

## RIGHT TO INFORMATION ACT, 2005

### Rule 4 (1) b (ii)

#### Powers and duties of its officers and employees

The Board shall perform the following functions:

- i. To prepare and execute detailed plans and programmes for the furtherance of the objects of the Society.
- ii. To administer the funds and to manage the properties of the Society.
- iii. To sanction and appoint such officers and other employees as may be required for the efficient management of the affairs of Society and to regulate their recruitment and conditions of service,
- iv. To enter into agreements for and on behalf of the Society
- v. To appoint committees, study groups or working groups for disposal of any business of the Society or for expert advice in any matter pertaining to the society.
- vi. To make bye-laws for the regulation and conduct of business and management of the affairs of the Society and for the furtherance of its objects, including the allowances payable to the members and to annual, amend, vary or modify, from time to time, the bye-laws so made;
- vii. To make regulations for determining the conditions service of the Secretary, other officers and employees of the Society.
- viii. To affiliate to the society any institution having objects similar to those of the society or to recognize any other institutions;
- ix. To perform such other functions as are necessary and expedient for furtherance of the objects of the Society and for carrying out its purposes.
- x. To perform functions entrusted to it by Government of Andhra Pradesh.

#### POWERS AND DUTIES OF THE CHAIRMAN

1. (a) The Chairman shall have power to appropriate funds from one unit of appropriations, namely :
  - (i) That the total sanctioned expenditure is not thereby exceeded, and
  - (ii) The such reappropriation shall not have the effect of involving the Society in future outlay in the succeeding years of any scheme.
- (b) The Chairman shall have the power to write off irrecoverable value of stores, books etc., upto Rs.10,000/- provided that the loss is not on account of serious negligence on the part of any employee of the Society, theft or any defect of system.
- (c) The Chairman shall have the power to take disciplinary action against Officers noted under Class-I and categories 1 to 4 of Class-II except on any one who is on deputation form Government Service in whose case he shall send a report to the Parent Department with his recommendation.

- (d) The Chairman shall be the authority as detailed in Appendix-II to which an appeal against an order imposing a penalty upon a person holding a post in Class-III.
- (e) The Chairman shall be the authority to which an appeal against an order imposing a penalty upon a person holding a post in Class-IV in the office of the Society and against an order imposing a punishment as detailed in Appendix-II upon a person holding a post in Class-IV in the schools or colleges.
2. The Chairman shall be the authority to sanction the incurring of expenditure (recurring and non-recurring) without an upper limit over and above the financial powers of the Secretary detailed in Rule 11 below subject to availability of funds.

### 3. POWERS AND DUTIES OF VICE-CHAIRMAN

In Gurukulam Bye-laws the administrative powers are vested with Secretary and Financial powers are vested with the Secretary and Chairman, BOG. The Vice-Chairman is not vested any administrative and financial powers. Hence, the following powers are proposed to the Vice-Chairman.

- 1) The Vice Chairman shall assist the Chairman in all matters and shall exercise such other powers and perform such functions as may be delegated to him by the Chairman and provided for in the Bye -Laws and Rules are explained below.

**Bye-law 2(d) of Definition** : Chairman means the Chairman of the Board of Governors.

**Bye-law 6 - Standing Committees** : Chairman is the Member of (2) Standing Committees i.e., (1) the Standing Committee for Administrative and Financial matters and (2) the Standing Committee for Academic matter.

**Bye-law 7** : Revision of financial norms to the Chairman/ Vice-Chairman/ BOG & Govt. is approved at Agenda item No(2) of this meeting minutes.

**Bye-law 8 Under Staff & Appointments** : The Chairman is the Appointing authority to the following cadres.

CLASS (1)	CATEGORY (2)	POST (3)	APPOINTING AUTHORITY (4)
Class-I		Secretary	Chairman
Class-II	Category-1	Jt. Secretary	-- do --
	Category-2	Dy. Secretary	-- do --
	Category-3	Principals of APTW Res. Jr. Colleges/ Polytechnics	-- do --
	Category-4	Asst. Secretary (Accounts)	-- do --

	Category-5	Principals of APTW Res. Schools/ Colleges	-- do --
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- 2) When the Office of the Chairman is vacant, the Vice-Chairman shall perform the function of the Chairman until further arrangements are made by the Government. He shall preside over the meetings of the Board of Governors in the absence of Chairman.
- 3) The Vice-Chairman shall have power to appropriate funds from one unit of appropriation to another subject to the following restrictions namely;
  - 1) that the total sanctioned expenditure is not thereby exceeded,
  - 2) that such re-appropriation shall not have the effect of involving the Society in future outlay in the succeeding years of any scheme.
- 4) The Vice -Chairman shall have the power to write off irrecoverable values of stores, books etc. upto Rs. 10,000/- provided that the loss is not on account of serious negligence on the part of any employee of the Society, theft or any defect of system.
- 5) The Vice-Chairman shall have the power to take disciplinary action against the officers noted under Class II for imposition of major penalty except on anyone who are on deputation from Government service in whose cases, he shall send a report to the parent department with his recommendation. The Chairman would be the appellate authority in such cases.

