

# **CHAPTER-1**

**THE RIGHT TO INFORMATION ACT, 2005**

**OBLIGATIONS OF  
PUBLIC AUTHORITIES**

**MANNUAL OF  
STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
(PUBLISHED IN TERMS OF SECTIONS 4(1) (b) OF R.T.I.ACT, 2005)**

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
OPPOSITE to "E" GATE OF L.B.STADIUM,  
HYDERABAD – 500 001**

## INTRODUCTION

The Right to Information Act '2005 is an Act to provide for setting out the practical regime of right to information for citizens to secure 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 there with or incidental thereto

Subject to the provisions of the Act, all citizens shall have the right to information and Sec.4(1)(b) of the Act casts an obligation on each public authority to public authority to publish a manual on the functioning of each department.

This manual gives comprehensive idea about the particulars, functions of the State Council of Educational Research and Training office and also the powers and duties of the employees including the channels of supervision and accountability.

This manual contains 17 chapters in all which gives information about the functioning of the State Council of Educational Research and Training, AP, Hyderabad.

## Chapter-2

SL, NO	NAME OF THE ORGANIZATION	ADDRESS	FUNCTIONS	DUTIES
1.	SCERT	Opposite to E gate of L.B. stadium. Hydera - bad	The matter related to State Council Of Educational Research And Training (School Education)	<ol style="list-style-type: none"> <li>1. Preparation of curricula, syllabi, instructional material for Primary, Upper-primary and Secondary level and also alternative systems of education. Further ,preparation of curriculum for Pandits Training Courses</li> <li>2. Development of Evaluation procedures and material which are helpful to the practicing teachers.</li> <li>3. Bridging gaps between the methods and techniques advocated in training and the actual classroom practices.</li> <li>4. Dissemination of knowledge related to improved methods and techniques to be followed by educational institutions.</li> <li>5. Co-ordination with Regional, National and International Organizations in Academic Programmes.</li> <li>6. Organization of orientation programmes for the professional growth of teachers, teacher educators, supervisors, etc.,</li> <li>7. Publications of Journals, periodicals, books etc.,</li> <li>8. Resource support to implement academic policies laid down by the Government.</li> </ol>

### Chapter-3

#### Powers and Duties of Officers and Employees (Section 4 (1)(b)(ii))

SL. NO	NAME	DESIGNATION	DUTIES ALLOTTED	POWERS
1.	Smt. B. Seshu Kumari	<b>Director, SCERT</b>	<b>Head of the SCERT, office and sanctioning authority relating to financial &amp; administrative matters of SCERT office</b>	
2.	DR. M. SAVITRI SATYANARAYANA	Professor	Academic matters and conducting training programmes relating to innovations, research studies, UNICEF Activities, media, communication, documentation and creative arts education department	
3.	R.V. SUBBA RAJU	Professor	Academic matters and conducting training programmes relating to teacher education department	
4.	K. GIRIJA	Professor	Academic matters and conducting training programmes relating to educational technology department	
5.	S. VIJAYA KUMAR	Professor	Academic matters and conducting training programmes relating to science education department	
6.	P. PARASURAM	Professor	Academic matters and conducting training programmes relating to planning & statistics department	
7.	K. KRISHNA VENI	Professor	Academic matters and conducting training programmes relating to evaluation department	
8.	A. SUVARNA ALIVELU	Professor	Academic matters and conducting training programmes relating to innovations, research studies, UNICEF activities, media, communication, documentation and creative arts education department	

9.	L. VIJAYA KUMARI	Professor	Academic matters and conducting training programmes relating to population education department	
10.	P. RAMULU	Professor	Academic matters and conducting training programmes relating to mathematics education department	
11.	K. SUDHAKAR RAO	Professor	Academic matters and conducting training programmes relating to elementary education & women studies department	
12.	DR. J. NAGALAKSHMI	professor	Academic matters and conducting training programmes relating to curriculum & text books department	
13.	M. RAJENDER RAO	professor	Academic matters and conducting training programmes relating to vocational education department	
14.	MOHAMMED YOUSUF	administrative officer	Administrative matters of SCERT and drawing & disbursing of salaries of SCERT staff.	
15.	P.V. SURENDRANATH	lecturer	Academic matters and conducting trainings relating to teacher education department in SCERT	
16.	P. PRAKASH	lecturer	Academic matters and conducting trainings relating to population education department in SCERT	
17.	S. KASINATHAM	lecturer	Academic matters and conducting trainings relating to teacher education department in SCERT	
18.	P. REVATHI REDDY	lecturer	Academic matters and conducting trainings relating to teacher education department in SCERT	
19.	P. ANURADHA REDDY	lecturer	academic matters and conducting trainings relating to innovations, research studies, UNICET activities, media, communication, documentation and creative arts education department in SCERT	

