

RIGHT TO

INFORMATION ACT

2005

DISTRICT EDUCATIONAL
OFFICE

EAST GODAVARI

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CHAPTER 1

1.1 *Back Ground & key objectives :*

District Educational Officer : In exercise of provisions conferred by section 99 read with section 78,85 and 93 of the Andhra Pradesh Education Act 1982 (Act No 1 of 1982) and in supervision of all corresponding rules, proceeding orders instructions issued on the subject the Governor of Andhra Pradesh here by makes the rules relating to power and function information on the powers of function of School Education Department in District, providing, Education opening of Primary, Upper Primary and High Schools of Govt, Local Bodies and Municipal Management and procedure of the powers and functions of District Educational Officer, Kakinada, Deputy Educational Officers, Dy. Inspector of Schools and Mandal Educational Officers of the Department of School Education.

1.2 Objective/ Purpose of the information Hand Book:

The purpose of the hand book is for creating awareness on the standardized information for easy access under standing in respect of different functions, duties, powers of the officers and employees, procedure followed in the decision making process, rules, regulations, instructions, Budget allocation and other information as may be prescribed and there after upto date these publications every year.

1.3 Who are the intended uses of Hand Book

Citizens, Civil Society Organization, Public representations officers and employees of the public authorities including Public Information Officers and Asst Public Information Officers, Appellate Officers.

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|------------|---|---|
| Chapter 2 | - | District Educational Officer functions and duties |
| Chapter 3 | - | The powers and duties of officers |
| Chapter 4 | - | Procedure follows and decision making process |
| Chapter 5 | - | Norms set for discharge of duties |
| Chapter 6 | - | Rules and Regulations |
| Chapter 7 | - | Categories of document |
| Chapter 8 | - | Arrangements for consultation with or represented by members of the public in relation to the formulation of policy |
| Chapter 9 | - | Boards, Councils, Committees and other bodies |
| Chapter 10 | - | Directory of officers and employees |
| Chapter 11 | - | Monthly remuneration of officers/ employees |
| Chapter 12 | - | Budget allocated to each scheme |
| Chapter 13 | - | Manner of execution of programmes |
| Chapter 14 | - | Particulars of receipts and concessions permits or authorizations granted by the public authority |
| Chapter 15 | - | Information available in electronic format |
| Chapter 16 | - | Particulars of facilities available to citizens for obtaining information |
| Chapter 17 | - | Names and Designation and other particulars of Public Information Officers |
| Chapter 18 | - | Other useful information. |

Chapter 1(A)

ORGANISATION, FUNCTIONS AND DUTIES

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

2.1 Particulars of the organization, functions duties:

Sl. No.	Name of the Organization	Address	Functions	Duties
1	School Education	D.E.O. Office, Beside District Library, Main Road, Kakinada East Godavari District	To provide Education of Primary, Upper Primary and High Schools to the children	1) Provide Education to children Primary, UP & High School level. 2) Conduct public Examinations of VII & X classes. 3) Opening of New Schools up gradation of schools Primary to UP and UP to High Schools. 4) Grants releasing to teachers salaries, Maintenance grants to schools. Grant of Recognition upto Upper Primary Schools 5) Improvement of Education standards 6) Supervision of Inspections of Mandal Level and Dist. Level 7) Call for any information return statements of or reports from the Dy.E.O/M.E.O/D.I of schools 8) Intimate vacancy position to Director of School Education 9) Supervision control over all subordinate officers 10) Have administrative control over all officers working under school Education Department 11) Sanction of increments to Re.Asst/ Jr.Asst/Sr.Asst/Supdt/ MEOs in the district. 12) Review of the work and tour diaries of Dy.Ednl. Officers 13) Competent to countersign T.C. TA list of Dy.E.Os/Asst. Director, O/O Dist.Ednl.Officer 14) Sanction of loan of GPF/ TA allowances to the MEOs/ Supdts/ Sr.Asst/ Rec.Assts. 15) To inspect the offices of D.I. of Schools/ M.E.Os/ Andhra Pradesh Residential Schools 16) Release of grants to ZP/ Mpl Teachers 17) He shall Member Convener of Dist Education Committee 18) Conduct of D.S.Cs 19) Conduction of counseling for Rationalization/ Promotions/Transfers etc 20) Tours – As per Procs Rc.No.534/E3-2/2002, Dt:22-11-2002 of the Director of School Education, the following minimum tour days for D.E.O. for inspection a) D.E.O. shall tour 8 days. He has to conduct 8 inspections and 40 visits in a month, 4 Night Halts in a month Advance tour programme will circulate to all Dy.E.Os/MEOs in the District

