

THE RIGHT TO INFORMATION ACT, 2005

**MANUAL OF ADULT EDUCATION DEPARTMENT
(PUBLISHED IN TERMS OF SECTION 4(1)(b) OF R.T.I.ACT,
2005**

**ADULT EDUCATION DEPARTMENT
TELANGANA, HYDERABAD.**

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 access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State information Commission and for matters connected therewith 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 publish a manual on the functioning of each department.

This manual gives a comprehensive idea about the particulars, functions of the Adult Education Department and also the powers and duties of the employees including the channels of supervision and accountability.

This manual contains 18 chapters they all give information about the functioning of Adult Education Department.

Chapter-I

**THE RIGHT TO INFORMATION
ACT, 2005**

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

**MANUAL OF ADULT EDUCATION
DEPARTMENT
(PUBLISHED IN TERMS OF SECTION 4(1)
(b) OF R.T.I. ACT, 2005**

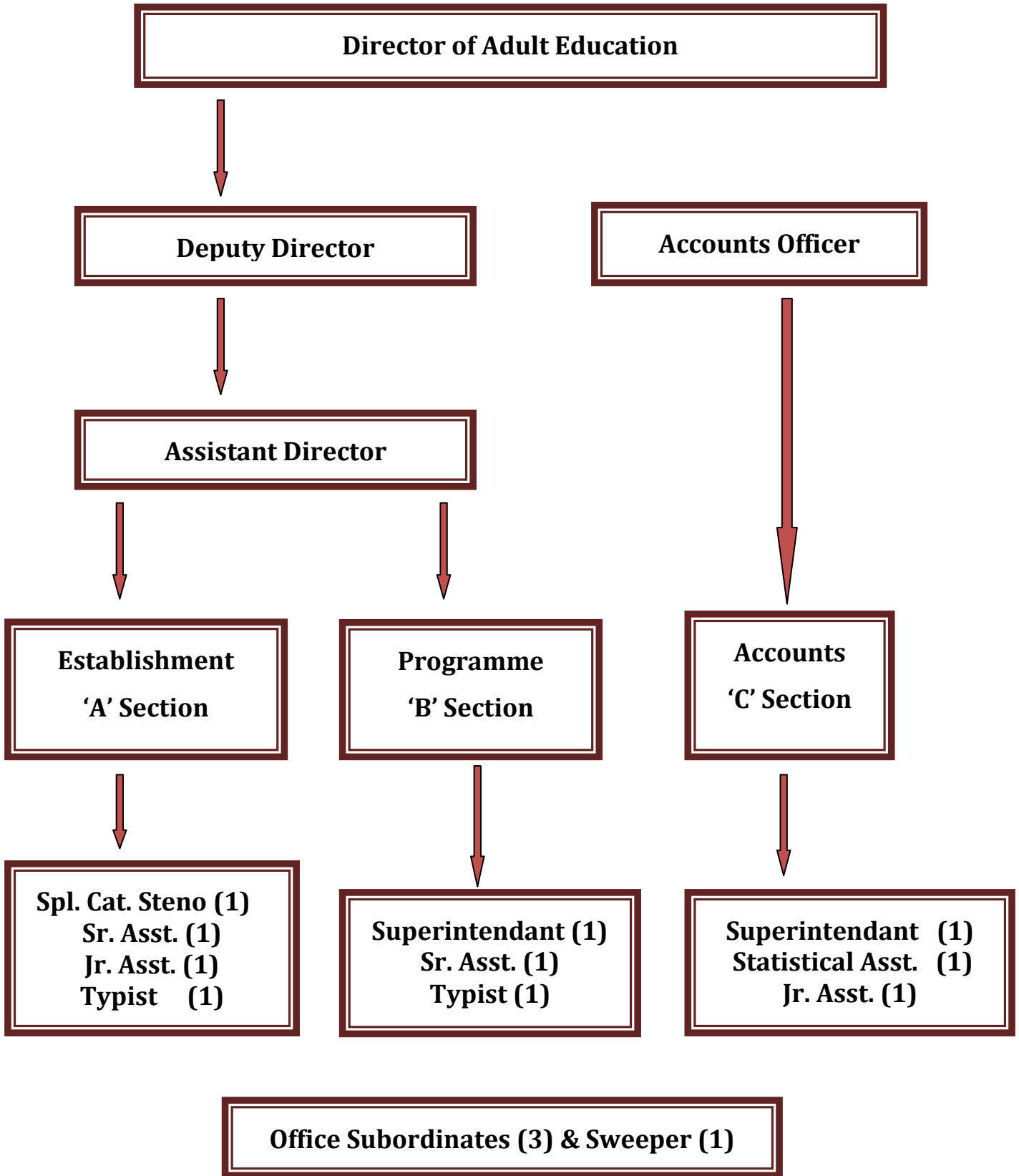
**ADULT EDUCATION DEPARTMENT
SAIFABAD,
TELANGANA, HYDERABAD**

Chapter 2
Organization, Functions and Duties
[Section 4(1) (b) (i)]

2.1 Particulars of the organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Functions	Duties
1.	Adult Education Department	A-Block, 1 st floor, Campus of O/o Commissioner and Director of School Education, Adjacent to Telephone Bhavan, Saifabad, Telangana, Hyderabad-500 004	<p>a) To impart functional literacy to non literate adults in the age group of 15 and above.</p> <p>b) Enable the neo-literates to continue their learning beyond basic literacy and acquire equivalency to formal educational system.</p> <p>c) Equip the neo-literates with skills to improve their living and earning capacity, and</p> <p>d) Establish a learning society by providing opportunities to neo literates for lifelong learning.</p>	<p>The Adult Education Department is one of the Departments in Telangana under the Administrative control of Education (SE) Department of Telangana Secretariat. (Government)</p> <p>The department deals with:</p> <p>A. The implementation of literacy programmes meant for non-literates in the age group of 15 + as per the norms of the Government of India and State Government.</p> <p>B. All service matters of the employees of Adult Education Department.</p>

ORGANOGRAM



Chapter 3
Powers and Duties of Officers and Employees
[Section 4(1)(b)(ii)]

Sl · N o	Name of the officer/employee Sarva Sri/Smt/Kum	Designation	Duties allotted	Powers
1	2	3	4	5
1.	B.Sudhakar	Director of Adult Education	The Director of Adult Education is the Head of the Department of Adult Education. The Director of Adult Education, Telangana State, Hyderabad is the Chief Administrator of the Department. The DAE will plan the programmes to be implemented as per the directions of the Government. Releases funds to the Directorate as well as to the District Offices for the functioning of the Offices at State Headquarters and also in the (33) Districts of the State. Also releases the funds sanctioned by the State Government and Central Government for the purpose of implementation of Basic Literacy and Saakshara Bharat Programmes. The Director of Adult Education is the authority to review and monitor the literacy programmes being run and look after the overall Departmental/ Programme work.	The Director of Adult Education is Head of the Dept. and shall be a Chief Controlling Officer of the Adult Education Department
2	N.Ch. Varada Charyulu	Deputy Director	He is look after the overall Administrative work, Programme work of SBP and Departmental work and to monitor the overall staff of the Directorate as well as district offices.	He has to assist to DAE in all areas of the Department.