20.	M. DEEPIKA	Lecturer	Academic matters and Conducting trainings relating to Curriculum & Textbooks Department in SCERT	
21.	B.M. PRIYADARSHINI	Lecturer	Academic matters and Conducting trainings relating to Population Education Department in SCERT	
22.	B. M. SHAKUNTHALA	Lecturer	Academic matters and Conducting trainings relating to Science Education Department in SCERT	
23.	K. YADAGIRI	Lecturer	Academic matters and Conducting trainings relating to Vocational Education Department in SCERT	
24.	M. SARASWATHI (ON DEPUTATION)	Lecturer	Academic matters and Conducting trainings relating to Curriculum & Textbooks Department in SCERT	
25.	MOHD. ISMAIL HASSAN	Lecturer	Academic matters and Conducting trainings relating to Language Education Department in SCERT	
26.	Y. RAGHAVA REDDY	Lecturer	Academic matters and Conducting trainings relating to Computer Education Department in SCERT	
27	A. SALEEM IQBAL	Lecturer	Academic matters and Conducting trainings relating to Vocational Education Department in SCERT	
28.	N. SAROJINI DEVI,	Lecturer	Academic matters and Conducting trainings relating to Curriculum & Textbooks Department in SCERT	
29.	M. RAMA DEVI DEPUTATION TO PADMAVATH UNIVERSITY, TIRUPATI	Lecturer		
30.	D. RAMA DEVI	Lecturer	Academic matters and Conducting trainings relating to Population Education Department in SCERT	
31.	S. RAM KISHAN RAO	Lecturer	Academic matters and Conducting trainings relating to Educational Technology Department in SCERT	

32.	K. VENAIAH	Lecturer	Academic matters and Conducting trainings relating to Science Education Department in SCERT	
33.	S. SURESH BABU	Lecturer	Academic matters and Conducting trainings relating to Mathematics Education Department in SCERT	
34.	V. RAM MOHAN RAO,	Spl. Educator, IED	Academic matters and Conducting trainings relating to IED Department in SCERT	

### Residential Addresses of Non- Teaching Staff (Attenders)

Sl. No.	Name	Designation	Duties allotted	Powers
1	V.V. Subramanyam	Superintendent	Overall supervision of A Section	
2	A. Veereswara Rao	Superintendent	Overall supervision of D Section	
3	P. Nirmala	Superintendent	Overall supervision of C Section	
4	N. Satyanarayana Murthy	Superintendent		
5	R. Frank Israel	Sr. Asst A Section	1. Service matters of Non- Teaching staff 2. Maintenance of office building & furniture 3. Purchase of stationery & equipment and distribution 4. Service matters of Teaching staff	
6	D. Udaya Kumar	Sr. Asst C Section	1. Consolidation of AC & DC Bills 2. Audit Paras & PAC meeting	
7	S. Venkat Rao	Sr. Asst D Section	1. Matters relating to Evaluation Department programmes 2. Matters related to staff list approval of Pandit Training Colleges staff (Private) 3. Maintenance of Computer Cell	
8	R. Buchaiah	Sr. Asst D Section	1. C & T Department 2. Environmental Education 3. GET - SET - 98 4. YOGA Trg. Programme 5. Deputations of concerned departments 6. Plan schemes of concerned departments 7. Matters related to settlement of AC - DC bills.	
9	Sulthan Khan	Sr. Asst D Section	1. Subject relating to Teacher Education Programmes 2. Academic matters relating to DIETs / IASEs / CTEs 3. Matters related to staff list approval of B.Ed and D.Ed colleges (Private) and Court cases 4. Distance Education Programme 5. Vocational Education Programme 6. Settlement of matters related to OBB, SOPT	