Chapter 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

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

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

Sl. No.	Name of the officer/Employee	Designation	Duties allotted	Powers
1	Sri. S.Abraham, D.E.O. East Godavari, Kakinada	Statutory Administrative	Dist. Educational Officer is the Head of the department of education at District level. He will be concerned by the respective service rules of A.P. Edn services and A.P. Education Subordinate Services officers powers and functions Rules 2002 as per G.O.Ms.No.40 Edn (Ser V) Dept Dt:7-5-2002. Impose minor punishment as per CCA Rules 1991 in respect of MEO & Head Master of High Schools	D.E.O is the Head of the department of Education and holds executive powers in exercise of the power conferred by section 99 read with section 78, 85 and 93 Andhra Pradesh Education Act 1982 (Act 1 of 1982 and in super session of all corresponding such proceeding orders and instructions issued in subject the Governor of A.P.
			Attest the TCs of students seeking admission in other states. Draw the Medical Advance Reimbursement after sanction by Commissioner of School Education, A.P. Amaravati. Sanction of Pension and forwarding of proposal to AG and forwarding A.P.Govt.Life Insurance application sanction of family benefit fund, GIS amounts.	
			Sanction of Automatic advancement scheme, Leave Travel concession and Joining permissions	
			Sanction of increments and pay fixations to MECs, DI of Schools, Dy.Ednl. Officers	
			Sanction of Earned leave Half Pay Leave commuted leave, Maternity Leave and extraordinary leave to Mandal Education Officer/ DI of Schools/ Dy.E.Os and office staff	
			Grant of casual leave, special casual leave, MDM Grants released to MROs for implementation of Mid Day Meal programme, conduct of Examination of VII and X Class	
			Call for information from MEO/ DI of Schools and intimate to the Commissioner of School Education, A.P. Amaravati.	
			Conduct of DSC under the instructions of Director of School Education.	
			Have administrative control over all officers	
			Make Additional Charge arrangement to Non Panel High Schools	

Chapter 3 POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

(Section 4(1)(b) (II))

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

Sl.No.	Name of the Officer/ Employee	Designation	Duties allotted
2	Smt Y.Jaya Lakshmi, Asst. Director-I (FAC), O/o. District Educational Officer, East Godavari: Kakinada	Assistant Director-I	Asst. Director is monitoring all money transactions are made through Asst. Director, O/o.Dist. Educational Officer, Kakinada, East Godavari under permission of the Dist. Educational Officer.
			As Drawing Officer he draw the salaries of the staff , Maintenance of Attendance Registers, Sanction of leave increments of L.G.S. Grant of Casual leave, Sanction of casual leave duly obtain note orders from D.E.O.
			Payment of TA, advance TA Bills Leave TA Bills Leave Travel concession bills of the staff.
			He is the Administrative Control officer.
3	Smt.Y.Jayalakshmi, Asst. Director-II O/o. District Educational Officer, East Godavari, Kakinada	Asst. Director-II	Has to maintain the data bank relating to legal cases including references received from Hon'ble Lokayukta, Lokadalat, etc. For this purpose the data has t be maintained in the Computer as a format for proper scientific analysis and follow up.
			Has to ensure that counter affidavits are filed in time, Directions/ Judgemnts given by the various courts as well as Civil Courts and take follow up action based on their advise.
			Has to be in touch with the Legal cell being established in the Directorate and seek instructions from the Legal Cell for filling qualitative affidavits / counters in the courts from time to time.
			Mid Day Meals programme being implemented in the District.
			Has to furnish Progress reports, Utilisation Certificates and maintain data bank relating to Mid Day Meals Programme. For this purpose should get in touch with the Additional Director of School Education Who is in charge of the Mid Day Meals Programme, on regular basis.
4	Smt A. Chaya Devi, Asst. Director for MDM, O/o. District Educational Officer, East Godavari, Kakinada (newly sanctioned post)	Asst. Director - MDM	All matters relating to Mid Day Meals
5	Smt D. Subhadra	Deputy Educational Officer FAC, Kakinada	Dy. Educational Officer has power in respect of Headmasters of High Schools.
	Sri. S. Abraham	Deputy Educational Officer,	Grant of casual leave, special casual leave of