3.	G.Susheela Devi	Accounts Officer	She is look after the overall Accounts and Financial Matters of Saakshara Bharat Programe and Departmental Budgets and to assist the Director in the Financial matters.	Drawing and Disbursing Officer as per the sanctions issued by the DAE
4.	V.Raja Trivikram	Assistant Director	He has to assist DAE and DD in Departmental Administration matters, Court Cases, Secretarial Works.	
5.	Ch. Sivakrishna	Superinten-dent	He has to look after the 'B' Section (Monitoring & SB Programmes) work & to assist the Assistant Director.	
6.	Vacant	Superintendent	He is attending the Accounts Section work and Assisting the Accounts Officer in financial matters of Saakshar Bharat Programme and Departmental Budget Issues	-
7.	K.Jyothi	Spl. Cat. Stenographer	She is attending the 'A' Section (Establishment) work Gezatted Officers / NGO service matters of DAE and district office, Pensionery benefits and Court Cases / Disciplinary, etc files.	
8.	T.G.V. Kumar	Statistical Assistants	He is attending the Statistical work, to compile and consolidate the information received from the districts on the basic literacy and Continuing Education Programmes being implemented for onward transmission to the State and Central Governments and looking Departmental Budget work and assisting the Accounts Officer.	
9.	N.Sailaja	Sr. Assistant (1)	She is attending 'A' section (Establishment) work, periodical bills and service matters of GOs / NGOs of Directorate Staff as well as district staff.	

10	Vacant	Senior Assistant (2)	He is look after the monitoring section work to record the communications received properly and to put up note files and drafts to the Superintendents. He is also responsible for attending to the subject matters allotted to them.	
11	S.Bhaskar	Junior Assistant	He is looking after the pay bills and Contingent Bills of DAE office.	
12	D.Radhika	Junior Assistant	She is look after the Medical Reimbursements and leaves.	
13	P.Kiran Kumar Sharma	Typists (2)	He is incharge of DAE Peshi and also office maintenance.	
14	A.Narayana	Office Subordinate	He look after 'C' section office assistance in circulation of files.	
15	M.Ashok	Office Subordinate	He is working in DAE Peshi.	
16	M.Padmavathi	Office Subordinate	She is working in DAE Peshi.	
17	Vacant	Sweeper		

Staff working on deputation in the Directorate of Adult Education to look after Saakshar Bharat Programme / Departmental Work

Sl. No	Name of the officer/employee Sarva Sri / Smt/Kum	Designation	Duties allotted	Powers
1	Ch.Rajendra Prasad	Statistical Assistant	He is attending SLMA accounts and 'B' Section matters.	

Chapter 4
Procedure Followed in Decision-making Process
[Section 4(1)(b)(iii)]

Activity	Description	Decision making process	Designation of final decision making authority
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a) Administration:

The procedure followed in the decision making is common to all departments including Directorate of Adult Education as prescribed in District Office Manual, various orders issued by the Government and also according to various rules, books, Codes and manuals such as Fundamental Rules, TELANGANA Ministerial Service Rules, TELANGANA State and Subordinate Service Rules, Pension Rules, Rules on Medical Attendance, Treasury Code and Financial Code etc.,

The Government tappals, D.O. Letters and all other important tappals coming from various Heads of Departments and Govt. of India etc., would be received by the Peshi and they will be seen by the Director of Adult Education and such tappals will be sent to the Deputy Director with specific endorsements/ orders thereon. Later on, the Deputy Director will see those tappals along with other ordinary tappals received from subordinate offices etc., and he will send all the tappals to the Deputy Director (with specific directions wherever necessary. The Deputy Director (will see all the tappals and send them to the Assistant Director with due directions for marking the sections to which the tappal belong and for sending the same to the tappal section for entering in the inward register and handing over of the same to the Superintendents concerned. Later, the Superintendent will distribute the tappals to the concerned caseworkers. The concerned Sr.Asst. / Jr.Asst. make an entry in the personal register and put up the same in the shape of a file duly mentioning the matter of the tappal duly quoting the rules, previous orders, if any , etc., and submit the file to the Superintendent. The Superintendent scrutinizes the file and writes his/her remarks, and forwards the file to the Assistant Director. The Assistant Director scrutinizes and with his/her due remarks forwards the file to the Director of Adult Education through the concerned Deputy Director.

b) Programme:

Brief Note on the activities of Adult Education Department

Adult Education Department:

Adult Education Department was established on 02.10.1978 to eradicate illiteracy in the age group of 15 – 35 years. The main functions of the Adult Education Department is to plan and implement the Programme of eradication of illiteracy among the adults of 15+ age group in the State and to plan and implement the Continuing Education Programme scheme to sustain and furtherance of skills and also to create lifelong learning environment for the target group and others.

Organization Setup:

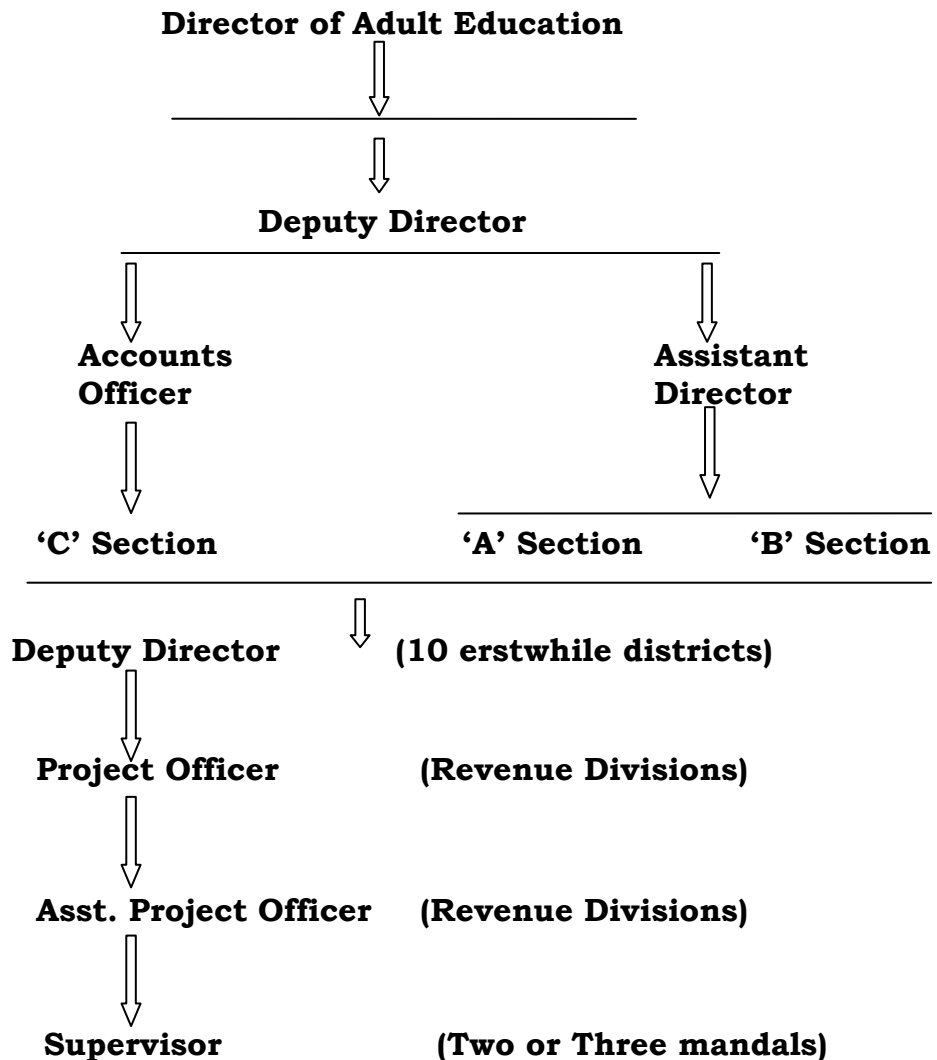
The Director of Adult Education is the Head of the Department of the Adult Education. The department functions under the control of School Education Department (School Education). The Director is assisted by one Deputy Director, one Accounts Officer and one Assistant Director with supporting staff at the Directorate. The following posts were allotted to the Directorate.

SL. No.	Category	No. of sanctioned posts
1	DIRECTOR	1
2	DEPUTY DIRECTORS	1
3	ASSISTANT DIRECTOR	1
4	ACCOUNTS OFFICER	1
5	SUPERINTENDENTS	2
6	SPL CAT. STENOGRAPHER	1
7	SENIOR STENOGRAPHER	1
8	STATISTICAL ASST.	1
9	SENIOR ASSISTANT	3
10	JUNIOR ASST.	2
11	TYPISTS	2
12	DRIVERS (LV)	1
13	OFFICE SUBORDINATES	3
14	SWEEPER	1
	TOTAL	21

At the District level (erstwhile districts) the Adult Education Department has a Deputy Director in each district, supported by Project Officers, Assistant Project Officers and Supervisors. The Department has not bifurcated district reorganization. Only Deputy Directors of Adult Education and Secretaries of Zilla Lok Siksha Samithies of (10) districts are being continued. The staffing pattern of office of the Deputy Director of Adult Education is as follows:

SL. No	Category	No. of sanctioned posts
1	DEPUTY DIRECTORS	1
2	PROJECT OFFICERS	1 or 2
3	ASST. PROJECT OFFICERS	2
4	SUPERVISORS	13
5	STATISTICAL ASSTANTS	1
6	TYPISTS	1
7	OFFICE SUBORDINATES	01

The organogram of Department is as follows.



Staff Position:-

DIRECTORATE (STATE LEVEL) as on 01.07.2019				
SL. No	Category	No. of sanctioned posts	No. working	No. of posts vacant
1	DIRECTOR	1	1	0
2	DEPUTY DIRECTORS	1	1	0
3	ASSISTANT DIRECTOR	1	1	0
4	ACCOUNTS OFFICER	1	1	0
5	SUPERINTENDENTS	2	1	1
6	SPL CAT. STENOGRAPHER	1	1	0
7	SENIOR STENOGRAPHER	1	0	1
8	STATISTICAL ASST.	1	1	0
9	SENIOR ASSISTANT	3	1	2
10	JUNIOR ASST.	2	1	1
11	TYPISTS	2	1	1
12	DRIVERS (LV)	1	0	1
13	OFFICE SUBORDINATES	3	3	0
14	SWEEPER	1	0	1
	TOTAL	21	13	8
DISTRICT LEVEL				
SL. No	Category	No. of sanctioned posts	No. working	No. of posts vacant
1	DEPUTY DIRECTORS	10	6	4
2	PROJECT OFFICERS	16	5	11
3	ASST. PROJECT OFFICERS	19	17	2
4	SUPERVISORS	132	16	114
5	STATISTICAL ASSTANTS	10	3	7
6	TYPISTS	9	0	9
7	L.V. DRIVERS	4	0	4
8	OFFICE SUBORDINATES	7	4	3
	TOTAL	207	51	155
	Grand Total	228	64	164

Implementation of Saakshar Bharat Programme:

The scheme of Saakshar Bharat Programme was implemented in the rural areas of 32 districts that had adult female literacy rate of 50% and below as per 2001 census since 2010. The scheme was extended upto 31.03.2018.

Under Saakshar Bharat Programme around 68.71 lakh learners appeared under biannual Basic Literacy Assessment Test conducted by National Institute of Open Schooling between August, 2010 to March, 2018, out of which around 47.26 lakh learners successfully passed the Assessment Test and certified as literate.

Still, around 53 lakh non-literates in the age-group of 15 and above are to be made literate. Action Plan has been prepared to implement the programme. Awaiting order from Government of India on launching of new programme.

Present Literacy Status (as per 2011 census)

Sl. No.	Literacy Rate	Telangana State	All India
1	Male	75.04	80.90
2	Female	57.99	64.60
3	Total	66.54	73.00
4	Rural Area	57.00	67.77
5	Urban Area	81.00	84.11
4	SC	58.90	66.10
5	ST	49.51	59.00

Age wise Non-Literates (as per 2011 census)

Sl. No.	Age group	Male	Female	Total
1	15-34	9,17,622	18,17,450	27,35,072
2	35-49	12,01,207	20,00,405	32,01,612
3	50 and above	15,62,983	24,73,850	40,36,833
4	Total	36,81,812	62,91,705	99,73,517

Age wise Achievement (as per 2011 census)

Sl. No.	Age group	Male	Female	Total
1	15-34	4,81,372	17,37,229	22,18,601
2	35-49	3,97,726	13,76,507	17,74,233
3	50 and above	1,36,029	5,04,808	6,40,837
	Total	10,15,127	36,18,544	46,33,671

Balance of Non-Literates Age wise

Sl. No.	Age group	Male	Female	Total
1	15-34	4,36,250	80,221	5,16,471
2	35-49	8,03,481	6,23,898	14,27,379
3	50 and above	14,26,954	19,69,042	33,95,996
	Total	26,66,685	26,73,161	53,39,846

- ❖ ***The schedule of the Saakshar Bharat Programme was upto 31.03.2017. It was extended upto 31.03.2018. Government of India proposed to replace the existing Saakshar Bharat Programme and proposed to launch “ Padhna Likhna Abhiyan ”. The new scheme guidelines are not issued so far.***

The Department has prepared a detailed action plan to implement literacy programme in a massive way. If Government of India issues guidelines, necessary steps will be taken to launch the programme.

