pradesh. OR Must possess a Bachelor Degree and a B.Ed. Degree
	No future recruitment	2	Elementary Grade Teacher/ Higher Grade Teacher
	By Direct recruitment for	3	Language Pandit (Telugu) Must possess a Bachelor Degree with Telugu as main subject or one of the three equal optional subjects or a P.G Degree or an oriental

	categories 3 to 25		title or its equivalent and B.Ed with Telugu as methodology or pandits training or its equivalent.			
		4	Language Pandit (Hindi) a) Academic Qualifications :			
			Sl. No	Course Title	Institution	Govt Order
			a	Madhyama	Hindi Sahitya Sammelan (Visarada) Alahabad	G.O.Ms.No.1415 Edn. Dated: 22.07.1970.
			b	Ratna	Rashtrabhash Prachar Samiti,Warda	-do-
			c	Praveen	Dakshina Bharata Hindi Prachar Sabha, Madras	-do-
			d	Sahityalankar	Hindi Vidyapeet, Deoghar	-do-
			e	Pandit	Maharashtra Bhasha Sabha, Poona	-do-
			f	Vidwan	Hindi Prachar Sabha, Hyderabad	-do-
			g	Sevak	Gujarat Vidyapeeth, Ahmedabad.	-do-
			h	Visharad Diploma	Dakshina Bharata Hindi Prachar Sabha, Madras.	As per Andhra Pradesh Educational Rules
			i	Sahitya Ratna Diploma	Hindi Sahitya Sammelan,Allahbad	-do-
			j	Vidwan	Madras University	-do-
			k	Bhasha Praveena Title (Hindi)	Andhra University	-do-
			l	Sahitya Bhushan	Hindi Vidyapeet Deoghar	-do-
			m	Sastry Degree	Sri Kasi Vidya Peeth,Benaras.	-do-
			n	Hindi Kovid Degree	Sri Kasi Vidya Peeth,Benaras	-do-
			o	Bharatiya Hindi Parangat Diploma	Akila Bharateeya Hindi Parishad, Agra	-do-
			p	Hindi Bhushan Diploma	Hindi Prachar Sabha, Hyderabad	-do-

			q	B.A. or B.O.L.	Any university with Hindi as special subject	-do-
			b) Training Qualifications :			
			a	B.Ed	Dakshina Bharata Hindi	G.O.Ms.No.68
			b	(Hindi Medium)	Prachar Sabha,Hyderabad	Edn.Dt 10-3-95
			c	Pracharak (including Praveena) Diploma	Dakshina Bharat Hindi Prachar Sabha, Madras.	As per Andhra Pradesh Educational Rules
			d	Pracharak Diploma	Hindistani Prachar Sabha, Wardha.	-do-
			e	Sikshana Kala Praveena-Diploma	Akhila Bharateeya Hindi Parishad, Agra	-do-
			f	Hindi Shikshak (including Hindi Vidwan Diploma)	Hindi Prachara Sabha, Hyderabad	-do-
			g	Pandits Training Certificate	Commissioner for Government Examinations	-do-
			h	Hindi Shikshan Parangat Hindi Shikshan Nishnat	Kendriya Hindi Shikshnak	G.O.Ms.No. 1504, Edn., Dated:11-6-1964
		5		<u>Language Pandit (Urdu)</u> Must possess a Bachelor Degree with Urdu as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Urdu as methodology or pandits training or its equivalent.		
		6		<u>Language Pandit (Kannada)</u> Must possess a Bachelor Degree with Kannada as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Kannada as methodology or pandits training or equivalent.		
		7		<u>Language Pandit (Oriya)</u> Must possess a Bachelor Degree with Oriya as main subject or one of the three equal optional subjects or a P.G Dgree or an oriental title or its equivalent and B.Ed with Oriya as methodology or pandits training or equivalent.		
		8		<u>Language Pandit (Marati)</u> Must possess a Bachelor Degree with Marati as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Marati as methodology or pandits training or equivalent.		
		9		<u>Language Pandit (Gujarathi)</u> Must possess a Bachelor Degree with Gujarathi as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Gujarathi as methodology or pandits training or equivalent.		

		10		<u>Language Pandit (Tamil)</u>
				Must possess a Bachelor Degree with Tamil as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Tamil as methodology or pandits training or equivalent.
		11		<u>Language Pandit (Bengali)</u>
				Must possess a Bachelor Degree with Bengali as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent. And B.Ed with Bengali as methodology or pandits training or equivalent.
		12		<u>Language Pandit (Sanskrit)</u>
				Must possess a Bachelor Degree with Sanskrit as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Sanskrit as methodology or pandits training or equivalent.
		13		<u>Language Pandit (Arabic)</u>
				Must possess a Bachelor Degree with Arabic as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent. And B.Ed with Arabic as methodology or pandits training or equivalent.
		14		<u>Physical Education Teacher</u>
				Must possess Intermediate Certificate issued by the Board of Intermediate Education Andhra Pradesh and an under graduate diploma in Physical Education OR Must possess a Bachelor Degree and a B.P.Ed Degree/UGDPED
		15		<u>Art Teacher</u> Must have passed 10th Class or its equivalent examination Must possess a diploma or a Certificate in drawing Commercial Art, Fine Arts and Architecture or a certificate in higher grade drawing and a technical teacher certificate of Government of Andhra Pradesh.
		16		<u>Drawing Teacher</u> Must have passed 10th Class or its equivalent examination Must possess a Diploma or a Certificate in Painting/Drawing, Sculpture or Commercial Art Fine Arts and Architecture and a technical teacher certificate of Government of Andhra Pradesh.
		17		<u>Music Teacher</u> Must have passed 10th Class or its equivalent examination Must possess a Diploma in Carnatic Vocal Music from the Government College of Music or from a recognized or reputed Institution and a technical teacher certificate of Government of Andhra Pradesh.
		18		<u>Weaving Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh.
		19		<u>Dance Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a Diploma in Carnatic Vocal Music, Kuchipudi or Bharatanatyam from a recognized or reputed Institution and a technical teacher certificate of Government of Andhra Pradesh

		20		<u>Carpentry Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		21		<u>Textile, Printing, Tailoring Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		22		<u>Sewing Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		23		<u>Sewing, Tailoring & Needle work Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		24		<u>Drawing and Sewing Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		25		<u>Agriculture Teacher</u> Must have passed 10 th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification or a degree in B.Sc (Agri) and a technical teacher certificate of Government of Andhra Pradesh. -

Note : Candidates with higher qualifications are also eligible for appointment by direct recruitment.

6. Age

No person shall be eligible for appointment by direct recruitment to any post in this service unless he/she is more than 18 years of age and less than 36 years of age as on the first day of July of the year in which the notification for recruitment is made. Concessions of age extended by Government from time to time to BCs, SCs and STs and other categories are applicable to any post which is filled up by direct recruitment.

7. Minimum Service

No person shall be eligible for appointment by transfer or by promotion to any post in the service unless he/she has put in not less than three years of service in the category/class from which promotion or appointment by transfer is to be made.

8. Probation

- (i) Every person appointed by Direct Recruitment to any post in service be on probation for a total period of two years on duty within a continuous period of three years from the date on which he commences probation.
- (ii) Every person appointed to any of the posts in this service either by promotion or by transfer shall from the date on which he commences probation, be on probation for a total period of one year on duty within a continuous period of two years.

9. Unit of Appointment

For the purpose of recruitment, appointment, seniority, discharge for want of vacancy, promotion, transfer and reappointment the unit of appointment shall be as specified in the table

Class	Category	Unit of appointment
1	2	3
Class-I	1 to 22	Revenue District Concerned / City of Hyderabad
Class-II	1 to 25	Revenue Districts concerned /City of Hyderabad.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M. CHAYA RATAN
PRL. SECRETARY TO GOVERNMENT

To

The Commissioner, Printing & Stationary, Hyderabad with a request to publish the same in the next issue of the Rules supplement.

The Director of School Education, A.P. Hyderabad.

The Secretary, A.P.P.S.C. Hyderabad (10 copies with covering letter)

Copy to:

All the Departments in Secretariat.

The Law Department/General Administration Department
SF/SC

// FORWARDED BY ORDER //

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Andhra Pradesh School Educational Subordinate Service Rules for the posts of teachers in Mandal Prajaparishad and Zilla Prajaparishad Schools in Andhra Pradesh - Adhoc Rules — Orders - Issued

SCHOOL EDUCATION (SER.II) DEPARTMENT

G. O. Ms. No.12

Dated: 23-01-2009

Read:-

G.O.Ms.No.183, Education (Services.II) Department, dated.30.12.2008.

ORDER:

In the G.O. read above, orders have been issued framing adhoc rules for the posts of teachers in Mandal Praja Parishad and Zilla Praja Parishad Schools covered under A.P. School Educational Subordinate Service Rules. Certain Teacher Service Associations have requested for inclusion of the Head master Grade II category (Gazetted) in the A.P. School Educational service instead of A.P. School Education Subordinate Service. Government have examined the matter and decided to issue separate Adhoc rules for the Gazetted and Non-gazetted posts. Government have examined the matter and decided to issue separate adhoc rules for the Gazetted and Non-Gazetted posts of Zilla Praja Parishad and Mandal Praja Parishad Schools in Andhra Pradesh.

The following notification will be published in the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred by Sections 78 and 99 of the Andhra Pradesh Education Act, 1982 (Andhra Pradesh Act 1 of 1982) and proviso to Article 309 of the Constitution of India and in supercession of the adhoc rules issued in G.O.Ms.No.183, School Education (Ser.II) Department, dated the 30th December, 2008, the Governor of Andhra Pradesh hereby make the following Adhoc rules for the posts of teachers in Zilla Praja Parishad and Mandal Praja Parishad Schools in Andhra Pradesh.

These adhoc rules shall come into force with immediate effect.

ADHOC RULES

1. **Constitution:-** The Andhra Pradesh School Educational Subordinate Service shall consist of posts of teachers working in Zilla Praja Parishad and Mandal Praja Parishad Schools in Andhra Pradesh.

2. **Method of Appointment and Appointing Authority:**

The service shall consist of the following classes and category of posts Subject to other provisions in these rules, the method of appointment and appointing authority to the posts is as mentioned below:

Class	Category	Designation	Method of appointment	Appointing authority
1	2	3	4	5
I	1	School Assistant (Mathematics)	i) By Direct Recruitment, or	District Educational Officer
	2	School Assistant (Physical Science)	ii) By Promotion from Categories 1 to 25 of Class II, or	
	3	School Assistant		

	4	(Biological Science) School Assistant (Social Studies)		
	5	School Assistant (English)		
	6	School Assistant (Telugu)		
	7	School Assistant (Hindi)		
	8	School Assistant (Urdu)		
	9	School Assistant (Kannada)		
	10	School Assistant (Oriya)		
	11	School Assistant (Marathi)		
	12	School Assistant (Gujarathi)		
	13	School Assistant (Tamil)		
	14	School Assistant (Bengali)		
	15	School Assistant (Sanskrit)		
	16	School Assistant (Arabic)		
	17	School Assistant (Physical Education)		
	18	Headmaster of Primary School (LFL)	By promotion from Category-I of Class-II	

Class	Category	Designation	Method of appointment	Appointing authority
1	2	3	4	5
II	1	Secondary Grade Teacher	By Direct Recruitment	District Educational Officer
	2	Elementary Grade Teacher/Higher Grade Teacher	No future Recruitment	
	3	Language Pandit (Telugu)	By Direct Recruitment	
	4	Language Pandit (Hindi)	By Direct Recruitment	
	5	Language Pandit (Urdu)	By Direct Recruitment	
	6	Language Pandit (Kannada)	By Direct Recruitment	
	7	Language Pandit (Oriya)	By Direct Recruitment	
	8	Language Pandit (Marathi)	By Direct Recruitment	
	9	Language Pandit (Gujarati)	By Direct Recruitment	
	10	Language Pandit (Tamil)	By Direct Recruitment	
	11	Language Pandit (Bengali)	By Direct Recruitment	
	12	Language Pandit (Sanskrit)	By Direct Recruitment	
	13	Language Pandit (Arabic)	By Direct Recruitment	
	14	Physical Education Teacher	By Direct Recruitment	
	15	Art Teacher	By Direct Recruitment	
	16	Drawing Teacher	By Direct Recruitment	
	17	Music Teacher	By Direct Recruitment	
	18	Weaving Teacher	By Direct Recruitment	
	19	Dance Teacher	By Direct Recruitment	
	20	Carpentry Teacher	By Direct Recruitment	
	21	Textile, Printing, Tailoring Teacher	By Direct Recruitment	
	22	Sewing Teacher	By Direct Recruitment	
	23	Sewing, Tailoring & Needle work teacher	By Direct Recruitment	
	24	Drawing and Sewing Teacher	By Direct Recruitment	
	25	Agriculture Teacher	By Direct Recruitment	

3. (i): The transfer within the same class among different categories is not permissible.

(ii): Elementary/Higher Grade teachers shall also be considered for promotions to the posts of School Assistants subject to possessing the prescribed qualification for the post. Their services shall be reckoned for the purpose of promotion to School Assistant from the date of acquiring prescribed qualifications for the post of Secondary Grade Teacher.

(iii): Wherever the method of appointment to any post in this service is both by direct recruitment and appointment by promotion or transfer, there shall be direct recruitment to the extent of one third of the vacancies including temporary vacancies, as per GO. Ms. No 108 Education Dt. 23.12.99.

4. Rule of Reservation:-

(i) The rule of special representation (General Rule 22 of the Andhra Pradesh State and Subordinate Services) as amended from time to time shall apply to appointment by Direct Recruitment to any post in the service.

(ii) Appointment in institutions specially provided for women:

(a) Women alone shall be appointed to post in the institutions specially provided for them.

(b) A vacancy in a category in an Institution specially provided for women shall be filled by transfer of a woman member of the same category employed in an institution not specially provided for women within the unit. When such transfer is not possible women may be appointed by any method admissible under Rule 2, but she shall not acquire by reason only, of such appointment any right in the matter of seniority of full membership in the category or promotion to a higher category until she gets her due turn.

(iii) The rule of reservation in promotion shall be followed as per the Government orders issued from time to time.

5. Qualifications:

(i) No person shall be eligible for appointment to the categories specified in Column (3) of the Table by the method specified in Column (2) unless he/she possesses the qualifications specified in the corresponding entry in Column (4) thereof.

(ii) The candidates who have passed SSC Examination in the concerned medium or with the concerned Language as First Language are eligible to apply to the posts in the concerned medium and the candidates who have passed the examination of Higher standards in the concerned language / medium are also eligible to apply to the posts in that medium.

(iii) Every teacher employed in Mandal Praja Parishad / Zilla Praja Parishad Schools for the deaf or blind shall, in addition to the qualifications prescribed in the table, possess a Government certificate of competency, Junior Diploma in teaching the blind or deaf, as the case may be or a higher qualification:

Provided that the Graduate and the non-graduate teachers who are blind or deaf and have undergone the training course in education for the blind or deaf and passed the examination shall be deemed to possess the qualifications prescribed for the post of teachers in the schools for the blind or deaf.

(iv) Government orders issued from time to time relating to the method of appointment and the authorities competent to make appointments shall be applicable.

(v) The following are the qualifications prescribed for all the posts:-

Class	Method of appointment	Category	Qualification
1	2	3	4
I	By Direct Recruitment or By promotion or By Recruitment by Transfer	1	<u>School Assistant (Mathematics) :-</u> Must possess a Bachelor Degree with Mathematics as a main subject OR one of three equal optional subjects and a B.Ed degree with Mathematics as a methodology subject.
		2	<u>School Assistant (Physical Sciences) :-</u> A Bachelors Degree with Physics and Chemistry as optional subjects or one of the two as main and the other as subsidiary/ancillary Subject and a B.Ed. Degree with Physical Science / Physics / Chemistry as a methodology Subject.
		3	<u>School Assistant (Biological Science) :-</u> A Bachelors Degree with Botany and Zoology as optional Subjects or one of the two as main and the other as subsidiary subject and a B.Ed Degree with Biological Science or Natural Sciences / Botany / Zoology as a methodology subject.
		4	<u>School Assistant (Social Studies) :-</u> A Bachelors Degree with two of the following subjects as optionals one of them as a main and the other one as a subsidiary subject- i) History ii) Economics iii) Geography iv) Political Science v) Public Administration vi) Sociology vii) Commerce and a B.Ed. Degree with Social Studies / Geography / History / Social Sciences as a methodology Subject.
		5	<u>School Assistant (English) :-</u> A Bachelors Degree with English as a main subject or one of the optional subjects or a Post Graduate Degree in English and a B.Ed Degree with English / Post Graduate certificate in Teaching of English/ Post Graduate Diploma in Teaching of English / as a methodology subject.
		6	<u>School Assistant (Telugu)</u> Must possess a Bachelor Degree with Telugu as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent. and B.Ed with Telugu as methodology or pandit training or its equivalent.

7

School Assistant (Hindi)

a) Academic Qualifications:

Sl. No.	Course Title	Institution	Govt order
1.	Madhyama	Hindi Sahitya Sammelan (Visarada)Alahabad	G.O.Ms No. 1415 Edn, Dated. 22-7-1970
2.	Ratna	Rashtrabhash Prachar Samiti,Warda	-do-
3.	Praveen	Dakshina Bharata Hindi Prachar Sabha, Madras	-do-
4.	Sahityalankar	Hindi Vidyapeet, Deoghar	-do-
5.	Pandit	Maharashtra Bhasha Sabha, Poona	-do-
6.	Vidwan	Hindi Prachar Sabha, Hyderabad	-do-
7.	Sevak	Gujarat Vidyapeeth, Ahmadabad.	-do-
8.	Visharad Diploma	Dakhina Bharata Hindi Prachar Sabha, Madras.	As per Andhra Pradesh Educational Rules
9.	Sahitya Ratna Diploma	Hindi Sahitya Sammelan,Allahbad	-do-
10.	Vidwan	Madras University	-do-
11.	Bhasha Praveena Title (Hindi)	Andhra University	-do-
12.	Sahitya Bhushan	Hindi Vidyapeet Deoghar	-do-
13.	Sastry Degree	Sri Kasi Vidya Peeth,Benaras.	-do-
14.	Hindi Kovid Degree	Sri Kasi Vidya Peeth,Benaras	-do-
15.	Bharatiya Hindi Parangai Diploma	Akila Bharateeya Hindi Parishad, Agra	-do-
16.	Hindi Bhushan Diploma	Hindi Prachar Sabha, Hyderabad	do-
17.	B.A. or B.O.L. with Hindi as Special subject	Any university recognized by NCTE / UGC	-do-

b) Training Qualifications:

Sl. No.	Course Title	Institution	Government Order
1.	B.Ed (Hindi Medium)	Dakshina Bharata Hindi Prachar Shabha,Hyderabad	G.O.Ms.No.68 Dated.10-3-95
2.	Pracharak Degree and Bachelor of Education	Dakshina Bharat Hindi Prachar Sabha, Madras.	G.O.Ms.No.90 Edn.Dt.6-2-74
3.	Prachrak (including Praveena) Diploma	Dakshina Bharat Hindi Prachar Sabha, Madras.	As per Andhra Pradesh Educational Rules
4.	Pracharak Diploma	Hindistani Prachar Sabha, Wardha.	-do-
5.	Sikshana Kala Praveena-Diploma	Akhila Bharateeya Hindi Parishad, Agra	-do-
6.	Hindi Shikshak(including Hindi Vidwan Diploma)	Hindi Prachara Sabha, Hyderabad	-do-
7.	Pandits Training Certificate	Commissioner for Government Examinations	-do-
8.	Hindi Shikshan Parangat Hindi Shikshan Nishnat	Kendriya Hindi Shikshnak	G.O.Ms. No. 1504,Edn Dated:11-6-1964

8	School Assistant (Urdu) Must possess a Bachelor Degree with Urdu as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Urdu as methodology or pandit training or equivalent.
9	School Assistant (Kannada) Must possess a Bachelor Degree with Kannada as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Kannada as methodology or pandit training or equivalent.
10	School Assistant (Oriya) Must possess a Bachelor Degree with Oriya as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Oriya as methodology or pandit training or equivalent.
11	School Assistant (Marati) Must possess a Bachelor Degree with Marati as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Marati as methodology or pandit training or equivalent.
12	School Assistant (Gujarathi) Must possess a Bachelor Degree with Gujarathi as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Gujarathi as methodology or pandit training or equivalent.
13	School Assistant (Tamil) Must possess a Bachelor Degree with Tamil as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Tamil as methodology or pandit training or equivalent.
14	School Assistant (Bengali) Must possess a Bachelor Degree with Bengali as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Bengali as methodology or pandits training or equivalent.
15	School Assistant (Sanskrit) Must possess a Bachelor Degree with Sanskrit as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Sanskrit as methodology or pandits training or equivalent.
16	SCHOOL ASSISTANT (ARABIC) Must possess a Bachelor Degree with Arabic as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent. and B.Ed with Arabic as methodology or pandits training or equivalent.
17	School Assistant (Physical Education) Must possess a Bachelor Degree and a Degree in Physical Education.
18	Head Master of Primary School (LFL) Must possess the qualification of at least Intermediate Examination conducted by the Board of Intermediate Examination of A.P. or its equivalent. Must possess Diploma in Education issued by the Director of Government Examinations, A.P. or its equivalent.