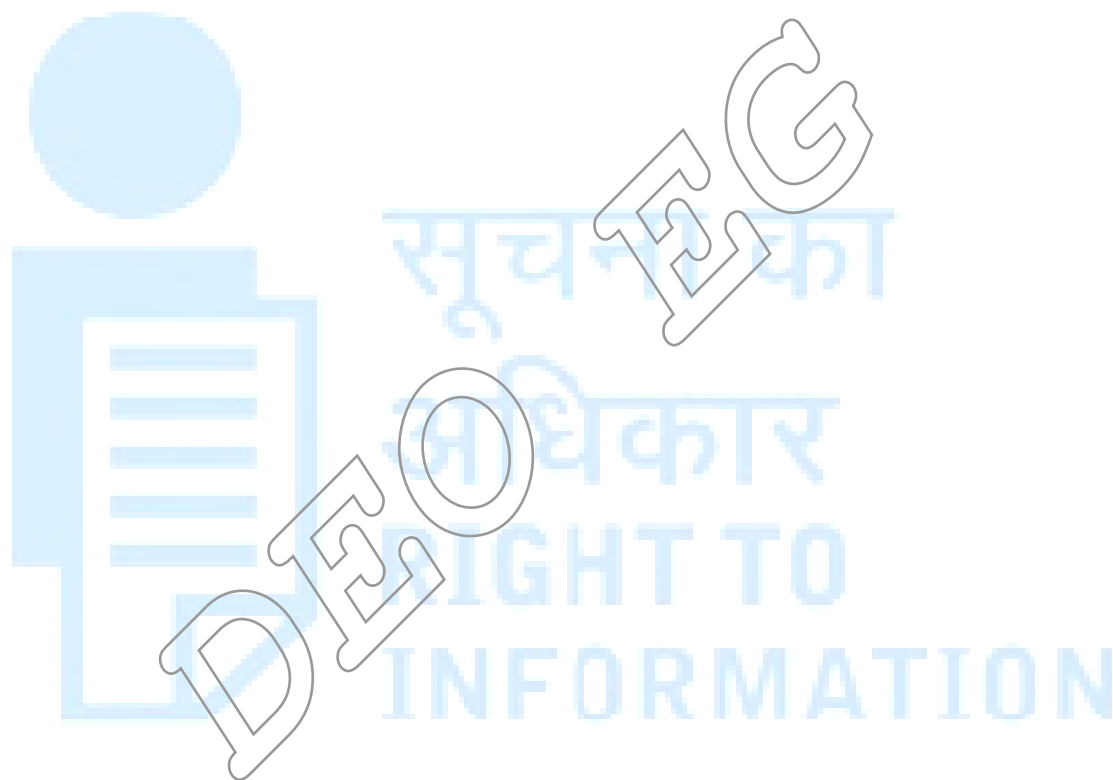
		Rajamahendravaram	Headmaster.
	Sri. S. Abraham	Deputy Educational Officer, Amalapuram (FAC)	Sanction of Earned Leave, Half pay leave, commuted leave, maternity leave and extraordinary leave.
	Smt Y.Jaya Lakshmi	Deputy Educational Officer, Ramachandrapuram(FAC)	Sanction of the increments and pay fixations
	Smt Y.Jaya Lakshmi	Deputy Educational Officer, Pitahpuram (FAC)	Sanction of Automatic Advancement scheme, Leave Travel Concessions and Joining Permissions.
			Sanction of GPF Loans and General Provident Fund, Part finals and Final withdrawals.
			Forwarding the pension proposals to the A.G. / A.P. Life Insurance Proposals.
			Draw the Medical advance reimbursement after sanction by Director of School Education.
			Conduct of Annual inspections, Visits and conduct of enquires as entrusted by the authorities.
			Attest T.C. of Students seeking in other states. Monitoring of Mid Day Meal scheme.
5	Sri.G.Nageswara Rao	Assistant Commissioner for Govt. Examinations	Conduct of VII and X Class Public Examinations.
			Collection of N.R.s
			Preparation of centers for Examinations of VII & X
			Appointment of Chief Superintendents/ Departmental Officers/Invigilators.
			All the above work shall be made duly obtaining approval of Dist. Educational Officer, Kakinada, East Godavari.
6	Smt.V.GP.Vani Kumari	Deputy Inspector of Schools (Urban), Kakinada	Sanction of Earned Leave, Half pay leave, commuted leave, maternity leave and extraordinary leave.
7	Sri. B.Dileep Kumar	Deputy Inspector of Schools, Rajahmundry (Urban)	Sanction of the increments and pay fixations
8	Sk. Rahimuzzama	D.I. of Schools, Urdu Range (FAC)	Sanctions of Automatic Advancement scheme, Leave Travel Concessions and Joining permission of Headmaster of Primary and UP Schools
			Sanction of family benefit fund and Loans, General Provident Fund Part Final forwarding G.P.F. final withdrawal proposals.
			Sanction of Family benefit fund and Group insurance scheme amounts..
			Forwarding pension proposals to A.G.
			Draw the Medical Advance/ Reimbursement after sanction by the Director of School Education.
			Conduct of Annual inspections, Visits and conduct of enquires as entrusted by the authorities. Monitoring of Mid Day Meal scheme.