Budget provided by the State Government during 2019 – 20 (6 months) vote on account budget:

Sl. No.	Name of the Scheme	Amount Provided (Rs. in lakhs)	Expenditure incurred upto June, 2019 (Rs. in lakhs)	Remarks
1	State Level Administration	81.00	30.55	Total amount funded by State Government.
2	District Level Administration	1035.13	134.22	
3	Saakshar Bharat Programme(Central Assisted State Plan Scheme) (60:40)	102.20	NIL	BRO not released by Government.
Total		1218.33	164.77	

Chapter 5
Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

Sl. No.	Function/Service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter Service Charter etc)
<p>The norms for the discharge of functions of each department are also defined in District Office Manual, Departmental Manual and also Functionary Manual.</p> <p>The usual Office hours are from 10.30 AM to 5.00 PM with a lunch break of half-an-hour in between 1 to 2 PM.</p> <p>The Service delivery time frame for the services rendered by the Department are given below:</p>				
1.	Routine matters of the office	:	3 to 7 days depending upon the subject matter.	
2.	Other than routine matters (attending to the tTelanganapals of other departments, State and Central Govt., etc.,)	:	3 to 10 days depending upon the Subject matter.	
3.	Routine matters of Subordinate offices	:	7 to 15 days depending upon the Subject matter	
1.	Other than routine matters of Subordinate Offices	:	15 to 20 days depending upon the subject matter.	
<p>(Eg:- Service matters, Disciplinary cases etc.,)</p>				

Chapter 6
Rules, Regulations, Instructions, Manual and Records, for
Discharging Functions
[Section 4(1)(b)(v) & (vi)]

Sl. No.	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			
	(i) TELANGANA Education, Act, 1982		
1	G.O.Ms.No.629, Edn. P&SE (A) Department dt.28.6.1979	Adhoc Rules for the posts of DAE/DDAE	
2	G.O.Ms.No.630, Edn. P&SE (A) Department dt.28.6.1979	Adhoc Rules for the posts of ADs/POs	
3	G.O.Ms.No.446, Edn. (A) Department dt.9.6.1980	Amendment to Adhoc Rules of POs/ ADs.	
4	G.O.Rt.No.1454, Edn. (Ser.I) Department dt.29.10.1987	Instructions of Govt. on filling up of the posts of POs.	
5	G.O.Ms.No.678, Edn. (B) Department dt.18.7.1979	Adhoc Rules for the temporary posts of APOs	
6	G.O.Ms.No.779, Edn. (B) Department dt.24.8.1979	Amendment to Adhoc Rules of TELANGANAOs	
7	G.O.Ms.No.61, Edn. (B) Department dt.29.1.1980	Amendment to Adhoc Rules of APO	
8	G.O.Ms.No.838, Edn. (B) Department dt.15.11.1980	Adhoc Rules for temporary post of APO Amendment.	
9	G.O.Ms.No.210, Edn. (Ser.II.2) Dept., dt.31.8.1987	Adhoc Rules for temporary post of APO Amendment.	
10	G.O.Ms.No.679, Edn. (B) Dept., dt.18.7.1979.	Adhoc Rules for temporary post of Supervisors.	
11	G.O.Ms.No.385, Edn. (B) Dept., dt.15.5.1980.	Adhoc Rules for temporary posts of Supervisors amendment.	
12	G.O.Ms.No.680, Edn. (B) Dept., dt.18.7.1979.	Adhoc Rules for the temporary posts of St.Assts.	
13	DAE Proc.Rc.No.1260/A / DAE/79, dt.7.2.1980	Recruitment of staff for various categories of posts-instructions.	
14	G.O.Ms.No.171 Edn. (Prog.II.2) Dept., dt.9.5.1995.	Adult Education Department service – Spl. Rules.	
15	Fundamental Rules		
16	State and Subordinate Service Rules, 1996		
17	District Office Manual		
18	Telangana Ministerial Service Rules, 1998		

19	Telangana Last Grade Service Rules, 1992		
20	TELANGANAC.S (C C & A)Rules, 1991		
21	Conduct Rules		
22	TELANGANA Leave Rules, 1933		
23	Telangana Revised Pension Rules, 1981		
24	Telangana GPF Rules, 1935		
25	Telangana Budget Manual		
26	Telangana Manual of Spl. Pay & Allowances		
27	Telangana Treasury Code		
28	Telangana Financial Code		
29	Telangana Revised Pay Scales,1983		
30	Telangana Revised Pay Scales,1999		
31	Telangana Revised Pay Scales,2005		
32	Telangana Integrated Medical Attendance Rules,1972		
33	Contributory PF Rules for new recruitees		
34	Telangana State Literacy Mission Authority (Rules & Bylaws)		
35	Policy Document of Saakshar Bharat Programme of Govt., of India		
36	Guidelines issued by NLMA / State Govt.,		
37	G.O.Rt.No.71 (PE.Prog.I) Dept., dt.11.02.2010		
38	G.O.Rt.No.80 (PE.Prog.I) Dept., dt.19.02.2010		
39	G.O.Rt.No.150 (PE.Prog.I) Dept., dt.19.03.2010		
40	G.O.Rt.No.203 (PE.Prog.I) Dept., dt.13.04.2010		
41	G.O.Rt.No.378 (PE.Prog.I) Dept., dt.08.07.2010		

Chapter 7
Categories of Documents held by the Public Authority under
its Control
[Section 4(1)(b) v (i)]

Sl. No	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	I	Proceedings	All these documents are circulars in 3 sections of this office depending on the subjects deals in each section
2.	II	Memo.	
3.	III	Letter	
4.	IV	U.O.Note	
5.	V	Officer Order (Miscellaneous)	
6.	VI	Officer Order (Routine)	
7.	VII	Endorsement	
8.	VIII	D.O.Letter	
9.	IX	Circular	
10.	X	Notes	

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) viii]

Sl. No.	Function / Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
		<p>The public who are aggrieved in the delay of issue of order at Directorate Level may approach any Officer from and above the rank of Assistant Director. The Department's staff are not allowed to entertain any visitors who come for their personal work.</p> <p>The Adult Education programmes are being implemented in the State since 1980-81 as stipulated by Government of India and State Government. As per Telangana School Education (Community Participation) Act, 1998, public representation has been sought for in the planning and implementation of the literacy programmes at each village / habitation level. However, the consultation with public representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof [Section 4(1)(b) viii is not relevant to the Head office at State level in specific.</p>	

Chapter 9
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
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I. The Telangana State Literacy Mission Authority under the Telangana (Telangana Areas) Public Societies Registration Act, 1350 Fasli (Act I of 1350 F.) registered on 23.03.1996. The aims and objectives of the TSLMA are:

- i. To promote Literacy and Adult Education among the non-literates in the State.
- ii. To operate and implement the programme, related activities in the National Literacy Mission Authority in respect of Total Literacy Campaign, Post Literacy Continuing Education in the State of Telangana.
- iii. To conduct macro level environment building programmes and other related activities.
- iv. To provide overall policy, guidance and directions to the literacy campaigns.
- v. To provide thrust to the literacy movements through the print and electronic media.
- vi. To mobilize all sections of the society towards participation and involvement in the literacy programme.
- vii. To undertake such other activities of Adult and Continuing Education as are considered appropriate.