II	By direct recruitment	1	Secondary Grade Teacher Must possess Intermediate Certificate issued by the Board of Intermediate Education, Andhra Pradesh and D.Ed. Certificate issued by the Director of Government Examinations, Andhra Pradesh. OR Must possess a Bachelor Degree and a B.Ed. Degree
	No future recruitment	2	Elementary Grade Teacher/ Higher Grade Teacher

	By Direct recruitment for categories 3 to 25	3	Language Pandit (Telugu) Must possess a Bachelor Degree with Telugu as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Telugu as methodology or pandits training or its equivalent.			
		4	Language Pandit (Hindi) a) Academic Qualifications :			
			Sl. No	Course Title	Institution	Govt Order
			a	Madhyama	Hindi Sahitya Sammelan (Visarada) Alahabad	G.O.Ms.No.1415 Edn. Dated: 22.07.1970.
			b	Ratna	Rashtrabhash Prachar Samiti,Warda	-do-
			c	Praveen	Dakshina Bharata Hindi Prachar Sabha, Madras	-do-
			d	Sahityalankar	Hindi Vidyapeet, Deoghar	-do-
			e	Pandit	Maharashtra Bhasha Sabha, Poona	-do-
			f	Vidwan	Hindi Prachar Sabha, Hyderabad	-do-
			g	Sevak	Gujarat Vidyapeeth, Ahmedabad.	-do-
			h	Visharad Diploma	Dakshina Bharata Hindi Prachar Sabha, Madras.	As per Andhra Pradesh Educational Rules
			i	Sahitya Ratna Diploma	Hindi Sahitya Sammelan,Allahbad	-do-
			j	Vidwan	Madras University	-do-
			k	Bhasha Praveena Title (Hindi)	Andhra University	-do-
			l	Sahitya Bhushan	Hindi Vidyapeet Deoghar	-do-
			m	Sastry Degree	Sri Kasi Vidya Peeth,Benaras.	-do-
			n	Hindi Kovid Degree	Sri Kasi Vidya Peeth,Benaras	-do-
			o	Bharatiya Hindi Parangat Diploma	Akila Bharateeya Hindi Parishad, Agra	-do-

			p	Hindi Bhushan Diploma	Hindi Prachar Sabha, Hyderabad	-do-
			q	B.A. or B.O.L.	Any university with Hindi as special subject	-do-
				b) Training Qualifications :		
			a	B.Ed	Dakshina Bharata Hindi	G.O.Ms.No.68
			b	(Hindi Medium)	Prachar Sabha, Hyderabad	Edn.Dt 10-3-95
			c	Pracharak (including Praveena) Diploma	Dakshina Bharat Hindi Prachar Sabha, Madras.	As per Andhra Pradesh Educational Rules
			d	Pracharak Diploma	Hindistani Prachar Sabha, Wardha.	-do-
			e	Sikshana Kala Praveena-Diploma	Akhila Bharateeya Hindi Parishad, Agra	-do-
			f	Hindi Shikshak (including Hindi Vidwan Diploma)	Hindi Prachara Sabha, Hyderabad	-do-
			g	Pandits Training Certificate	Commissioner for Government Examinations	-do-
			h	Hindi Shikshan Parangat Hindi Shikshan Nishnat	Kendriya Hindi Shikshnak	G.O.Ms.No. 1504, Edn., Dated:11-6-1964
		5		<u>Language Pandit (Urdu)</u> Must possess a Bachelor Degree with Urdu as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Urdu as methodology or pandits training or its equivalent.		
		6		<u>Language Pandit (Kannada)</u> Must possess a Bachelor Degree with Kannada as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Kannada as methodology or pandits training or equivalent.		
		7		<u>Language Pandit (Oriya)</u> Must possess a Bachelor Degree with Oriya as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Oriya as methodology or pandits training or equivalent.		
		8		<u>Language Pandit (Marati)</u> Must possess a Bachelor Degree with Marati as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Marati as methodology or pandits training or equivalent.		
		9		<u>Language Pandit (Gujarathi)</u> Must possess a Bachelor Degree with Gujarathi as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Gujarathi as methodology or pandits training or equivalent.		

		10		<u>Language Pandit (Tamil)</u>
				Must possess a Bachelor Degree with Tamil as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Tamil as methodology or pandits training or equivalent.
		11		<u>Language Pandit (Bengali)</u>
				Must possess a Bachelor Degree with Bengali as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent. And B.Ed with Bengali as methodology or pandits training or equivalent.
		12		<u>Language Pandit (Sanskrit)</u>
				Must possess a Bachelor Degree with Sanskrit as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Sanskrit as methodology or pandits training or equivalent.
		13		<u>Language Pandit (Arabic)</u>
				Must possess a Bachelor Degree with Arabic as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent. And B.Ed with Arabic as methodology or pandits training or equivalent.
		14		<u>Physical Education Teacher</u>
				Must possess Intermediate Certificate issued by the Board of Intermediate Education Andhra Pradesh and an under graduate diploma in Physical Education OR Must possess a Bachelor Degree and a B.P.Ed Degree/UGDPED
		15		<u>Art Teacher</u> Must have passed 10th Class or its equivalent examination Must possess a diploma or a Certificate in drawing Commercial Art, Fine Arts and Architecture or a certificate in higher grade drawing and a technical teacher certificate of Government of Andhra Pradesh.
		16		<u>Drawing Teacher</u> Must have passed 10th Class or its equivalent examination Must possess a Diploma or a Certificate in Painting/Drawing, Sculpture or Commercial Art Fine Arts and Architecture and a technical teacher certificate of Government of Andhra Pradesh.
		17		<u>Music Teacher</u> Must have passed 10th Class or its equivalent examination Must possess a Diploma in Carnatic Vocal Music from the Government College of Music or from a recognized or reputed Institution and a technical teacher certificate of Government of Andhra Pradesh.
		18		<u>Weaving Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh.
		19		<u>Dance Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a Diploma in Carnatic Vocal Music, Kuchipudi or Bharatanatyam from a recognized or reputed Institution and a technical teacher certificate of Government of Andhra Pradesh

		20		<u>Carpentry Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		21		<u>Textile, Printing, Tailoring Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		22		<u>Sewing Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		23		<u>Sewing, Tailoring & Needle work Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		24		<u>Drawing and Sewing Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		25		<u>Agriculture Teacher</u> Must have passed 10 th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification or a degree in B.Sc (Agri) and a technical teacher certificate of Government of Andhra Pradesh. -

Note : Candidates with higher qualifications are also eligible for appointment by direct recruitment.

6.Age :

No person shall be eligible for appointment by direct recruitment to any post in this service unless he/she is more than 18 years of age and less than 36 years of age as on the first day of July of the year in which the notification for recruitment is made. Concessions of age extended by Government from time to time to BCs, SCs and STs and other categories are applicable to any post which is filled up by direct recruitment.

7. Minimum Service

No person shall be eligible for appointment by transfer or by promotion to any post in the service unless he/she has put in not less than three years of service in the category/class from which promotion or appointment by transfer is to be made.

8. Probation

(i) Every person appointed by Direct Recruitment to any post in service be on probation for a total period of two years on duty within a continuous period of three years from the date on which he commences probation.

(ii) Every person appointed to any of the posts in this service either by promotion or by transfer shall from the date on which he commences probation, be on probation for a total period of one year on duty within a continuous period of two years.

9. Unit Of Appointment

For the purpose of recruitment, appointment, seniority, discharge for want of vacancy, promotion, transfer and reappointment the unit of appointment shall be as specified in the table

Class	Category	Unit of appointment
1	2	3
Class-I	1 to 18	Revenue District Concerned except City of Hyderabad
Class-II	1 to 25	Revenue Districts concerned except City of Hyderabad.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M. CHAYA RATAN
PRL. SECRETARY TO GOVERNMENT

To
 The Commissioner, Printing & Stationary, Hyderabad with a request to publish the same in the next issue of the Rules supplement.
 The Director of School Education, A.P. Hyderabad.
 The Secretary, A.P.P.S.C. Hyderabad (10 copies with covering letter)
 Copy to
 The P.S. to Minister for School Education.
 The Law Department/General Administration Department / PR & RD Department.
 SF/SC

// FORWARDED BY ORDER //

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Andhra Pradesh School Educational Service Rules for the posts of Head Masters Grade-II Gazetted in Z.P.P/M.P.P Schools in Andhra Pradesh – Adhoc Rules– Errata - Issued

SCHOOL EDUCATION (SER.II) DEPARTMENT

G. O. Ms. No. 23

Dated: 28-01-2009

Read the following:

1. G.O.Ms.No.10, Education (Services. II) Department, dated.23.01.2009.
2. G.O.Ms.No.20, Education (Services.II) Department, dated 27.01.2009.

ORDER:

The errata issued in the G.O. 2nd read above to the Notification issued in G.O. 1st read above is modified as under:

ERRATA

Rule	Existing Provision	Revised Provision
Rule 2 – Method of Appointment and Appointing Authority	Recruitment by transfer from Class I of A.P. School Educational Subordinate Service of Zilla Praja Parishad Schools.	Recruitment by transfer from Class I of A.P. School Educational Subordinate Service of Zilla Praja Parishad Schools subject to eligible criteria is satisfied.
Rule 3 - Qualification	No person shall be eligible for appointment to the post of Headmaster Gr.II unless he possess Bachelors Degree in Arts / Science / Commerce and its equivalent and B.Ed., degree or the General Educational qualification of SSC and Five years of further study to acquire a degree and professional qualifications ie., B.Ed./B.P.Ed/Pandit Training.	<p>No person shall be eligible for appointment to the post of Headmaster Gr.II unless he possess Bachelors Degree in Arts / Science / Commerce and its equivalent and B.Ed., degree or the General Educational qualification of SSC and Five years of further study to acquire a degree and professional qualifications ie., B.Ed./B.P.Ed/Pandit Training / B.Com with another degree or P.G.</p> <p>Further The School Assistants/Language Pandits who possessed SSC/HSC/MPHSC, Intermediate and later obtained the Oriental Title degree after further studies of 5,4,3 years after SSC / HSC /Inter respectively and possessed Pandit Training are eligible for promotion to the post of Gazetted Headmaster Gr.II. The School Assistants / Language Pandits who possessed Oriental Title and</p>

		Pandit Training and subsequently acquired lower qualification of SSC / HSC /Inter are not eligible for promotion to the post of Gazetted Headmaster Gr.II.
Rule 7 - Tests	7(iii) All persons who have crossed 45 years of age shall be exempted from passing departmental tests for promotion to the next higher category above the one held by her / him. This benefit is extended to ensure that every employee gets atleast one promotion during his entire service. This exemption shall be given only once in the entire service.	7(iii) (a) All persons who have crossed 45 years of age shall be exempted from passing departmental tests for promotion to the next higher category above the one held by her / him. This benefit is extended to ensure that every employee gets atleast one promotion during his entire service. This exemption shall be given only once in the entire service. 7(iii)(b) All persons who have completed 50 years on the date of appointment to any post shall be exempted from passing the tests referred in Column (1).

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M. CHAYA RATAN
PRINCIPAL SECRETARY TO GOVERNMENT (I/c)

To

The Commissioner, Printing & Stationary, Hyderabad with a request to publish the same in the next issue of the Rules supplement.

The Director of School Education, A.P. Hyderabad.

The Secretary, A.P.P.S.C. Hyderabad (10 copies with covering letter)

Copy to:

All Departments of Secretariat.

The Law Department/General Administration Department.

The P.S. to Minister for School Education.

SF/SC

// FORARDED BY ORDER //

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

School Education - Andhra Pradesh School Educational Service Rules for the posts of Head Masters Grade-II Gazetted in Govt. Schools in Andhra Pradesh – Adhoc Rules– Amendment- Issued

EDUCATION (SE.SER.I) DEPARTMENT

G. O. Ms. No.29

teachersneed.info

Dated: 23-06-2010

Read the following:

1. G.O.Ms.No.9, Education (Services. II) Department, dated.23/01/2009.
2. Commissioner & Director of School Education Lr No.766/C3-1/2010, dated 22.06.2010

ORDER:

In the G.O. read above orders have been issued framing Adhoc Rules for the posts of Head Masters under A.P. School Educational Service Rules of Government Schools in Andhra Pradesh. Government decided to amend the above adhoc rules. The following notification will be published in Andhra Pradesh Gazette extra-ordinary on 23.06.2010.

NOTIFICATION

In exercise of powers conferred by Sections 78 and 99 of the Andhra Pradesh Education Act, 1982 Amendment (Act 1 of 82) and under the proviso to Article 309 of the Constitution of India, the following amendments are issued to the adhoc rules issued in the G.O.Ms.No.9, Education (Ser.II) Department, Dated 23.01.2009 as subsequently amended.

2. These amendments shall be deemed to have come into force from 27th January, 2009.

AMENDMENTS

In the said rules,

1. For rule 2, in the table for the entry in column 1, the following shall be substituted namely:-
"Recruitment by transfer from Class-I of A.P. School Educational Subordinate Service of Government Schools."
2. For the rule 3, the following shall be substituted namely:-
"No person shall be eligible for appointment to the post of Headmaster Gr.II unless he possess Bachelors Degree in Arts/Science/Commerce and its equivalent & B.Ed., Degree or the General Qualification of SSC and Five years of further study to acquire a degree and professional qualifications i.e., B.Ed/B.P.Ed/Pandit Training. Further, the School Assistants/Language Pandits who possessed SSLC/SSC/HSC/MPHSC, Intermediate and later obtained the Oriental Title degree after further studies of 5,4,3 years after SSLC/SSC/HSC/Intermediate respectively and possessed Pandit Training are eligible for promotion to the post of Gazetted Headmaster Gr.II. The School Assistants/Language Pandits who possessed Oriental Title and Pandit Training and subsequently acquired lower qualification of SSLC/SSC/HSC/Intermediate are not eligible for promotion to the post of Gazetted Headmaster Gr.II."
3. For rule 7, for sub rule (iii) the following shall be substituted namely:-
"(iii) (a) All persons who have crossed 45 years of age shall be exempted from passing departmental tests for promotion to the next higher category above the one held by her/him. This benefit is extended to ensure that every employee gets atleast one promotion during his entire service. This exemption shall be given only once in the entire service.

(iii) (b) All persons who have completed 50 years on the date of appointment to any post shall be exempted from passing the tests referred in Column (1)."

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. D. SAMBASIVA RAO
SECRETARY TO GOVERNMENT

The Commissioner, Printing & Stationary, Hyderabad

with a request to publish the same in the extra-ordinary gazette and supply 1000 copies.

The Commissioner & Director of School Education, A.P. Hyderabad.

The Secretary, A.P.P.S.C. Hyderabad (10 copies with covering letter)

Copy to:

All Departments of Secretariat.

The Law Department/General Administration Department.

The P.S. to Minister for School Education.

SF/SC.

//FORWARDED :: BY ORDER//

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

School Education - Andhra Pradesh School Educational Service Rules for the posts of Head Masters Grade-II
Gazetted in Z.P.P/M.P.P Schools in Andhra Pradesh – Adhoc Rules– Certain Amendments- Issued

EDUCATION (SE.SER.I) DEPARTMENT

G. O. Ms. No. 30

teachersneed.info

Dated:23-06-2010

Read the following:-

1. G.O.Ms.No.10, Education (Services. II) Department, dated.23/01/2009.
2. Commissioner & Director of School Education Lr No.766/C3-1/2010, dated 22.06.2010

ORDER:

In the G.O. read above orders have been issued framing Adhoc Rules for the posts of Head Master under A.P. School Education Service Rules of ZPP/MPP schools in Andhra Pradesh. Government decided to amend the above adhoc rules. The following notification will be published in Andhra Pradesh Gazette extra-ordinary on 23.06.2010.

NOTIFICATION

In exercise of powers conferred by Sections 78 and 99 of the Andhra Pradesh Education Act, 1982 Amendment (Act 1 of 82) and under the proviso to Article 309 of the Constitution of India, the following amendments are issued to the adhoc rules issued in the G.O.Ms.No.10, Education (Ser.II) Dated 23.01.2009 as subsequently amended.

2. These amendments shall be deemed to have come into force from 27th January, 2009.

AMENDMENTS

In the said rules,

1. For rule 2, in the table for the entry in column 1, the following shall be substituted namely.

“Recruitment by transfer from Class-I of A.P. School Educational Subordinate Service of Government Schools except Category-22.”

2. For rule 3, the following shall be substituted namely;

“No person shall be eligible for appointment to the post of Headmaster Gr.II unless he possess Bachelors Degree in Arts/Science/Commerce and its equivalent & B.Ed., Degree or the General Qualification of SSC and Five years of further study to acquire a degree and professional qualifications i.e., B.Ed/ B.P.Ed/ Pandit Training. Further, the School Assistants/Language Pandits who possessed SSLC/SSC/HSC/MPHSC, Intermediate and later obtained the Oriental Title degree after further studies of 5,4,3 years after SSLC/SSC/HSC/Inter respectively and possessed Pandit Training are eligible for promotion to the post of Gazetted Headmaster Gr.II. The School Assistants/Language Pandits who possessed Oriental Title and Pandit Training and subsequently acquired lower qualification of SSLC/SSC/HSC/Inter are not eligible for promotion to the post of Gazetted Headmaster Gr.II.”

2. For rule 7, sub-rule (iii) the following shall be substituted namely;

“(iii) (a) All persons who have crossed 45 years of age shall be exempted from passing departmental tests for promotion to the next higher category above the one held by her/him. This benefit is extended to ensure that every employee gets atleast one promotion during his entire service. This exemption shall be given only once in the entire service.

(iii) (b) All persons who have completed 50 years on the date of appointment to any post shall be exempted from passing the tests referred in Column (1).”

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr.D.SAMBASIVA RAO
SECRETARY TO GOVERNMENT

To

The Commissioner, Printing & Stationary, Hyderabad

with a request to publish the same in the extra-ordinary gazette and
supply 1000 copies.

The Commissioner & Director of School Education, A.P. Hyderabad.

The Secretary, A.P.P.S.C. Hyderabad (10 copies with covering letter)

Copy to:

All Departments of Secretariat.

The Law Department/General Administration Department.

The P.S. to Minister for School Education.

SF/SC

//FORWARDED :: BY ORDER//

SECTION OFFICER

By promotion from categories 1,3,4, of Class II "

2. For Note 6 there under, the following shall be substituted namely :-

“Note 6: For the purpose of promotion to Category 1 of Class II, the following 9 point cycle shall be followed from the feeder categories:

- (1) Deputy Educational Officer
- (2) Assistant Director
- (3) Lecturer in CTE/IASE/SCERT
- (4) Deputy Educational Officer
- (5) Senior Lecturer in DIET
- (6) Assistant Director
- (7) Lecturer in CTE/IASE/SCERT
- (8) Deputy Educational Officer
- (9) Senior Lecturer in DIET ”

3. Government have also decided to effect promotions to the post of Dist. Educational Officer/ Deputy Director from the said feeder categories barring the Officers raised from the local bodies, if they come under zone of consideration, until finalization of the case of Unification of Service Rules pending before the Apex Court.

4. The Commissioner & Director of School Education, Hyderabad shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DR. D. SAMBASIVA RAO
PRINCIPAL SECRETARY TO GOVT. (SE)

To
The Commissioner & Director of School Education, Hyderabad.
The Commissioner of Printing, Chanchalguda, Hyderabad.
(for publication of the Notification in the Extraordinary Issue of A.P. Gazette).
The Law (A) Department,
The General Administration (Ser/SPF) Department.
Copy to:-
GP for SE (Ser.), APAT, Hyderabad.
PS to M(SE)
PS to Prl. Secretary (SE)
SF/SC

// FORWARDED BY ORDER //

SECTION OFFICER

GOVERNMENT OF TELANGANA
ABSTRACT

School Education Dept.,- RULES - Adhoc rules for the Telangana School Educational Subordinate Service Rules for the posts of Teachers in Government Schools in Telangana- Amendment-Notification- Orders- Issued.

SCHOOL EDUCATION (SER.I) DEPARTMENT

G.O.Ms.No.02

Dated.05.02.2021

Read the following:-

- 1.G.O.Ms.No.11, School Education(Ser.II) Dept., dated.23.01.2009,
2. From the Director of School Education, Hyderabad, Lr.No.741/ Ser II-2/2018,dt.16.03.2019.

<<<<>>>>

ORDER:

In the circumstances reported by the Director of School Education, Telangana Hyderabad in the letter 2nd read above, Government after careful examination of the matter, have decided to make certain amendments to the Adhoc Rules for the Telangana School Educational Subordinate Service Rules for the posts of Teachers in Government Schools in Telangana issued in the G.O. 1st read above.

2) Accordingly, the following notification shall be published in the Telangana Gazette; Dt:05.02.2021:-

NOTIFICATION

In exercise of the powers conferred by sections 78 and 99 of the Telangana Education Act, 1982 (Act 1 of 1982) and proviso to article 309 of the Constitution of India, the Government of Telangana hereby make the following amendment to the Adhoc Rules for the Telangana School Educational Subordinate Service Rules for the posts of Teachers in Government Schools in Telangana, issued in G.O.Ms.No.11, School Education(Ser.II) Dept., dated 23.01.2009.

AMENDMENT

In the said Rules, in Rule 2 in the Table thereunder, (class-I) for the entries in column(4)(Method of Appointment), against categories 1 to 17, the following entries shall be substituted,namely:-

- (i) By Direct Recruitment, or
 - (ii) By Promotion:-
 - a. from the respective categories 3 to 13 of Class-II to the respective categories 6 to 16 of Class-I.
 - and
 - b. for the Categories 1, 2 and 14 to 25 of Class-II to the categories 1 to 5 and 17 of Class-I.
 - (ii) By recruitment by transfer of Junior Assistant and equivalent cadre of Telangana Ministerial Services in School Education Department
- 3) This order shall come into force with immediate effect.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA STATE)

CHITRA RAMCHANDRAN
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To

The Commissioner, Printing and Stationery, Hyderabad.
(With a request to Publish in the Telangana Gazette and furnish 100 copies.)
The Director of School Education, Telangana, Hyderabad.

The Law (D) Department.

Copy to:

The P.S. to Secretary to CMO(R).

// FORWARDED BY ORDER //

SECTION OFFICER

GOVERNMENT OF TELANGANA
ABSTRACT

School Education Dept.,-RULES-Adhoc Rules for the Telangana School Educational Subordinate Service Rules for the posts of Teachers in Mandal Praja Parishad and Zilla Praja Parishad Schools in Telangana - Amendment - Notification - Orders - Issued.

SCHOOL EDUCATION (SER.II) DEPARTMENT

G.O.Rt.No.03

Dated.05.02.2021

Read the following:-

- 1.G.O.Ms.No.12, School Education (Ser.II) Dept., dated 23.01.2009
- 2.From the Director of School Education,Hyd.,Lr.No.741/Ser.III-2/2018,dt.16.03.2019.

<<<<>>>>

ORDER:

In the circumstances reported by the Director of School Education,Telangana Hyderabad in the letter 2nd read above, Government after careful examination of the matter, have decided to make certain amendments to the Adhoc Rules for the Telangana School Educational Subordinate Service Rules for the posts of Teachers in Mandal Praja Parishad and Zilla Praja Parishad Schools in Telangana issued in the G.O.1st read above.

2. Accordingly,the following notifications shall be published in the Telangana Gazette; Dt:05.02.2021:-

NOTIFICATION

In exercise of the powers conferred by sections 78 and 99 of the Telangana Education Act,1982 (Act 1 of 1982) and proviso to article 309 of the Constitution of India, the Government of Telangana hereby make the following amendment to the Adhoc Rules for the Telangana School Educational Subordinate Service Rules for the posts of Teachers in Mandal Praja Parishad and Zilla Praja Parishad Schools in Telangana issued in G.O.Ms.No.12,School Education (Ser.I) Dept., dated 23.01.2009.

AMENDMENT

In the said Rules,in Rule 2 in the Table thereunder (class-I) for the entries in column (4)(Method of Appointment), against categories 1 to 17, the following entries shall be substituted, namely:-

- (i) By Direct Recruitment; or
- (ii) By Promotion -
 - a. from the respective categories 3 to 13 of Class-II to the respective categories 6 to 16 of Class-I
 - aid
 - b. from the Categories 1,2 and 14 to 25 of Class-II to the categories 1 to 5 and 17 of Class-I.
3. This order shall come into force with immediate effect.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA STATE)

CHITRA RAMCHANDRAN
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner, Printing and Stationcry, Hyderabad.
(With a request to Publish in the Telangana Gazette and furnish 100 copies.)
The Director of School Education,Telangana,Hyderabad
The Law(D) Department.
Copy to:
The PS to Secretary to CMO (R).

// FORWARDED BY ORDER //

SECTION OFFIC

GOVERNMENT OF TELANGANA

ABSTRACT

School Education Dept.,- RULES - Adhoc Rules for the Telangana School Educational Subordinate Service Rules for the posts of Teachers in Government Schools in Telangana-Amendment -Notification- Orders- Issued.