#### **POWERS AND DUTIES OF THE SECRETARY**

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

S. No.	ITEM OF EXPENDITURE	MONETARY LIMIT
1.	Bicycles	No limit
2.	Electric & Water Charges	-- do --
3.	Maintenance and upkeep of vehicles	-- do --
4.	Rates and Taxes	-- do --
5.	Postage and Telegrams	-- do --
6.	Advertisement Charges	-- do --
7.	Charges for Telephone Connections	-- do --
8.	Supply of liveries, badges and other articles of clothing etc. and washing allowances	-- do --
9.	Staff paid from contingencies	-- do --
10.	Typewriter and calculating machines etc.	-- do --
11.	Books and periodicals	-- do --
12.	Repairs to erection and removal of machinery (where expenditure is not of capital nature)	-- do --
13.	Fixture and Furniture	-- do --
14.	Fixtures and Furniture	-- do --
15.	Freight and Demurrage of Wharfage Charges	Rs.5,000/-
	(a) Freight Charges	No limit
	(b) Demurrage or Wharfage Charges	Rs.250/- (in each case)
16.	Hire of furniture etc.	Rs.10,000/- (one each occasion)
17.	Incurring of legal charges	Rs.20,000/- (in each case)
18.	Writing off losses of stores on public money (incl. loss of stamps) not being on account of theft, fraud or negligence	Rs.500/-

- (iv) To open bank accounts in the name of the Society in such banks as are approved by the Board of Governors and to operate the said accounts.
- (v) To visit any Res. Schools/ College/ Institutions run by the Society within the State or to depute any Officer or Member of the Staff to anywhere in the Country to do in connection with the affairs of Society or on training.
- (vi) To sanction, leave, allowances including dearness, house rent, compensatory, travelling and daily allowance, medical benefits and loans and advances to the staff of the Society as provided for in the service regulations.
- (vii) To permit at his discretion, in special cases and for reasons to be recorded in writing, any member of the staff to draw actual expenses incurred by him while on tour, and
- (viii) To allow the Auditor appointed by the Society to have access to the books, accounts and other documents of the Society.

**POWERS AND DUTIES OF THE JOINT SECRETARY, DEPUTY SECRETARY (ACADEMIC)  
AND DEPUTY SECRETARY (ADMINISTRATION)**

- (a) The Joint Secretary, Deputy Secretary (Academic) and the Deputy Secretary (Administration) shall carry out the functions as are specifically assigned to them by the Chairman or the Secretary.
- (b) The duties of Deputy Secretary (Academic) shall include assisting the Secretary in:
  - (1) all academic matters viz., preparation of curriculum, conduct of admission examinations (for admission of pupils in the T.W. Res. & Ashram Schools and Colleges) drafting syllabi, conduct of workshops and seminars, conduct of examinations in the schools and colleges.
  - (2) Commendation of books and films to be purchased for the libraries of the institutions.
  - (3) Introduction of activities such as Bharat Scouts and Guides, Red Cross, NCC etc.
  - (4) Giving special coaching to the talented children to appear for competitions such as Mathematics, Olympiad, National talent Search etc.
  - (5) Maintenance and Strengthening of the Library of the Society Office.
- (c) In conducting the official correspondence of the society as far as academic matters are concerned.
- (d) The Deputy Secretary (Administration) shall be incharge of the office establishment of the Society. The duties of the Deputy Secretary shall include assisting the Secretary:
  - (1) In preparing the Annual Report of the Society to be submitted to Government.
  - (2) In the inspection of the Schools and Colleges of the Society.
  - (3) In planning and development of the educational institutions of the Society.
  - (4) In looking to the safe custody of all documents/ registers and books of the Society.
  - (viii) In safeguarding and maintaining the buildings, gardens, office vehicles and other properties of the Society.
  - (ix) In safeguard and maintaining the buildings, gardens, office vehicles and other properties of the Society.
- (d) The duties of Joint Secretary shall be coordination and supervision of the functioning of the Headquarters of the APTWAREIS.
  - (1) In conducting the official correspondence of the Society.
  - (2) In the recruitment of the staff of the Office of the Society, Schools and Colleges.
  - (3) In making purchases for the office of the Society.
  - (4) In the conduct of the meeting of Board of Governors, Standing Committee etc. and in preparation of the minutes of the meeting and dispatch of the minutes to the Members and stipulated in the bye-laws of the Society.
  - (5) In the inspection of the Schools and Colleges of the Society.
  - (6) In planning and development of the educational institutions of the Society.