The TSLMA will have a Council and an Executive Committee. The composition of the Council and Executive Committee and also the some of the major powers and functions there on are as follows:

Composition of the Council:

The General Council of the Society shall consist of the following members:

Provided that in case the State is under Presidents Rule, the Governor of Telangana, advisor incharge of School Education and other advisors to the Governor of Telangana would be in charge of the functions of the President and members respectively from Serial No. 1 & 2 of the General Council during such period.

- | | | |
|-----------------------------------|---|-----------|
| 1. Minister for Primary Education | : | President |
| 2. Minister for Panchayat Raj | : | Member |

Ex-OFFICIO Members:

- | | | |
|---|---|--------|
| 4. Principal Secretary to Government (Secondary Education), School Education Department | : | Member |
| 5. Nominee of National Literacy Mission Authority | : | Member |
| 6. Prl.Secretary to Government, Panchayat Raj & Rural Department | : | Member |
| 7. Secretary to Government Finance Dept Dealing with Adult Education | : | Member |
| 8 . Commissioner, Social Welfare Dept | : | Member |
| 9. Commissioner of Women Development, Child Welfare and Disabled Welfare Dept. | : | Member |
| 10. Vice-Chancellor, Dr.B.R. Ambedkar Open University | : | Member |
| 11. Director of All India Radio | : | Member |
| 12. Director of Doordarshan | : | Member |
| 13. 2 Deputy Directors of Adult Education | : | Member |
| 14. Director of Adult Education Convener | : | Member |

Non officials

- | | | |
|--|---|--------|
| 15. 2 Zilla Parishad Chairmen | : | Member |
| 16. 2 Mandal Praja Parishads | : | Member |
| 17. 3 Surpanches of Gram Panchayats | : | Member |
| 18. 1 Reputed NGOs in the field of Adult Education | : | Member |

Nominee of National Literacy Mission Authority:

- | | | |
|--|---|--------|
| 19. Director General NLMA or his nominee | : | Member |
|--|---|--------|

Functions:

The General Council shall function as the General Council of the Society and shall have the following functions:

- i. To meet and review the implementation of the programme and to give over all policy guidance and directions for the efficient functioning of the society in fulfillment of its objective.
- ii. To consider the balance sheet and audited accounts for the previous year passed by the Executive Committee.
- iii. To consider the Annual Report passed by the Executive Committee.

Powers:

In pursuance of the above objectives mentioned in the Memorandum of Association as well as the functions enumerated in Rule 7 above, the powers of the General Council shall be as follows:

i. **Power over the Executive Committee :**

The General Council shall have powers to modify, renew or overrule the decisions taken, rules made and resolutions passed by the Executive Committee

ii. **Power to acquire property etc.,**

The General Council shall have the powers to take over and acquire by purchase, hire, lease or otherwise any immovable property for the use of Telangana State Literacy Mission Authority

iii. **Power to sell properties etc.,:**

Subject to the provision of the Andhra Pradesh Societies Registration Act 2001 General Council shall have the powers to sell any immovable property of the Telangana State Literacy Mission Authority or lease any immovable property; provided that no assets of the Telangana State Literacy Mission Authority created out of Central or State Government grants shall without the prior approval of concerned Government be disposed of, encumbered or utilized for purpose other than those for which the grant was sanctioned.

Composition of Executive Committee:

The affairs of the Society shall be managed, subject to the Rules, and orders of the Telangana State Literacy Mission Authority by the Executive Committee which shall consist of the following members:

CHAIRMAN	Principal Secretary to the Govt. (PE), Government of Telangana, Hyderabad.
MEMBER SECRETARY	Director of Adult Education, Telangana
MEMBERS	1. Secretary Finance Department, Government of Telangana. 2. Commissioner, Panchayat Raj, Telangana. 3. Commissioner and Director of School Education, Telangana 4. Director SRC, Telangana. 5. Director, Open School Society, Telangana

6. Director of Public Libraries, Telangana.
7. State Project Director, RVM
8. Director, Women Development and Child, Telangana.
9. One person nominated by National Literacy Mission Authority (NLMA) GOI.
10. One person nominated from Reputed NGO by the President of Council.

Functions:

It shall be the responsibility of the Executive Committee to Endeavour to achieve the objectives of the Telangana State Literacy Mission Authority and to discharge all its functions, subject to the Rules of Telangana State Literacy Mission Authority. The Executive Committee shall exercise all administrative, financial and academic authority in the behalf.

Powers:

The Executive Committee shall have under its control the management of all the affairs and funds of the Society and in this regard shall have the following powers:

- i. **Power to create posts:** The Executive Committee shall have powers to create academic, technical, administrative, Finance, managerial and other posts in the Telangana State Literacy Mission Authority and sanction remuneration / honorarium to the posts created.

- ii. **Power to make Rules:**

The Executive Committee shall have powers to make Rules for the conduct of the affairs of the Telangana State Literacy Mission Authority and add or amend, vary or rescind them from time to time.

- iii. **Delegation of Powers:**

The Executive Committee may delegate to the Chairman / Member Convener, Telangana State Literacy Mission Authority or any of its members, or to a committee or any officer of the society such administrative, financial and academic powers as it deems fit and subject to such conditions as it may like to impose.

- iv. **Power to enter into contracts etc:** The Executive Committee shall have the power to enter into contracts, agreements, arrangement with other public or private organizations or individuals for furtherance of its objectives.