SCHOOL EDUCATION SER.II) DEPARTMENT

G.O.Ms.No.9

Dated.25.03.2021

Read the following:-

- 1.G.O.Ms.No.11,School Education(Ser.II) Dept., dated.23.01.2009
- 2.From the Director of School Education, Hyderabad,Lr.No.741/ Ser. III-2/2018,dt.16.03.2019.
- 3.G.O.Ms.No.2, School Education(Ser.II) Dept., dated. 05.02.2021.
- 4.From the Director of School Education, Hyderabad, Lr.No.741/ Ser. I-2/2018,dt.08.02.2021.

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ORDER:

In the circumstances reported by the Director of School Education, Telangana, Hyderabad in the letter fourth read above, Government after careful examination of the matter, have decided to make certain amendments to the Adhoc Rules for the Telangana School Educational Subordinate Service Rules for the posts of Teachers in Government Schools in Telangana issued in the G.O. first read above.

- 2) Accordingly, the following notification shall be published in the Telangana Gazette;Dt:25.03.2021:-

NOTIFICATION

In exercise of the powers conferred by sections 78 and 99 of the Telangana Education Act,1982(Act No.1 of 1982) and proviso to article 309 of the Constitution of India, the Government of Telangana hereby makes the following amendment to the Adhoc Rules for the Telangana School Educational Subordinate Service Rules for the posts of Teachers in Government Schools in Telangana, issued in G.O.Ms.No.11, School Education(Ser.II) Dept., dated 23.01.2009 as amended subsequently from time to time:-

AMENDMENT

In the said Rules,in Rule 2,in the table thereunder,against Class-I,in column (4) for clause b,the following entries shall be substituted,namely:-

- b(i) From the categories 1,2 and 15 to 25 of Class-II to the Categories 1 to 5 of Class-I.

And

- (i) From the category 14 of Class-II to the category 17 of Class I."

- 3) This order shall come into force with immediate effect.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

CHITRA RAMCHANDRAN
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner, Printing and Stationery, Hyderabad.
(With a request to Publish in the Telangana Gazette and furnish 100 copies.)
The Director of School Education, Telangana, Hyderabad.
The Law (D) Department.
SF/SC

// FORWARDED BY ORDER //

SECTION OFFICE

GOVERNMENT OF TELANGANA

ABSTRACT

School Education Dept.-RULES-Adhoc Rules for the Telangana School Educational Subordinate Service Rules for the posts of Teachers in Mandal Praja Parishad and Zilla Praja Parishad Schools in Telangana-Amendment-Notification - Orders-Issued.

SCHOOL EDUCATION (SER.II) DEPARTMENT

G.O.Ms.No.10

Dated.25.03.2021

Read the following:

- 1.G.O.Ms.No.12,School Education (Ser.I) Dept., dated 23.01.2009
- 2.From the Director of School Education,Hyd.,Lr.No.741/Ser.III-2/2018,dt.16.03.2019
- 3.G.O.Ms.No.03, School Education (Ser.I) Dept., dated 05.02.2021
- 4.From the Director of School Education,Hyd.,Lr.No.741/Ser.III-2/2018, dt.08.02.2021.

<<<<>>>>

ORDER:

In the circumstances reported by the Director of School Education, Telangana Hyderabad in the letter fourth read above, Government after careful examination of the matter, have decided to make certain amendments to the Adhoc Rules for the Telangana School Educational Subordinate Service Rules for the posts of Teachers in Mandal Praja Parishad and Zilla Praja Parishad Schools in Telangana issued in the G.O. first read above.

2. Accordingly,the following notification shall be published in the Telangana Gazette;Dt:25.03.2021:-

NOTIFICATION

In exercise of the powers conferred by sections 78 and 99 of the Telangana Education Act.1982 (Act.No.1 of 1982) and proviso to article 309 of the Constitution of India, the Government of Telangana hereby makes the following amendment to the Adhoc Rules for the Telangana School Educational Subordinate Service Rules for the posts of Teachers in Mandal Praja Parishad and Zilla Praja Parishad Schools in Telangana issued in G.O.Ms.No.12, School Education (Ser.II) Dept., dated 23.01.2009 and as amended subsequently from time to time:-

AMENDMENT

In the said Rules, in Rule 2, in the table thereunder, against Class-I, in column (4) for clause b,the following entries shall be substituted, namely:

- (i) From the categories 1,2 and 15 to 25 of Class-II to the Categories 1 to 5 of Class-I

And

- (ii) From the category 14 of Class-II to the category 17 of Class I."

- 3) This order shall come into force with immediate effect

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

CHITRA RAMCHANDRAN
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner, Printing and Stationery,Hyderabad.
(With a request to Publish in the Telangana Gazette and furnish 100 copies.)
The Director of School Education. Telangana. Hyderabad.
The Law (D) Department.
SC/SF.

// FORWARDED BY ORDER //

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GOVERNMENT OF TELANGANA
ABSTRACT

School Education Department - Telangana School Educational Service Rules for the posts of Head Masters Gr - (Gazetted) in Zilla Parishad Schools in Telangana - Amendment- Notification - Orders -Issued

SCHOOL EDUCATION (SER.II) DEPARTMENT

G.O.Ms.No.03.

Dated:23.01.2023.

Read the following::

- 1.G.O.Ms.No.183, Education(Services -II) Dept., dated 30.12.2008
- 2.G.O.Ms.No.10, School Education(Ser.I) Dept., dated 23.01.2009.
3. G.O.Ms.No.257, Genl.Admn.(SPF.I) Dept.dt.28.8.2021.
4. From the Director of School Education, Telangana, Hyderabad.
Lr.Rc.No.565/Trans/Ser.IV -2/2022-2,dt.18.01.2023

<<>>

ORDER:-

The following Notification shall be published in the Telangana Gazette.

NOTIFICATION

In exercise of the powers conferred by Sections 78 and 99 of the Telangana Education Act,1982 (Act 1 of 1982) and under proviso to Article 309 of the constitution of India, the Governor of Telangana hereby makes the following amendment to the rules for the post of Head Master Gr.I(Gazetted) in Zilla Parishad Schools in Telangana State issued in the G.O.Ms.No.10, School Education (Ser.II) Dept., dt.23.01.2009.

AMENDMENT

In the said rules, in rule 8, the following shall be substituted:

For	Read as
8. For the purpose of appointment, seniority dischargefor want of vacancy, transfer and reappointment the unit of appointment shall be the Revenue District concerned except Hyderabad.	<p>8. For the purpose of appointment, seniority, discharge for want of vacancy, transfer and reappointment the unit of appointment shall be as specified in the table.</p> <p>Multi Zone-I -Regional Joint Director of School Education, Warangal</p> <p>Comprising of Kumurambheem-Asifabad, Mancherial Peddapalli, Jayashankar-Bhupalpalli, Mulugu, Adilabad, Nirmal,Nizamabad,Jagitial, Karimnagar,Rajanna-Sircilla, Siddipet, Medak Kamareddy, Bhadradi-Kothagudem, Khammam Mahabubabad, Warangal Rural, Hanumakonda Districts.</p> <p>Multi Zone -I-Regional Joint Director of School Education, Hyderabad</p> <p>Comprising of Suryapet, Nalgonda,Yadadri Bhongir, Janagoan, Medchal-Malkajgiri, Hyderabad RangaReddy, Sangareddy, Vikarabad Mahabubnagar, Narayanpet,Jogulamba-Gadwal, Wanaparthi, Nagarkurnooi districts</p>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

KARUNA VAKATI
SECRETARY TO GOVERNMENT

To
The Commissioner, Printing and Stationary
Hyderabad(with a request to publish the same in the next issue of the rules supplement)
The Director of School Education,Telangana,Hyderabad.

Copy to:-
The General Administration(SPF.I) Department.
SC.(C.No.616/SER.II/A2/2023)

// FORWARDED BY ORDER //

GOVERNMENT OF TELANGANA
ABSTRACT

School Education Department - Telangana School Educational Service Rules for the posts of Head Masters Gr-II (Gazetted) in Government Schools in Telangana - Amendment- Notification - Orders - Issued.

SCHOOL EDUCATION (SER.II) DEPARTMENT

G.O.Ms.No.04.

Dated:23.01.2023.

Read the following:

- 1.G.O.Ms.No.182,Education (Services -II) Dept., dated 30.12.2008
- 2.G.O.Ms.No.9,School Education(Ser.II) Dept., dated 23.01.2009.
3. G.O.Ms.No.255,Genl.Admn(SPF.I) Dept., dt.27.8.2021
- 4.From the Director of School Education, Telangana, Hyderabad.
Lr.Rc.No.565/Trans/Ser.IV-2 /2022-1, Dated:18.01.2023

<<>>

ORDER:-

The following Notification shall be published in the Telangana Gazette.

NOTIFICATION

In exercise of the powers conferred by Sections 78 and 99 of the Telangana Education Act, 1982 Act 1 of 1982) and under proviso to Article 309 of the constitution of India, the Governor of Telangana hereby makes the following amendment for the posts of Head Masters Gr-II (Gazetted) working in Government Schools in Telangana State issued in the G.O.Ms.No.9,School Education(Ser.II) Dept., dt.23.01.2009.

AMENDMENT

In the said rules, in rule 8, the following shall be substituted

For	Read as
8. For the purpose of appointment, seniority, discharge for want of vacancy transfer and reappointment the unit of appointment shall be as specified in the table.	8. For the purpose of appointment, seniority, discharge for want of vacancy transfer and reappointment the unit of appointment shall be as specified in the table.
Zone-I Srikakulam, Vizianagaram and Visakhapatnam Districts.	Multi Zone-I-Regional Joint Director of School Education, Warangal
Zone-II East Godavari, West Godavari and Krishna Districts.	Comprising of Kumurambheem-Asifabad, Mancherial, Peddapalli, Jayashankar Bhupalpalli, Mulugu, Adilabad, Nirmal Nizamabad, Jagtial, Karimnagar, Rajanna Sircilla, Siddipet, Medak, Kamareddy, Bhadradi-Kothagudem, Khammam, Mahabubabad, Warangal Rural, Hanumakonda Districts.
Zone-III Guntur, Prakasam and Potti Sriramulu Nellore Districts	Multi Zone-I-Regional Joint Director of School Education, Hyderabad
Zone-IV Chittoor, Kadapa, Ananthapur and Kurnool Districts	Comprising of Suryapet, Nalgonda, Yadadri-Bhongir, Janagan, Medchal-Malkajgiri, Hyderabad RangaReddy, Sangareddy Vikarabad, Mahabubnagar, Narayanpet, Jogulamba-Gadwal, Wanaparthy, Nagarkurnool districts.
Zone-V Adilabad, Karimnagar, Warangal and Khammam Districts	
Zone-VI Nizamabad Mahabubnagar, Medak, Nalgonda and Rangareddy Districts	
City of Hyderabad - Revenue District of Hyderabad	

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

KARUNA VAKATI
SECRETARY TO GOVERNMENT

To
The Commissioner, Printing and Stationary Hyderabad(with a request to publish the same in the next issue of the rules supplement)
The Director of School Education, Telangana, Hyderabad.

Copy to:-
The General Administration(SPF.I) Department
SC.(C.No.617/SERII/A2/2023)

// FORWARDED BY ORDER //

GOVERNMENT OF TELANGANA

ABSTRACT

Education - The Telangana Educational Service Rules - Amendment -
Notification - Orders - Issued.

SCHOOL EDUCATION (SER.II) DEPARTMENT

G.O.Ms.No.11

Dated:04.03.2023.

Read the following:-

- 1.G.O.Ms.No.505,Education(Ser.I) Department,dated:16.11.1998
- 2.G.O.Ms.No.538,Education (Ser.II) Department,dated:20.11.1998
- 3.G.O.Ms.No.4, Education (SE.SER.I) Department,dated:19.01.2011
4. From the Director of School Education,Telangana, Hyderabad,Letter No.108/Ser.I/2022, dated:17.11.2022
5. Govt.Memo.No.13708/Ser.III/2022,School Education (Ser.II) Department, dated 01.12.2022.
6. From the Director of School Education, Telangana, Hyderabad, Letter No.108/Ser.II/2022, dated 01.12.2022.

** **

ORDER:-

The Director of School Education, Telangana, Hyderabad, in the letters 4th and 6th read above,has proposed certain amendments to the Telangana Educational Service Rules,1998 issued in G.O.Ms.No.505,Education(Ser.I) Department,dt:16.11.1998 for the purpose of filling up of the posts by Direct Recruitment.

2. Government, after careful examination of the proposal, have decided to issue amendment to the Telangana Educational Service Rules,1998 issued in G.O.Ms.No.505,Education(Ser.I) Department, dt:16.11.1998 for the purpose of filling up of the posts by Direct Recruitment.
3. Accordingly, the following Notification shall be published in the Telangana Gazette, dated:04.03.2023:-

NOTIFICATION

In exercise of the powers conferred under sub-section(1) and (2) of section 78 read with section 99 of the Telangana Education Act, 1982 (Act No.1 of 1982) the Governor of Telangana hereby make the following amendments to the Telangana Educational Service Rules,1998 issued in G.O.Ms.No.505, Education (Ser.I) Department,dated 16.11.1998 as amended from time to time.

AMENDMENTS

In the said rules,

1. in rule 6,

(1) after sub-rule(1),the following sub-rule shall be inserted,
namely,-

“(1A) Persons who possesses the required qualification in allied subjects specified in Annexure-I to these rules also eligible for appointment to the categories specified in Annexure. ”

- (2) for sub-rule (2), the following shall be substituted,namely,-

“(2) Post Graduate degree from any University recognized by University Grants Commission (UGC), Post Graduate degree in Education / Post Graduate degree in Physical Education in the specified subject from any institution recognized by National Council for Teacher Education (NCTE):

- (3) The following proviso shall be added to sub-rule (3), namely,-
 "Provided that, in case of SC / ST / BC / Differently candidates, the minimum marks for Academic & Professional Qualifications shall be 50%."

- (4) In the Annexure thereto, in Class-III,

- (a) against category 1 and column 3 (By Direct Recruitment), for the entry in column 4, the following entries shall be substituted, namely,-

- "1. Must possess a Bachelor's Degree from any University recognized by the University Grants Commission with the subjects eligible for admission into B.Ed. Course; and
2. Must possess a Post Graduate degree with not less than 55% of marks from any University recognized by the University Grants Commission (UGC)".

- (b) In category 3, against column 3 (By Direct Recruitment), the following shall respectively be inserted in column 4, namely,-

"Must have passed National Eligibility Test (NET) conducted by UGC / CSIR or similar test accredited by the UGC or SLET conducted by PSC / University of State:

Provided however, that candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment or appointment."

- (c) In category 9, in column 3,

- (i) the words "By Direct Recruitment or" shall be inserted at the beginning.

- (ii) The following shall be added to the entry at column 4, namely,-

"Must have passed National Eligibility Test (NET) conducted by UGC/CSIR or similar test accredited by the UGC or SLET conducted by PSC / University of State:

Provided however, that candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment or appointment."

- (d) The following Note shall be inserted at the end of the Annexure, namely:-

"Note:- A candidate who have passed in grading system, an equivalent grade in a point scale shall be counted for required percentage."

2. In rule 12, for the table thereunder, the following shall be substituted, namely:-

Class	Category	Unit of appointment		
(1)	(2)	(3)		
III	1, 2, 3, 4, 5, 9, 10, 11, 13	Multi Zone - I	Zone - I Kaleshwaram	Kumuram Bheem Asifabad, Mancherial, Peddapalli, Jayashankar Bhupalpally and Mulugu Districts.
			Zone-II Basara	Adilabad, Nirmal, Nizamabad and Jagtial Districts
			Zone-III- Rajanna	Karimnagar, Rajanna Sircilla, Siddipet, Medak and Kamareddy Districts
			Zone-IV Bhadradi	Bhadradi Kothagudem, Khammam, Mahabubabad, Warangal and Hanumakonda Districts
		Multi Zone - II	Zone- V Yadadi	Suryapet, Nalgonda, Yadadi Bhuvanagiri and Jangoan Districts
			Zone-VI Charminar	Medchal-Malkajgiri, Hyderabad, Ranga Reddy, Sangareddy and Vikarabad Districts
IV	1, 2, 3, 4	Multi Zone - I	Zone - I Kaleshwaram	Kumuram Bheem Asifabad, Mancherial, Peddapalli, Jayashankar Bhupalpally and Mulugu Districts.
			Zone-II Basara	Adilabad, Nirmal, Nizamabad and Jagtial Districts
			Zone-III Rajanna	Karimnagar, Rajanna Sircilla, Siddipet, Medak and Kamareddy Districts
			Zone-IV Bhadradi	Bhadradi Kothagudem, Khammam, Mahabubabad, Warangal and Hanumakonda Districts
		Multi Zone - II	Zone-V Yadadi	Suryapet, Nalgonda, Yadadi Bhuvanagiri and Jangoan Districts
			Zone-VI Charminar	Medchal-Malkajgiri, Hyderabad, Ranga Reddy, Sangareddy and Vikarabad Districts
			Zone-VII Jogulamba	Mahabubnagar, Narayanpet, Jogulamba Gadwal, Wanaparthi and Nagarkurnool Districts.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

KARUNA VAKATI,
SECRETARY TO GOVERNMENT.

To

The Commissioner, Printing and Stationery, Hyderabad (with a request to publish same in the next issue of the rules supplement)

The Secretary, TSPSC., Hyd.

The Director of School Education, Telangana, Hyderabad.

Copy to:

The Genl.Admn(Ser.C) Dept.

Sc/sf.

//FORWARDED BY ORDER//

SECTION OFFICER
(P.T.O. for Annexure-I)

ANNEXURE-I

(To G.O.Ms.No.11, School Education (Ser-III) Dept., dated 04.03.2023)

Sl. No	Subjects in Post Graduation for Direct Recruitment	Allied Subjects in Post Graduation for Direct Recruitment
(1)	(2)	(3)
1	Mathematics	Applied Mathematics, Mathematics and Computer Science, Statistics
2	Physics	Applied Physics, Engineering Physics, Instrumentation, Astronomy, Astrophysics, Geophysics, Applied Electronics
3	Chemistry	Applied Chemistry, Industrial Chemistry, Pharmaceutical Chemistry, Medicinal Chemistry, Bio-Chemistry, Biological Chemistry, Biotechnology, Environmental Science, Forensic Science, Green Chemistry, Catalysis
4	Botany	Biochemistry, Biotechnology, Environmental Science, Forensic Science, Genetics, Microbiology, Nutrition & Dietetics, Industrial Microbiology, Agriculture, Dry Land Agriculture, Food Technology, Biological Science, Geology, Forestry, Life Sciences, Sericulture, Horticulture.
5	Zoology	Biochemistry, Biotechnology, Environmental Science, Forensic Science, Genetics, Microbiology, Nutrition & Dietetics, Industrial Microbiology, Public Health, Human Genetics, Biological Science, Fisheries, Sericulture, Aquaculture, Marine Science, Poultry Sciences, Food and Nutrition, Wildlife, Dairy Science.
6	History	Ancient Indian History and Culture & Archaeology, Tourism
7	Economics	Applied Economics, Econometrics, Agricultural Economics
8	Geography	Geoinformatics, Environmental Studies, Geology
9	Political Science or Politics	Environmental Studies, International Studies, Rural Development, Public Policy.
10	Public Administration	Public Policy and Public Administration, Public Administration and Governance
11	Sociology	Anthropology, Social Work, Social Anthropology, Rural Development, Demography
12	Psychology	Child Psychology, Counseling
13	Commerce	Economics/Business Economics, Business Organization and Management, Statistics/Business Statistics, Quantitative Techniques, Financial Services, Banking and Insurance, Accountancy/Financial Accounting, Fundamental of Information Technology.

KARUNA VAKATI
SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

School Education Department – Repatriation of the teachers working on deputation to their parent department and return from leave – Posting Orders to the teachers on return from leave - Modified Orders – Issued.

SCHOOL EDUCATION (SER.V) DEPARTMENT

G.O.Ms.No. 70

Dated: 06.07.2009

Read the following:-

1. G.O.Ms.No.40, Education (Ser.V) Department, dated: 07.05.2002.
2. G.O.Ms.No.1, School Education (Ser.V) Department, dated: 01.01.2008
3. G.O.Ms.No.38, School Education (Ser.V) Department, dated: 11.03.2008
4. G.O.Ms.No.58, School Education (Ser.V) Department, dated: 22.04.2008

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ORDER:

In the G.O's 1st – 4th read above, rules / instructions have been issued relating to the powers and functions of the Head Masters of Primary Schools, Upper Primary School, High Schools, Mandal Educational Officers / Deputy Inspector of Schools, Deputy Educational Officer and District Educational Officer / Director of School Education, Hyderabad A.P. School Educational Sub-ordinate Services (AP SESS) Officers – Powers and Functions Rules 2002.

2. Government in super session of the orders issued in the G.Os 1st to 4th read above the following instructions / orders on the sanction of various kinds of leave and issue of posting orders on return from leave are issued as under:

Competent Authorities for sanction of leave:-

A. Head Master of Primary and Upper Primary Schools:

The Head Master of Primary and Upper Primary Schools shall have the authority to grant Casual leave / Special Casual Leave only (Special Casual Leave when permitted by the Government) to the teachers of Primary and Upper Primary Schools.

B . Head Master of High Schools:

The Head Master of High Schools shall have authority to grant Casual leave / Special Casual Leave (Special Casual Leave when permitted by the Government) and also other types of leave (Earned Leave / Half-pay Leave / Commuted Leave / Maternity Leave and Extra-ordinary Leave) up to 4 months to the teachers working in their respective High Schools, subject to the condition that the teachers report back to the same school from where they went on leave and continue to work there.

C. Mandal Educational Officer:

The Mandal Educational Officer shall have the authority to grant Casual leave / Special Casual leave (Special Casual Leave when permitted by the Government) and also other types of leave up to 4 months to the Head Masters and other teachers of Primary and Upper Primary Schools in the Mandal, subject to the condition that the Head

Masters and teachers report back to the same school from where they went on leave and continue to work there.

D. Deputy Educational Officer:

The Deputy Educational Officer shall have the authority to grant Casual Leave / Special Casual Leave (Special Casual Leave when permitted by the Government) to Head Master of High Schools; and also other types of leave for more than 4 months and up to 6 months to Head Masters and teachers of Primary Schools, Upper Primary Schools and High Schools, subject to the condition that the Head Masters and teachers report back to the same school from where they went on leave and continue to work there.

E. District Educational Officer:

The District Educational Officer shall have the authority to grant Casual Leave / Special Casual Leave (Special Casual Leave when permitted by the Government) and any type of leave to Deputy Educational Officers and Mandal Educational Officers up to 1 year; and to the Head Masters and teachers of High Schools, Upper Primary Schools and Primary Schools, for more than 6 months and up to 1 year, subject to the condition that the Head Masters and teachers report back to the same school from where they went on leave and continue to work there.