Chapter 3
PROCEDURE FOLLOWED IN DECISION – MAKING PROCESS
[Section 4(1)(b)(III)]

4.1 Describe the procedure followed in decision – making by the public authority

Activity	Description	Decision – making process	Designation of final decision – making authority
Goal-setting & Planning	Opening of New Primary Schools, UP Schools, Providing teaching Staff, accommodation and payment of grant maintenance of buildings of Govt. Local Body Schools in the District	Administrative instructions issued to M.E.O / D.I of Schools / Dy.E.Os and Head Masters of all Primary / UP / High Schools level and control conducting enquiries, taking action	District Educational Officer is taking final decision in the District Level
Budgeting	Director of School Education Andhra Pradesh, Hyderabad allotted budget and inturn District Educational Officer, is released to the concerned managements / H.Ms / M.E.Os & obtained utilization certificates from the concerned and submit to the Director of School Education.	District Education Officer has decision making authority in the District Level and in some cases the orders will be obtained from the Director of School Education, A.P, Hyderabad.	District Educational Officer
Formulation of programmes and Schemes	M.D.M / N.T books / I.E.D / Scholarships / Vocational Education and all other Plan Schemes of Govt. of A.P and Govt. of India formulated. Then schemes will be implemented through Director of School Education A.P., Hyderabad & instructions issued to the District authorities for implementation.	<ol style="list-style-type: none"> 1. District Educational Officer 2. some cases D.E.O, obtain orders from the District Collector. 3. Budget released by the D.S.E, A.P, Hyderabad . 	District Educational Officer in the District Level.
Recruitment hiring of personnel	Conduct of D.S.C counseling for recruitment of teachers under instructions of Director of School Education, A.P., Hyderabad Recruit attenders as per the orders of Director of School Education, A.P., Hyderabad.	District Educational Officer, will appoint attenders / Jr. Assistants on compassionate grounds	District Educational Officer
	Sr. Assistant	D.E.O appoint thorough promotion	District Educational Officer.
	Superintendents	Regional Joint Director of School Education, Kakinada will appoint by promotion	Regional Joint Director of School Education.
	M.E.O / H.M	Regional Joint Director of School Education, Kakinada will appoint by promotion through counseling	Regional Joint Director of School Education
Release of Funds	State & Central Government	District Educational Officer will release grants allotted by Director of School Education, A.P. Hyderabad.	District Educational Officer.
Implementation / Deliver of service / utilization of funds	Funds will be utilized through M.E.O / D.I.Os / H.Ms of secondary schools	District Educational Officer. Some cases note orders obtained from the District Collector	District Educational Officer.