- (7) The inspection of the schools and colleges of the Society.
- (8) Setting up of laboratories in the Schools & Colleges.
- (9) Supply of teaching aids and A.V. Equipment to the institutions.
- (10) Encouraging research and innovations in the Schools and Colleges of the Society.

### **POWERS AND DUTIES OF THE DEPUTY SECRETARY (ACCOUNTS)**

The Deputy Secretary (Accounts) shall carry out the functions as are specifically assigned to him by the Chairman or the Secretary. The duties shall include assisting the Secretary.

- (i) In the preparation of Budget Estimates, revised estimates for placing them before the Board of Governors.
  - (ii) In disbursing the salaries and allowances to the employees of the Society including other persons engaged in the work of the society.
  - (iii) In disbursing the travelling and daily allowances to non-official members of the Board and Members of various Committees and
  - (iv) In the internal audit of accounts of the Schools and Colleges
  - (v) In proper maintenance of accounts of Society
  - (vi) In passing all the bills for which sanction has been accorded by the competent authority of the Society.
  - (vii) In maintaining the Cash Book and other relevant account Registers and Documents
  - (viii) In getting the cheque written and submit for Secretary's Signature after the bills are passed.
  - (ix) In the disbursement of the amounts drawn.
4. The procedure followed in the decision making process, including channels of supervision and accountability

#### **I. Head office level**

In head office level, the Secretary, Gurukulam is the competent authority to take decisions as per the decisions already approved in Board of Governors meeting. However, in certain cases the files will be referred to the Chairperson for taking decisions and the same will be ratified in the next Board of Governors meeting.

##### **a. Decision making process**

Normally the files will be processed by the Junior Assistant /Senior Assistant and route the files through the concerned Superintendent and the Superintendent will route the files to the concerned Assistant Secretary and the A.S will route the file to the concerned Deputy Secretary and the D.S will route the files to the Joint Secretary and the Secretary of A.P.T.W.R.E.I Society is the final decision making authority.