- V. **Power to acquire movable properties etc:** The Executive Committee shall have the power to take over and acquire by purchase, gift, hire, lease or otherwise from the Government and other public bodies or private individuals, movable properties or other funds together with any attendant obligations and engagements not inconsistent with the objectives of the Telangana State Literacy Mission Authority and the Provisions of these Rules.
- vi. **Power to take or give contracts for building construct etc:** The Executive Committee shall have the powers to undertake or give contract, alteration and maintenance of buildings required for the Society and power to acquire stores and services required for the discharge of the functions of the Society.
- vii. **Power to lease properties etc:** Subject to the Provision of the Telangana Societies Registration Act, 2001 the Executive Committee shall have the power to lease any movable property of the Telangana State Literacy Mission Authority. Provided that, no assets of the Telangana State Literacy Mission Authority created out of Central or State Government grants shall without the prior approval of concerned Government, be disposed off, encumbered or utilized for purposes other than those for which the grant was sanctioned.
- viii. **Power to set up subordinate bodies:** The Executive Committee shall have powers to establish and spell out the name, composition, functions and powers of subordinate bodies to be set up at the District / Sub-district level for managing the affairs and activities of the Telangana State Literacy Mission Authority in furtherance of its objectives, subject to such conditions as it may like to impose.
- ix. **Power to set up Standing / Adhoc / Advisory Committees etc:** The Executive Committee shall have powers to establish and spell out the membership of standing, adhoc and advisory committees or task force / group etc., for various areas of the Telangana State Literacy Mission Authority and decide with regard to their powers and functions.
- x. **Annual Report etc:** The Executive Committee shall have powers to prepare and pass the Annual Report on the working of the Society, together with balance sheet and audited accounts.
- xi. **Delegation of powers:** The Executive Committee may delegate to Chairman, Member Convenor, Telangana State Literacy Mission Authority or any of its members or to a committee or any officer of the Society, such administrative, financial, academic powers as it deems proper and subject to such condition as it may like to impose.

District Level :- Zilla Lok Shiksha Samithi

- (i) ZP Chairman : Chairman
- (ii) District Collector / Magistrate : Vice Chairman
- (iii) One MP, one MLA and one MLC : Members
(to be nominated by the District Incharge Minister)
- (iv) Chief Executive Officer, ZP : Coordinator / Member
- (v) 3 MPPs, 2 ZPTCs and 5 Gram Panchayat Sarpanches (of which 50% shall be women) : Members
- (vi) Project Director, DRDA,
District Medical & Health officer,
District Youth Welfare Officer,
Joint Director, Animal Husbandry,
District Women Devt, and Child Welfare Officer,
Project Officer, SSA,
Manager, Mahila Pranganam,
District Public Relation Officer,
President Zilla Mahila Samakya,
PD, DWMA and DEO : Members
- (vii) Active NGO representatives -3 (to be nominated by the District Incharge Minister) : Members
- (viii) Educationist – 3 and Social workers -3 (to be nominated by the District Incharge Minister) : Members
- (ix) Director, JSS (Wherever they are existing) : Member
- (x) District Panchayat Officer : Member
- (xi) Deputy Director, Adult Education : Member Secretary

The office of the Deputy Director and his staff will act as full time Secretariat.

Tasks :-

- ❖ Prepare District Plans and Planning of district level campaign for literacy.
- ❖ Communication of strategy to all Gram Panchayat Heads.
- ❖ Undertaking mass mobilization and environment building activities.
- ❖ Organisation of Mahila Saksharata orientation at sub-district levels and through district-wise gram sabha meetings.
- ❖ Creating the work chart and role definitions for participating agencies such as learners, teachers, evaluators, panchayats.

- ❖ Preparing the annual district calendar (every year September 8th to September 7th)
- ❖ Organising supply of teaching-learning material to panchayats.
- ❖ Supervising teaching-learning.
- ❖ Organising complementary action through SHGs and NREGA groups.
- ❖ Planning and implementing common testing/ evaluation on 1st week of September each year (to begin on 1st September, 2010).
- ❖ Payment of Honorarium and award of Panchayat Mahila Saaksharata Puraskar.
- ❖ Setting up of Lok Shiksha Kendra for continuing education through convergence of funds.
- ❖ Placing all relevant information in the public domain on the Programme.

Mandal Level :- Mandal Lok Shiksha Samithi

- | | |
|--|--------------------|
| (i) Mandal Parishad President | : Chairperson |
| (ii) Women Elected Representative preferably SC/ST where MPP is not a SC/ ST | : Vice-Chairman |
| (iii) All Women Elected Representatives of the Mandal Parishad | : Members |
| (iv) Principal of Local College | : Member |
| (v) Head Master of ZPHS located at Mandal Head quarter | : Member |
| (vi) Representatives of the Community activists
(One must be woman from each community to be nominated by the Chairman of the Committee | : Member |
| a. SC Community – (2) | |
| b. ST Community – (2) | |
| c. BC Community – (2) | |
| d. Minority – (2) | |
| (vii) Mandal Mahila Samakya President & Secretary. | : Members |
| (viii) Mandal Parishad Development Officer
One full time contractual employee will assist the committee. | : Member Secretary |

Tasks :-

- ❖ Preparation of Mandal level Literacy Plan
- ❖ Supervision of literacy classes
- ❖ Coordination between Gram Panchayats and District level agency.
- ❖ Monitoring of the Programme at Mandal level.

Gram Panchayat Level :- Panchayat Lok Shiksha Samithi

- | | |
|---|--------------------|
| (i) Sarpanch of the Gram Panchayat | : Chairperson |
| (ii) Senior Woman ward member preferably
SC / ST if Sarpanch is not SC / ST | : Vice-Chairman |
| (iii) All woman elected representatives of
Panchayat | : Members |
| (iv) All Head Masters from the local Schools | : Members |
| (v) Representatives of community (with
Proportionate representation from SCs / STs/
Minorities) – 3 (50% of the members shall be
Woman) | : Members |
| (vi) 3 Members as nominated by Village
Organisation (SHG) (One SC / ST / Minority)
Who are non-literates (50% of the members
shall be Woman) | : Members |
| (vii) Social activist selected by Village Organisation
(SHG) | : Members |
| (viii) All Government employees in the Panchayat
(i.e., VRO, AW, NREGA, ASHA)
(50% of the members shall be Woman) | : Members |
| (ix) Secretary, Gram Panchayat | : Member Secretary |

Two full time contractual employees as selected by the committee (one must be a woman) will assist the committee.

Tasks :-

- ❖ Preparation of Village Literacy Plan.
- ❖ Identification of non-literate women and required numbers of voluntary teachers {Literacy Educator (LE) in the Gram Panchayat}
- ❖ Sourcing, storing and supply of teaching-learning material and making them available to enlisted Volunteers (Literacy Educators).
- ❖ Micro planning at Gram Panchayat level and supervision of literacy Classes.
- ❖ Logistical support for National level Test / Learners Assessment.
- ❖ Payment of honorarium to literacy educators.
- ❖ Evaluation.
- ❖ Claim to be made for award of Panchayat Mahila Saaksharatha Puraskar award after achieving 100% female literacy.
- ❖ Setting up of Lok Shiksha Kendra for continuing education with funds from the Gram Panchayat and award money.