Activity	Description	Decision – making process	Designation of final decision – making authority
Monitoring and evaluation	All schemes and other programmes taken with departmental funds	District Educational Officer. Some cases note orders obtained from the District Collector.	District Educational Officer
Gathering feed back from public	All schemes and other works taken up with departmental funds	Implementation is observed by D.E.O	District Educational Officer at District Level, Mandal Educational Officer at Mandal Level
Under taking improvements	Improvements in civil works information about Govt. grants	District Educational Officer. Some cases note orders obtained from the District Collector.	District Educational Officer, Mandal Educational Officer.



Chapter 4

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

[Section 4(i)(b)(iv)]

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

Sl. No.	Function/ Service	Norms / standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1	SSA Will identify basic needs of the rural area people and the State Project Director, Andhra Pradesh, Hyderabad to give administrative sanction	Norms / standards prescribed by the competent authority	As ordered by the higher authorities	Citizen Charter of D.E.O./APC prescribed by the Government.

Chapter 5

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

Section 4(i)(b)(v) & (vi)

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

Sl. No.	Description	Gist of Contents	Price of the publication if priced
Rules & Regulations	Rules and regulations provisions relating to Education in AER and press conferred by Section 99 and with section 78,85 and 93 of AP Education act 1/1982	The District Educational Officer's office has been functioning in East Godavari, Kakinada from 1949. The present AP Edn Act 1/1982 in force and all the rules / regulations has been followed	
Instructions	Govt Orders / Memos/ Delegation of powers	Contained guidelines process and function of competent authority/ government	Nil
Manuals	Education Manual and Accounts manual	Contain guidelines process and functioning of the competent authority / government	Nil
Records	D.S.C Selection records / examination records and releasing of grant records	Containing information of Vacancy position and appointment of teachers contained information conducting examination of SSC/ VII Class public examination.	Nil
Publication	Goodwill ads in Education department and activity occasionally in news paper		

Chapter 6

CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL

Section 4(i)(b)v(i)

7.1 Provide information about the official documents held by the public authority of under its control

Sl.No	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1	Extract copies	Proceedings of the District Educational Officer	District Educational Officer, East Godavari, Kakinada.



Chapter 7

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

Section 4(i)(b)(v) & (vi)

8.1 Describe arrangements by the public authority to seek consultation / participation of public or its representatives for formulation and implementation of policies

Sl. No	Function / Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Education	Motivating campaigns in Rural areas with the assistance of M.E.Os, NGOs and Voluntary organizations	As per the Govt Programme is being implemented in all the rural areas.

Chapter 8

BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY

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

Name of Board, Council, Committee, etc	Composition	Powers & Functions	Whether its meetings open to Public / Minutes of its Meetings accessible for public
Office of District Educational Officer, Kakinada, East Godavari District	Committee with the District Collector as Chairman, District Educational Officer as Convener, District Supply officer, as Member, Addl.Project Coordinator, SSA as Member and District Social Welfare Officer as Member	Any meeting will be convened with District Collector on any subject i.e. Mid Day Meal programme and Examinations.	All the meetings are to public and on the required subject with resolution copy communicated to all the Members.