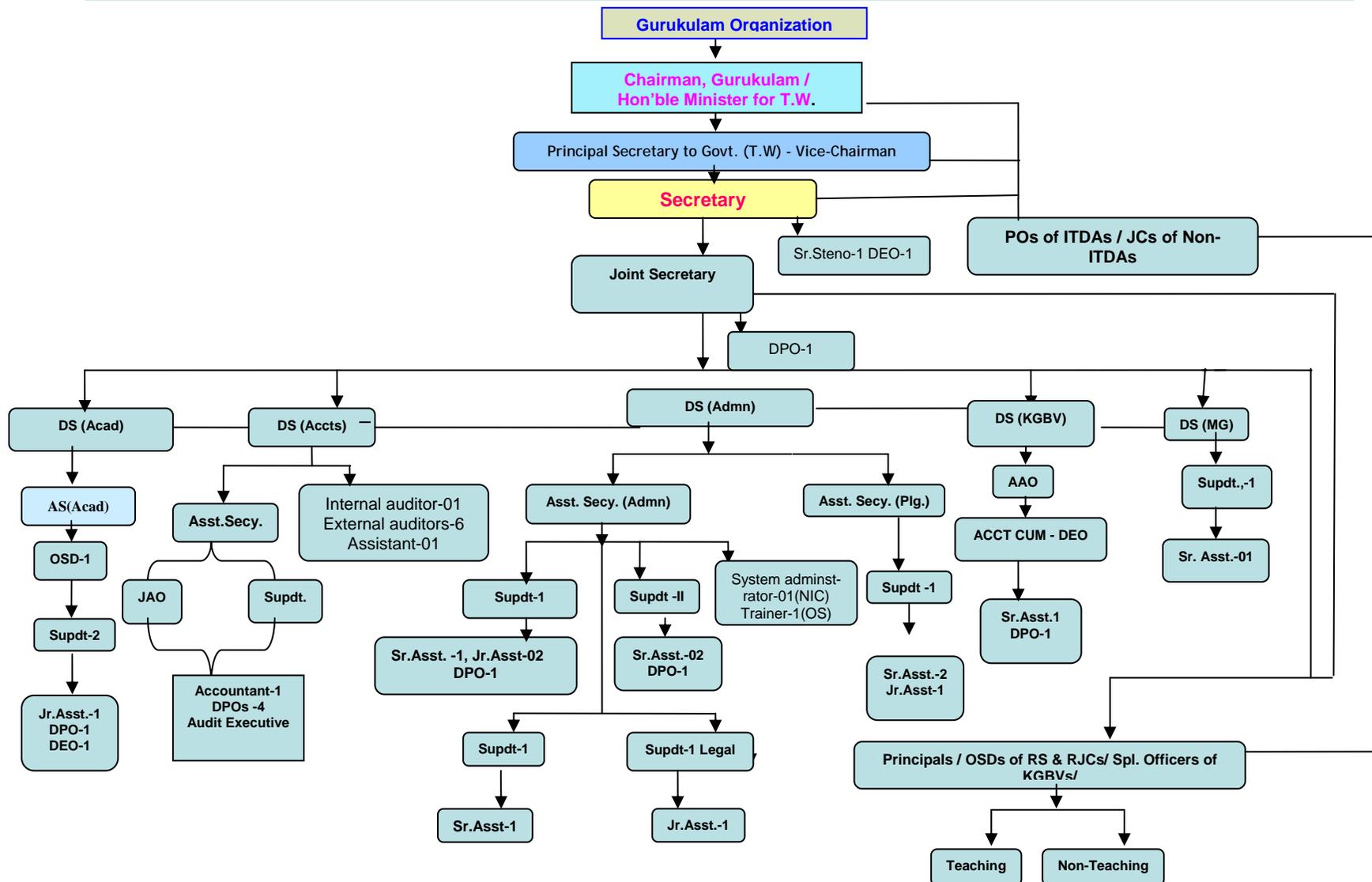
### **b. Channel of supervision**

The channel of supervision is in the section of the Superintendent. The section Superintendent will be the Supervisor of the files and he will route the files to the higher authority i.e., A.S/D.S/J.S/Secretary.

### **c. Accountability**

The Sections Assistant i.e Junior Assistant or Senior Assistant is accountable for the tapals which he / she received and he / she has submit the files to the concerned Superintendents.

**RIGHT TO INFORMATION ACT-2005-PROCEDURE FOLLOWED IN THE MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISORS AND ACCOUNTABILITY UNDER SECTION 4 (1) (b) (iii) ORGANOGRAM**



## II. Institution level

At institution level, Principal is the decision making authority within the orbit of the institutions being issued to him from time to time.

## III. Project Officer level

a. Project Officer, ITDA will act as a District Level Chairman to the institutions fall under his jurisdiction as regards purchases exceeding Rs.10,000/- the committee under the chairmanship of the Project Officer will decide the mode of purchases. The Project Officer concerned is the competent authority to give his decisions on the file submitted by the Principals in regard to purchases, appointment of non-teaching staff upto Record Asst. cadre, finalisation of tenders relating the items required for the institutions.

### b. Supervision

The Project Officers of ITDAs are emphasized to supervise functioning of the institutions in academic, administration and hostel matters. In addition to the supervision by the POs, the officers of Gurukulam upto the cadre of Asst. Secretary

are also entrusted with the duties of visiting and supervision of the institutions in all aspects. The visit reports will be submitted to the Member Secretary and necessary directions will be passed by the Member Secretary to the Principals based on the visit reports instructing the Principals to comply with the instructions.

### c. Delegated Powers to the Dist. Gurukulam Institution Officers

II (a). GUIDELINES FOR DAY TO DAY ADMINISTRATION OF APTW RESIDENTIAL EDUCATIONAL INSTITUTIONS IN ACCORDANCE WITH THE POWERS DELEGATED TO PROJECT OFFICERS OF ITDA DISTRICTS AND JOINT COLLECTORS OF NON-ITDA DISTRICTS AS PER PROCEEDINGS Rc.No:C1/4628/2007, dt:17-11-2007 OF THE CHAIRMAN, GURUKULAM AND PRINCIPAL SECRETARY TO GOVERNMENT, TRIBAL WELFARE DEPARTMENT.

1. **ROLL OF PROJECT OFFICER, ITDA DISTRICT / JOINT COLLECTOR OF NON-ITDA DISTRICT.**

1.1. The Project Officer, ITDA / Joint Collector of Non-ITDA district shall be responsible at their respective district level for the day to day administration and management of APTW Residential Educational Institutions run by APTWREIS (Gurukulam).

1.2. The Dy. Director, Tribal Welfare in ITDA districts/ District Tribal Welfare Officers in Non-ITDA districts shall assist the Project Officer, ITDA/Joint collector in Non-ITDA in all matters pertaining to the above responsibility.

## 2. GURUKULAM CELLS:

- 2.1 In order to deal with all correspondence, running currents and all other office documents required for discharging the above responsibility a section shall be opened in each office of PO ITDA in ITDA districts/office of DTWO in Non-ITDA districts.
- 2.2 In case of ITDA districts, the section shall consist of (1) Office Superintendent, (1) Sr. Asst./ Jr. Asst. (with basic knowledge in computer applications)
- 2.3 In case of Non-ITDA districts the Sr. Asst., / Jr. Assistant (with basic knowledge in computer applications) will work under the control of Office Superintendent of the office of DTWO concerned.
- 2.4 For this purpose the POs / Joint Collectors are authorized to deploy any competent / willing candidates working in the institutions under their control.
- 2.5 No Principal / Teacher shall be drafted to work in the cells.
- 2.6 The Jr. Asst / Sr. Asst., shall maintain a personal register (PR) and all currents and also take care of their proper disposal.
- 2.7 He shall initiate the files and submit them through Office superintendent to Dy. Director / DTWO to PO, ITDA / Joint Collector.
- 2.8 The files shall be processed and PR shall be maintained as per the District Office Manual(DOM) and the PRs will be checked up every month.
- 2.9 The disposed currents shall be included in the record of the record room of Deputy Director, TW/DTWO concerned.