10	B. Srinivasa Reddy	Sr. Asst A Section	1. Attender service matters	
11	Shaik Amjad Pasha	Sr. Asst D Section	1. Educational Technology 2. Science Department	
12	D. Bharath Kumar	Sr. Asst	1. Population Education programmes 2. RICE Department 3. Elementary Education	
13	B.V. Ram Mohan Rao,	Sr. Asst		
14	Moizuddin	Jr. Asst C Section	1. Pay bills of Teaching Staff 2. Payment of TA & DA to the participants of the programmes 3. Preparation of AC bills of the programmes	
15	M.T. Ramanand	Jr. Asst C Section	1. Mathematics Department 2. Conducting of Mathematics Olympiad	
16	N. Raghupathi	Jr. Asst C Section	Pay bills of Non - teaching staff	
17	B. Anasuya,	P.A	Works related to PA to Director, SCERT and attending telephone calls, taking dictations etc.	
18	T. Bhargavi	Librarian	Maintenance of office Library	
19	A. Bhoomaiah	Science Supervisor	Matters related to Science Supervisory work	
20	K. Shoba Rani	Science Supervisor	Matters related to Science Supervisory work	
21	G. Srinivasa Redd	Artist		
22	G. Padmasree	S.G.C.		

### Residential Addresses of Non- Teaching Staff (Attenders)

Sl. No.	Name	Designation	Duties allotted	Powers
	<b>SARVASRI</b>			
1	G.Venkataramana Rao	Driver	-	
2	Bhoomaiah	Driver	-	
3	P. Vishnu Vardhan	Driver	-	
4	Mohd. Ghowri	Record Asst.	Conference Hall in charge	
5	E. Maremma	Record Asst.	Pay bills of Class - IV employees	
6	M.A. Jabbar	Record Asst.	Maintenance of Attendance Registers	
7	Rafat Jahan	Record Asst.	Out warden	
8	N. Krishna	Record Asst.	Maintenance of Records	
9	Yousuf Mirza	Record Asst.	In warden	
10	R. Ravinder	Film Operator		
11	Mohd. Ibrahim	Roneo Operator		
12	Shaik Raheemuddin	Attender	Last grade employees and they are attending the works as entrusted by the Officers / Sections	
13	Anjaiah	Attender	-do -	
14	B. Nagabhusanam	Attender	Do	
15	Mohd. Farooq	Attender	Do	
16	K. Viajayamma	Attender	Do	
17	K. Laxamma	Attender	Do	
18	S. Rajamma	Attender	Do	
19	S. Rajan	Attender	Do	
20	R. Susheela	Attender	Do	
21	D. Aravind Kumar	Attender	Do	
22	M. Prabhakar	Attender	Do	
23	Md. Khadeer	Attender	Do	
24	V. Seeta Rama Rao	Attender	Do	
25	P. Srisailam	Attender	Do	
26	A. Chakrapani	Attender	Do	
27	B. Anjane Bai	Sweeper	Do	
28	V. Rama Chandra Rao	Night Watchman	Do	
29	E.P. Anand Rao	Night Watchman	do	

## Chapter 4

Activity	Description	Decision making process	Designation of final decision making authority
Goal-setting & planning	The broad goal of E.T. is to provide quality education	Consultations with users (Schools and Teacher Education Institutes.) and service providers (SAPNET)	Director, SCERT
Budgeting.	State Govt. funds through D.S.E.	Plans to be develop by Department, in consultation with the service providers and users.	Director School Education.
Formulation of Programmes Schemes and projects	Projects reflect the needs of the target.	Plans to be develop by Department, in consultation with the service providers and users.	Secretary School Education. A.P., Hyderabad
Recruitment and hiring of personnel	Computer operator	Need expressed by the department, D'SCERT approves and forwards	Director of School Education
Release of funds		Director of School Education is authority to release funds	Secretary School Education, A.P., Hyderabad
Implementation / delivery of service / utilization of funds	Lessons by trained teachers are delivered through Mana-TV	Academic decisions are made by the faculty of E.T in consultation with field functionaries. Estimates for utilization of funds are submitted to Director, SCERT	Director, SCERT
Monitoring & evaluation	Feedback proforma from schools	In coordination with SAPNET	Director, SCERT
Gathering feedback from public	Doesn't arise		
Undertaking improvements	On the basis of feedback E.T faculty suggest improvements	Director, SCERT in consultation with SAPNET approves	Director, SCERT