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Chapter 9

DIRECTORY OF OFFICERS AND EMPLOYEES

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

- 10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format 9 including officers in charge of grievances redressed, vigilance, audit etc)

Sl. No.	Name of Office / Administrative Unit	Name, Designation & Address of Officer / Employee	Telephone & Fax, Office Tel : Residence Tel : Fax	E: Mail
1	District Educational Officer	Sri. S.Abraham, District Educational Officer, East Godavari, Kakinada	9849909104 0884-2379328(o) 0884-2348558@	deo_eg@yahoo.co.in
2	Asst. Director-I, O/o District Educational Officer, East Godavari, Kakinada	Smt. Y.Jayalakshmi., Assistant Director-I (FAC), Office Of The District Educational Officer, East Godavari, Kakinada PHONE : 9849909234	PHONE 0884-2379328, CELL:9849909234	deoegap@gmail.com
3	Asst. Director-II O/o District Educational Officer, East Godavari, Kakinada	Smt. Y.Jayalakshmi., Assistant Director-II, O/o The District Educational Officer, East Godavari, Kakinada PHONE : 9849909234	PHONE 0884-2379328, CELL:9849909234	deo.mdm@gmail.com
4	Deputy Educational Officer, Kakinada. O/o District Educational Officer, East Godavari, Kakinada	Smt D.Subhadra, Deputy Educational Officer (FAC), East Godavari, Kakinada.	0884-2379328(Off)	dyeo.kkd@gmail.com
5	Assistant Commissioner (Exams), O/o Dist. Educational Officer, East Godavari, Kakinada	Sri. G.Nageswara Rao, Asst. Commissioner (Exams) East Godavari, Kakinada.	0884-2379328(Off)	

Chapter 10

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

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

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format.

Sl. No.	Designation	Monthly Remuneration including its composition (GROSS AMOUNT)	System of compensation to determine Remuneration as given in regulation
	Officials of the Education Department.	The Govt. is paying the monthly salary through treasury/in Grant in Aid	Scale of Pay
1	S.ABRAHAM, DEO	77111	46060-98440
2	JAYA LAKSHMI YANDRA, ASSISTANT DIRECTOR-I (FAC)	99545	35120-87130
3	JAYA LAKSHMI YANDRA, ASSISTANT DIRECTOR-II	99545	35120-87130
4	NAGESWARA RAO GANTI, ACGE	85503	42490-96110
5	NARAYANA V V N S S ERANKI, AUDITOR	56086	28940-78910
6	SREERAM DARBHA, AUDITOR	81249	28940-78910
7	VINCENT TONO PELURI, SUPDT-A	87805	28940-78910
8	PUPPALA RADHA KRISHANA, SUPDT-B	75180	28940-78910
9	SUBBA RAO KADARI, SUPDT-C	87775	28940-78910
	NAGESWARA RAO CHAPPIDI, SUPDT	83436	28940-78910
10	JANARDHANA RAO KOMMANA, DC APOSS	85653	35120-87130
11	SRINIVASA PRASAD SANKU, ASO	65865	29760-80930
12	VENKATESWARA RAO KOLLI, APO	59164	28940-78910
13	DAYANANDA RAO GUBBALA, APO	59164	28940-78910
14	VEERA VENKATA SATYANARAYANA VATTURI, APO	51511	28940-78910
15	SNKD SUBHADRA, SR.ASST	50127	22460-66330
16	VENKATA UMA MAHESWARA RAO ADAPA, SR.ASST	62398	23100-67990
17	MONDI RAI KUMAR, SR.ASST	36923	21230-63010
18	KAMESWARI GANTA, SR. ASST	39050	22460-66330
19	S.NOOKA RAJU, SR.ASST	63445	23100-67990
20	SRINIVAS BULIPE, SR.ASST	57546	23100-67990
21	SRINIVAS CHINTALA, SR.ASST	59164	21230-63010
22	SURYA PRAKASHA RAO PENDEM, SR.ASST	54396	21230-63010
23	TALAPUREDDY SRINIVAS, SR.ASST	40157	21230-63010