### 3. ADMINISTRATION:

3.1 The following powers have been already been delegated to the POs / Joint Collectors.

- a) Compassionate appoints upto Jr.Assts.
- b) Renewal of Contract Residential Teachers (CRTs) basing on the performance.
- c) Appointment of Guest Teachers / Guest Lecturers.
- d) Appointment of Non-Teaching staff on out sourcing basis.
- e) Formation of Gurukulam cell in ITDA office / DTWO's office in respect of Non-ITDA districts.
- f) Minor works i.e., repairs to buildings, all kinds of minor repairs like bore wells, electrical wiring, furniture etc.,
- g) Purchases of materials.
- h) Medical expenses including Rajiv Gira Bala Raksha Insurance scheme.

3.2 Further, as per Gurukulam recruitment rules 1999 with amendments from time to time the selection committee in respect of the following posts in ITDA districts the following selection committee constituted.

#### District level Committee in ITDA districts:

1	PO, ITDA	Chair person
2	District Educational Officer (Agency) / Dy.E.O (Agency)	Member
3	One Principal of Gurukulam institutions in the district (to be nominated by Chairperson)	Member Convener

#### District level committee in Non-ITDA districts:

1	District Collector or his nominee (not below the rank of DRO)	Chair person
2	DTWO	Member
3	One Principal of Gurukulam institutions in the district (to be nominated by Chairperson)	Member Convener

The DTWO shall circulate the file to the Chairperson for giving the promotions / appointments.

**District level posts for promotion / appointment:**

Sl. No.	Post	District committee powers
1	Sr.Asst.,	for Promotion
2	Jr.Asst.,	Appointment / promotion
3	ANM	Appointment
4	Plumber cum Electrical	Appointment
5	Typist cum comp. operator	Appointment / promotion
6	Record Asst. cum Xerox operator	Appointment / promotion
7	Driver	Appointment / promotion
8	Lab Asst.,	Appointment / Promotion
9	Cooks / Ayahs / MPWs	Appointment / Promotion

3.3 The Project Officers of ITDA districts / Joint Collectors of Non-ITDA districts shall take up the promotions and appointments only after receiving the instructions / guidelines communicated from the Member Secretary, Gurukulam.

3.4 No Principal / OSD / Spl. Officer shall forward any representation concerning service issues directly to Member Secretary, Gurukulam. He shall submit the representation to the PO, ITDA / Joint Collector and further action shall be taken as found deem fit by PO ITDA / Joint Collector.

**4. LEAVES / METERNITY LEAVE RULES / HEAD QUARTER LEAVING PERMISSION:**

4.1 The Project Officer, ITDA / Joint Collectors of Non-ITDA districts are competent to sanction the Casual leaves / Head quarter leaving permission and Leave on Medical grounds not exceeding 29 days to the Head of the Institutions as per A.P. leave rules.

4.2 Further, the Project Officer, ITDA / Joint Collector of Non-ITDA districts are competent to sanction the Medical leave above one month / Maternity leaves in respect of Teaching / Non-Teaching staff as per A.P. Leave rules.

4.3 The Project Officer, ITDA / Joint Collector of Non-ITDA districts shall send the proposals of medical leaves / long leaves beyond their limits to Member Secretary, Gurukulam for taking necessary action.

## 5. TRANSFERS NO DEPUTATION

- 5.1 The Project Officer, ITDA / Joint Collector of Non-ITDA districts are empowered to transfer the teaching / non-teaching staff in one institution to other institution as per the necessity on deputation basis. The information shall submit to the Member Secretary, Gurukulam immediately for information.
- 5.2 The Member Secretary, Gurukulam is the competent authority to transfer the Head of the Institution of Residential Schools / Colleges / Excellence Institutions.
- 5.3 The Project Officer of ITDA / Joint Collector of Non-ITDA districts are empowered to take up the transfer in respect of KGBVs / Mini Gurukulams as per the necessity and as per the guidelines.