F. Director of School Education, A.P., Hyderabad:

The Director of School Education, Hyderabad shall have the authority to grant Leave of any kind of leave up to 4 years for High School Head Masters (including Mandal Educational Officers), Head Masters and teachers of Primary and Upper Primary Schools and teachers of High Schools, Upper Primary Schools and Primary Schools, subject to condition that the Head Masters / Mandal Educational Officers and Teachers report back to the same school from which applied leave if vacancy is there other wise should be posted any other school in same Mandal or nearest Mandal.

Additional Guidelines:

3. The following further guidelines shall be strictly followed by all the concerned officers in the matter of sanctioning leave in School Education Department:

1. All Transfer of teachers in the School Education Department shall be done through annual counseling only; No transfer request shall be entertained and be given indirectly to teachers going on leave on medical grounds or some other reason outside the counseling system.
2. No posting shall be given in a leave vacancy caused due to leave sanctioned by the Head Master and Deputy Educational Officer unless the teacher concerned (on leave) fails to report back to the school from where she/he has proceeded on leave, within 15 days from expiry of leave.
3. In all such cases, where a teacher fails to join back after expiry of leave to the same school from where she/he had gone on leave, it is the responsibility of the concerned Headmaster and the Mandal Educational Officer incase of Primary Schools and Upper Primary Schools; and the Headmaster and the Deputy Educational Officer in case of High Schools, to immediately report the same to the District

Educational Officer, within a maximum of one week from the date of expiry of leave.

4. The District Educational Officer shall thereupon, immediately send a notice to such teacher on leave, through registered post, to immediately report back from leave. If there is no response, and if the school happens to be a High School, the District Educational Officer may post an alternate teacher to that school, particularly where the teacher on leave is a Mathematics/Science/English Teacher.
5. In respect of teachers, who stay beyond the sanctioned leave period for more than 15 days, unless they have applied through Registered Post with Acknowledgement Due for extension of leave and the extension is sanctioned by the competent authority before the expiry of the initial period of leave, they shall be posted immediately without fail, only to a category IV location and the orders sent to the teacher by Register Post with Acknowledgement Due within 7 days from the expiry of 15 days.
6. Thereafter, it shall be the responsibility of the headmaster of the school to which such teacher is posted, to report within two weeks, whether such teacher had reported to duty. Such report shall be sent positively within two weeks from the date of issue of revised posting orders by the District Educational Officer.
7. If the teacher returning from leave fails to join duty within that period at the new schools,, the District Educational Officer shall serve a notice upon the teacher that “ The unauthorized absence will be treated as dereliction of duty; suitable disciplinary action initiated; and such period of unauthorized absence is liable to be treated as “Dies Non”.
8. Under no circumstances shall be a posting of choice, to a different school (other than the school from which the teacher had gone on leave; except where such location is in category IV), be given to a teacher returning from leave as per her/his request, since any such postings would constitute an indirect transfer, and would violate the “Counseling Method for Transfers of Teachers”.
9. Under any circumstances whatsoever, no requests for compulsory wait will be entertained from teachers not joining duty on expiry of leave as originally sanctioned.
10. It is the responsibility of every DEO and their office staff concerned, to continuously monitor applications received for sanction of leave and applications for orders of posting by teachers returning from leave; and promptly process and give postings (to Category IV location only) to such teachers, immediately on reporting from leave, within 2 weeks at the latest (where the post from which the teacher proceeded on leave is filled up).
11. All applications by teachers on leave for change of posting on return from leave shall be made through Registered Post with Acknowledgement Due only. The District Educational Officer concerned and other officers of the DEO Office responsible for processing of posting to teachers, shall be liable for any delay in giving of such postings; and any payment of wages for the gap-periods ordered to be treated as compulsory wait by the courts of law will be liable to be recovered from all such officers of the District Educational Officer's office concerned, responsible for the delay.

4. The Director of School Education, Andhra Pradesh, Hyderabad, shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SURESH CHANDA
SECRETARY TO GOVERNMENT

To

The Director of School Education, Andhra Pradesh, Hyderabad.

All the District Collectors in the State.

All the Regional Joint Directors of School Education. } Through Director of

All the District Educational Officers in the State. } School Education

All the District Treasury Officers in the State.

The P.S. to Minister for School Education.

SF/SCs

//forwarded:: by order//

SECTION OFFICER

PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION, TELANGANA,
HYDERABAD.

Present: Smt.A.Sridevasena, I.A.S.,

No.6225/SS/T6/2019.

Date: 13-08-2020.

Sub: School Education Department – Delegation of certain powers to School Complex Headmasters – Certain Instructions – Issued - Reg.

Ref: 1. Govt.Memo.No.9291/Ser.I/A/2019, SE (Ser.II) Dept., Date: 13.12.2019.
2. This office Procs.No.6225/SS/T6/2019, Date: 13.12.2019 & 19.12.2019.
3. This office Procs.No.6225/SS/T6/2019, Date: 08.01.2020.
4. This office Procs.No.6225/SS/T6/2019, Date: 23.01.2020.
5. This office Procs.No.6225/SS/T6/2019, Date: 01.02.2020.
6. Govt.Memo.No.16965/677/A&L/5, Fin. & Plg. (Fin.Wing A&L) Dept., Dt.13.02.1987.

The attention of all the District Educational Officers in the State is invited to the references 1st to 5th read above.

They are informed that certain powers were delegated to the School Complex Headmasters as per orders in the references 1st & 2nd cited as below:

- 1 (a) Grant of Casual Leave/Special Casual Leave (Special Casual Leave when permitted by the Government) for the **Headmasters** working in Primary & Upper Primary Schools under the purview of School Complex.
- (b) The Headmasters of Primary & Upper Primary Schools shall grant Casual Leave/Special Causal Leave (Special Casual Leave when permitted by the Government) for the **Teachers** working in the respective Schools and the same should be reported to the concerned School Complex Headmasters from time to time.
2. Drawing & Disbursing Officer for the staff working in Primary & Upper Primary Schools under the purview of School Complex.

They are further informed that as per the instructions of the Government vide reference 6th read above, the Drawing Officer is authorized to release and sign the increment certificate. Therefore, the School Complex HM, as a Drawing & Disbursing Officer may release and sign the increment certificate to the staff mentioned in the reference 2nd cited also. However, these orders are not applicable to the staff mentioned in the reference 5th read above.

Further, they are informed that the proposals pertaining to sanction of Automatic Advancement Scheme, Pay Fixations, Pension Papers, Medical Reimbursement, sanction of other than Casual Leave etc., of the staff working in Primary & Upper Primary Schools under the purview of School Complex are to be forwarded to the Mandal Educational Officer by the School Complex HM for the time being. The School Complex Headmaster shall draw and disburse to the concerned staff as per sanction orders accordingly.

Therefore, the DEOs are requested to issue necessary instructions to the concerned accordingly.

Sd/- A.Sridevasena
Director of School Education

To

All the DEOs in the State.

Copy to the RJDSE Hyderabad & Warangal.

Copy to the Asst., Director (F) & Asst., Director (P) of this office.

Copy to all the District Collectors in the State.

Copy forwarded to the Director of Treasuries & Accounts, Telangana, Hyderabad.

//True Copy Attested//

GOVERNMENT OF TELANGANA
ABSTRACT

School Education - Rules - The Telangana Teachers (Regulation of Transfers) Rules, 2023 – Notified - Orders – Issued.

SCHOOL EDUCATION (Ser.II) DEPARTMENT

G.O.Ms.No.05

Dated:25.01.2023

Read the following:

1. G.O.Ms.No.33, Education (SE-Ser.III) Department, dated.02-05-2013 read with G.O.Ms.No.34, Education (SE-Ser.III) Department,dated.03-05-2013.
2. G O Ms. No.15 Higher Education (TE) Department,dated.23-04-2015.
3. G.O.Ms.No.81 Finance (HRM.I) Department, dated.18-06-2018.
4. G.O.Ms.No.16, Education (SE-Ser.II) Department,dated.06-06-2018.
5. G.O.Ms.No.17, Education (SE-Ser.II) Department,dated.06-07-2018.
6. From the DSE,Hyd,Lr.Rc.No.565/Trans/SER.IV-2/2022,dtd. 25.01.2023.

ORDER:

In order to facilitate and regulate the transfers of Head Masters - Grade - II (Gazetted) and Teachers working in Government / ZPP / MPP Schools in relaxation of GO 3rd read above, the Government of Telangana have decided to issue the Rules relating to transfers.

Accordingly, the following Notification shall be published in the Telangana Gazette:-

NOTIFICATION

In exercise of the powers conferred by Section 78 and 99 of Telangana Education Act, 1982 and under Article 309 of the Constitution of India and in supersession of all the earlier Rules and Guidelines on Transfer of Teachers, the Government of Telangana hereby makes the following Rules regulating the transfers of the categories of Head Masters Gr.II (Gazetted), School Assistants and S.G.T.s and their equivalent categories working in the Government Schools and Z.P.P. and M.P.P Schools in the State of Telangana:-

RULES

1	Short Title and Applicability :	<ol style="list-style-type: none"> 1) These Rules shall be called the Telangana Teachers (Regulation of Transfers) Rules, 2023. 2) These Rules shall be applicable to Head Masters/ Head Mistresses - Gr.-II (Gazetted), School Assistants / SGTs and other equivalent categories working in Govt. /Zilla Parishad/ MPP Schools in the State of Telangana, herein after referred to as Teachers in these Rules. 3) These rules shall come into force with immediate effect.
2	Transfer Counseling :	All transfers shall be made by way of online Web Counseling for each revenue district / existing multi-zone except Head Master/Teachers who are working as NCC Officer.

3	Schedule of Transfers :	The Director of School Education, Telangana, Hyderabad, shall communicate the procedural Guidelines and Schedule for the online/ web counseling to the competent authorities.
4	Competent Authority for Issue of Transfer and Posting orders :	i. The District Educational Officer of the Revenue District for the School Assistant / SGT and equivalent cadres. ii. The Regional Joint Director of School Education of concerned multi-zone for Head Master / Headmistress Gr-II (Gazetted).
5	Criteria for Transfers & Postings:	<p>1) The following categories of Head Masters/ Head Mistresses, Gr.II (Gazetted) / Teachers in the Government/ ZPP/MPP schools shall be transferred:</p> <p>a) Head Masters/ Head Mistresses, Gr.II (Gazetted), who have completed (05) years of service in a particular School as on 01.02.2023 shall be compulsorily transferred, provided those who are going to retire within (03) years from 01.02.2023 shall not be shifted until and unless the incumbent requests for such transfer.</p> <p>b) Teachers, who have completed (08) years of service in a particular School as on 01.02.2023 shall be compulsorily transferred, provided those who are going to retire within (03) years from 01.02.2023 shall not be shifted until and unless the incumbent requests for such transfer.</p> <p>c) The Head Master Grade-II (Gazetted) / Male Teacher aged below 50 years as on 01.02.2023 and working in Girl's High School.</p> <p>2) If no Head Mistress Grade-II (Gazetted)/ women Teachers are available to work in Girl's High Schools, then Head Master Grade II (Gazetted)/ Male Teachers who are over and above 50 years of age may be considered for posting to such schools.</p> <p>3) Head Master/Head Mistress Gr.II (Gazetted) / Teacher who has completed a minimum period of two years service in a category of post in a School as on 01.02.2023 shall be eligible to apply for transfer.</p> <p>4) The Head Master/ Head Mistress, Gr.II (Gazetted) who has completed (05) years of service and Teacher who has completed (08) years of service as NCC Officer, shall be posted in a vacancy in a School where there is a NCC unit.</p> <p>5) All transfers shall be affected within the present Management.</p>
6	Entitlement Points	<p>I. Common points :</p> <p>Entitlement points shall be awarded to the Head Master/Head Mistress Gr.II (Gazetted)/ Teacher who applies for Transfer in the following manner:-</p> <p>a) For service in the present School, based on its location, as per the following scale, as on 01.02.2023:-</p>

	<p>i. Service in Category III areas: Three (3) points for every year of service and 0.25 fore very completed month.</p> <p>ii. Service in the Category II areas: Two (2) points for every year of service and 0.16 fore very completed month.</p> <p>iii. Service in the Category I areas: One (1) point for every year of service and 0.083 for every completed month.</p> <p>Note 1:- The Habitations / Towns shall be classified into the following categories namely:-</p> <p>i. Category - I: All Habitations / Towns where 17% and above HRA is admissible.</p> <p>ii. Category -II: All Habitations / Towns where 13% HRA is admissible.</p> <p>iii. Category -III: All Habitations / Towns where 11 % HRA is admissible.</p> <p>b) For the Service rendered: 0.041 point for every one month of the completed service in the total service in all categories as on 01.02.2023.</p>
	<p style="text-align: center;">II. <u>Special Points (Extra Points)</u></p> <p>a. The President and General Secretary of the Teacher's Associations having OD facility in terms of Govt. orders issued by GA(SW) Dept., from time to time and of the Who availed entitlement points based on Recognition in 2013 Teachers Transfers, at the State and District Levels are eligible for ten (10) points.</p> <p>b. Ten (10) points for un-married Head Mistress, Gr- II / Female Teacher.</p> <p>c. Ten (10) points for Head Master/ Head Mistress Gr.II (Gazetted)/ Teacher, whose spouse is working in State Government or Central Government or Public Sector Undertaking or Local Body or Aided Institution in the same District (and opted for transfer nearer to and towards the place of working of his/her spouse).Benefit of spouse points shall be applicable to the Head Master/Head Mistress Gr.II (Gazetted)/Teachers once in (05) years and teachers once in (08) years. An entry shall be made in this regard in the Service Book. A copy of the Certificate issued by the competent authority shall be enclosed to the application to consider cases under this category.</p> <p>d. Only one of the spouse is entitled for spouse points, if both are working as Teacher or HM, Grade-II (Gazetted) in the same district.</p>
	<p>III. In case the entitlement points of two or more applicants are equal, the inter-se seniority shall be determined as below:</p> <p>i. Applicants having disability of more than 40% but less than 70% (Visually challenged/ Ortho- handicap/ Hearing Impaired) shall take priority.</p> <p>ii. Subject to the above, the seniority in the cadre shall be taken into account.</p>

7	<p>Preferential Categories :</p>	<p>The following categories shall take precedence in the seniority list, in the order given below, irrespective of their entitlement points.</p> <ol style="list-style-type: none"> Physically challenged i.e., those with not less than 70% Visually challenged / Ortho- handicap/ Hearing Impaired and has to enclose SADAREM Certificate or Medical Board Certificate with the application. Widows. Legally separated women and not remarried. Head Master/ Head Mistress, Gr.II (Gazetted) / Teacher / their spouse, who is suffering with the following diseases, in which he/ she is undergoing treatment: <ol style="list-style-type: none"> Cancer. Open Heart Surgery. Neuro-Surgery. Bone T.B. Kidney/ Liver/ Heart Transplantation. Kidney Dialysis. Applicants with dependent children who are mentally retarded/ suffering from Leukemia (Blood Cancer)/Thalassemia/Muscular dystrophy and are undergoing treatment. Applicants' Children suffering with hole in the heart at birth and undergoing medical treatment available only at specified places to which they are seeking transfers. Applicants with dependent children suffering from Juvenile Diabetes. <p>Note 1: For the purpose of (d, e, f & g) above, a copy of the Certificate issued by a competent authority issued on or after 01.01.2021 i.e., District Medical Board / State Medical Board should be enclosed to the application for consideration of preferential categories.</p> <p>Note 2: The HeadMaster/Head Mistress - Gr.II(Gazetted) should avail either the preferential category (Rule 7) or the Special Points (Rule 6 (II) (c)) once in (05) years, and Teachers should avail either the preferential category (Rule 7) or the special points (Rule 6 II (c)) once in (08) years, and an entry be made in the Service Book.</p> <p>Note 3: For the purpose of (e, f, g) only one parent is entitled for preference if both are working as Teacher/ HM Grade-II (Gazetted).</p> <p>Note 4: For the purpose of (b & c) evidence of the same should be submitted.</p>
8	Online Application	<ol style="list-style-type: none"> The applicant's have to submit only one application online in the proforma prescribed in the web counseling website. The Head Master/ Head Mistress Gr.II (Gazetted) / Teacher who is eligible as per the criteria prescribed in Rule 5 shall apply online through counseling website in

		<p>the prescribed proforma and the particulars furnished in the proforma shall be final and no modifications shall be allowed.</p> <p>3) The applicants shall thereafter obtain the printout of the application from the counseling website and submit the same duly signed to their respective authorities, viz., Mandal Educational Officer/ Head Master/ Head Mistress of the High School, as the case may be.</p> <p>4) An applicant seeking to apply under Preferential categories / spouse category shall also submit along with the application, the latest Certificate from the competent authority in that regard.</p> <p>5) If any Head Master/Head Mistress, Gr.II (Gazetted) / Teacher who is compulsorily transferable under Rule 5 does not apply online, he/she will be transferred to the available, left over, vacancy.</p>
9	Notification of Vacancies:	<p>The following vacancies shall be notified for the purpose of online web counseling in the specified website and also displayed in the O/o. DEO, concerned.</p> <p>a) All the vacancies arising due to compulsory transfers as per Rule 5.</p> <p>b) All the existing clear vacancies except the leave vacancies and vacancies in zero enrolment schools (as per norms of the Right to Education Act, 2009).</p>
10	Notification of seniority list etc.,:	<p>1) The following lists shall be displayed in the counseling website and also displayed at the O/o. Regional Joint Director of School Education and District Educational Officer concerned:-</p> <p>i. The lists of category wise schools (Category I, II, III),</p> <p>ii. The School wise vacancy position of HeadMaster/ Head Mistress Gr.II (Gazetted) / School Assistant / Secondary Grade Teacher and equivalent categories for web counseling.</p> <p>iii. Subject to the procedure prescribed in clause (2) below, the list of names of the Head Master/ Head Mistress, Gr.II (Gazetted) /Teacher who applied for transfer with entitlement points.</p> <p>2) After the last date for applying for transfers as per Schedule and validation of the information provided in the applications by the competent authority, the seniority list shall be generated by the web counseling software based on the entitlement points, management wise; district wise / multi-zone wise; category wise; subject wise; medium wise (except for Language Teachers and HMs Grade-II (Gazetted); and the seniority list with entitlement points shall be displayed in the counseling website and also on the notice board of the District Educational Office / Regional Joint Director of School Education Office concerned.</p>
11	Receipts and Disposal of Objections:	<p>1) Objections if any in respect of the vacancy list and Seniority list as per entitlement points, published as per Rule 10, shall be filed in writing before the District Educational Officer / Regional Joint Director of School Education, as the case may be, by the applicant, together with evidence in support of such objection, within the time specified for this purpose in the Schedule.</p>

		<p>2) The District Educational Officer /Regional Joint Director of School Education, as the case may be, shall cause verification of all objections and pass orders disposing of the same. In cases where objections are upheld, the District Educational Officer (DEO)/ Regional Joint Director (RJD) of School Education make the necessary corrections in the vacancy / seniority list concerned and display the same in the counseling website and also display at the O/o the DEO / RJD of School Education as the case may be.</p>
12	Committees for Approving the Transfers:	<p>The applicants shall exercise options online in the counseling website for the vacancies mentioned at Rule 9. Based on the seniority as per entitlement points and the options exercised for the vacancies mentioned at Rule 9 and also the resultant vacancies that will arise during the web counseling, the web counseling software will generate transfer posting lists.</p> <p>The following Committees are constituted for the purpose of approving the transfer posting lists:-</p> <p>(I) For Transfer of Head Master/ Head Mistress, Gr.II (Gazetted) in Government High Schools & Zilla Parishad High Schools :</p> <p>(a) Senior Officer of the Department nominated by the Director of School Education, not below the rank of a Joint Director.</p> <p>(b) The Regional Joint Director of School Education concerned or his nominee as the Member Secretary.</p> <p>(c) The District Educational Officer concerned as a Member.</p> <p>Note:</p> <p>i. The senior most officer shall be the Chairman of the Committee.</p> <p>ii. The Committee shall approve the transfer posting lists of all the Head Masters/ Head Mistresses, Gr.II (Gazetted) in the Government High Schools & Zilla Parishad High Schools in the respective Multi -Zone, as generated by the web counseling software.</p> <p>iii. The Regional Joint Director of School Education concerned shall be the competent authority to issue transfer and posting orders of the Head Masters/Head Mistress (Gazetted) working in Government High Schools/ Zilla Parishad High Schools, after the approval of the Committee.</p> <p>(II) For Transfer of Teachers in Government Schools</p> <p>(a) Collector - Chairperson</p> <p>(b) Additional Collector(Local Body) - Vice Chairperson</p> <p>(c) Chief Executive Officer ZP - Member</p> <p>(d) District Educational Officer –Member-Secretary</p> <p>(III) For Transfer of Teachers in Zilla Parishad / MPP Schools</p>

		<p>a) Chairman, ZP - Chairperson. b) Collector - Vice Chairperson. c) Additional Collector (Local Body) - Member. d) Chief Executive Officer Z. P. - Member. e) District Educational Officer – Member –Secretary.</p> <p>Note: The District Educational Officer as per Rule 4 shall be the competent authority to issue transfer posting orders to all the Teachers working in the Government Schools and ZPP / MPP Schools after the approval of the Committees II & III above respectively.</p>
13	Issue of Transfer Orders :	<p>1) The Teacher / HM, Grade-II (Gazetted) who are to be compulsorily transferred and who do not opt for web counseling, shall be given posting orders for the left over, available, needy vacancies at the end of the web counseling of that particular category of Teachers, after the approval of the Committee concerned by the Competent Authority.</p> <p>2) Head Master/ Head Mistress Gr.II (Gazetted) and Teacher shall not be posted in the Schools located in the same Gram Panchayat, if they have completed (05) years and (08) years of service respectively.</p> <p>3) Once transfer orders are issued by the Competent Authority after the approval of the Committee concerned, review or modification of the orders shall not be considered either by the Committee or by the Competent Authority.</p> <p>4) The transfers affected shall be displayed in the counseling website and also at the office of the Regional Joint Director of School Education and District Educational Officer concerned.</p>
14	Date of Relief and Joining:	<p>1) The Head Master/ Head Mistress Gr.II (Gazetted)/Teachers who are on transfer/promotion shall be relieved from their present place of working after completion of Academic year 2022-2023 i.e., on 23.04.2023 and he / she shall join in the school where they are posted on 24.04.2023.</p> <p>2) A Head Master/ Head Mistress Gr.II (Gazetted) / Teacher who does not so join cannot claim compulsory wait under any circumstances for any reason.</p> <p>3) While filling the web options, proper care shall be taken by the Head Masters/Teachers.</p>

15	Appeal:	<p>1) An appeal against the orders of the District Educational Officer shall lie with the Regional Joint Director of School Education concerned, and an appeal against the orders of the Regional Joint Director of School Education shall lie with the Commissioner and Director of School Education. Such appeal should be submitted within 10 days of the receipt of the transfer orders.</p> <p>2) All such appeals shall be disposed off by the Appellate authorities concerned within 15 days from the date of receipt of the appeal.</p>
16	Punishment for furnishing false information/ violation of rules	<p>1) Any body who submits false information and Certificates and the officers who countersign such false information, shall be liable for disciplinary action in addition to prosecution, as per rules.</p> <p>2) If any Member-Secretary issues orders in violation of these rules or instructions issued by the Commissioner & Director of School Education from time to time in the matter, he / she shall be liable for disciplinary action as per rules</p>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

KARUNA VAKATI
SECRETARY TO GOVERNMENT

To

The Commissioner of Printing and Stationery, Telangana State, Hyderabad for publication in the Telangana State Gazette and furnish 1000 copies to the Government, Telangana, Hyderabad.

