

INFORMATION HAND BOOK – 2019-20

(Refer to Chapter II, Section 4(1)b of RTI Act 2005)

SCHOOL EDUCATION DEPARTMENT ANDHRA PRADESH OPEN SCHOOL SOCIETY (APOSS)

Address:

Pareeksha Bhavan, Old Bustand,
Government Urdu Boys High School campus
Guntur – 522001.

Land line No. 0863-2239151

www.apopenschool.org

email: diraposs@yahoo.com

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

The particulars of its organisation, functions and duties;

S.No.	Name of the Organization	Address	Functions	Duties
1	ANDHRA PRADESH OPEN SCHOOL SOCIETY	Pareeksha Bhavan, Old Bustand, Government Urdu Boys High School campus Guntur – 522001 Land line No. 0863- 2239151	The Open School Society provides educational opportunities to persons who wish to study further and qualify for a better tomorrow. The Mission of Open School is to provide education to all with special concern for girls, rural youth, working men and women, SCs, STs, differently-abled persons and others who for one reason or other could not continue their education upto Class XII with the formal system. It is offering SSC course from the year 2008-09 and offering Intermediate course from the year 2010-11 through recognized Accredited Institutions (AIs) and Accredited Vocational Institutions (AVIs) commonly known as Study Centres under the control of the District Educational Officers.	SSC & Intermediate (APOSS) Admissions enrolment, conduct of Examinations, issue of certificates

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

The powers and duties of its officers and employees;

S.No.	Designation	Duties Allotted	Powers
1	Director (In-charge)	Head of the Department	All works related to APOSS
2	Accounts Officer	Accounts of the APOSS	Control of all related Accounts
3	Superintendent	Administration and Academic related works	Administration and Academic related works
4	Superintendent	Examinations	Examinations related works
5	State Coordinators	Work in Administration, Academic and Examination Sections	Work under the control of the above Officers
6	Sr.Asst./Jr.Asst./Data Entry operators/ Office Subordinates	Assist the Administration, Academic and Examinations wings	Work under the control of the above Officers

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

The procedure followed in the decision making process, including channels of supervision and accountability;

Activity	Description	Decision making process	Designation of Final decision making authority
Administration	All types of Administration work	Approval of the Director	Vice Chairman/ Director
Accounts	Preparation of Budget Proposals every year, Budget requirement proposals taken from the DEOs, Release of all types of budget to the DEOs	Approval of the Director	Vice Chairman/ Director
Academic	Preparation of Text Books, prospectus and Question Papers, conduct of workshops, enrolment drives and etc.	Approval of the Director	Vice Chairman/ Director
Examinations	Instructions issued time to time for conduct of Examinations	Approval of the Director	Vice Chairman/ Director

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

The norms set by it for the discharge of its functions;

S.No.	Function / Service	Norms / Standards of performance set	Time frame	Reference document prescribing the norms (Citizens charter, service charter etc)
1	All Programmes related to the APOSS i.e Admissions and conduct of Examinations	Note approval of the Vice Chairman	During the Academic year	Prospectus

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

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

All the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions are A.P. Government rules.

This Department is running under the Foreign service terms and conditions.

Cadre strength:

Sl.No.	Designation	Sanctioned posts	Working	Vacant	Recruitment Type
1	Accounts Officer	1	1	0	Foreign service terms and conditions
2	Art teacher (Drawing)	1	0	1	-do-
3	Attenders/Office subordinates	6	4	2	
4	Consultants	4	0	4	
5	Coordinator	7	7	0	-do-
6	Deputy Director/Deputy Commissioner for Govt., Exams	1	1	0	
7	Driver	1	0	1	-do-
8	Jr.Asst/Typist/Computer Operator/Tally Operator	4	3	1	
9	Jr.Asst	1	0	1	-do-
10	Professors/ Lecturers	11	0	11	
11	Roneo Operator	1	0	1	-do-
12	Trained Graduate Teachers i.e School Assistants	3	2	1	-do-
13	Senior Accountant/Senior Asst	2	1	1	-do-
14	Senior Asst	2	0	2	-do-
15	Special Category Steno/ U.D.Steno	1	0	1	-do-
16	Superintendent	1	1	0	-do-
17	Superintendent/Auditor	2	1	1	-do-
18	System Analyst /DPO	1	1	0	
19	Typist	2	0	2	-do-
	TOTAL	52	22	30	

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

A statement of the categories of documents that are held by it or under its control;

S.No.	Category of the Document	Title of the Document	Designation and Address of the Custodian (held by / under the control of whom)
1	Files	Old files	APOSS record and reports to the Administrative in-charge
2	Records	Old Records	-do-
3	Registers	Old Registers	-do-
4	Text Books	Old Text Books	-do-

Chapter II
[Section 4(1) (b) (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;

S.No.	Function / Service	Arrangement for consultation with, or representation of public in relations with policy Formulation	Arrangement for consultation with, or representation of public in relations with policy implementation
1	Implementation of Activities of APOSS as per the decisions taken by the Vice Chairman/ Director	Activities designed at District level for increase of learners	While implementing the programs, local people will be invariably involved

Chapter 9
[Section 4(1) (b)(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;

Name of the Board, Council, Committee Etc.,	Composition	Powers and Functions	Whether its meeting open to public / minutes of its meetings accessible to public
Executive Board meeting	1.Chief Patron - Chief Minister, Government of Andhra Pradesh 2.Patron - Education Minister, Government of Andhra Pradesh 3.Chairman- Chief Secretary to Government, Andhra Pradesh 4.Vice-Chairman- Secretary, Education Department, Andhra Pradesh 5.Member- Director of School Education, A.P. Amaravati 6.Member -Director, Adult Education 7.Member- Vice – Chancellor, Andhra Pradesh Open University 8.Member- Director, State Council of Educational Research and Training 9.Member- Director, State Institute of Educational Technology 10.Member Secretary Director, Andhra Pradesh Open School.	The Executive Board shall have all the powers and functions.	No