## Chapter 5

S. No.	Function/ service	Norms / standards of performance set	Time frame	Reference document prescribing the norms (Citizen's charter service charter etc)
1	Identification of teachers talented to present live lessons.	Media experts from SAPNET select on audio screening	Every year atleast an average 50 live presenters are added	
2	Train teachers and teacher educators in generating and presenting live lessons.	Successful completion of five day training programme and trail presentation.	It is a perennial process.	
3	Develop video scripts for recorded programmes	As per SIET standards and approved by content experts	Minimum of 15 per year	
4	Develop recorded programmes for transmission through TV	As per SIET norms previewed by content experts	Minimum of 15 per year	
5	To convert video lessons in to DVD format / CD format.	As per SIET and SAPNET norms	2006-07 and 2007-08	
6	To develop e-learning material.	In collaboration with SAPNET	Pilot lesson during 2006-07	

## Chapter 6

S. No.	Description	Gist of contents	Price of the publication if priced
	<b>Rules &amp; Regulations</b>		
1			
2			
	<b>Instructions</b>		
1			
2			
	<b>Manuals</b>		
1			
2			
	<b>Records</b>		
1	Stock registers of video cassettes	Class wise subject wise titles with accession number	
2	Stock registers of equipment	Classified equipment with accession number	
	<b>Publications</b>		
1	Bi-Monthly Mana-TV schedule	Developed in collaboration with SAPNET along with other user departments	Included in maintenance charges
2			

## Chapter-7

### Categories of Documents held by the Public Authority under its Control [section 4(1)(b)vi]

Sl.No	Category of document	Title of the document	Designation and address of the custodial (held by/under the control of whom)
Nil			

## Chapter-8

Arrangement for Consultation with, or Representation by, the  
Members of the Public in relation to the Formulation of Policy or  
implementation thereof  
[Section 4(1)(b)(vii)]

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 polity implementation.
Nil			

## Chapter 9

Name of Board, Council, Committee, etc.,	Composition	Powers & functions	Whether its meetings open to public / minutes of its meetings accessible for public
1. Governing council of SAPNET, which is a common body for all the user departments of Mana-TV	Chief Secretary chairperson and Secretaries of user departments as members	Develop norms, directs functioning, supports training, evaluates.	No
2.			
No boards, councils, Committees are constituted related to public authority as for as Department of Teacher Education is concerned.			
No Boards, Councils and Committees are constituted related to public authority as for as Curriculum Text Books Department is concerned.			
Core Committee On Grading	1.The Director of School Education as Chairman 2. The Director SCERT, A.P., Hyderabad as member Secretary and 4 nominees of the Secretary school education	1. To study the present marking system. 2. To Suggest suitable grading system	Yes
<p>9.2 If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure/cost of access and officer to be contacted.</p> <ol style="list-style-type: none"> <li>1. Information officer, SCERT, A.P., Hyderabad</li> <li>2. 8 hours</li> <li>3. As per the prescribed fee</li> <li>4. Information officer, SCERT, A.P., Hyderabad</li> </ol>			



**Chapter 10**  
**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 (including officers in charge of grievances redressal, vigilance audit, etc.)**