The Director, School Education, Telangana, Hyderabad

All the District Collectors in the State.

All the Project Officers, ITDA in the State.

All the District Educational Officers in the State.

All the Chief Executive Officers, Zilla Parishad in the State.

The Regional Joint Directors of School Education, Hyderabad and Warangal. The Pay and Accounts Officer, Hyderabad.

Copy to:

The Finance (HRM) Department

The PR & RD Department / Law

The Commissioner, Panchayat Raj., TS., Hyd.

Copy to SF/SCs.

// FORWARDED BY ORDER //

School Education - Rules - The Telangana Teachers(Regulation of Transfers) Rules, 2023 -Amendment-
Notified - Orders -Issued

SCHOOL EDUCATION(SerII) DEPARTMENT

G.O.Ms.No.09

Dated:07.02.2023

Read the following

- 1.G.O.Ms.No.33,Education(SE-Ser.II) Department,dated.02-05-2013 read with
G.O.Ms.No.34, Education(SE-Ser.I) Dept.,dtd.03-05-2013.
- 2.G O.Ms.No.I5 Higher Education(TE) Dept.,drd.23-04-2015.
- 3.G.O.Ms.No.81 Finance (HRM.I) Department, dated.18-06-2018.
- 4.G.O.Ms.No.16.Education (SE-Ser.II) Department,dated.06-06-2018.
- 5.G.O.Ms.No.17,Education (SE-Ser.II) Department,dated.06-07-2018.
6. From the DSE.Hyd.Lr.Rc.No.565/Trans/SER.IV-2/2022,dtd.25.01.2023.
- 7.G O.Ms.No.05 ,School Education(Ser.I) Dept., dtd.25.01.2023.
8. From the Hon'ble High Court orders dtd.6.2.2023 in IA No.1/2023 in WP No.2362/2023
and Batch.
- 9.From the DSE,Hyd.Lr.Rc.No.565/Trans/SER.IV-2/2022,dtd.07.02.2023.

ORDER:

The following Notification shall be published in the Telangana Gazette:-

NOTIFICATION

In exercise of the powers conferred by Section 78 and 99 of Telangana Education Act,1982 and under Article 309 of the Constitution of India, the Government of Telangana hereby makes the following amendment to the rules regulating the transfers of the categories of Head Masters Gr.II(Gazetted),School Assistants and S.G.T.s and their equivalent categories working in the Government Schools and Z.P.P.and M.P.P Schools in the State of Telangana issued in the G.O.Ms.No.5, School Education(Ser.II) Dept.,dtd,25.01.2023:-

AMENDMENTS

In the said Rules; the sub rule (3) of Rule 5 shall be substituted as under:-

- (i) Head Master/Head Mistress Gr.II(Gazetted)/ Teacher who has completed a minimum period of two years service in a category of post n a School as on 01.02.2023shall be eligible to apply for transfer.
- (ii) Head Master/Head Mistress Gr.II(Gazetted) Teachers who were allotted to new local cadre in pursuance to G.O.Ms.No.317, GA(SPF-1) Department,dtd.06.12.2021 and posted to other districts shall be eligible to apply for transfer.

In the said Rules, the following shall be added after sub rule 1 (a) of Rule 6, and read as (b),

- (b) For service in the present school and rendered service at previous school in respect of those who were allotted to new local cadre in pursuance of G.O.Ms.No.317,GA(SPF-1) Dept.dtd.06.12.2021,based on its locations as per the following as on 01.02.2023.

In the said Rules, sub rule I (b) of Rule 6, shall be read as sub rule 1 (e)

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

KARUNA VAKATI
SECRETARY TO GOVERNMENT

To
The Commissioner of Printing and Stationery,Telangana State, Hyderabad for publication in the Telangana State Gazette and furnish 1000 copies to the Government, Telangana, Hyderabad.

The Director, School Education, Telangana, Hyderabad

All the District Collectors in the State.

All the Project Officers, ITDA in the State

All the District Educational Officers in the State.

All the Chief Executive Officers, Zilla Parishad in the State.

The Regional Joint Directors of School Education,Hyderabad and Warangal.

The Pay and Accounts Officer, Hyderabad.

Copy to:
The Finance(HRM.I) Department

The PR& RD/ Law Department

The Commissioner, Panchayat Raj.,T.S.,Hyd.

Copy to SF/SCs.

// FORWARDED BY ORDER //

GOVERNMENT OF TELANGANA

ABSTRACT

THE TELANGANA PUBLIC EMPLOYMENT (ORGANISATION OF LOCAL CADRES AND REGULATION OF DIRECT RECRUITMENT) ORDER, 2018 – ORDERED.

GENERAL ADMINISTRATION (SPF-MC) DEPARTMENT

G.O.Ms.No.124

Dated :30.08.2018

Read :-

Orders issued by the Government of India, Ministry of Home Affairs, vide F.No. 21013/01/2015- SR, dated:29.08.2018.

ORDER :

The following Order of President of India, G.S.R.820 (E), dated the 29.08.2018 is republished:

THE TELANGANA PUBLIC EMPLOYMENT (ORGANISATION OF LOCAL CADRES AND REGULATION OF DIRECT RECRUITMENT) ORDER, 2018.

ORDER

G.S.R. 820 (E) In exercise of the powers conferred by clauses (1) and (2) of article 371-D of the Constitution and in supersession of the notification under G.S.R. 524 (E) dated 18th October, 1975 in its application to the State of Telangana, the President hereby makes, with respect to the State of Telangana, the following Order, namely:-

1. Short Title, extent and Commencement.- (1) This Order may be called the Telangana Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2018.

(2) It extends to the whole of the State of Telangana.

(3) It shall come into force at once.

2. Interpretation.- (1) In this Order, unless the context otherwise requires,-

(a) **“Direct Recruitment”** includes recruitment made on a temporary basis but does not include recruitment made in pursuance of any scheme approved by the State Government providing for the regularization of the services of persons holding posts on a temporary basis before the commencement of this Order;

(b) **"District "** means a revenue district for all other Departments or a police district or Police Commissionerate, in case of Police Department, as specified in the Schedule;

(c) **"Local Area"** in relation to any local cadre, means the local area specified in paragraph 6 for direct recruitment to posts in such local cadre;

(d) **"Local Authority"** does not include any local authority which is not subject to the control of the State Government;

(e) **"Local Cadre"** means any local cadre of posts under the State Government organized in pursuance of paragraph 3, or constituted otherwise for any part of the State;

(f) **"Local Candidate"** in relation to any local area, means a candidate who qualifies under paragraph 7 as a local candidate in relation to such local area;

(g) **"Multi-Zone"** means the multi-zones specified in the Schedule comprising the territories mentioned therein;

(h) **"Schedule"** means the Schedule appended to this Order;

(i) **"Special Office or Establishment"** means an Office or Establishment notified as such by the State Government;

(j) **"State"** means the State of Telangana;

(k) **"State Government"** means the Government of Telangana;

(l) **"State-Level Office or Institution"** means an office or institution serving, or the jurisdiction of which extends to, the State as a whole and notified as such by the State Government; and

(m) **"Zone"** means a zone specified in the Schedule comprising the territories mentioned therein.

(2) The General Clauses Act, 1897 (Central Act 10 of 1897) applies for the interpretation of this Order as it applies for the interpretation of a Central Act.

3. Organisation of Local cadres.- (1) The State Government shall, within a period of 36 months from the commencement of this Order, organise classes of posts in the civil services of, and classes of civil posts under the State into various local cadres for different parts of the State to the extent and in the manner, hereinafter provided:

Provided that, notwithstanding the expiration of the said period, the President may by order, require the State Government, whenever he considers it expedient to do so, to organise any classes of posts in the civil services of and classes of civil posts under the State into different local cadres or different parts of the State.

(2) The posts belonging to the category of Junior Assistant and each of the other categories equivalent to or lower than that of a Junior Assistant in each department in each district shall be organised into separate cadre.

Explanation:- For the purposes of this sub-paragraph, sub-paragraph (1) of paragraph 6 and sub-paragraph (1) of paragraph 8, a category shall be deemed to be equivalent to or lower than that of a Junior Assistant if the minimum of the scale of pay of a post belonging to that category or where the post carries a fixed pay, such fixed pay is equal to or lower than the minimum of the scale of pay of a Junior Assistant.

(3) The posts belonging to each non-gazetted category of Teachers in Mandal Praja Parishad, Zilla Praja Parishad and Government Schools in each District shall be organized into a separate integrated cadre and the posts belonging to all other non-gazetted category of Teachers and equivalent or similar category of posts in each department under the State Government in each district shall be organized into separate cadre.

(4) The posts belonging to each category above the category of Junior Assistant and up to and inclusive of the category of Superintendent and each of the other equivalent categories in each department in each Zone shall be organized into a separate cadre.

Explanation:- For the purposes of this sub-paragraph, sub-paragraph (2) of paragraph 6 and sub-paragraph (2) of paragraph 8, a category shall be deemed to be equivalent to or lower than that of a Superintendent if the minimum of the scale of pay of a post belonging to that category or where the post carries a fixed pay, such fixed pay is equal to or lower than the minimum of the scale of pay of a Superintendent.

(5) The posts belonging to each category above the category of Superintendent and up to and inclusive of the category of Deputy Collector and each of the other equivalent categories in each department in each Multi-Zone shall be organized into a separate cadre.

Explanation:- For the purposes of this sub-paragraph, sub-paragraph (3) of paragraph 6 and sub-paragraph (3) of paragraph 8, a category shall be deemed to be equivalent to or lower than that of a Deputy Collector if the minimum of the scale of pay of a post belonging to that category or where the post carries a fixed pay, such fixed pay is equal to or lower than the minimum of the scale of pay of a Deputy Collector.

(6) Notwithstanding anything contained in sub-paragraphs (2), (3) and (4), the State Government may, where it considers it expedient to do so, organize the posts belonging to any of the categories referred to therein, in any department, or any establishment thereof, in two or

more contiguous districts (either full or part) or zones, as the case may be, into a single cadre.

(7) In organizing a separate cadre in respect of any category of posts in any department for any part of the State, nothing in this Order shall be deemed to prevent the State Government from organizing or continuing more than one cadre in respect of such category in such department for such part of the State.

(8) Where the State Government is satisfied that it is not practicable or expedient to organize local cadres under this paragraph in respect of any category of posts in any department, it may, by notification, make a declaration to that effect and on such declaration the provisions of this paragraph shall not apply to such category of posts.

4. Allotment of Persons.- (1) Persons holding posts required to be organized into local cadres shall be allotted to such cadres by the State Government or any officer or authority authorised by it in this behalf in accordance with the principles and procedure hereinafter specified.

(2) In allotting persons to local cadres due regard shall be had to all or any of the following namely:-

- (a) the administrative needs of the posts in the local cadres;
- (b) the need for the composition of balanced local cadres with reference to age and seniority groups;
- (c) the length of service of the persons concerned in the part of the State for which the local cadre is organized;
- (d) knowledge of the persons concerned of the language spoken and the law in force in the part of the State for which the local cadre is organized;
- (e) preference of the persons concerned for allotment to any local cadre, where feasible.

(3) The State Government may, in respect of different departments and different categories of posts, constitute committees to advise on the allotment of persons to local cadres.

(4) Any person aggrieved by an order allotting him to any local cadre may submit a representation to the State Government within a period of sixty days from the date of communication of the order.

(5) The State Government shall on receipt of such representation and after consultation with the appropriate committee constituted under sub-paragraph (3) make such order as it deems fit:

Provided that wherever such an order is likely to result in the change of allotment of any other person, no such order shall be made without giving an opportunity to that other person to make a representation.

(6) Every order passed by the State Government under subparagraph (5) shall, subject to the provisions of clause (3) of article 371-D of the Constitution of India, be final.

(7) *Notwithstanding the provisions contained in the above subparagraphs, the State Government may continue the persons holding posts required to be organized into local cadres, in their existing cadres localized under the Andhra Pradesh Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 1975 as adopted for Telangana State.*

5. Local Cadres and Recruitment or Appointment of Persons.- (1)

Each part of the State, for which a local cadre has been organized in respect of any category of posts, shall be a separate unit for purposes of recruitment, appointment, discharge and such other matters as may be specified by the State Government, in respect of that category of posts.

(2) *Nothing in this Order shall prevent the State Government from making provision for,-*

(a) *equitable opportunities to persons in all local cadres in the matter of promotion to higher posts;*

(b) *the transfer or appointment by transfer of a person from any local cadre to any office or Establishment to which this Order does not apply, or Vice Versa;*

(c) *transfer of a person from one local cadre to another local cadre on a reciprocal basis subject to the condition that the person so transferred shall be assigned seniority in the latter cadre with reference to the date of his transfer to that cadre.*

6. Local Areas. - (1) Each district shall be regarded as a local area,-

(i) *for direct recruitment to posts in any local cadre under the State Government comprising all or any of the posts in any department in the district belonging to the category of a Junior Assistant or to any other category equivalent to or lower than that of a Junior Assistant.*

(ii) *for direct recruitment to posts in any cadre under any local authority within that district carrying a scale of pay, the minimum of*

which does not exceed the minimum of the scale of pay of a Junior Assistant or a fixed pay not exceeding that amount.

(iii) for direct recruitment to the posts belonging to each non-gazetted category of Teachers in Mandal Praja Parishad, Zilla Praja Parishad and Government schools in each district and the posts belonging to all other non-gazetted category of teachers and equivalent or similar category of posts in each department under the State Government in each district:

Provided that where a single cadre has been organized for two or more districts under sub-paragraph (6) of paragraph 3 of posts belonging to any of the categories referred to in clauses (i), (ii) or (iii), each of such districts shall be regarded as separate local area in respect of such cadre.

(2) Each Zone shall be regarded as a local area,-

(i) for direct recruitment to the posts in any local cadre under the State Government comprising all or any of the posts in any department in that Zone belonging to each category above the category of Junior Assistant and up to and inclusive of the category of Superintendent and each of the other equivalent categories in each department;

(ii) for direct recruitment to posts in any cadre under any local authority within that zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Junior Assistant but does not exceed the minimum of the scale of pay of Superintendent in Government department:

Provided that where a single cadre has been organized for two or more zones under sub-paragraph (6) of paragraph 3 of posts belonging to any of the categories referred to in clause (i) or clause (ii,) each of such zones shall be regarded as separate local area in respect of such cadre.

(3) *Each Multi Zone shall be regarded as a Local Area , -*

(i) for direct recruitment to the posts in any local cadre under the State Government comprising all or any of the posts in any department in that Multi-Zone belonging to each category above the category of Superintendent and up to and inclusive of the category of Deputy Collector and each of the other equivalent categories in each department;

(ii) *for direct recruitment to posts in any cadre under any local authority within that Multi-Zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Superintendent in Government department but does not exceed the minimum of the scale of pay of Deputy Collector in Government department.*

7. Local Candidate.- (1) A candidate for direct recruitment to any post shall be regarded as a local candidate in relation to a local area,-

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the posts,-

(i) if he has studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or, as the case may be, first appeared for the relevant qualifying examination; or

(ii) where during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or as the case may be first appeared for the relevant qualifying examination he has not studied in any educational institution, if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the qualifying examination in which he appeared, or as the case may be, first appeared.

(b) In cases where no minimum educational qualifications has been prescribed for recruitment to the post, if he has resided in that local area for a period of not less than four years immediately preceding the date on which the post is notified for recruitment.

Explanations:- For the purpose of this paragraph,-

(i) 'educational institution' means a University or any educational institution recognized by the State Government, a University or other competent authority;

(ii) relevant qualifying examination in relation to a post means,-

(a) the examination, a pass in which is the minimum educational qualification prescribed for the post;

(b) the Seventh Class examination or an examination declared by the State Government to be equivalent to the Seventh Class examination;
whichever is lower ;

(iii) in reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his study by reason of his failure to pass any examination shall be disregarded;

(iv) the question, whether any candidate for direct recruitment to any post has resided in any local area shall be determined with reference to the places where the candidate actually resided and not with reference to the residence of his parents or other guardian.

(2) A candidate for direct recruitment to any post who is not regarded as a local candidate under sub-paragraph (1) in relation to any local area shall,-

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the post,-

(i) If he has studied in educational institutions in the State for a period of not less than seven consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination be regarded as a local candidate in relation to,-

(A) Such local area where he has studied for the maximum period out of the said period of seven years; or

(B) Where the periods of his study in two or more local areas are equal, such local areas where he has studied last in such equal periods;

(ii) If during the whole or any part of the seven consecutive academic years ending with the academic year in which he appeared or as the case may be first appeared for the relevant qualifying examination, he has not studied in the educational institutions in any local area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to,-

A) Such local area where he has resided for the maximum period out of the said period of seven years; or

(B) Where the periods of his residence in two or more local areas are equal, such local area where he has resided last in such equal periods;

(b) In cases where no minimum educational qualification has been prescribed for recruitment to the post, if he has resided in the State for a period of not less than seven years immediately preceding the date on which the post is notified for recruitment, be regarded as a local candidate in relation to,-

(i) such local area where he has resided for the maximum period out of the said period of seven years; or

(ii) where the periods of his residence in two or more local areas are equal such local area where he has resided last in such equal periods.

(c) In cases where Visually Handicapped and Hearing Handicapped persons studied in the special schools meant for them, the native place of the parents of such Visually Handicapped and Hearing Handicapped persons.

8. Reservation in the matter of Direct Recruitment.- (1) 95 % of the posts to be filled by direct recruitment at any time,-

- (a) in any local cadre under the State Government comprising posts belonging to the category of Junior Assistant or a Category equivalent to or lower than that of Junior Assistant;
- (b) in any cadre under a local authority comprising posts carrying a scale of pay the minimum of which, or a fixed pay which does not exceed the minimum of the scale of pay of a Junior Assistant ;
- (c) in any local cadre comprising the posts belonging to each non-gazetted category of Teachers in Mandal Praja Parishad, Zilla Praja Parishad and Government schools in each district and the posts belonging to all other non-gazetted category of teachers and equivalent / similar category of posts in each department under the State Government in each district,

shall be reserved in favour of local candidates in relation to the local area such cadre.

(2) 95% of the posts to be filled by direct recruitment at any time,-

(a) in any local cadre under the State Government comprising all or any of the posts in any department in that Zone belonging to each category above the category of Junior Assistant and up to and inclusive of the category of Superintendent and each of the other equivalent categories in each department; and

(b) in any cadre under any local authority within that zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Junior Assistant but does not exceed the minimum of the scale of pay of Superintendent in Government department.

shall be reserved in favour of local candidates in relation to the local area in respect of such cadre.

(3) 95 % of the posts to be filled by direct recruitment at any time ,-

- a) in any local cadre under the State Government comprising all or any of the posts in any department in that Multi-Zone belonging to each category above the category of Superintendent and up to and inclusive of the category of Deputy Collector and each of the other equivalent categories in each department; and
- b) in any cadre under any local authority within that Multi-Zone, carrying a scale of pay, the minimum of which exceeds the minimum of the scale of pay of Superintendent in Government department but does not exceed the minimum of the scale of pay of Deputy Collector in Government department,

shall be reserved in favour of local candidates in relation to the local area of such cadre.

(4) Notwithstanding anything contained in sub-paragraphs (1) and (2), where in respect of any of the categories referred to in the said paragraphs a single cadre has been organised for two or more districts or zones under sub-paragraph (6) of paragraph 3, 95% of the posts to be filled by direct recruitment at any time in such cadre shall be reserved in favour of and allocated amongst the local candidates in relation to each of the local areas in respect of such cadre in the ratio as prescribed by the State Government basing on the population of such local areas.

(5) While determining under this paragraph the number of posts to be reserved in favour of Local candidates any fraction of a post shall be counted as one.

(6) While allocating the reserved posts amongst the candidates in relation to different local area fractions of a post shall be adjusted by counting successively the fractions in descending order of magnitude as one and where the fraction to be so counted cannot be selected by reason of the fractions being equal the selection shall be by lot.

(7) Notwithstanding anything contained in the foregoing provisions of this paragraph,-

(a) there shall be at least one post left un reserved out of the posts filled by direct recruitment at any time to any local cadre; and

(b) there shall be, as far as possible, at least one post allocated for the local candidates in respect of each local area.

(9) Carry forward of reserved posts.- If a qualified local candidate in respect of a local area is not available to fill a post reserved or allocated in favour of a local candidate in respect of that local area,

such post shall be carried forward for recruitment of a local candidate in respect of that local area for period not exceeding three years:

Provided that pending recruitment of a local candidate, such post may be filled in temporary by borrowing the service of a person holding a post of the same category in any other local cadre or under any other local authority as the case may be.

10.Power to Authorize issue of Directions.- (1) The President, may by order, require the State Government to issue such directions as may be necessary or expedient for the purpose of giving effect to this Order to any local authority and such local authority shall comply with such directions.

(2) The State Government may, for the purpose of issuing any direction under sub-paragraph (1) or for satisfying itself that any directions issued under sub-paragraph(1) have been complied with, require by order in writing any local authority to furnish such information, report of particulars as may be specified in the Order and such local authority shall comply with such order.

11.Order to have over-riding effect.- The provisions of this Order shall have effect notwithstanding anything contained in any Statute, Ordinance, rule, regulation or other order made before or after the commencement of this Order in respect of direct recruitment to posts under the State Government or any local authority.

12.Removal of Doubts.- For the removal of doubts, it is declared that nothing in this Order shall affect the operation of provisions made by the State Government or other competent authority before or after the commencement of this Order in respect of reservation in the matter of appointments to posts in favour of any backward classes of citizens, the Scheduled Castes and Scheduled Tribes in so far such provisions are not inconsistent with this Order.

13. Certain appointments and promotions to be Provisional.- Any appointment or promotion made after the commencement of this Order or order made in pursuance of the proviso to sub – paragraph (1) of paragraph 3, as the case may be and before any local cadre has been organized under the provisions of this Order or any order made in pursuance of the provision to paragraph 3, to any post which is required to be included in such cadre shall be provisional and shall, within a period of twelve months after such organization, be reviewed and readjusted in accordance with the provisions of this order.

Explanation:- For the purposes of this paragraph, any local cadre shall be deemed to be organized with the allotment of persons to it under paragraph 4.

14. Saving.- Nothing in this Order shall apply to :-

- (a) any post in the Secretariat of the State Government.,
- (b) any post in an office of the Head of a Department.,
- (c) any post in a Special Office or Establishment; and
- (d) any post in a State-level office or institution.