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

A directory of its officers and employees;

Directorate Staff as on 01.01.2020

S.No.	Name	Designation	Contact No.
1	Sri. D. DEVANANDA REDDY	Director	0863-2239151
2	Sri. D. M. Raghu Ram	Accounts Officer	0863-2239151
3	Sri. K. SRINIVASULU	Superintendent	0863-2239151
4	Sri. V. MANOHAR NAIK	Superintendent	0863-2239151
5	Sri. T.V. SRINIVASA RAO	Senior Assistant	0863-2239151
6	Smt. B. Jhansi	Record Assistant (on deputation)	0863-2239151
7	Smt. M. SAILAJA LAKSHMI	CO-ordinator	0863-2239151
8	Smt. K. JAYA PRADA	CO-ordinator	0863-2239151
9	Smt. M. SUVISARADA	CO-ordinator	0863-2239151
10	Sri. N. AKBAR ALI	CO-ordinator	0863-2239151
11	Smt. N. Thirupathaiah	CO-ordinator	0863-2239151
12	Sri. P. Sai Baba	CO-ordinator	0863-2239151
13	Sri. J. Ravi Sankara Reddy	CO-ordinator	0863-2239151
14	Sri. D. Inna Reddy	CO-ordinator	0863-2239151
15	Sri. N. VENKATESWARA RAO	Consultant	0863-2239151
16	Sri. A. KOTESWARA RAO	DPO	0863-2239151
17	Sri. CH. SRINIVASA RAO	Data Entry Operator	0863-2239151
18	Sri. K. VINEETH KRISHNA	Data Entry Operator	0863-2239151
19	Sri. K. SRINIVASA RAO	Data Entry Operator	0863-2239151
20	Sri. Y. SREENIVASULAU NAIDU	OS	0863-2239151
21	Sri. R. MOUNIKA	OS	0863-2239151
22	Sri. CH. SRINIVASULU	OS	0863-2239151
23	Sri. P. NAGA RAJU	OS	0863-2239151

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

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

S.No.	Designation	Monthly remuneration including its composition	System of compensation to determine remuneration as given in regulation
1	Director	In-charge	
2	Accounts Officer	102169	40270-93780
3	Superintendent	60286	28940-78910
4	Superintendent	57043	28940-78910
5	Senior Assistant	63201	22460-66330
6	CO-ordinator	107576	37100-91450
7	CO-ordinator	97151	35120-87130
8	CO-ordinator	97121	35120-87130
9	CO-ordinator	107576	37100-91450
10	CO-ordinator	107576	35120-87130
11	CO-ordinator	80758	29760-80930
12	CO-ordinator	85335	28940-78910
13	CO-ordinator	74538	35120-87130
14	CO-ordinator	78685	35120-87130
15	Deputy Director Rtd.,	38000	Consultant
16	DPO	17500	Outsourcing
17	Data Entry Operator	15000	Outsourcing
18	Data Entry Operator	15000	Outsourcing
19	Data Entry Operator	15000	Outsourcing
20	OS	12000	Outsourcing
21	OS	12000	Outsourcing
22	OS	12000	Outsourcing
23	OS	12000	Outsourcing

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

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

Prepared separately

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

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Fee Concession for SSC:

Nature of Fee	General Category (Male)	Concession Categories (a) Women of all categories (b) SC, ST, BC (c) differently-abled persons / Trans Genders (d) Ex-Servicemen / their Children
a) Registration Fee	Rs. 100/-	Rs. 100/-
b) Admission fee Up to 5 subjects	Rs. 1300/-	Rs. 900/-
c) Migration cum T.C	Rs. 150/-	Rs. 150/-

Fee Concession for Intermediate:

Nature of Fee	General Category (Male)	Concession Categories (a) Women of all categories (b) SC, ST, BC (c) differently-abled persons / Trans Genders (d) Ex-Servicemen / their Children
a) Registration Fee	Rs. 200/-	Rs. 200/-
b) Admission fee Up to 5 subjects	Rs. 1400/-	Rs. 1100/-
c) Migration cum T.C	Rs. 200/-	Rs. 200/-

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

Particulars of recipients of concessions, permits or authorisations granted by it;

Nil

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

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

Electronic format	Description (site address / location where available etc	Contents or title	Designation and address of the custodian of information (held by whom)
Available in Web	www.apopenschool.org	APOSS web site which provides information on the activities of APOSS	APOSS

Chapter II
[Section 4 (1) (b) (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;

Facility	Description (location of facility / name etc)	Details of information made available
Notice board	Office premises	About activities
Public announcements	Through Newspapers	As and when programs are conducted
Websites	www.apopenschool.org	Describes about APOSS activities

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

The names, designations and other particulars of the Public Information Officers;

Appellate Authority

S.No.	Name of Office / Administrative Unit	Name and Designation of Appellate Authority	Off. Tel /Res. Tel/ Fax.	Email
1	A.P. Open School Society	D.Devananda Reddy, Director	0863-2239151	diraposs@yahoo.com

Public Information Officer

S.No.	Name of Office / Administrative Unit	Name and Designation of P.I.O.	Off. Tel /Res. Tel/ Fax.	Email
1	A.P. Open School Society	Sri.P.Saibaba	0863-2239151	diraposs@yahoo.com

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

Such other information as may be prescribed;and thereafter update these publications every year;