**Residential addresses of Professors and Lecturers**

Sl. No	Name of office/ Administrative Unit	Name	Designation	Address	Telephone & Fax Office Tel: Residential Tel:, Fax:	E-Mail
	<b>SARVASRI</b>					
1.	<b>Director, SCERT/ Administrative Wing</b>	<b>K.ANANDA KISHORE</b>	<b>Director, SCERT</b>	<b>G-3,Aditya Apartments, Malani Colony, Tarband, Secunderabad -9</b>	<b>27955778 (R ) 9849909177 (C )</b>	
2		Dr. M. Savitri Satyanarayana	Professor	Janaki Ram Apts, Flat No. 101, Chikkadpally Hyderabad	27603069 (R )	
3		R.V. Subba Raju	Professor	Flat No. 409, Sai Krishna Balaji Apts. Balaji Nagar Mehidipatnam, Hyderabad	55983050 (R )	
4		K. Girija	Professor	14-1, Flat No. 102 First Floor, Srinivasapuram Ramanthapuram, Hyderabad -13	27032692 (R ) 9440259948 (C )	
5		S. Vijaya Kumar	Professor	12-95, P&T Colony Dilsukhnagar Hyderabad	9440656490 (C )	
6		P. Parasuram	Professor	H. No. 5-1-277, 1st Floor Old Ghass Mandi, Secunderabad	55218135 (R )	
7.		K. Krishna Veni	Professor	Professor	Near Tappachaputra Police Station	
8		A. Suvarna Alivelu	Professor	H. No. 1-9-320 Vidyanagar, Hyderabad	27617504 (R )	
9		L. Vijaya Kumari	Professor	2-2-20/1/C, Flat No. 201 Vijaya Sri Sai Avenue Ahobilmutt Water Tank X Road D.D. Colony Bagh Amberpet, Hyderabad	27400518 (R )	
10		P. Ramulu	Professor	H. No. 2-2-1055 /83/A, Kurmabasthi, Near Gandhi Night School Amberpet, Hyderabad	55596999 (R )	

11		K. Sudhakar Rao	Professor	Laxmi Sri Park View Flat No.301 Ashoknagar-10	27665664 (R )	
12		Dr. J. Nagalakshmi	Professor	H. No. 11-6-529/530, Nampally, Hyderabad	23391228 (R )	
13		M. Rajender Rao	Professor	H. No. 15-51/1 Dilsukhnagar, Hyderabad	24150890 (R )	
14		Mohammed Yousuf	A.O Officer	18-8-244/D/26/1, Moin Bagh, Edi Bazar, Hyderabad	55305210 (R )	
15		P.V. Surendranath	Lecturer	H. No. L.I.G.H. 257 K.P.H.B. Kukatpally, Road No.2 Hyderabad	23051566 (R )	
16		P. Prakash	Lecturer	Flat No. 107, Ravishankar Residency Thirumalgiri Colony, Housing Board Moulali Hyderabad	55194143 (R )	
17		S. Kasinatham	Lecturer	H. No. 1-1-1/3/G6/12, Sri Satyanilayam, Balaji Colony Mohan Nagar, Kothapet, Hyderabad	24140079 (R )	
18		P. Revathi Reddy	Lecturer	Raja Rajeswari Nilayam H. No. 8-2-684 Road No. 12, Banjara Hills, Hyderabad	23312515 (R )	
19		P. Anuradha Reddy	Lecturer	Raja Rajeswari Nilayam H. No. 8-2-684 Road No. 12, Banjara Hills, Hyderabad	23312515 (R )	
20		M. Deepika	Lecturer	Flat No. 301, S.S. Enclave, Near Fever Hospital, Nallakunta Hyderabad	27656261 (R )	
21		B.M. Priyadarshini	Lecturer	5/3RT, Prakashnagar, Begumpet, Hyderabad	27763662 (R )	
22		B. M. Shakunthala	Lecturer	High Rise Apts, C-101, Kavadiguda, Hyderabad	27544338 (R )	
23		K. Yadagiri	Lecturer	Plot No. 182, H. No. 10-6-39/3, Road No. 12, Brundavani Colony, Saroonagar, Hyderabad	244041386 (R )	
24		M. Saraswathi (on deputation)	Lecturer	H. No. 5-3-35/15/1, Plot No. 24 Gauthaminagar, Vanasthalipuram Hyderabad - 70	55187093 (R ) 9849854789 (C )	
25		Mohd. Ismail Hassan	Lecturer	H. No. 18-8- 245/B/113, Moin Bagh, Old Children Jail Santhoshnagar, Hyderabad	55608695 (R )	
26		Y. Raghava Reddy	Lecturer	Flat No. 303, Vasavi Homes Near Geetha Hospital, Chaitanyapuri, Hyderabad	56464168 (R )	
27		A. Saleem Iqbal	Lecturer	H. No. 3-5-29, Madina Masjid, Mahabubnagar District	249774 (R ) 9440093078 (C )	