SCHEDULE

[See Paragraph -2(b),(g),(h),(l)]

A. FOR ALL DEPARTMENTS EXCEPT POLICE DEPARTMENT

Multi Zone	Zone	Districts
Multi Zone- I	Zone I -Kaleshwaram	<i>Asifabad-Komarambheem, Mancherial, Peddapalli, Jayashankar-Bhupalapalli Districts.</i>
	Zone II -Basara	<i>Adilabad, Nirmal, Nizamabad, Jagtiyal Districts.</i>
	Zone III-Rajanna	<i>Karimnagar, Sircilla-Rajanna, Siddipet, Medak, Kamareddy Districts.</i>
	Zone IV- Bhadradri	<i>Kothagudem-Bhadradri, Khammam,Mahabubabad, Warangal Rural, Warangal Urban Districts.</i>
Multi Zone-II	Zone V- Yadadri	<i>Suryapet, Nalgonda, Bhongir-Yadadri, Jangaon Districts.</i>
	Zone VI- Charminar	<i>Medchal-Malkajgiri, Hyderabad, Ranga Reddy, Sanga Reddy Districts.</i>
	Zone VII- Jogulamba	<i>Vikarabad, Mahaboobnagar, Jogulamba-Gadwal, Wanaparathi, Nagarkurnool Districts.</i>

B. POLICE DEPARTMENT

<i>Multi Zone</i>	<i>Zone</i>	<i>Police Districts/ Commissionerates</i>
<i>Multi Zone-I</i>	<i>Zone I -Kaleshwaram</i>	<i>Bhupalapalli-Jayashankar, Asifabad-Komarambheem, Ramagundam Police Commissionerate.</i>
	<i>Zone II -Basara</i>	<i>Adilabad, Nirmal, Nizamabad Police Commissionerate, Jagityal.</i>
	<i>Zone III- Rajanna</i>	<i>Karimnagar Police Commissionerate, Siddipet Police Commissionerate, Sircilla-Rajanna, Kamareddy, Medak.</i>
	<i>Zone IV- Bhadradri</i>	<i>Kothagudem-Bhadradri, Khammam Police Commissionerate, Mahabubabad, Warangal Police Commissionerate.</i>
<i>Multi Zone-II</i>	<i>Zone V- Yadadri</i>	<i>Suryapet, Nalgonda, Rachakonda Police Commissionerate.</i>
	<i>Zone VI- Charminar</i>	<i>Hyderabad Police Commissionerate, Cyberabad Police Commissionerate, Sangareddy.</i>
	<i>Zone VII- Jogulamba</i>	<i>Mahabubnagar, Wanaparthy, Gadwal-Jogulamba, Nagarkurnool, Vikarabad.</i>

(BY ORDER AND IN THE NAME OF THE PRESIDENT)

S.K. SHAHIJOINT SECRETARY TO GOVT. OF INDIA,
MINISTRY OF HOME AFFAIRS

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

DR. SHAILENDRA KUMAR JOSHI

CHIEF SECRETARY TO GOVERNMENT



भारत का राजपत्र
The Gazette of India

अन्यथा

EXTRAORDINARY

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PART — Section 1

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NEW DELHI, TUESDAY, JUNE 21, 2005 VJYA ISTHA 31, 1927

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MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 21st June, 2005 1Jyaistha 31, 1927 (Saka)

The following Act of Parliament received the assent of the President on the 15th June, 2005, and is hereby published for general information:—

THE RIGHT TO INFORMATION ACT, 2005

No. 22 of 2005

[15th June, 2005.]

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

WHEREAS the Constitution of India has established democratic Republic;

AND WHEREAS democracy requires an infomed citizenry and transparency of information which are vital to its fnctioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

AND WHEREAS revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

AND WHEREAS it is necessary to harmonise these conflicting interests while preserving the paramourcy of the democratic ideal;

NOW, THEREFORE, it is expedient to provide for furnishing certain information to citizens who desire to have it

BE it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:

CHAPTER I

Preliminary

1.(1) This Act may be called the Right to Information Act, 2005.

(2) It extends to the whole of India except the State of Jammu and Kashmir.

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

2. In this Act, unless the context otherwise requires,—

(a) "appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—

- (i) by the Central Government or the Union territory administration, the Central Government;
- (ii) by the State Government, the State Government;

(b) "Central Information Commission" means the Central Information Commission constituted under sub-section(1) of section 12;

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

(d) "Chief Information Commissioner" and "Information Commissioner" mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;

(e) "competent authority" means—

- (i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;
- (i) the Chief Justice of India in the case of the Supreme Court;
- (iii) the Chief Justice of the High Court in the case of a High Court;
- (iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;
- (v) the administrator appointed under article 239 of the Constitution;

(f) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form

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t

Definitions.

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

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

(h) "public authority" means any authority or body or institution of self-government established or constituted—

- (a) by or under the Constitution;
- (b) by any other law made by Parliament;
- (c) by any other law made by State Legislature;
- (d) by notification issued or order made by the appropriate Government,

and includes any—

- (i) body owned, controlled or substantially financed;
- (ii) non-Government organisation substantially financed,

directly or indirectly by funds provided by the appropriate Government;

(i) "record" includes—

- (a) any document, manuscript and file;
- (b) any microfilm, microfiche and facsimile copy of a document;
- (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
- (d) any other material produced by a computer or any other device;

(j) "right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

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

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

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

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

CHAPTER II

Right to information and obligations of public authorities

3. Subject to the provisions of this Act, all citizens shall have the right to information.

Right to
information

4. (1) Every public authority shall—

- a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;
- b) publish within one hundred and twenty days from the enactment of this Act,—

- (i) the particulars of its organisation, functions and duties;
 - (ii) the powers and duties of its officers and employees;
 - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
 - (iv) the norms set by it for the discharge of its functions;
 - (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - (vi) a statement of the categories of documents that are held by it or under its control;
 - (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
 - (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part 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;
 - (ix) a directory of its officers and employees;
 - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
 - (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
 - (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
 - (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
 - (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
 - (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
 - (xvi) the names, designations and other particulars of the Public Information Officers;
 - (xvii) such other information as may be prescribed;
- and thereafter update these publications every year;

- c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- d) provide reasons for its administrative or quasi-judicial

decisions to affected persons.

(2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.

(3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.

(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Explanation.—For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

5. (1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.

Designation
of Public
Information
Officers.

(2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:

Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.

(3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.

(4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.

(5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

6. (1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—

Request for
obtaining
information.

- (a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;
- (b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be,

specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

(2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.

(3) Where an application is made to a public authority requesting for an information,—

- (i) which is held by another public authority; or
- (ii) the subject matter of which is more closely connected with the functions of another public authority,

the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:

Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

Disposal of
request.

7. (1) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

(2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.

(3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—

- (a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made

to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;

- (b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.

(4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.

(5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

(6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).

(7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.

(8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—

- (i) the reasons for such rejection;
- (ii) the period within which an appeal against such rejection may be preferred; and
- (iii) the particulars of the appellate authority.

(9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

8. (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—

(a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;

(b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;

Exemption
from
disclosure of
information.

(c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;

(d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;

(e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;

(f) information received in confidence from foreign Government;

(g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;

(h) information which would impede the process of investigation or apprehension or prosecution of offenders;

(i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

(j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

19 of 1923.

(2) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

Grounds for
rejection to
access in
certain cases.

Severability

9. Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

10. (1) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.

(2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—

- (a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
- (b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
- (c) the name and designation of the person giving the decision;
- (d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
- (e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

Third party
information.

11. (1) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

(2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.

(3) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in

writing the notice of his decision to the third party.

(4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

CHAPTER III

The Central Information Commission

12. (1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

Constitution
of Central
Information
Commission

(2) The Central Information Commission shall consist of—

- (a) the Chief Information Commissioner; and
- (b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—

- (i) the Prime Minister, who shall be the Chairperson of the committee;
- (ii) the Leader of Opposition in the Lok Sabha; and
- (iii) a Union Cabinet Minister to be nominated by the Prime Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.

13. (1) The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Term of
office and
conditions
of service.

Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:

Provided that every Information Commissioner shall, on vacating his office under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (3) of section 12:

Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.

(3) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:

Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.

(5) The salaries and allowances payable to and other terms and conditions of service of—

- (a) the Chief Information Commissioner shall be the same as that of the Chief Election Commissioner;
- (b) an Information Commissioner shall be the same as that of an Election Commissioner:

Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their

disadvantage after their appointment.

(6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

14. (1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.

Removal of Chief Information Commissioner or Information Commissioner.

(2) The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.

(3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—

- (a) is adjudged an insolvent; or
- (b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or
- (c) engages during his term of office in any paid employment outside the duties of his office; or
- (d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or
- (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.

(4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

CHAPTER IV

The State Information Commission

15. (1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

Constitution of State Information Commission.

(2) The State Information Commission shall consist of—

- (a) the State Chief Information Commissioner, and
- (b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—

- (i) the Chief Minister, who shall be the Chairperson of the committee;
- (ii) the Leader of Opposition in the Legislative Assembly; and
- (iii) a Cabinet Minister to be nominated by the Chief Minister

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.

Term of office
and conditions
of service.

16. (1) The State Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:

Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:

Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.

(3) The State Chief Information Commissioner or a State Information Commissioner,

shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

(5) The salaries and allowances payable to and other terms and conditions of service of—

- (a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;
- (b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government:

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

(6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

17. (1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.

Removal of State
Chief Information
Commissioner or
State Information
Commissioner

(2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of

the Supreme Court on such reference.

(3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—

- (a) is adjudged an insolvent; or
- (b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or
- (c) engages during his term of office in any paid employment outside the duties of his office; or
- (d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or
- (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.

(4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

Powers and
functions of
Information
Commissions.

CHAPTER V

Powers and functions of the Information Commissions, appeal and penalties

18. (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—

- (a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;
- (b) who has been refused access to any information requested under this Act;
- (c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
- (d) who has been required to pay an amount of fee which he or she considers unreasonable;
- (e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
- (f) in respect of any other matter relating to requesting or obtaining access to records under this Act.

(2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.

(3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
- (b) requiring the discovery and inspection of documents;
- (c) receiving evidence on affidavit;
- (d) requisitioning any public record or copies thereof from any court or office;
- (e) issuing summons for examination of witnesses or documents; and
- (f) any other matter which may be prescribed.

(4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

Appeal

19. (1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.

(3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.

(5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.

(6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be

recorded in writing.

(7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.

(8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—

(a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—

- (i) by providing access to information, if so requested, in a particular form;
- (ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
- (iii) by publishing certain information or categories of information;
- (iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
- (v) by enhancing the provision of training on the right to information for its officials;
- (vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;

(b) require the public authority to compensate the complainant for any loss or other detriment suffered;

- (c) impose any of the penalties provided under this Act;
- (d) reject the application.

(9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.

(10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

Penalties

20. (1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

(2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case

may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

CHAPTER VI

Miscellaneous

Protection of
action taken in
good faith.

21. No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.

Act to have
overriding
effect

22. The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.

Bar of
jurisdiction of
courts

23. No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.

Act not to
apply to
certain
organisations

24. (1) Nothing contained in this Act shall apply to the intelligence and security organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by such organisations to that Government:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.

(3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.

(4) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(5) Every notification issued under sub-section (4) shall be laid before the State Legislature.

25. (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.

Monitoring and
Reporting

(2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.

(3) Each report shall state in respect of the year to which the report relates,—

- (a) the number of requests made to each public authority;
- (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
- (c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
- (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
- (e) the amount of charges collected by each public authority under this Act;
- (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
- (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.

(4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.

(5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

26. (1) The appropriate Government may, to the extent of availability of financial and other resources,—

- (a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;

Appropriate
Government
to prepare
programmes

(b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;

(c) promote timely and effective dissemination of accurate information by public authorities about their activities; and

(d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.

(2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.

(3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—

- (a) the objects of this Act;
- (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;
- (c) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;
- (d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
- (e) the assistance available from the Central Information Commission or State Information Commission, as the case may be;
- (f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;
- (g) the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;
- (h) the notices regarding fees to be paid in relation to requests for access to an information; and
- (i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.

(4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.

27. (1) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Power to make
rules by
appropriate
Government

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
- (b) the fee payable under sub-section (1) of section 6;
- (c) the fee payable under sub-sections (1) and (5) of section 7;
- (d) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (6) of section 13 and

- sub-section (6) of section 16;
- (e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and
- (f) any other matter which is required to be, or may be, prescribed.

28. (1) The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Power to make rules by competent authority.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
- (ii) the fee payable under sub-section (1) of section 6;
- (iii) the fee payable under sub-section (1) of section 7; and
- (iv) any other matter which is required to be, or may be, prescribed

29. (1) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

Laying of rules.

(2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:

Power to remove difficulties.

Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act.

(2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.

31. The Freedom of Information Act, 2002 is hereby repealed.

5 of 2003

Repeal

THE FIRST SCHEDULE

[See sections 13 (3) and 16(3)]

Form of oath or affirmation to be made by the Chief Information
Commissioner/the Information Commissioner/the State Chief Information
Commissioner/the State Information Commissioner

"I,, having been appointed Chief Information Commissioner
/Information Commissioner / State Chief Information Commissioner / State
Information Commissioner swear in the name of God
solemnly affirm

that I will bear true faith and allegiance to the Constitution of India as by
law established, that I will uphold the sovereignty and integrity of India,
that I will duly and faithfully and to the best of my ability, knowledge and
judgment perform the duties of my office without fear or favour, affection
or ill-will and that I will uphold the Constitution and the laws."

THE SECOND SCHEDULE

(See section 24)

Intelligence and security organisation established by the Central Government

1. Intelligence Bureau.
2. Research and Analysis Wing of the Cabinet Secretariat.
3. Directorate of Revenue Intelligence.
4. Central Economic Intelligence Bureau.
5. Directorate of Enforcement.
6. Narcotics Control Bureau.
7. Aviation Research Centre.
8. Special Frontier Force.
9. Border Security Force.
10. Central Reserve Police Force.
11. Indo-Tibetan Border Police.
12. Central Industrial Security Force.
13. National Security Guards.
14. Assam Rifles.
15. Special Service Bureau
16. Special Branch (CID), Andaman and Nicobar.
17. The Crime Branch-C.I.D.-CB, Dadra and Nagar Haveli.
18. Special Branch, Lakshadweep Police.

T. K. VISWANATHAN,
Secy. to the Govt. of India.

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THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

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THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

ACT NO. 14 OF 2013

[22nd April, 2013]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

BE it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows: —

CHAPTER I

PRELIMINARY

1. Short title, extent and commencement.—(1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date¹ as the Central Government may, by notification in the Official Gazette, appoint.

2. Definitions.—In this Act, unless the context otherwise requires, —

(a) “aggrieved woman” means—

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) “appropriate Government” means—

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

1. 9th December, 2013, vide notification No. S.O. 3606(E), dated 9th December, 2013, see Gazette of India, Extraordinary, Part II, sec. 3(ii).

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) “Chairperson” means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) “District Officer” means an officer notified under section 5;

(e) “domestic worker” means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) “employee” means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) “employer” means—

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation. —For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4;

(i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:—

- (i) physical contact and advances; or
- (ii) a demand or request for sexual favours; or
- (iii) making sexually coloured remarks; or
- (iv) showing pornography; or
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) “workplace” includes—

(i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) “unorganised sector” in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

3. Prevention of sexual harassment.—(1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:—

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment ; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

4. Constitution of Internal Complaints Committee.— (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the “Internal Complaints Committee”:

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committees shall consist of the following members to be nominated by the employer, namely: —

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section(1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee, —

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. Notification of District Officer.—The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

6. Constitution and jurisdiction of ¹[Local Committee].—(1) Every District Officer shall constitute in the district concerned, a committee to be known as the “¹[Local Committee]” to receive complaints of

1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for “Local Complaints Committee” (w.e.f. 6-5-2016).

sexual harassment from establishments where the ¹[Internal Committee] has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned ²[Local Committee] within a period of seven days.

(3) The jurisdiction of the ²[Local Committee] shall extend to the areas of the district where it is constituted.

7. Composition, tenure and other terms and conditions of ²[Local Committee].—(1) The ²[Local Committee] shall consist of the following members to be nominated by the District Officer, namely: —

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the ²[Local Committee]—

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson or Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

8. Grants and audit.—(1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central

1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for “Internal Complaints Committee” (w.e.f. 6-5-2016).

2. Subs. by s. 3 and the Second Schedule, *ibid.*, for “Local Complaints Committee” (w.e.f. 6-5-2016).

Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

9. Complaint of sexual harassment.—(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

10. Conciliation.—(1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. Inquiry into complaint.—(1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code (45 of 1860), and any other relevant provisions of the said Code where applicable:

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code (45 of 1860), the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of any person and examining him on oath;
 - (b) requiring the discovery and production of documents; and
 - (c) any other matter which may be prescribed.
- (4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. Action during pendency of inquiry.—(1) During the pendency of an inquiry on a written request made by the aggrieved woman, the Internal Committee or the local Committee, as the case may be, may recommend to the employer to—

- (a) transfer the aggrieved woman or the respondent to any other workplace; or
- (b) grant leave to the aggrieved woman up to a period of three months; or
- (c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

13. Inquiry report.—(1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be—

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provide that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or as, the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

14. Punishment for false or malicious complaint and false evidence.—(1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. Determination of compensation.—For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to—

- (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
- (b) the loss in the career opportunity due to the incident of sexual harassment;
- (c) medical expenses incurred by the victim for physical or psychiatric treatment;
- (d) the income and financial status of the respondent;
- (e) feasibility of such payment in lump sum or in instalments.

16. Prohibition of publication or making known contents of complaint and inquiry proceedings.—Notwithstanding anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings,

recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Penalty for publication or making known contents of complaint and inquiry proceedings.—Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

18. Appeal.—(1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Duties of employer.— Every employer shall—

(a) provide a safe working environment at the workplace with shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;

(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code (45 of 1860) or any other law for the time being in force;

(h) cause to initiate action, under the Indian Penal Code (45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

20. Duties and powers of District Officer.—The District Officer shall, —

(a) monitor the timely submission of report furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

21. Committee to submit annual report.—(1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

22. Employer to include information in annual report.—The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

23. Appropriate Government to monitor implementation and maintain data.—The appropriate Government shall monitor the implementation of this Act and maintain date on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

24. Appropriate Government to take measures to publicise the Act.—The appropriate Government may, subject to the availability of financial and other resources, —

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace;

(b) formulate orientation and training programmes for the members of the ¹[Local Committee].

25. Power to call for information and inspection of records.—(1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,—

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. Penalty for non-compliance with provisions of Act.—(1) Where the employer fails to—

(a) constitute an Internal Committee under sub-section (1) of section 4;

1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for “Local Complaints Committee” (w.e.f. 6-5-2016).

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to—

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. Cognizance of offence by courts.—(1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. Act not in derogation of any other law.—The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

29. Power of appropriate Government to make rules.—(1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the fees or allowances to be paid to the Members under sub-section (4) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (4) of section 7;

(d) the person who may make complaint under sub-section (2) of section 9;

(e) the manner of inquiry under sub-section (1) of section 11;

(f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;

(g) the relief to be recommended under clause (c) of sub-section (1) of section 12;

(h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;

(i) the manner of action to be taken under sub-sections (1) and (2) of section 14;

(j) the manner of action to be taken under section 17;

(k) the manner of appeal under sub-section (1) of section 18;

(l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and

(m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

30. Power to remove difficulties.— (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

(As amended up to 15-07-2009)
RULES SUPPLEMENT TO PART-
1 EXTRAORDINARY
OF
THE ANDHRA PRADESH GAZETTE
PUBLISHED BY AUTHORITY

HYDERABAD, MONDAY, JANUARY 3, 1994.

NOTIFICATION BY
GOVERNMENT EDUCATION
DEPARTMENT (P.S.2)

ANDHRA PRADESH EDUCATIONAL INSTITUTIONS (ESTABLISHMENT,
RECOGNITION, ADMINISTRATION AND CONTROL OF SCHOOLS
UNDER PRIVATE MANAGERMENTS) – RULES, 1993.

(G.O.Ms.No.1, Education (P.S.2), 01-01-1994)

O R D E R:

1. In exercise of the powers conferred by section 99 read with sections 20,21, 79, 80 and 83 of the Andhra Pradesh Education Act, 1982 (Act of 1 of 1982) and in super session of the Andhra Pradesh Educational Institutional (Establishment, Recognition, Administration and Central) Rules 1988 issued in G.O.Ms.No.524, of Education Department, dated the 20th December 1988, the Andhra Pradesh private Institution Employees (Disciplinary Control) Rules 1983 issued in G.O.Ms.No.467 Education, dated the 3rd November 1983 of the Andhra Pradesh Minority Educational Institutions (Establishment, Recognition and Regulation) Rules, 1988 issued in G.O.Ms.No.526, Education, dated the 21st December, 1988 in so far as schools are concerned, the Governor of Andhra Pradesh hereby makes the following rules relating to the grant of permission for establishment of schools, up- gradation of existing schools, according of recognition to schools, administration of schools and disciplinary control of the employees of the schools under private management including minority educational institutions.

2. These rules shall come into force with immediate effect.

RULES

1. Short title, extent, and commencement:

(1) These rules may be called the Andhra Pradesh Educational Institutions (Establishment, recognition, administration, and control of schools under private Management) Rules, 1993.

(2) Unless otherwise specifically mentioned, these rules shall apply to all categories of schools, functioning under the private management including Minority Educational Institutions imparting the following classes of education in the state of Andhra Pradesh.

(a) Pre-Primary Schools: These schools are classified as Nursery, kindergarten, Montessori, and the like. They shall admit children who are in the age group of 3 to 5 years.

(b) Primary Schools: These schools shall consist of classes I to V:

- (c) Upper Primary Schools: These schools shall consist of Classes I to VII:
- (d) Secondary Schools (High School): These schools shall consist of classes VI to X:

The schools at (a) to (d) above impart school education:

- (e) Oriental Schools: These schools impart education in Sanskrit, Arabic and the like up to the standard equivalent to Secondary level in general education:
- (f) Hindi Pathasalas: These institutions impart education in Hindi language preparing the students to appear for Prathamika to Rashtrabhasha examinations:
- (g) Sanskrit Pathasalas: These institutions impart education in Sanskrit language to the students preparing them to appear for Sanskrit entrance examination conducted by the Board of Secondary Education and Universities:
- (h) Hindi Vidyalayas: Institutions imparting education in Hindi language up to the standard equivalent to secondary education (Metric or 10th class i.e., prathamika to praveena:
- (i) Special Schools: These are institution imparting education **school** for handicapped children/person and imparting instruction not above the class X level.