## 6. DISCIPLINARY ACTION / SUSPENSION / REVOKING THE SUSPENSION

- 6.1 The Project Officer of ITDA district / Joint Collector of Non-ITDA districts are competent to place any teaching/non teaching staff member (except Principal and OSD of TW Residential Junior College) under suspension on prima-facie evidence of misappropriation, Irregularity, misbehavior, misconduct. However, immediately within (3) days from the date of suspension, a detailed report shall be submitted to Member Secretary, Gurukulam for ratification and for initiating disciplinary action.
- 6.2 In case of guest teachers, part time guest teachers, Project Officer/ Joint Collector may discontinue the services in clear cases of irregularity, irresponsibility, misconduct etc.,
- 6.3 In case of action to be initiated against Principal of a Residential School and OSD of a Residential Junior College, proposals should be submitted to Member Secretary, Gurukulam with support record to initiate disciplinary action wherever required.
- 6.4 However, for revoking the suspension, the matter to be reported to Member-Secretary, Gurukulam and suspension can be revoked only with the approval of MS, Gurukulam.

**7. ADMISSIONS:**

7.1 The admissions will be made based on the common entrance test shall be approved with the PO, ITDA / Joint Collector of Non-ITDA districts.

7.2 The Project Officers / Joint Collectors have no discretion to admit children not found in the merit list. However, in case of PTGs, ST orphans, victims of atrocities, physically handicapped children belonging to ST community, POs and JCs can admit the children directly in any one of the Residential Institutions functioning under their control.

**8. VERIFICATION OF BOARDERS:**

8.1 From October onwards the POs / JCs shall cause verification of the attendance of the boarders and find out the physical presence of the boards and shall get the lists of long absentees / dropouts prepared every month and efforts should put into bring the children back.

**9. INSPECTIONS:**

9.1 The POs / JCs shall ensure that all the Gurukulam institutions are visited / inspected by the officers under their control as per the schedule enclosed at *annexure-I*

9.2 The Gurukulam cell shall evaluate the inspection reports and categorize the action to be taken at institution level, district level and state level separately.

9.3 The observations shall be computerized and follow-up shall be monitored every month. A copy of each inspection report shall be submitted to MS Gurukulam with in (3) days from the date of inspection.

**10. ACADEMIC INSPECTIONS:**

1.1 Instructions have already been issued vide Procs.Rc.No 1332/D2/Acad./2008, to conduct academic inspections of the institutions through the panel of experts. The PO ITDA / JC shall involve the DEO / DEO (A) of the district and get the inspection organized by drafting the experts from Colleges of Education / DIETs and other reputed educational institutions in the districts.

## 11. PROCUREMENT, PURCHASE AND SUPPLY OF MATERIALS:

- 11.1 The Dy. Director (TW) in ITDA districts and DTWO in Non-ITDA districts is primarily responsible to ensuring proper and timely procurement and supply of Text books, Note books, Uniforms, Trunk Boxes, Plates and Glasses etc.,
- 11.2 For purchasing material required for Gurukulam institutions, the instructions and procedure prescribed in GO Ms.No.75 SW(TW.Edn.I) dated 19-7-99 with amendments from time to time shall be followed.

## 12. BUDGET, RELEASES, EXPENDITURE

- 12.1 Project Officer, ITDA/Joint Collector shall obtain, consolidated and furnish the budget proposals, number statements for the institutions under their control every year by September for preparing the BE for next financial year.
- 12.2. The budget release proceedings to the institutions shall be done online to the institutions directly from Gurukulam Hqs. once in every quarter and copies shall be marked to Project Officers/Joint Collectors.
- 12.3 Requisition for additional budget for any item of requirement shall be submitted to MS, Gurukulam through Project Officer/Joint Collector only. No proposal should be submitted by the institution directly to Gurukulam HQs.

## 13. MONTHLY MONITORING AND REPORTING

- 13.1 There shall be a monthly monitoring of the performance of the AP TW Residential Educational Institutions at District level.
- 13.2 For this purpose, the Principals shall submit the monthly reports as per the formats enclosed at Annexure-II.
- 13.3 The Dy. Director, TW/DTWO shall compile the reports and analyze them and place them before Project Officer, ITDA/Joint Collector for taking up a monthly review.
- 13.4 The monthly review shall be on a fixed between 10<sup>th</sup> to 20<sup>th</sup> of every month. The meeting shall be chaired by Project Officer/Joint Collector and DEO(A)/Dy.DEO shall also be invited for the meeting. Dy.Director, TW/DTWO shall convene the meeting. The date may be intimated to Gurukulam HQs in advance so that a representative of MS, Gurukulam can also attend the meeting. The minutes of the meeting shall be recorded and communicated to all Principals and MS, Gurukulam.

13.5 On every month 25<sup>th</sup> or the next working day there shall be a meeting with the Superintendents/ Senior Assistants of Gurukulam cells/sections at Gurukulam Hqs. The superintendents/senior assistants shall bring the compiled statement of the monthly reports of all the institutions and a copy of the minutes of the monthly review.