Chapter 10
Directory of Officers and Employees
[Section 4(1)(b)(ix)]

Sl. No	Name of office / Administrative unit	Name, Designation & Address of Officer/ Employee			Telephone & Fax Office Tel:
		Name	Designation	Address	
1	Adult Education Department Saifabad, Telangana, Hyderabad.	B.Sudhakar	Director of Adult Education	Saifabad, Hyd. -4	23211513 23211528 (F) 9963998639
2		N.Ch.Varada Charyulu	Deputy Director	- Do -	9849909224
3		G.Susheela Devi	Accounts Officer	- Do -	9849906109
4		V.Raja Trivikram	Assistant Director	- Do -	9100931806
5		Ch.Sivakrishna	Superintendent	- Do -	8121490418
6		K.Jyothi	Spl.Cat. Steno	- Do -	9441426427
7		T.G.V.Kumar	St.Asst.	- Do -	9298001332
8		N.Sailaja	Sr. Asst.	- Do -	9290442969
9		S.Bhaskar	Jr. Asst.	- Do -	9642182607
10		D.Radhika	Jr. Asst.	- Do -	9502609682
11		P.Kiran Kumar Sharma	Typist	- Do -	6309804455
12		A.Narayana	Office Subordinate	- Do -	9246810992
13		A.Ashok	Office Subordinate	- Do -	9291468333
14		M.Padmavathi	Office Subordinate	- Do -	9866350318

Chapter 11
Monthly Remuneration received by Officers and Employees,
including the System of Compensation as provided in
Regulations
[Section 4(1)(b)(x)]

Sl. No.	Name & Designation SarvaSri /Smt/Kum	Monthly Remuneration including its composition Rs. (As per PRC 2015)	System of compensation to determine Remuneration as given in regulation
1	B.Sudhakar Director	Rs.1,76,697/-	As per scales prescribed by Govt., from time to time
2	N.Ch.Varada Charyulu, Deputy director	Rs.1,00,301/-	- do -
3	G.Susheela Devi Accounts Officer	Rs.1,02,743/-	- do -
4	V.Raja Trivikram Assistant Director	Rs.1,00,211/-	- do -
5	Ch.Sivakrishna, Superintendent	Rs.51,459/-	- do -
6	K.Jyothi Spl.Cat.Steno	Rs.68,560/-	- do -
7	T.G.V.Kumar, Statistical Assistant	Rs.1,08,088/-	- do -
8	N.Sailaja Senior Assistant	Rs.71,589/-	- do -
9	S.Bhaskar Junior Assistant	Rs.31,234/-	- do -
10	D.Radhika Junior Assistant	Rs.24,748/-	- do -
11	P.Kiran Kumar Sharma Typist	Rs.46,422/-	- do -
12	A.Narayana, Office Subordinate	Rs.69,656/-	- do -
13	M.Ashok Office Subordinate	Rs.58,973/-	- do -
14	M.Padmavathi Office Subordinate	Rs.28,676/-	- do -

Chapter 12
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.
- 12.2 Provide information on the budget allocated for different activities under different literacy programmes/schemes/projects etc. in the given format.

(2019-20)		(Rs. in Lakhs)
Sl. No.	Particulars	Budget
1	State Level Administration	81.00
2	District Level Administration	1035.13
3	Literacy Programme in Non-Saakshar Bharat Districts	Nil
3	Saakshar Bharat	102.20
Total		1218.33

Chapter 13
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
- Nil - -			

- 13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme/ Activity	Application Procedure	Sanction Procedure	Disbursement procedure
- Nil - -			

Chapter 14
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 & address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
As shown hereunder				

Individual Beneficiaries

Sl. No.	Name & address of recipient Beneficiaries	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
As shown hereunder				

Chapter 15
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, Web site, 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?)
TELANGANA Online facility is available for Directorate of Adult Education under School Education Department	The Departmental information is available in the following website: tlsma.nic.in	Adult Education	IT & C Dept.

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
Notice Board	Office Waranda	General information
News Paper Reports	With monitoring wing	All reports / documents etc.,
Public Announcements	- do -	- do-
Information Counter	- do -	- do-
Publications	- do -	- do-
Officer Library	- do -	- do-
Websites	mhrd.gov.in tslma.nic.in	Department activities
Other Facilities (name)	- - -	- - -

Chapter 17
Names, Designations and other Particulars of Public
Information Officers
[Section 4(1)(b) xvi]

DIRECTORATE OF ADULT EDUCATION (HOD)

Assistant Public Information Officer

Name of office/ Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel: / Fax :	Email
Adult Education Department, Saifabad, Hyderabad - 4.	Sri Ch.Siva Krishna, Superintendent	8121490418	tslma.daehyd @gmail.com

Public Information Officer

Name of office/ Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax :	Email
Adult Education Department, Saifabad, Hyderabad - 4.	Sri V.Raja Trivikram, Asst. Director	9100931806	tslma.daeh yd@gmail. com

Appellate Authority

Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Office Tel: Residence Tel: Fax :	Email
Sri N.Ch.Varada Charyulu,	Deputy Director	9849909224 23211513 (O) 23211528 (FAX)	tslma.daehyd @gmail.com

ADILABAD DISTRICT

Assistant Public Information Officer

Name of office/ Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel:	Email
O/o DDAE, Adilabad District	Sri A.Purushotham, Assistant Project Officer Adult Education	08732- 223129 9966919250	

Public Information Officer

Name of office/ Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel:	Email
O/o DDAE, Adilabad District	Sri A.Srinivas Reddy, Project Officer, Adult Education	08732- 223129 9493507337	ddaeadilabad @gmail.com

Appellate Authority

Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrati ve units of the authority)	Office Tel: Residence Tel: Fax :	Email
Smt.D.Divya, IAS, Collector, District Megistrate, Chairman, ZLSS, Adilabad.	Entire District	08732—223129 Official 9849909219	ddaeadilaba d@gmail.co m

KARIMNAGAR DISTRICT

Assistant Public Information Officer

Name of office/ Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel:	Email
O/o DDAE/ZLSS, Karimnagar District	Sri V.Rajender, Asst. Project Officer	0878 - 2243548 9949763685	ddae_kmnr@ yahoo.com

Public Information Officer

Name of office/ Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel:	Email
O/o DDAE/ZLSS, Karimnagar District	Sri M.Jayashankar, Deputy Director	0878- 2243548 9849909220	ddae_kmnr@ya hoo.com

Appellate Authority

Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrativ e units of the authority)	Office Tel: Residence Tel: Fax :	Email
Sri.Sarfaraz Ahmed, IAS, Collector, District Megistrate, Chairman, ZLSS, Karimangar.	Entire District	0878-2262301	Collector_kmnr@ telangana.gov.in

WARANGAL DISTRICT

Assistant Public Information Officer

Name of office/ Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel:	Email
O/o DDAE, Warangal District	Smt.T.Padmavathi, Asst. Project Officer,	0870 - 2510807 9959141479	zlsswarangal@ gmail.com

Public Information Officer

Name of office/ Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel:	Email
O/o DDAE, Warangal District	Sri M.Jayashanker, Deputy Director	0870 - 2510807 9849909221	zlsswarangal@g mail.com