2. Definitions:

(1) In these rules, unless the context otherwise requires:-

- (a) “Act” means the Andhra Pradesh Education Act, 1982 (Act I of 1982):
 - (b) “Educational agency” means, the society/Trust/ Association including Endowment Board/Wakf Board and Christian Mission (Church/Diocese or congregation) and the like, sponsoring/managing/running the schools:
 - (c) “Form” means the form as appended to these rules:
 - (d) “Locality” means the area covered by a village with a population of two hundred or above in respect of rural areas, a ward in respect of Municipal areas:
 - (e) “Competent Authority” means the authority, who is vested with the powers of granting permission and/ or recognition to schools:
 - (f) “Minority Educational Institution” means any educational agency of which at least 2/3rd members belong to a religious/linguistic minority and which has obtained minority certificate from the government:
(As amended in G.O.Ms.No.74, Edn (SE-PS-1) Dept., Dated:11-09-2006)
 - (g) “School” means all the categories of educational institutions mentioned under sub rule (2) of rule 1.
 - (h) “Tribal Locality” means the localities notified as agency areas by the Government.
- (2) Words and expressions used in these rules but not defined herein shall carry the same meaning as are assigned to them in the Act.

3. Competent Authorities:

For the purpose of these rules, the following shall be the competent authority.

Category of Schools (1)	Competent Authority (2)
(1) (a) Pre-Primary, Primary and Upper Primary Schools	District Educational Officer.
(b) Oriental Schools, Hindi Patasalas, Hindi Vidyalayas, Sanskrit Patasalas and Special Schools.	
(2) Secondary Schools.	Regional Joint Director of School Education

4. Criteria for Establishment of Schools:

- (1) Permission for establishment of new school or up gradation of existing schools, may be accorded keeping in view of the educational needs of the localities taking into consideration the population of the school going children in the locality.

Explanation: For the purpose of this rule, the locality shall be as follows.

- (i) For pre-primary/primary schools, the village or an area having a population of 200 and above, and a radius of 1 K.M. from the proposed location.
- (ii) For Upper-Primary School, the village or an area having population of 200 and above and a radius of 2 K.Ms from such village /habitation. In Urban areas, it shall be 2 K.Ms. from the proposed location.
- (iii) For High School, the village or an area having population of 200 and above and a radius of 5 K.Ms from such village/area. In Urban areas, it shall be 5 K.Ms. from the proposed location.

(As amended in G.O.Ms.No.74, Edn (SE-PS-1) Dept., Dated:11-09- 2006)

- (2) In respect of application from minority educational institutions, the same shall be considered from the view point of minorities and not withstanding the lack of need on a general basis.

“5: Requirements for Establishing of a New School or Up-gradation of the Existing School:-

Every educational agency desirous of opening a school or upgrading the existing school shall -

- (1) deposit by way of national saving certificate or Kisan Vikas Patra and pledge with the District Educational Officer concerned towards endowment fund as follows:-

- (i) Pre-primary School, Primary School, Upper Primary School, Oriental School, Hindi Patasalas, Sanskrit Patasalas, Hindi Vidyalayas, Special Schools

...Rs.25,000
- /-

- (ii) Secondary Schools

...Rs.50,000/-

This Endowment Fund may be utilized after obtaining prior permission of the competent authority for the purpose of purchase of furniture, material and equipment required for the school;

- (2) have a provision of adequate accommodation for the smooth conduct of classes. This shall be approximately 6-8 Sq.ft. per pupil, and the area shall be calculated section wise;
- (3) have adequate accommodation for staff in respect of upper primary schools and high schools;
- (4) have adequate accommodation for laboratory, library and Computer room in respect of high schools;
- (5) have separate and adequate sanitary facilities, for students and staff and for men and women;
- (6) provide adequate safe drinking water facilities to the students and staff

(As amended in G.O.Ms.No.41, Edn (SE-PS-2) Dept., Dated:11-05- 2006)

- (7) (i)The Primary/Upper Primary/Secondary Schools in rural areas /Urban areas (Municipal Corporation and Municipal limits) shall have a minimum play ground facility of 2000 Sq. m. and 1000 Sq. m respectively annexed to the school.
- (ii) The schools proposed to be established in urban areas, where the play area mentioned in clause (i) is not available in the premises, shall provide play area annexure to the school as follows:

School Enrolment range	Primary school	Upper primary & Secondary schools
	Provide Minimum open space for play area	Provide Minimum open space for play area
Upto 200	500 sq,mts	700 sq.mts
201-300	600 sq,mts	800 sq.mts
301-400	800 sq.mts	1000 sqmts
401-500	1000 sq,mts	1200 sq.mts.
501-600	1200 sq.mts	1400 sq,mts
601-700	1400 sq,mts	1600 sq,mts
701-800	1600 sq,mts	1800 sq,mts
801-900	1800 Sq.mts	2000 sq.mts
901-1000	2000 sq.mts	2200 sq.mts

OR

Indoor sports halls – area as mentioned below:

Primary School	Multi GYM (with mats)	6 meters x 15 meters	90 sq . m
Upper	a) Multi	6m x 15 m	90 Sq. m

Primary / Secondary Schools	GYM	13.5 m x 6.1 m	
	b) Shuttle Courts	x 2 nos	165 Sq. m
	c) Aerobics / Yoga	6 m x 15m	90 Sq. m
	Total		----- 345 Sq.m Rounded to 350 Sq.m

iii) In Municipal Corporation Cities where the cost of land is very high and providing outdoor play area as specified above is not practicable, the school authorities shall, as an alternative, make the following minimum arrangements:

a.) Provide tie up facility for the school children to play in a nearby municipal ground/park under supervision of Teachers;

OR

b) Tie up with another nearby school or any other institution (that has open playground) for their school children to play in the other school/ institution play ground, under supervision of Teachers;

OR

c). Provide reasonable/ adequate indoor space to play indoor games including shuttle-Badminton, table tennis, carroms, etc, which shall be adequate for at least two sections' children (i.e.80).

(As amended in G.O.Ms.No.88, Edn (SE PS1) Dept., Dated:07-07-2008)

- (8) Provide grills to the balconies in case of high rise buildings;
- (9) Provide suggestion boxes in prominent places in the school premises;
- (10) Compulsorily provide fire extinguishers and fire fighting equipment as prescribed in the National Building Code of India part IV fire Protection, 1997 and approved by Fire Service Department of the State;
- (11) Maintain first aid kits in sufficient numbers in the school premises;
- (12) follow the rules and regulations prescribed in Cir. Memo. No.21748/D1/97, dt.16-2-1998 and other orders of Transport Authority regarding parking of School vehicles /maintenance of vehicles and ensure safety of children, and shall obtain fitness of the school vehicles from the Transport Authorities as prescribed by the Government from time to time;
- (13) the cost of providing zebra crossings at the roads crossing near the schools, which are located in Municipal Corporation/Towns shall be met by the School Managements;
- (14) have adequate personnel to guide the movement of the children to ensure road safety and transportation;
- (15) produce sanitary certificate from the authorities concerned;
- (16) produce structural soundness certificate of the school building/ premises and produce occupancy certificate from the authorities concerned.
- (17) any Educational agency intending to seek permission for opening of new school or up gradation of existing school shall produce No Objection Certificate from the Police Department (traffic) and as well as concerned Municipal Corporation or the Municipality in respect of all Municipalities / Municipal Corporation Areas. In respect of villages the no objection certificate shall be obtained from the local Gram Panchayat and no objection certificate from Police is not necessary

(As amended in G.O.Ms.No.41, Edn (SE-PS-1) Dept., Dated:11.05.2006)

(a)	<p>All the school buildings that have more than one floor (i.e. more than ground floor), shall immediately confirm to the standards of National Building Code for Educational Institutions, and Indian Standards Code IS:8827.1978 in respect of the following items:</p> <ul style="list-style-type: none"> (i) Corridors; (ii) Staircases, their width and rise, and their number per given area of floor space; (iii) Parapets; (iv) Exits, their number and specifications; (v) Ramps; (vi) Circulation Areas; (vii) Fire Protection norms.
(b)	All open corridors (with only one set of classrooms on one side, and the other side being open) shall be of a minimum of 2.0 meters clear width, and also comply with other stipulations of the building codes as stated above
(c)	No open corridors or staircases in any school shall be constructed on a cantilever design; all open corridors and staircases shall be constructed with supporting RCC columns on all sides, from ground floor level upwards;
(d)	All parapet walls of open corridors (including those on the corridors and staircases) shall be of RCC / RCM facia construction (3 inches thick) and be of a minimum height of 1.2 meters (4 feet), with vertical reinforcement steel bars from the slab being taken in extension into the parapet, and with horizontal reinforcement steel bars being adequately placed, and linked to the RCC columns to either side
(e)	All closed corridors (with rows of classes being placed on either side of the corridor) shall be of a minimum of 2.5 meters width.
(f)	All staircases shall be of a minimum of 1.5 meters flight-width; and each stair's raise and tread shall be 15 cm and 30 cm respectively; there shall be a landing after every 12 steps in the staircase;
(g)	There shall be one set of staircases for every 30 meters length (or part thereof) of corridor; (e.g., two staircases for more than 30 and up to 60 meters length of corridor; three staircases for more than 60 and up to 90 meters length of corridor;
(h)	There shall be no exit doors to any rooms that open directly to the stairs;
(i)	No High-tension electricity lines shall pass within the distance as mentioned in the Code as described above; and shall be at least 2.0 meters away from any side of the school; and no such high-tension lines shall pass over the school buildings;
(j)	All buildings with more than ground floor, shall satisfy fire- safety norms, and obtain certificate from the Fire department thereof.

6. Application for permission for Establishment of New Schools or Up gradation of Existing Schools.

- (1) The application seeking permission for establishment of a new school or up gradation of the existing school shall be submitted to the competent authority on or before the 31st October of the preceding academic year, in triplicate, in form I.

Provided that the said period may be extended with late fee as prescribed as follows:

Sl. No	Date of submission of application	Late Fee
1	Before 30 th November of preceding academic year	Rs.10,000/-
2	Before 31 st December of preceding academic year	Rs.20,000/-

(As amended in G.O.Ms.No.31, SE (Genl.) Dept., Dated:27.11.2017)

- (2) Every application shall be accompanied by the following documents.

- (a) A copy of the constitution and byelaws of the educational agency registered with the respective registration authorities together with the list of office bearers.
- (b) Evidence in support of payment of the following application fee to the concerned Head of account.

Sl. No.	Category of School	Application Fee
1	Pre-Primary, Primary Schools and Upper Primary Schools, Oriental Schools (All Classes in all languages), Hindi Patasalas (All Classes), Hindi Vidyalayas (All Classes), Sanskrit Patasalas, Special Schools.	Rs.10,000/-
2	Secondary Schools (High Schools)	Rs.20,000/-

(As amended in G.O.Ms.No.91, Edn (PS) Dept., Dated:02.07.2005)

- (c) Deposit by way of National Savings Certificate or Kishan Vikas Patras and pledge with the District Education Officer concerned towards Endowment funds prescribed in rule 5 (1).

(As amended in G.O.Ms.No.58, Edn (SE-PS-1) Dept., Dated:13.07.2006)

- (d) A sketch plan of the site indicating the proposed location of the schools.
- (e) A plan of the building to evidence that the requirements indicated in rule 5 are satisfied.
- (f) Evidence of ownership of the land and building or lease of land or building as the case may be.

Provided that, the Government may accord permission to an Educational Institution for opening of Classes I to X or VIII to X at a time

(As amended in G.O.Ms.No.74, Edn (SE-PS-1) Dept., Dated:11.09.2006)

7. Scrutiny and Grant of Permission:

- (1) On receipt of an application the competent authority shall cause such verification of the proposal as is necessary and shall communicate the decision there of by the 31st January. In case of refusal of permission the order shall contain reasons.
- (2) The grant of permission shall be in Form II.
- (3) Omitted (As amended in G.O.Ms.No.58, Edn (SE-PS-1) Dept., Dated:13.07.2006)

8. Validity of permission:

- (1) Permission granted or deemed to have been granted under rule 7 by the competent authority is valid only up to the end of July of every year. It shall be incumbent upon the educational agency to apply, in the manner prescribed under these rules for recognition. Failure to do so will result in the permission being automatically lapsed. The burden of proof of having applied for recognition shall lie with the educational agency.
- (2) Permission for schools other than Secondary Schools shall be valid for all the Classes. In respect of Secondary Schools, however, the permission granted shall be only up to class VIII. The educational agency shall be permitted to open classes IX and X only after obtaining due recognition and only from second and third year respectively after the commencement of class VIII. For example if class VIII is commenced in the academic year 1994 – 95, the class IX can be commenced in the next year and class X in the year 1996 – 97.

Grant of permission does not confer any right of recognition to the educational institutional.

9. Recognition:

- (1) Application for recognition in Form III shall be submitted by the educational agency to the competent authority before the 31st July of the year in which the permission has been granted, under rule 7. If the management has fulfilled all the conditions mentioned under rule 5 and 12.

(As amended in G.O.Ms.No.58, Edn (SE-PS-1) Dept., Dated:13.07.2006)

- (2) The application among other things shall be accompanied by.
 - (a) Documentary evidence regarding the purchase of library books, laboratory equipment sports material, furniture etc.
 - (b) Evidence of appointment of qualified staff as per staff pattern prescribed by competent authority from time to time.
 - (c) Evidence of providing sufficient accommodation as prescribed in rule 5.
- (3) On receipt of application the competent authority shall make or cause verification as is necessary and shall communicate a decision within three months. In case of refusal the order shall indicate the reasons.

(4) Grant of recognition shall be in Form – IV.

(5) Recognition shall be valid for period of ten academic years. The educational agency shall, before expiry of recognition seek renewal of recognition. However by the end of April every year, the educational agency shall file an affidavit to the effect that 'there is no deviation or violation of norms/rules prescribed by the Government from time to time'

(As amended in G.O.Ms.No.74, Edn (SE-PS-1) Dept., Dated:11.09.2006)

(6) The renewal of recognition shall be guided by the same principles as are applicable to grant of original recognition. The fee for the renewal shall be Rs.5,000/- in respect of Secondary Schools and Rs.2,500/- in respect of all other schools.

(As amended in G.O.Ms.No.58, Edn (SE-PS-1) Dept., Dated:13.07.2006)

10. Condition Governing Permission / Recognition:

In addition to specific conditions that may be prescribed in individual cases, every permission / recognition granted to the schools under these rules shall be subject to the following conditions.

- (1) That all the conditions prescribed under these rules shall be followed.
- (2) That the schools shall invariably provide for teaching of Telugu as first/second language.
- (3) That the school shall follow the syllabus and textbooks as prescribed by the Government. This shall, however, not be applicable in respect schools affiliated to Boards of Examinations other than the state Board, in which case, they would follow the requirements of the concerned Board.
- (4) That the instructions issued by the competent authority in respect of curriculum, workbooks etc shall be implemented.
- (5) That the management of the schools shall be in consonance with the aims and objectives of the educational agency.
- (6) That the admissions into various classes shall be made as per the rules of reservation prescribed and by following the procedure prescribed by the Government from time to time.
- (7) That no student shall be denied admission on the ground of religion, caste, race or language. This shall, however, not prevent the Minority Educational Institutional from preferring the students of the concerned community.
- (8) That the Name Board of the school, the Transfer Certificate issued by the School, the applications prescribed for admission of students and the advertisements calling for the applications shall invariably contain the recognition number given vide rule 9 (4).

(As amended in G.O.Ms.No.74, Edn (SE-PS-1) Dept., Dated:11.09.2006)

- (9) That promotion from one class to the next higher class shall be made in accordance with the rules in force.

- (10) That the National Policy of Education 1986 envisages exclusion of corporal punishments to children in schools. Therefore, the educational agency and the Headmaster/Principal of the school shall ensure that the students are not subject to corporal punishments of any nature under any circumstances and the staff enforcing such punishments against the students shall be subject to suitable disciplinary action.
- (11) That the educational agency shall not collect fee or donations either in case or in kind other than the fee prescribed by the Governing Body from pupils or parents or any other persons on their behalf, for any purpose what over.
- (12) That the Teacher pupil ratio in respect of the Pre-Primary Schools shall not exceed 1:20 and in respect of all other schools, the ratio shall not exceed 1:40.
- (13) That the educational agency shall not appoint any candidate as a Teacher whose certificate has been suspended or who has been convicted for offences involving moral turpitude or who has crossed the prescribed age limits or super annuated persons.
- (14) That the educational agency shall reinstate the teaching or non-teaching staff on receipt of orders from the appropriate authority as per the Act, for such reinstatement.
- (15) That the educational agency shall adopt Teachers Provident Fund Scheme or any other Scheme meant for the benefit of its employees as prescribed by the Government from time to time.
- (16) That the educational agency shall obtain permission from the competent authority for closure of any Class/Section with one year notice, but shall not close down in the middle of the academic year.
- (17) That when private aided schools are forced to be closed down for any reason or whenever the management of the school goes out of the way to remove any of its staff members or whenever there is fall in strength in a private aided school for two subsequent academic years, the Competent Authority may transfer the staff along with the posts to any other needy private aided school within the District.

(As amended in G.O.Ms.No.23, Edn (PS-1) Dept., Dated:23.03.2006)

- (18) That the educational agency shall maintain all the records and registers indicated as prescribed by the competent authorities and they shall be made available to the concerned inspecting officers for inspection/surprise checks.
- (19) That the Department reserves the right to introduce panel Inspection System for any institutional and its recommendations shall be binding on the Managements to take necessary corrective measures. Any institution that continues to get less than 20% pass for 3 years consecutively in the public examination shall be liable for being closed.
- (20) That girls' institution shall not be allowed to be converted into a co- educational or boys institution.

- (21) The under no circumstances shall the Oriental schools, Hindi Patasalas and Hindi Vidyalyayas functioning under the private Educational Agencies shall be allowed to be converted into other categories of educational institutions.
- (22) That the institutions are permitted to be established (or up graded) to meet the educations needs of the respective localities, shifting of the institutions from one locality to another will not be permitted under ordinary Circumstances, as a matter of routine. However, shifting of the institution from one building to another within the same locality of within the same town/municipal limits, may be permitted when the intention is to provide better accommodation or shifting into own building is proposed. Prior permission of the Competent Authority is required for any such shifting.
- (23) That the educational agency for which permission to establish an institution has been accorded shall not transfer the institution to any other educational agency.
- (24) That any institution which has been closed down without prior permission of the competent authority or any institution which has been closed down with the prior permission of the competent authority and has remained so for more than five years, shall be treated as defunct institution. If the defunct institution is proposed to be reopened, it should be treated as a fresh proposal and all the conditions prescribed for establishment the new institution shall be applicable to it.
- (25) That the educational agency shall not carry on or encourage any propaganda or practice wounding the religious feelings of any class of citizens of India or insulting the religious or the religious belief or that class or indulge in any act that undermines national integrity and insult to national anthem and national flag.
- (26) That the educational agency shall not force the staff or students of the institutions to take part in the religious discourses and preaching or religious irrespective of whether they belong to the same belief or not.
- (27) That the educational agency shall not refuse to compose with the departmental authorities in constituting the institutions as centers for conducting the common public examinations like VII, X classes and also other departmental examinations.
- (28) That no institution shall run in a shift system without the explicit permission from the competent Authority. All institutions shall follow the timings as laid down by the Competent Authority.
- (29) That the educational agency will be held personally responsible for the regular repairs and upkeep of the school building and proper maintenance of sanitary condition and are liable for inspection by the authorities of Education Department, Health Department, and public works Department.
- (30) That the premises of the institution or building or play-ground or vacant site belonging to the institution shall be used only for the purpose of conducting authorized examinations or for and other purpose specifically permitted by the District Educational Officer.
- (31) That the educational agency shall not permit the students of any college of education, college of physical education, teacher training institution, ect. , to have teaching practice without obtaining prior written permission from the District Educational Officer.

- (32) That the educational agency shall carry out all the instructions issued by the government and other competent departmental authorities relating to making of admission of students, appointment of staff and also relating to other academic and administrative affairs, in the interest of academic standards and smooth functioning of the institutions, from time to time.

11. Withdrawal of permission and /or Recognition.

Permission and/or Recognition, granted under these rules is liable for withdrawal by the competent authority for violation of these rules.

Provided that the educational agency shall be given an opportunity of making representation on the proposed action by competent authority.

12. Appointment of Staff

- (1) The educational agency shall appoint staff as per the staffing pattern prescribed by Government from time to time. All staff shall conform to the qualifications prescribed by the Government from time to time.
- (2) All the staff teaching as well as non-teaching shall be recruited through staff selection committee to be constituted by the educational agency in accordance with these rules.
- (3) All the posts shall be advertised in at least two News Papers having large circulation of which one shall be in Telugu.

(A) Before filling up of the aided teaching or non – teaching posts, the educational agency shall necessarily obtain clearance from the Competent Authority, to the effect that, there are no surplus posts in the concerned district, and if there are suitable surplus candidates, they should be deployed against the said vacancies as per the subjects requirements. The Competent Authority shall however obtain the permission from the Government before issuing clearance for filling up of any aided posts.

(As amended in G.O.Ms.No.58, Edn (SE-PS-1) Dept., Dated:13.07.2006)

- (4) All educational institutions receiving grant-in-aid from Government shall notify vacancies to the Employment Exchange and in addition, advertisements in the News Paper that the shall also be required to call the candidates sponsored by Employment Exchange test and interview provided that the persons applying to the post in response to the advertisement to news papers should have got registered their in any Employment Exchange in the State.
- (5) Aided School, shall also be required to have nominee of the District Educational Officer not below the rank of Deputy Educational Officer in the staff Selection Committee. The educational agency all fix the selection process (test) / interview) in consultation with the District Educational Officer or reasonable opportunity of being present. The selection however, shall not be vitiated only on the ground of the absence of District Educational Officer nominee if the educational agency has offered reasonable explanation. The burden of proving this shall lie with the educational agency.

- (6) The selection of the posts in all private educational institutional shall conferred the communicate rotation roster. However this shall not apply to minority educational institution only if they are selecting a candidate. Belonging to the concerned minority community. Where such a candidate is fitted a vacancy belonging to S.C./ S.T., then the S.C. / S.T., vacancy shall be carried forwarded to the next.
- (7) The Educational Agency shall be free to appoint employee /staff to an un aided post as per subject requirement, provided they have the prescribed qualification to hold the posts. The service conditions of un aided teaching and non teaching staff shall be contractual in nature between the educational agency concerned and the appointee. Dispute s if any, in this regard shall be adjudicated in a civil court of competent jurisdiction/Educational tribunal (as and when constituted) and without reference to competent authority or the Government. However, in respect of aided posts, the provision of sub rule (4) (5) & (6) shall apply.

**(As amended in G.O.Ms.No.58, Edn (SE-PS-1) Dept.,
Dated:13.07.2006)**

- (8) All appointments made either teaching or non-teaching staff by aided or un-aided institutions shall be subject to the approval of the competent authority. For this purpose the educational agency shall inform the competent authority within one-month the selection. The Competent Authority shall grant approval unless the selection has been in violation of these rules. In order to obviate confusion, it shall be incumbent on the educational agency to remind the competent authority one month after the initial communication, if no approval is received. The burden of proof of having communicated the selection to the competent authority shall lie with the educational agency.
- (9) The educational agency shall make appointment only on the approval as per sub-rule (8) above.
- (10) Nothing in this rule shall prevent an educational agency from making a temporary appointment in a casual vacancy of unaided post provided that such appointment is not for a period exceeding 60 days.