24	SAILAJA SUNDARI ILLA,SR.ASST	46180	21230-63010
25	SRINIVAS KOKKIRIGADDA,SR.ASST	44989	21230-63010
26	GOVINDA RAO, SR.ASST	37943	21230-63010
27	MSV RAMANA, SR.ASST	65174	21230-63010
28	KETHA RAMA KRISHNA, SR.ASST	54396	23100-67990
29	SHAIK ALI RAZZA SHAIK,JR.ASST	67613	15030-46060
30	SURIBABU UNDIRTHI,JR.ASST	52895	17890-53950
31	B APPA RAO, JR.ASST	43653	17890-53950
32	VENKATESWARA RAO, JR.ASST	72689	13000-40270
33	MASKARA RAO, JR.ASST	69463	17890-53950
34	VARMA GUNTURI, JR ASST	24091	16400-49870
35	MADHEENA VALISHA SHAIK,JR.ASST	33951	17890-53950
36	RAJ KUMAR BENDURTHI, JR.ASST	32087	16400-49870
37	SATYA UMADEVI KODURI,JR.ASST	33951	17890-53950
38	VEERA BABU PENUGONDA,JR.ASST	33019	17890-53950
39	D M SATYA TEJ TATIKAYALA,JR.ASST	31227	17890-53950
40	DOLA BHAGYARAJU, TYPIST	24406	16400-49870
41	B R V P S KUMAR GOLTHI, OS	34883	13390-41380
42	VENKATA RAMALAKSHMI IMANDI,OS	21469	13000-40270
43	RAJESH PALLI, OS	6373	13000-40270
44	DOKUBURRA SATYA PRASANNA, OS	19138	13000-40270
45	RAVI KUMAR KOTAM, OS	19138	13000-40270
46	RAJU KODALAMAHANTI,NW	31227	13390-41380

Chapter 11

BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC

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

- 12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan / Programme / Scheme / Project/ Activity / Purpose for which budget is allocated	Proposed expenditure	Expected out comes	Report on disbursements made or where such details are available website, reports, notice board etc.
Govt	MDM	15,68,25,000	13,29,05,182	
	N.T.Books	9,50,000	9,50,000	
	I.E.D			
	Scholarships			
	Prathibha	7,60,00,000	7,60,00,000	(Amounts directly credited to the Bank Accounts of the Beneficiaries)
	INSPIRE	22,23,828	22,23,828	(Amounts directly credited to the Bank Accounts of the Beneficiaries)

Chapter 12

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

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

- 13.1 Describe the activities / Programmes / Schemes being implemented by the public authority for which subsidy is provided.
- 13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes / schemes.

Name of Programme / Activity	Nature / Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Prathibha Award	30(SSC) 20 (VII)		Director of School Education, Andhra Pradesh, Hyderabad.
Merit Scholarships	Scheme IV		Director of School Education, Andhra Pradesh, Hyderabad.

Chapter 13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY

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

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

INSTITUTIONAL Beneficiaries Name of Programme / Scheme.

Sl. No.	Name and Address of recipient institutions	Nature / quantum of benefit granted Rs.	Date of grant	Name & Designation of granting authority
1	Integrated Education for Disabled	Nil	2018-19	CSE, AP, Amaravati
2	Mid Day Meal Scheme	15,68,25,000	2018-19	CSE, AP, Amaravati
3	National Green Corps	-	2018-19	AP National Green Corps Environment Forest, Science & Technology Dept.
4	N.T.Books	9,50,000	2018-19	CSE, AP, Amaravati
5	Strengthening of Sec. Education	-	2018-19	CSE, AP, Amaravati
6	Supply of Furniture to Govt High Schools	-	2018-19	CSE, AP, Amaravati
7	Supply of Lab/ Lib. books to Govt High Schools	-	2018-19	CSE, AP, Amaravati
8	RIDF (Nabard)	-	2018-19	CSE, AP, Amaravati
9	12 th Finance Commission	-	2018-19	CSE, AP, Amaravati