13.6 Besides this there will be a review on the functioning of Gurukulam institutions in the regular periodical meetings with Project Officers and DTWOs at state level.

II(b). DELEGATION OF CERTAIN POWERS TO PROJECT OFFICERS OF ITDAs / JOINT COLLECTORS OF NON-ITDA DISTRICTS FOR EFFECTIVE FUNCTIONING OF GURUKULAM INSTITUTIONS

Sl. No.	Item	Powers	
		Existing	Delegated to
<b>I</b>	<b>ADMINISTRATION</b>		
1	Compassionate appoints upto Jr. Assistants	Gurukulam Head Office	POs of ITDAs / JCs of Non-ITDA districts
2	Renewal of Contract Residential Teachers (CRTs) basing on the performance	-do-	POs of ITDAs / JCs of Non-ITDA districts
3	Appointment of Guest Teachers / Guest Lecturers	Principal	POs of ITDAs / JCs of Non-ITDA districts
4	Appointment of Non-Teaching staff on Outsourcing basis	Principal	POs of ITDAs / JCs of Non-ITDA districts
5	Formation of Gurukulam Cell in ITDA Office / DTWO's Office in respect of Non-ITDA Districts.	--	POs of ITDAs / JCs of Non-ITDA districts
<b>II</b>	<b>ACADEMIC</b>		
6	100% verification of Boarders (once in a year)	--	POs of ITDAs / JCs of Non-ITDA districts
7	Academic Inspections for all institutions	Gurukulam	GURUKULAM
8	Review Meetings with Principals once in a month	Gurukulam / POs of ITDAs	POs of ITDAs / JCs of Non-ITDA districts
<b>III</b>	<b>FINANCIAL POWERS</b>		
9	Minor works i.e., repairs to buildings, all kinds of minor repairs like bore wells, electrical wiring, furniture etc.,	Rs.10000/- per annum to Principals	Above Rs.10,000/- and upto the budget available per annum to POs of ITDAs / JCs of Non-ITDA districts
10	Purchases of materials	Upto Rs.10,000/- per annum to Principals	Above Rs.10,000/- and upto budget available per annum to POs of ITDAs / JCs of Non-ITDA districts
11	Medical expenses including Rajiv Gira Bala Raksha Insurance Scheme	Gurukulam	POs of ITDAs / JCs of Non-ITDA districts.
12	Budget Estimates (Minor head wise) Revised estimates	Gurukulam	POs of ITDAs / JCs of Non-ITDA districts

**III. Delegation of powers to the Project Officers of ITDAs / Joint Collectors of Non-ITDA Districts – Certain administrative arrangements for effective functioning of Gurukulam institutions in the districts vide Lr.Rc.No.C2/1071/2010, Date.27.05.2010 of the Secretary, Gurukulam, Hyderabad:**

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- The Project Officers of ITDAs and Addl. Joint Collectors of Non-ITDA Districts are designated as District Secretaries, APTWRIES (Gurukulam).
- The DDs (TW) in ITDA Districts and DTWOs of Non-ITDA Districts are designated as Dy. Secretary & Asst. Secretary, Gurukulam respectively
- Gurukulam Cells functioning in ITDA and non-ITDA districts would be under the control of DD (TW) and DTWO respectively and all correspondence to the PO/Adl JC shall be made through the DD (TW) and DTWO.
- One of the Principals of the Gurukulam institutions located in the near vicinity of PO, ITDA/Adl. JC is nominated as the nodal officer and who acts as a coordinator between PO/Adl. JC and the rest of the Gurukulam institutions for conveying and passing on the instructions of the PO/Adl. JC from time to time.

JOBCHART of DD (TW) / DTWO

DD (TW) / DTWO has been designated as Deputy Secretary, Gurukulam at the district level and is responsible for the holistic development of the Gurukulam Institutions so as to achieve the excellence in all spheres of the development under the overall control and supervision of PO, ITDA/Adl JC. Some of the important responsibilities and functions are mentioned below:-

Administrative

- I. As a member of the District level Committee DD (TW) / DTWO should ensure to complete:
  - Promotions , renewal & recruitment of Guest & Part-time teachers
  - Compassionate appointments up to Jr. Assist cadre
  - Appointment of non-teaching staff on outsourcing basis
- II. DD (TW) / DTWO is responsible for the sanction of Post matric scholarships to the eligible students in Gurukulam institutions
- III. DD (TW) / DTWO shall process all the cases of medical reimbursement including Rajiv Giribala Raksha Insurance for the approval of PO, ITDA/Adl. JC for the onward transmission to Secretary, Gurukulam.

- IV. In case of all disciplinary cases a discrete and detailed enquiry shall be conducted by DD (TW) / DTWO under the instructions of PO/Adl JC and to submit a report to the Secretary, Gurukulam as soon as disciplinary action is initiated.
- V. DD (TW) / DTWO are responsible for the submission of reports, periodicals, evaluation reports etc, as and when required by Gurukulam head-office.