13. Staff Selection Committee:

- (1) The Staff Selection Committee for the purpose of filling up of an aided post other than promotion shall consist of the following persons as members.
 - (a) President of educational agency or his nominee.
 - (b) Headmaster, who is ex - officio Correspondent /Secretary/Manager of the Institution.
 - (c) Two subject experts, to be selected by the educational agency from the panel approved by the District Educational Officer. Of these at least one should be the Head Master of a recognized school.

- (d) An officer of the Education Department not below the rank of Deputy Educational Officer nominated by the District Educational Officer.
- (2) The President of the educational agency can either be the Chairman, or nominate one of the members of the Staff Selection Committee to be the Chairman.
- (3) The quorum for the Staff Selection Committee meetings shall be four of which the presence of District Education Officer's nominee is compulsory.

**(As amended in G.O.Ms.No.74, Edn (SE-PS-1) Dept.,
Dated:11.09.2006)**

14. Admission of children to the schools:

- (1) No school shall admit child to Class-I unless he/she has completed 5 years of age on the first day of academic year as defined in Section 16 of the Act. Correspondingly, children shall not be admitted into any higher classes unless they have completed **4 + n** years of age as on the first day of the Academic year 'n' being the class to which admission is sought;
- (2) No school shall admit a child directly into 6th class unless he/she has:-
 - (a) Successfully completed V class from a recognized school; or
 - (b) Successfully completed phase-I of Non-Formal Education; or
 - (c) Successfully completed Class V or equivalent through open school system; or
 - (d) Has passed 6th class entrance examination conducted by the District Educational Officer.
- (3) No school shall admit child into VIII class unless a child has;
 - (a) Successfully completed VII class from a recognized school conducted by the District Educational Officer; or
 - (b) Completed successfully phase-II of Non-Formal Education; or
 - (c) Successfully completed VII class through open school system.
- (4) No school shall admit child into class IX and X class unless a child has:
 - (a) Successfully completed class 8th and 9th respectively from a recognized school; or
 - (b) Has successfully passed common examination conducted for VIII and IX Classes respectively by the District Educational Officer.

15. Constitution of the Governing body:

- (1) Every school, whether aided or unaided shall constitute a Governing Body to discharge.

The functions laid down in rule 16. The Governing body shall have the following:

- (i) President of the educational agency;
- (ii) Secretary/Correspondent/Manager of the educational agency;
- (iii) Head master/Principal of the school;

- (iv) One representative of teaching staff to be chosen from among themselves;
 - (v) President of the Parent-teachers' Association constituted under the provisions of GOMs.No.246, Education, dated the 17th February, 1987;
 - (vi) An educated mother from among the parents to be nominated by the District Educational Officer.
- (2) The President of the educational agency shall be the Chairman of the Governing Body and the Secretary/Correspondent/Manager of the school shall be Secretary of the Governing Body;
 - (3) The Secretary/Correspondent of the governing body will convene the meetings by giving a written notice of 7 clear days to all the members under acknowledgement;
 - (4) The quorum for the meetings shall be 4;
 - (5) The Governing body will meet at least 3 times in an Academic year. The following meetings shall be obligatory:
 - (a) The first meeting shall be held within one week after the commencement of the academic year to take tentative decisions of fixing fee-structure to be collected from the students of various classes and the salary payable to staff appointed. Only this meeting can be held even in the absence of Parent-representatives in case of institutions when the Parent-representatives are yet to be elected;
 - (b) The second meeting shall be held about one or two months after the last date fixed for the admission of students, by which time the financial position of the institution of the institution will be clear. In this meeting the decisions taken in the first meeting may be ratified or may be revised keeping in view the financial position of the institution. The meeting will also pass resolutions advising the management on various academic and administrative matters for the improvement in the functioning of the Institutions;
 - (c) The third meeting shall be held at any time before the end of February to ascertain how far the decisions taken in the 2nd meeting have been implemented and to advise the management on the corrective measures for the improvement in the functioning of the institution.

16. Functions of the Governing Body:

- (a) Advise the educational agency in various aspects of administration of the school including the rules and procedure of admission of students;
- (b) To fix the salary structure for the staff keeping in view the financial position of the institution;
- (c) To fix the fee structure, i.e. the fee to be collected from the students for various classes keeping in view various expenses involved in the maintenance of the institution.

17. Criteria and procedure for fixing salary structure for the staff:

- (1) The staff appointed in un-aided private schools and those appointed in the un-aided private schools and those appointed in the un-aided posts of the higher classes of the upgraded school shall be paid salaries as prescribed by the governing body attached to the school as constituted under rule 15;
- (2) In order to meet the expenditure, it is open for the private management of unaided schools to collect fees at the rates prescribed by the Governing body as per criteria indicated in rule 18;
- (3) The Governing Body shall fix the salary structure of the staff taking into account the revenue position of the institution and other requirements mentioned under sub-rule (4) of rule 18 for which amounts are to be earmarked. Approximately 50% of the total revenue collection as fee from student shall be earmarked for payment of regular salaries to the staff 15% of the revenue shall be earmarked for providing various benefits like Teacher's Provident fund, Group Insurance etc.

18. Criteria for fixing fee structure and allocation of revenue earned as fee:

- (1) Every un-aided school or upgraded aided school (without aid for higher classes) shall have its own fee structure to determine the fee to be collected from the students of various courses/classes;
- (2) The Governing body attached to the institution is empowered to prescribe the fee structure. While fixing the fee structure, the Governing Body shall take into account the following:
 - (a) Expenditure involving payment of salaries and other benefit to the staff;
 - (b) Expenditure involving payment of rent for the building occupied by the institution and the upkeep of the building;
 - (c) Expenditure involving electricity and water charges;
 - (d) Expenditure involving office requirement like stationery, stamps etc;
 - (e) Expenditure involving class room needs like chalk, dusters etc;
 - (f) Expenditure involving purchase of books for the Library and chemicals and specimens for the laboratory.
 - (g) Expenditure involving payments to the Auditors engaged for auditing the accounts;
 - (h) Expenditure on contribution towards Education Cess;
 - (i) Any other miscellaneous expenditure.
- (3) It is open for the governing body to take a decision to collect fees from students either monthly or quarterly or half yearly. However, the special fee shall be collected only once at the beginning of the academic year.
- (4) The fees collected from the students shall be allocated as to meet the following requirements:-

- a) 5% of the fees collected shall be earmarked as personal income to the management
 - b) 15% of the fees collected shall be utilized for the maintenance of the institutions towards expenditure involving the building rent, electricity and water charges, stationery etc., required for the Office Payments to be made to menials and auditors, purchase of library books, chemicals, specimens and other material required for the laboratory and expenditure involving the upkeep of the institutions etc.,
 - c) 15% of the fees collected shall be earmarked for the developmental activates of the institution i.e. expenditure involving opening of additional courses, classes, sections and up-gradations of the institutions, construction of additional accommodations, acquiring costly equipment and furniture, purchase of land for the use of the institutions and the like;
 - d) 50% of the fees collected shall be earmarked towards payment of salaries to the staff:
 - e) 15% of the fees collected shall be earmarked as management's contribution towards staff benefits like gratuity, teachers provident fund, Group Insurance scheme etc.,
- (5) The Educational agency shall maintain separate accounts in one or more banks for the amounts allocated for various purposes mentioned above so that the amount allocated for a specific purpose shall not be diverted for another purpose. These accounts opened as specified above shall be operated through joint accounts in the name of the Secretary/Correspondent, management of the Institution and the headmaster/Principal of the institution:
- (6) The amounts falling under items (a) to (e) of sub-rule 4 are subject to inspection and auditing by the Auditors appointed for the purpose by the Governing body.

19) Disciplinary Control:

- (1) The disciplinary powers are vested with the management in general. The appellate authority against the actions of the Management is the competent authority as defined in rule 3 subject to the provisions of the Act:-
- a) No employee should be kept under suspension by the management except as provided in Section 79 of the Act:
 - b) An employee who is kept under suspension shall be paid subsistence allowance at one half of the salary drawn by him immediately before suspension plus allowances admissible on such salary:
 - c) An order of suspension may at any time be revoked by the next higher authority to the competent authority:
 - d) In addition to the penalties specified in sub-section (1) of Section 79 of the Act the following penalties may also be imposed against any employee for negligence of duty, disobedience of orders, misconduct violation of code of conduct or for other sufficient cause:-

- i) Fine
 - ii) Censure
 - iii) Withhold of increments of promotion,
 - iv) Reduction to a lower rank in seniority or reduction in the time scale of pay.
 - v) Recovery from pay the whole or part of the pecuniary losses caused to the Government or to the institutions by negligence or breach of orders;
- e) No employee shall be dismissed, removed or reduced in rank by an authority subordinate to the management.
- f) In every case where it is proposed to impose any of the penalties specified, the ground on which the action is proposed shall be reduced to the form of a definite charge or charges shall be communicated. The charges shall be communicated to the person charged together with statement of allegations and their basis and of any other circumstances leading to the charges.

The person charged shall be required within a reasonable time to put a written statement of defense and to state whether he desires an oral enquiry or only to be heard in person for the charges. The charged person shall be permitted to peruse the records and take extracts from such records as he may specify, provided that the management may for reasons to be recorded in writing refuse such permission, if in its opinion such records are not relevant for the purpose or it is against the interest of the institution to allow access thereto. If an oral enquiry is desired by the person charged the management shall appoint an Enquiry Officer who shall be superior in rank to the charged person to conduct enquiry. At that enquiry oral evidence may be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross examine the witness to give evidence in person and to have such witness called as he may wish, provided that the authority conducting the enquiry may for special and valid reasons to be recorded in writing refuse to call a witness;

After the enquiry has been completed the person charged shall be entitled to put in, if he so desires, any further written statement, of his defense. If no oral enquiry is held and a person charged desires to be heard in person, a personal hearing shall be given to him by the authority directed by the management;

The Proceedings shall contain a sufficient record of the evidence and the statement of the findings and the grounds thereof.

- g) After examination of the report of the Enquiry Officer or where no enquiry has been held on consideration of the statement of defense of the person charged and other circumstances of the case, the management shall issue a show cause notice of not less than two weeks to the charged officer enclosing the report of the Enquiry Officer. After considering the explanation the management may impose any of the penalties.

Provided that in the case of dismissal, removal or reduction in rank the management should get prior approval of the authority or officer under sub-section (1) of Section 79 of the Act;

- h) The above provisions shall not apply where the authority to impose the penalty is satisfied for reasons to be recorded in writing that it is not reasonable/practicable to hold an enquiry or to inform the employee in writing of the allegations or charges on which action proposed to be taken or where it is proposed to impose the penalty on the ground of conduct which lead to his conviction or on a criminal charge involved moral turpitude. In such cases, the management shall obtain prior permission from the competent authority.

20) Submission of Annual Administration Report by the Educational Agency:

The Educational agency shall submit the annual administration report in the prescribed proforma to the competent authority for every financial year by the 30th September at the latest. Such report shall be supported by the audited statement of accounts of the school duly audited by Chartered Accountant. Separate accounts shall be maintained for each school.

Similarly the educational agency, which is running more than one school shall also submit such returns within the stipulated time to the competent authority.

21) Powers to Relax Rules:

The Government may relax any of the provisions in these rules involving any undue hardship to any educational agency or in public interest.

J. S. SARMA
Secretary to Government

FORM – I**APPLICATION FOR GRANT OF PERMISSION FOR
ESTABLISHMENT OF NEW SCHOOLS/UPGRADATION OF
EXISTING SCHOOLS**

1. Name of the Educational Agency:
proposing for opening of a
school.
- (a) Address of the office of the :
educational agency.
- (b) Registration particulars :
2. Names of the members of the :
executive Body of the
Educational agency, their status
and address.
3. (a) Name, address and qualifi- :
cation of the Correspondent.
- (b) Name, address and qualifi- : cation of the Secretary.
4. Category of the school to be :
started.
5. Class wise strength in existing : classes in case of upgrading the institution.
6. Classes proposed to be opened :
7. Medium of instruction proposed
: to be adopted in the school.
8. Locality/Village in which the
:
: school is proposed to be started
(in case it is slum area/S.T. area
proper proof to that effect
obtained from
Municipality/Collector/
Revenue Official shall be produced).
9. Names of schools exiting in the :
locality/village.
10. No.and date of challan/D.D. :
obtained from Treasury/Bank in
which the application fee is
remitted.
11. Sketch plan of the building in : which the school is proposed.
12. Sketch plan of the play ground : duly indicating the area.
13. Lease deed in case of the building : if the school is proposed to be

located in a rented building.

14. Sources of income from which the: management proposes to meet the expenditure in running the school.

15. D.D. No. and Date of the D.D. in : which the amount is deposited for endowment fund.

16. Details of the facilities available : at the time proposals in respect of:

- (a) Furniture :
- (i) for the staff :
- (ii) for the students :
- (b) Library :
- (c) Laboratory :
- (d) Play material :

DECLARATION

We, Sri (1) (2)_____the Executive Members of _____ Society hereby declare that the particulars furnished in the application are correct. We will abide by the conditions prescribed by Government for running an educational institution in the State from time to time.

We nominate Sri_____as
Correspondent/ Secretary of the Institution.

SIGNATURE

PLAC
E:
DATE:

FORM – II
(Refer Rule 7)

**PROFORMA FOR GRANTING OF PERMISSION FOR ESTABLISHMENT
OF NEW SCHOOLS/UPGRADATION OF THE EXISTING
SCHOOLS UNDER PRIVATE MANAGERMENTS**

Procs.Rc.No.

Dated:

Sub: Education – Opening of Schools – Permission
accorded – Reg.

- Ref: 1 Application from _____
Dated_____.
2. Inspection Report Rc.No._____dated___of the DY.
3. Lr.Rc.No._____dated_____from
D.E.O. (in case of High Schools).
4. GOMs.No._____Edn.(Rules) dated_____.

The_____Society/Trust/Board has applied
for according permission to open/upgrade (Primary/U.P./High School in
_____(Locality) of _____(District).

The _____ Inspection _____ Officer
_____(DY.E.O./DY.I.O.S
/ M.E.O.) has caused inspection and submitted his/her report in the
reference cited.

After careful examination of the proposals from the society
and also the inspection report of the Inspecting Officer in the reference
cited permission is hereby accorded for starting/upgrading the
educational institutions with classes _____in subject to the
following conditions.

1. that the society shall abide to the rules and regulations made in the Government order fourth cited above.
2. that the society shall provide the necessary amenities like accommodation, sanitary facilities, drinking water facilities, furniture, library, laboratory equipment play field required staff as per the staff pattern and other facilities are necessary, before approaching the competent authority.
3. that the society shall apply for recognition by 31st August at the latest duly fulfilling the condition.
4. that the permission accorded is restricted to this year only and it is not valid for the subsequent academic year.
5. that this permission does not confer any right on the society for claiming recognition.
6. that the permission is accorded to_____society and no other society or body can open a school on their behalf.
7. the permission is accorded to open the school premises in the locality and there shall not be any change in the premises or locality.
8. the society shall provide the necessary material even if it costs more than the deposit amount.

The receipt of these proceedings may be acknowledged.

DEO/RJDSE

FORM - III
{ Refer Rule 9(1) }

APPLICATION FOR GRANT OF RECOGNITION

1. Name of Institution with full address.
2. No. and date of orders of the competent authority in Which permission accorded.
3. The classes to which permission was accorded.
4. Details of Accommodation provided.
 - a) No. of class rooms (with dimension)
 - b) No. of rooms provided for staff, library, laboratory and approved plan should be furnished.
5. Details of the furniture provided.
 - a) No. of Dual Desks etc., Black Board and for other furniture required in class.
 - b) Chairs, Tables, foot rests and other furniture required.
 - c) Chairs, Tables etc., in the staff rooms.
 - d) Furniture required like chairs, tables, typewriter, Almirah etc., in the office room.
 - e) Furniture in H.M's room
 - f) Amount spend on furniture with evidence.
- 6) Library:
 - a) No.of reference books purchased for the teacher, teachers' hand boks.
 - b) Copy of syllabus, Maps Charts.
 - c) No.of books for students use
 - d) No.of books for library reading
 - e) Amount spent on Library books with evidence.
- 7) Details of Lab equipment provided in respect of UP/High Schools.
 - a) Equipment required for teaching physics.
 - b) Chemistry
 - c) Biology
 - d) Other equipment necessary in the Library
 - e) Amount spent for purchase of Lab equipment with evidence.

8) Play Materials.

Play material required for.

- a) Pre-primary/Primary classes.
- b) Play material required for general games (indoor/out-door) viz., Chess, Carroms, Volley Ball, Foot-Ball, Badminton etc.,

9) Sanitary Facilities:

No. of urinals

provided

- a) for ladies
- b) for gents

10) Drinking Water:

- a) tap water
- b) bore water
- c) well water

11) Staff appointed:

Sl.No.	Name of the employee	Designation	Age & Date of Birth	Qualification

(kindly furnish proof of qualifications and also appointment letters with acknowledgement)

12) Proposed fee structure:

	<u>Tuition fee</u>	<u>Special fee</u>
Pre-primary		
Primary		
Upper Primary		
Secondary		

13) Proposed scales of pay to the staff:

<u>Post</u>	<u>Scale of Pay</u>
SGBT	
B.Ed.	
Asst.	
Lang. Pandit	
Non-teaching staff	
Spl. teaching	

CORRESPONDENT
Place: Date

SIGNATURE OF THE

FORM – IV
(Refer Rule 9 (iv))

**PROFORMA FOR GRANT OF RECOGNITION OF
SCHOOLS STARTED / UPGRADED BY**

Proc.Rc.No._____

Dated:

Sub: Education – Starting/upgradation of Primary/U.P.
H.S.) School_____Provisional
Registration.

- Ref: 1. Orders of the permission of the competent
authority In proceedings Rc.No._____dt._____.
2. Application_____educational
agency dt.____for according recognition.
3. Report of the inspecting officer in Lr.No._____dated
4. Lr. from the D.E.O., Rc.No._____dated_____.
5. GOMs.No._____Education (Rules) dated_____.

Permission has been accorded for starting/upgrading
a school with classes_____by_____
_____(education agency)
during the academic year_____in the orders first cited. The
_____provisional recognition to the school for the year
_____letter third cited. The D.E.O._____District
has verified the application for provisional recognition with reference to
the inspection report of the inspecting officer and also with reference to
the conditions laid down in the permission orders
and
GOMs.No._____dated in his letter 4th cited and submitted a

After careful examination of the references cited and the
conditions prescribed in GOMs.No._____dated _____
The competent authority here by accords provisional recognition for a
period of 5 years commencing from the academic year.

1. that the society shall abide by the instructions/rules regulations made by the Government or Authorized Officer time to time.
2. that the educational institution shall serve the needs of the locality more particularly.
3. that the institution shall adopt the curriculum and syllabus prescribed from time to time.
4. the school timings, vacations and mid-term holidays shall be as prescribed by Government from time to time.
5. that the qualified staff within the age limits prescribed by the Government for Government employees shall be appointed as per the staff pattern.
6. that the results of institution shall be satisfactory every year.
7. that the records/accounts shall be furnished to the D.E.O. every year by_____at the latest.
8. that the list of governing body shall be furnished to the D.E.O. every year.
9. that the pay structure/fee structure fixed by the governing body shall be got approved by the D.E.O. every year.
10. that all the conditions prescribed in the G.O.s and other orders which are not specified in this orders shall be complied with.

11. that the school shall not be closed without giving notice both to the parents/D.E.O. and competent authority at least 6 months before.
12. that the school shall be closed or permitted to be closed only from the date on which summer vacation is declared.
13. that the society shall submit proposed for renewal of provisional recognition sufficiently in advance i.e., at least 6 months prior to the date of expiry of the renewal.

The receipt of the proceedings shall be acknowledged.

J. S. SARMA,
Secretary to
Government

GOVERNMENT OF TELANGANA
SCHOOL EDUCATION (GENL.I) DEPARTMENT

Memo No.1749/SE.Genl-I/2024

Dated:26.11.2024

Sub:- School Education – Private Un-aided Schools - Permission for establishment of New Schools / Upgradation of existing Schools – Certain instructions for speedy disposal of proposals- Reg.

Ref:- G.O.Ms.No.1, Education (PS.2)Dept, Dt:01.01.1994.

The attention of the Director of School Education, Telangana, Hyderabad is invited to the reference cited.

2. The School Management/ Educational Societies intended to establish new school / up-gradation of school shall submit the application along with requisite documents through online from 1st October to 31st December of the preceding Academic Year and the same shall be scrutinized and disposed before the starting of the Academic year. Even though it is mandatory to upload the requisite documents along with application seeking for establishment of new school / up-gradation of school, the applications were submitted without proper documents / information, these applications are being held up at various levels viz., District Educational Officers / Regional Joint Director of School Education / Director of School Education instead of return / reject at once duly stating the reasons. Further, these applications were processed and forwarded to the Government for according permissions, which is leading to delay in processing of applications. There are clear directions in the rules issued in G.O.Ms. No. 1 Education (P.2) Department, Dated:01.01.1994, not to process or forward the application after start of the Academic year. In spite of that, the applications are being forwarded to the Government after starting of the Academic Year and that too without all required documents.

3. In order to avoid delay and to process the applications within prescribed period, the Commissioner & Director of School Education, Regional Joint Director of School Education & District Educational Officers are directed to follow the guidelines as prescribed in the reference cited. They are further instructed, to follow below instructions for disposal of applications :-

1. Online approval system shall be followed and all applications received to be processed at all levels i.e., up to Government through online only.
2. Upon receiving the applications District Educational Officers, Regional Joint Director of School Education shall scrutinize the applications within **(03)** days and communicate to the School management / Educational Agency, if any short coming / documents and give **(03)** days time to submit, if failed to submit within 3 days, the applications shall be rejected duly stating the reasons thereof by the concerned office.
3. The applications which are in complete shape and all relevant prescribed documents are uploaded, the District Educational Officers, Regional Joint Director of School Education shall verify all such applications thoroughly as per the existing guidelines and shall take necessary action for grant of permission if he / she is competent authority with in **(07)** days, otherwise shall submit to the Commissioner & Director of School Education within a period of **(07)** working days from the receipt of such application.
4. After receipt of proposal, the Commissioner & Director of School Education shall scrutinize thoroughly and furnish proposal along with his / her specific recommendations to the Government by **(07)** days of the preceding academic year.

P.T.O...

5. The Commissioner & Director of School Education is directed to submit district wise list of applications which are found in complete shape in all aspects by 15th January to the Government.
 6. Any deviation from the guidelines stipulated in G.O.Ms.No.1, Edn. Dept., dt.01.01.1994 and submission of proposal without requisite documents shall be viewed seriously and attracts appropriate disciplinary action. The Commissioner & Director of School Education, shall initiate disciplinary action against the officials who do not scrutinize the applications as per guidelines and not submit the applications within the prescribed period.
1. The Director of School Education, Hyderabad, Telangana is requested to take necessary action accordingly.

B. VENKATESHAM
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director of School Education, Telangana, Hyderabad.

Copy to :-

The Regional Joint Director of School Education, Hyderabad & Warangal.
All District Educational Officers.

Sf/Sc.

// FORWARDED :: BY ORDER //

SECTION OFFICER