28		N. Sarojini Devi,	Lecturer	Flat Nbo. 501, Sri Prasanthin Nilayam Green Hills Colony, L.B. Nagar, Hyderabad	9885264500 (C )	
29		M. Rama Devi Deputation to Padmavath University, Tirupati	Lecturer	H. No. PI-72/F2. Panjagutta Officers Colony, Panjagutta, Hyderabad	23413058 (R )	
30		D. Rama Devi	Lecturer	303- Bindu Residency, Durga Bai Deshmukh Colony, Bagh Amberpet, Hyderabad	27427065	
31		S. Ram Kishan Rao	Lecturer	H. No. 8-7-69 R.R. Nagar Old Bowenpally Secunderabad -11	27756069 (R ) 9866283405 (C )	
32		K. Venaiah	Lecturer	2-3-132/2 Adarshnagar Nagole, Hyderabad	9848074508 (C )	
33		S. Suresh Babu	Lecturer	16-2-146/H/1 Dayanand Nagar Malakpet Hyderabad 500 036	24554466 ( R)	
34		V. Ram Mohan Rao,	Spl. Educator, IED	Deputation to DSE		

## **Residential Addresses of Non- Teaching Staff**

Sl. No.	Name of office/ Administrative Unit	Name	Designation	Address	Phone	E-Mail
	SARVASRI					
1	Director, SCERT/ Administrative Wing	V.V. Subramanyam	Superintendent	MIG-36, Phase-III, APHB Colony, Gachibouli Hyderabad-32	23002627 (R )	
2		A. Veereswara Rao	Superintendent	Sri. Suryanarayana, H. No. 191- Employees colony, Yapral - Near Bustand Secunderabad	55221480 (PP)	
3		P. Nirmala	Superintendent	H. No. 6-3-597/10 Venkataramana Colony, Hyderabad	23300452 (R )	
4		N. Satyanarayana Murthy	Superintendent	Deputation to DSE		
5		R. Frank Israel	Sr. Asst	H. No. 3-4, C/o. R.B. Charles Vani Nagar, Malkajgiri, Hyderabad		
6		D. Udaya Kumar	Sr. Asst	Plot No. 44, Flat No. 104, Vijaya Towers, Kalyannagar. Hyderabad	23841814 (R ) <b>Long leave</b>	
7		S. Venkat Rao	Sr. Asst	10-6-152/3, Sainagar, Saroornagar, Hyderabad		
8		R. Buchaiah	Sr. Asst	BOB colony Bhoodevinagar Thirumulghery Secunderabad - 15		
9		Sulthan Khan	Sr. Asst	11-1-1204/1/95 Afzalsagar Mallepally Hyderabad		
10		B. Srinivasa Reddy	Sr. Asst	S4-C-712 NGOs Colony Vanasthalipuram Hyderabad	24120272 (R )	
11		Shaik Amjad Pasha	Sr. Asst	Govt. Quarter No. MC-320 Malakpet Colony Hyderabad - 36	24161745 (R ) 9849802830 (C )	
12		D. Bharath Kumar	Sr. Asst	H. No.12-12-155, Ravindranagar, Mnpl. No.121 Sitaphalmandi Secunderabad		
13		B.V. Ram Mohan Rao,	Sr. Asst	Deputation to DSE		
14		Moizuddin	Jr. Asst	H. No. 18-8- 245/130/A, Moinbagh, Children Jail, Hyderabad	9866001990	
15		M.T. Ramanand	Jr. Asst	H. No. 12-2- 709/7/10/A, Gudimalkapur, Mehidipatnam Hyderabad - 28		
16		N. Raghupathi	Jr. Asst	H. No. 12-67/1, Road No.3, IT Colony, R.K. Puram Hyderabad	24035740	
17		B. Anasuya,	P.A	H. No. 19-98, Gauthamnagar, Malkajgiri, Hyderabad	9441263176 (C )	
18		T. Bhargavi	Librarian	Plot No. 28, Road No. 2 Haripuri Colony, Alkapuri Saroornagar, Hyderabad	24038885 (R )	
				H. No. 1-9-785, Flat No. 305		