#### Inspections & test checks

- VI. DD (TW) / DTWO shall supervise and test-check the distribution of NT Books, Note Books, Dresses and Scholarships and would be responsible for proper distribution of these items to the students of Gurukulam institutions including KGBVs and Minigurukulams.
- VII. DD (TW) / DTWO should organize the 100% verification of boarders from October onwards and to prepare the list of long absentees/dropout every month and accordingly to make efforts to bring back the children.
- VIII. DD (TW) / DTWO shall undertake periodic inspections of all institutions and to submit all his observations to the PO, ITDA/Adl JC and also to mark a copy to Gurukulam head office.
- IX. DD (TW) / DTWO shall also organize inspection of institutions through the officers under their control such as ATWOs etc

#### Monthly meetings

- X. DD (TW) / DTWO shall organize a monthly meeting chaired by PO,ITDA/Adl JC, with the Principals of institutions for monitoring the performance of the institutions.
- XI. DD (TW) / DTWO shall ensure that all the monthly reports so received from the Principals are compiled & analyzed before placing them for PO, ITDA and DD (TW) / DTWO also to send a copy to the head-office of Gurukulam.

#### Academic

- XII. DD (TW) / DTWO shall endeavor to attain the highest academic standards in Gurukulam Institutions duly organizing the academic inspections from time to time through the identified educationists.
- XIII. DD (TW) / DTWO shall also organize the visits of eminent educational experts to the Gurukulam institutions for upgrading the knowledge of both teachers and students.
- XIV. DD (TW) / DTWO should monitor the functioning of EAMCET coaching centers/any other specialized trainings organized from time to time. DD (TW) / DTWO is required to arrange to evaluate the performance of the students and the efficiency of the teachers in imparting the required training.

- XV. DD (TW) / DTWO is required to identify the resource persons to impart training to the teachers in developing English language skills.
- XVI. DD (TW) / DTWO shall ensure that all the seats are filled in by organizing special campaigns, kalajathas and other modes of communication to attract the students belong to PTGs.

#### Development activities

- XVII. DD (TW) / DTWO shall ensure the convergence of schemes such as NREGS for the Horticulture development.
- XVIII. DD (TW) / DTWO shall assist the PO, ITDA/AdI JC in the sanction of minor works & repairs and purchase & procurement of materials duly following the norms.
- XIX. DD (TW) / DTWO is required to review the progress of construction as well as the maintenance of Gurukulam institutions with EEs (TW) concerned and ensure to complete the execution of works in all respects.
- XX. DD (TW) / DTWO is also required to identify the need for additional Infrastructure such as addl. rooms, addl. Dormitories, addl. Toilets, staff quarters and re-construction of quarters etc., and to submit a proposal to the Secretary, Gurukulam through PO,ITDA/AdI JC.

#### Accounts & Audit

- xxi. DD (TW) / DTWO shall organize the Annual Audit of all the Gurukulam institutions duly identifying the CAs who are empanelled by the District Collectors/PO,ITDA and to process all the Audit reports for the signature of PO,ITDA/AdI JC.
- XXII. Ensure to send the Utilization certificates for the money released by the Gurukulam from time to time.

#### JOBCHART of ATWO

ATWOs shall work under the guidance and supervision of PO, ITDA and DD(TW)/DTWO and he should perform the duties as assigned from time to time.

The following are some of the important responsibilities.

- (i) The Asst. Tribal Welfare Officers shall thoroughly inspect all the Gurukulam institutions i.e., Hostels section of Res. Schools / Colleges and overall inspections KGBVs and Mini Gurukulams located in their jurisdiction at least once in a month without fail on par with TW institutions.
- (ii) ATWOs are responsible for supervising the distribution of dresses, note books, work books, NT books to the students of Gurukulam institutions in coordination with Gurukulam cells / Principals concerned.

- (iii) ATWOs shall be responsible for enrolment of ST school going children in the schools and furnish monthly reports to the POs / DD (SW) / DTWOs.
- (iv) ATWOs are responsible for collection and maintenance of basic data related to STs in relation to Gurukulam institutions.
- (v) ATWOs are responsible for verification social status of ST candidates as and when required by POs / Addl. JCs / Gurukulam head-office.
- (vi) The Asst. Tribal Welfare Officer should make special efforts for the admission of deserving students into Gurukulam institutions, as per the instructions of POs of ITDAs / Addl. JCs of Non- ITDAs in respect of PTG Schools.
- (vii) ATWO is also responsible for organizing health camps / checkup in all Gurukulam institutions frequently and ensure to cover all institutions at least once in a month and to submit inspection reports to the DD (TW) / DTWO every month for onward transmission to head-office.