Appellate Authority

Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrat ive units of the authority)	Office Tel: Residence Tel: Fax :	Email
Sri.Patil Prashanth Jeevan, IAS, The Collector & District Magistrate and Chairman, ZLSS, Warangal	Entire District	0870-2511777 (R) 0870-2511888 Fax:0870- 2511999	Collector- wgl@apgov.in

KHAMMAM DISTRICT

Assistant Public Information Officer

Name of office/ Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel:	Email
O/o DDAE, Khammam District	Sri Ch.Anil Kumar, Asst. Project Officer, Khammam	08742- 224685	dd- aekmm@yahoo. com

Public Information Officer

Name of office/ Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel:	Email
O/o DDAE, Khammam District	Sri G.Dhan Raju, DDAE, Khammam	08742- 224685 9848449799	dd- aekmm@yah oo.com

Appellate Authority

Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Office Tel: Residence Tel: Fax :	Email
Sri.R.V.Karan, IAS, The Collector & District Magistrate and Chairman, ZLSS, Warangal	Entire District	08742-224685 9849909222	dd- aekmm@yahoo .com

NIZAMABAD DISTRICT

Assistant Public Information Officer

Name of office/ Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel:	Email
O/o Deputy Director of Adult Education & Zilla Lok Shiksha Samithi Office, Nizamabad District	Smt. T.Arundhati, Asst. Project Officer	08462- 222224(O) Cell No.9989833681	ddaenizma bad@gmail. com

Public Information Officer

Name of office/ Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel:	Email
O/o Deputy Director of Adult Education & Zilla Lok Shiksha Samithi Office, Nizamabad District	Sri. D.Deva Das, (FAC), DDAE, Nizamabad	08462 – 222224 (O) Cell No. 9849909218	ddaenizmaba d@gmail.com

Appellate Authority

Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Office Tel: Residence Tel: Fax :	Email
Sri.M.R.M.Rao, IAS, Collector & District Magistrate and Chairman, Nizamabad	Entire District	08462-221966 Cell No.9491033000	Collector_nzbd @telangana gov.in

MAHABUBNAGAR DISTRICT

Assistant Public Information Officer

Name of office/ Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel:	Email
O/o DDAE, Mahabubnagar District	Sri M.D.Numan, Asst. Project Officer	9581918518	zlssmbnr_ddae @yahoo.com

Public Information Officer

Name of office/ Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel:	Email
O/o DDAE, Mahabubnagar District	Sri C.Veerabhadra Rao, Deputy Director	9849909214	zlssmbnr_ddae @yahoo.com

Appellate Authority

Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/ administrative units of the authority)	Office Tel: Residence Tel: Fax :	Email
Sri.Ronald Rose, IAS, The Collector & District Magistrate and Chairman, Zilla Lok Siksha Samithi, Mahabubnagar	Entire District	08542-242210 08542-242323	zlssmbnr_ddae @yahoo.com

MEDAK DISTRICT

Assistant Public Information Officer

Name of office/ Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel:	Email
O/o. Deputy Director of Adult Education, Medak District at Sangareddy	Sri J.Govind Rao, Asst. Project Officer, Adult Education	08455 - 276588 9703368539	ddaemedak@ gmail.com

Public Information Officer

Name of office/ Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel:	Email
O/o Deputy Director of Adult Education , Medak District, Sangareddy	Sri.T.Rameshwar, DDAE	08455- 276588 9849909217 9966662206	ddaemedak@g mail.com

Appellate Authority

Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Office Tel: Residence Tel: Fax :	Email
Sri.K.Dharma Reddy, IAS, The Collector & District Magistrate and Chairman, Zilla Lok Siksha Samithi, Medak	Entire District	08455-276555	ddaemedak@g mail.com

NALGONDA DISTRICT

Assistant Public Information Officer

Name of office/ Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel:	Email
O/o DDAE, Nalgonda District	Smt.S.Mamatha, Assistant Project Officer	9441627390	ddae_nlg@ya hoo.com

Public Information Officer

Name of office/ Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel:	Email
O/o DDAE, Nalgonda District	Smt.I.Vijaya Bharathi, DDAE	9849909223	ddae_nlg@y ahoo.com

Appellate Authority

Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Office Tel: Residence Tel: Fax :	Email
Dr.Gaurav Uppal, I.A.S., The Collector & District Magistrate and Chairman, ZLSS, Nalgonda	Entire District	08682-233733	ddae_nlg@yah oo.com

RANGA REDDY DISTRICT

Assistant Public Information Officer

Name of office/ Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel:	Email
O/o Deputy Director of Adult Education, Ranga Reddy District	Sri.S.Ganesh, Project Officer, Adult Education, RR District	040-23298718 9581918303	zas_rr@yahoo. com

Public Information Officer

Name of office/ Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel:	Email
O/o Deputy Director of Adult Education, Ranga Reddy District	Sri A.Venkataramana, DDAE, Adult Education, RR district	040-23298718	zas_rr@yahoo. com

Appellate Authority

Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Office Tel: Residence Tel: Fax :	Email
Sri D.S.Lokesh Kumar, IAS, The Collector & District Magistrate and Chairman, ZLSS, Ranga Reddy.	District	040-23298718 9849909215	zas_rr@yaho o.com

HYDERABAD DISTRICT

Assistant Public Information Officer

Name of office/ Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel:	Email
O/o DDAE, Hyderabad City	Sri.B.Siddirami Reddy Assistant Project Officer	9989825333 (O) 040-23201951	ddaehydcity @gmail.com

Public Information Officer

Name of office/ Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel:	Email
O/o DDAE, Collectorate Complex, Abids, Hyderabad 500001	Smt.V.Nagalaxmi, Deputy Director	(O) 040-23201951 Mob.No. 9849909216	ddaehydcit y@ gmail.com

Appellate Authority

Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Office Tel: Residence Tel: Fax :	Email
Sri.Manikya Raj, IAS, The Collector & District Magistrate and Chairman, Zilla Lok Siksha Samithi, Hyderabad District.	District	(O) 040-23201951 Mob.No. 9849909216	ddaehydcity @gmail.com

Chapter 18
Other Useful Information
[Section 4(1)(b) xvii]

18.1 Please give below any other information or details of publication which are of relevance or of use to the Citizens.

The General Public are informed that Literacy Centers have been launched in all Gram Panchayats of all districts except Hyderabad district. The main beneficiaries of this department are non-literates.

Since they are non-literates, they cannot read this information under RTI Act. Therefore the educated youth and other people interested in the Programme are hereby requested to involve themselves in the Saakshar Bharat Programme in Villages as a Volunteer or as a Motivator etc., and extend their helping hand to the Village Lok Siksha Samithies.

The Teaching and Learning material for making non-literates as literate etc., can be collected from Village Lok Siksha Samithies / Mandal Lok Siksha Samithies / District Lok Siksha Samithies.

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.

NIL

DIRECTOR OF ADULT EDUCATION