**Residential Addresses of Non- Teaching Staff (Attendees)**

Sl. No.	Name of office/ Administrative Unit	Name	Designation	Address	Phone	E-Mail
	SARVASRI					
1	Director, SCERT/ Administrative Wing	G.Venkataramana Rao	Driver	SRT - 537, Sanathnagar, Hyderabad	9849703668 (C)	
2		Bhoomaiah	Driver	Deputed to DSE		
3.		P. Vishnu Vardhan	Driver	16-106-3/1/C, Venkat Reddy nagar Ramanthapur, Hyderabad		
4		Mohd. Ghowri	Record Asst.	H. No. 18-8-451/B/4, Alinagar, Edi Bazar, Hyderabad	55407137 (R)	
5		E. Maremma	Record Asst.	H. No. 9-57, Chowdaryguda Gatakesar (M) R.R. District	92555540 (R)	
6		M.A. Jabbar	Record Asst.	C/o. Khadar, H.No. 18-2-419/M/2150/18, Hafeejababa Nagar (Kanchanbagh), Hyderabad		
7		Rafat Jahan	Record Asst.	H. No. 12-1-925/12/7/A6, Old Mallepally, Feel Khana Hyderabad		
8		N. Krishna	Record Asst.	H. No. 1-1-379/12, Chikkadpally, Hyderabad		
9		Yousuf Mirza	Record Asst.	H. No. 1-8-528/11, Patigadda Colony, Secunderabad	27900530 (R)	
10		R. Ravinder	Film Operator	Darga Hussainshawally, H. No. 2-49, Golkonda Post Hyderabad	23565416 (R)	
11		Mohd. Ibrahim	Roneo Operator	H. No. 16-9-406/A/58, Old Malakpet, Hyderabad	24553842	
12		Shaik Raheemuddin	Attender	H. No. 22-8-357, Darushafa, Hyderabad		
13		Anjaiah	Attender	H. No. 12-15-816, Mankeswar Nagar, O.U. Campus, Hyderabad		
14		B. Nagabhusanam	Attender	H. No. 10-1-748, Veeranagar, Khairathabad, Hyderabad		
15		Mohd. Farooq	Attender	10-5-391/54/35 Syednagar, Hyderabad		
16		K. Vijayamma	Attender	H. No. 3-1-48/6/7, Sowbhagyanagar Colony L.B. Nagar, Hyderabad		
17		K. Laxmamma	Attender	Cherlapally, Near Gas Company, R.R. Dist.		
18		S. Rajamma	Attender	H. No. 1-2-48/55, Domalguda, Gaganmahal, Hyderabad		
19		S. Rajan	Attender	H. No. 77, Ammuguda Bazar Secunderabad		
				H. No. 6-90, Yedulabad Post Ghatkesar (M)		

Chapter-11

Directory of Officers and Employees  
(Section 4 (1) (b) (x))

Sl. No.	Designation	Monthly Remuneration including its composition Rs.	System of compensation to determine Remuneration as given in regulation
1.	Director(1)	37,015	
2.	Administrative Officer(1)	23,149/-	
3.	Professors(12)	3,53,813/-	
4.	Deputy Director (I.E.D)	Post Vacant	
5.	Lecturers(17)	4, 13,215/-	
6.	Special Educator (I.E.D)(1)	24,920/-	
7.	Psychologist (Cordinator) (I.E.D)	Post Vacant	
8.	Programme Officers	Posts Vacant	
9.	Coordinator	Post Vacant	
10.	School Guidance Councilor	Post Vacant	
11.	Science Supervisors(2)	44,195/-	
12.	Superintendents(4)	75,068/-	
13.	Senior Assistants(8)	85,116/-	
14.	Junior Assistants(3)	30,586/-	
15.	Typists	Posts Vacant	
16.	U.D. Steno(1)	9,343/-	
17.	L.D Steno	Post Vacant	
18.	Artist(1)	11,065/-	
19.	Librarian(1)	8,875/-	
20.	Film Operator(1)	9,807/-	