Chapter 14

INFORMATION AVAILABLE IN ELECTRONIC FORM

[Section 4(1)(b) X(iv)]

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

Electronic Format	Description (Site address / location where available etc.	Contents or title	Designation and address of the custodian of information (held by whom?)
Web site	www.deoeg.org	All Schools Information relating to Dist.	
e-mail address of the office	deo_eg@yahoo.co.in deoegap@gmail.com		
	http://eastgodavari.nic.in/ritadocuments/deo/RITA.deo	Contain Right to information act information of office	
	In the form of C.D.	Number statements of office	
		N.T.Books Information	
		Mid Day Meals information	
		Seniority Lists of SGT teachers	
		Rationalization	
		SSC Results	
		Grant – in – Aid, expenditure particulars.	
		Job charts of all Officers	
		List of Mandals	

Chapter 15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

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

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

Facility	Description (Location of Facility / Name etc.	Details of information made available
Notice Board	Dist. Educational Officer Office, East Godavari, Kakinada	Citizen Charter Examination Notification other notification issued time to time
News paper reports	All News papers Telugu	Tender notification other precautionary notification to the public
Office Library	-	-
Websites	www.deoeg.org	All information relating to School Education in East Godavari District.
Publication	Publication in all Telugu/ English news paper	Development activities for improvement of Education.

Chapter 16

NAMES DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

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

17.1 Please provide contact information about the public information officers and Assistant Public Information Officers designated for various offices / administrative units and Appellate Authority / Officers for the Public authority in the following format.

Public information Officer(s)

Sl.No.	Name of Office/ Administrative Unit	Name & Designation of PIO/APIO	Office Tel : Residence Tel : Fax	E-Mail
Public Information Officer	Office of the Dist. Educational Officer, East Godavari	Y. JAYA LAKSHMI, Assistant Director, Office Of The District Educational Officer, East Godavari, Kakinada PHONE : 9849909234	Office Phone 0884-2379328 Fax : 0884- 2340606 9849909234	deoegap @gmail.com
Assistant Public Information Officer	Office of the Dist. Educational Officer, East Godavari	P.V.TONO, Superintendent, Office Of The District Educational Officer, East Godavari, KAKINADA PH:0884-2379328	Office Phone : 0884-2379328 Fax : 0884- 2340606	deoegap @gmail.com
Appellant Authority	Dist Educational Officer	Sri. S.Abraham, District Educational Officer , East Godavari, Kakinada	Cell : 9849909104 Off :0884- 2379328	deoegap @gmail.com

Chapter 17

OTHER USEFUL INFORMATION

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

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

1. Correction of date of birth certificate.
2. Age condonation certificate for VII & X Class.
3. Opening of Primary / UP Schools of Local Bodies.

Fees to be paid

1. SSC Exam fee for regular students Rs. 125
2. SSC Exam fee for Private Candidates Rs. 650 + 125
3. Othe States Students Rs. 1425
4. Age condonation for X Class – Rs. 300/by way of Challan.
5. Age condonation for VII Class – Rs. 100/- by way Challan
6. Issue of X Class duplicate certificate – Rs. 250/- by way of challan
7. For opening of Primary Schools – Local Bodies – Rs. 100/-
Private - Rs. 10,000/- FDR 25,000 /-
8. For up gradation Primary to UP – Local Bodies – Rs. 200/-
Private - Rs. 10,000/- FDR 25,000/-
9. For up gradation U.P. School to High School Local Body – Rs. 300/-
Private - Rs. 20,000/- FDR 50,000/-

Getting additional information : For getting additional information to conduct Public Information Officer and Asst Public Information Officer of the District Educational Officers office, East Godavari , Kakinada