21.	Roneo Operator(1)	11,158/-	
22.	Record Assistants(6)	61,917/-	
23.	Drivers(3)	34,525/-	
24.	Attenders(15)	1,30,364/-	
25.	Night Watchmen(2)	22,598/-	
26.	Sweeper(1)	9,807/-	
27.	Scavenger (Part Time)(1)	1,071/-	

Chapter-12  
Budget allocated to each Agency including Plans etc  
[Section 4(1)(b)xi]

Agency	Plan / programme / scheme / project / activity / purpose for which budget is allocated	Proposed expenditure Rs. in lakhs	Expected outcomes	Report on disbursements made or where such details are available (website, reports, notice board etc.)
Schools, DIET and CTE /IASEs	Educational Technology programme, Strengthening of A.V. Education of Mana-TV	200.00	(i). 1 hour 30 min. live, 1 hour 30 min recorded transmission for school education daily. (ii). Training teachers and teacher educators for live presentation. (iii). Computer training for teachers and teacher educators (iv). Development of recorded programmes (v). Conversion of Beta lessons into Digital format. (vi) Development of e-learning material.	Doesn't arise
Non-plan	Rs. 5,21,000/-			
Plan				

Agency	Programme / scheme / project activity purpose for which budget is allocated	Amount released last year Rs. in lakhs	Amount spent last year Rs. in lakhs	Budget allocated current year Rs. in lakhs	Budget released current year Rs. in lakhs
Schools, DIET and CTE /IASEs	Educational Technology programme, Strengthening of A.V. Education of Mana-TV	200.00	200.00	200.00	

## Chapter-13

### Manner of execution of Subsidy Programmes [Section 4(1)(b)xii]

Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Nil	Nil	Nil	Nil

#### 13.3 Describe the manner of execution of the subsidy programmes

Name of programme/activity	Application procedure	Sanction Procedure	Disbursement procedure
Nil	Nil	Nil	Nil

## Chapter 14

### Particulars of Recipients of Concessions, Permit or Authorization Granted by the Public Authority [Section 4(1)(b)xiii]

#### Institutional Beneficiaries

Name of programme/scheme				
Sl.No	Name & address of recipient instructions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority

Name of programme/scheme				
Sl.No	Name & address of recipient instructions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority

#### Individual beneficiaries

Sl.No.	Name & address of recipient beneficiaries	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority

Name of programme/scheme				
Sl.No	Name & address of recipient instructions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority

Chapter-15

Information Available in electronic Form  
[Section 4(1)(b)xiv

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom?)
Beta Cassettes	E.T. Department	Lessons on school curriculum	Faculty member of E.T. Department, SCERT, A.P., Hyderabad

Chapter-16

Particulars of Facilities available to Citizens for Obtaining information  
[section 4(1)(b)XV]

Facility	Description(location of Facility/Name etc)	Details of Information made available
E & T 16 Not related		
Notice board		
News paper reports		
Public announcements		
Information counter		
Publications	SCERT Journal	
Office Library		
Website	<a href="http://www.apscert.org">www. apscert. org</a>	
Other facilities		

## Chapter-17

### Names, Designations and other Particulars of Public information officers [Section 4(1)(b)xvi]

#### Public information officers(s)

Sl.No.	Name of office/administrative unit	Name and designation of PIO	Office tel: Residence Tel: Fax:	Email address
1.	D'SCERT, Hyderabad	Dr.M.Savithri Satyanarayana, Professor,	23237038	

#### Assistant public information Officers (s)

Sl.No.	Name of office/administrative unit	Name and designation of PIO	Office tel: Residence Tel: Fax:	Email address
1.	D' SCERT Hyderabad	Mohammed Yousuf, Administrative Officer	23237038	

#### Appellate Authority

Sl. No .	Name ,Designation & Address of Appellate Officer	Jurisdiction of Appellate officer(offices/Administrative units of the authority)	Office tel: Residence Tel: Fax:	Email address
1.	Sri. K.Ananda Kishore, Director, SCERT, Hyderabad	State Council Of Educational Research And Training	23237038	

## Chapter 18

### Other Useful Information (Section 4 (1) (b) XVII)

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

- Nil-