

Chapter-I

THE RIGHT TO INFORMATION ACT-2005

OBLIGATIONS OF PUBLIC AUTHORITIES

MANUAL OF TELANGANA RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY

(PUBLISHED IN TERMS OF SECTIONS 4(1)(b) OF R.T.I.ACT, 2005)
JANUJARY 2021

TELANGANA RESIDENTIAL EDUCATIONAL INSTITUTIONS
SOCIETY,
GAGANVIHAR , 4th FLOOR, NAMPALLY, 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 Commissions 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 TREI Society and also the powers and duties of the employees including the channels of supervision and accountability.

This manual contains 17 chapters in all which give information about the functioning of the School Education Department.

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

Sl. No.	Name of the Organization	Address	Functions	Duties
1	Telangana Residential Educational Institutions Society	IV-Floor, Gaganvihar, Nampally, Hyderabad	<p>The Board Shall perform the following functions, namely:</p> <p>(i) to prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society</p> <p>(ii) to administer the funds of the Society and to manage the properties of the Society</p> <p>(iii) to sanction and appoint such officers and other employees as may be required for the efficient management of the affairs of the Society and to regulate their recruitment and conditions of service,</p> <p>(iv) to enter into agreements for and on behalf of the Society,</p> <p>(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.</p>	<p>a) To establish, maintain, control and manage Residential Schools and Colleges (Gurukula Vidyalayamulu) for the talented and meritorious children residing within the State of Telangana and to do all acts and things necessary for or conducive to the promotion of such schools and colleges.</p> <p>b) to prescribe the procedure, rules and regulations for admission of students in various educational institutions under the management of the Society (amended in G.O.Ms.No.262, Education (Prog.I-I) Department, dated 11.08.1989).</p> <p>c) to take necessary steps for the effective implementation of the curricula, syllabi and other programmes like conduct of examinations connected with the education of the pupils, as prescribed by the competent authorities from time to time (amended in G.O.Ms.No.262, Education (Prog.I-I) Department, dated.11.08.1989).</p> <p>d) to create teaching, administrative technical ministerial and other posts under the Society and in the Schools, and colleges and to make appointments, promotions and transfers thereto and to arrange training for the staff therein.</p> <p>e) to constitute such committee, or other bodies as may deemed fit and to prescribed by rules of the Society its powers, functions, tenure and other matters.</p>

			<p>(vi) to make bye laws for the regulations 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 annul , amend, alter, vary or modify, from time to time, the byelaws so made,</p> <p>(vii) to make regulations or determining the conditions of service of the Secretary and other officers and employees of the Society.</p> <p>(viii) to affiliate to the Society any institution having objects similar to those of the Society or to recognize any other institution and.</p> <p>(ix) to perform such other functions as are necessary and expedient for the furtherance of the object of the Society and for carrying out its purposes.</p>	<p>f) to acquire, hold and dispose of property in any manner whatsoever for the purpose and in pursuance of the advancement of objects of the Society.</p> <p>g) to maintain a fund to which shall be credited:</p> <p>i) all moneys provided by the Central and State Government</p> <p>ii) all fees and other charges received by the Society.</p> <p>iii) all moneys received by the Society by way of grants, gifts, donations, benefactions, requests or otherwise</p> <p>iv) all moneys received by the Society in any other source and</p> <p>v) to subscribe to or to become a member of or to co-operate with any other organization, institution or association having objects wholly or in part similar to those of the Society</p> <p>h) to deposit all moneys credited into the fund in such banks or to invest in such manner as the Society may decide.</p> <p>i) to deposit all moneys credited into the fund in such banks so to invest in such manner as the Society may decide.</p> <p>j) to borrow raise moneys with or without securities or on the security of a mortgage, charge, hypothecation or pledge over all or any of the immovable or movable properties belonging to the Society or in any other manner.</p>
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				<p>k) to make or endorse on behalf of the Society and to accept or draw in favour of the Society any drafts, Cheques and notes or other negotiable instruments on the discount of charges therefore and for this purpose to execute and sign, such deeds and documents, advance such moneys as may be considered expedient or necessary for the purposes of the Society and</p> <p>l) to do all such acts or things as may be considered necessary, incidental or conducive to the attainment of all or any of the objects of the Society.</p> <p>m) to do all such acts or things as may be considered necessary, incidental or conducive to the attainment of all or any of the objects of the Society.</p> <p>4. The Government of Telangana may, from time to time appoint one or more persons to review the work and progress of the Society and to hold enquiries into the affairs of the Society and either SUO MOTTO or on report made, give directions to the Society in regard to any matter in such manner as they may think fit for the furtherance of the objects of the Society and for ensuring its proper and efficient functioning and the Society shall be bound to comply with any such directions.</p> <p>5. The management of the affairs of the Society shall be vested in a Board of Governors.</p>
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Chapter-3
Organization, Functions and Duties
Section 4(1)(b)(ii)

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

Sl. No.	Name of the Officer Sri/Smt.	Designation	Duties allotted	Powers
1	CH.RAMANA KUMAR	SECRETARY TREI SOCIETY	<p>a)The Secretary, TREI Society shall be responsible for proper functioning and for the strict observance of the Bye-Laws.</p> <p>b)In particulars without prejudice to the generality of the foregoing provision, the duties and powers of the Secretary shall include the following namely,</p> <ol style="list-style-type: none"> 1) to convene the meeting of the Society, Board, Standing Committees, Selection Committee and when so directed by the Chairman/Vice-Chairman, any other Committees 2) To supervise the work and conduct of the staff and for that purpose to exercise disciplinary control by way of imposing punishments on persons holding posts in Class III and IV as provided in Appendix-II. 3) To disburse the Salaries and allowances to the employees of the Society, including other persons engaged in the work of the Society. 4) To disburse the Travelling and Daily allowances to non official members of the various committees. 	

			5) To incur expenditure of a contingent or Misc., nature recurring and non-recurring up to Rs.25,000/- P.A (Recurring) on any one item. And Rs.50,000/- P.A (Non-Recurring any one item.	
2	R.BALIAH, Assistant Secretary (FAC)	ASSISTANT SECRETARY	Subject to the General Control and Superintendence of the Secretary, related to Academic & Establishment matters and shall carry out such other duties may be assigned by the Secretary.	As envisaged in Bye-Laws
3	K.RAJESHWARI Accounts Officer	ACCOUNTS OFFICER	Subject to the General Control and Superintendence of the Secretary, related to Accounts matters and shall carry out such other duties may be assigned by the Secretary.	
4	S.M.YOUSUF	DEPUTY EXECUTIVE ENGINEER	To see maintenance of infrastructural facilities in TSRE Institutions and construction of School/College Buildings pertaining to the TREI Society as per the orders issued by the Government and instruction of the Secretary, TREI Society (Regd) Hyderabad.	

Chapter-4
Organization, Functions and Duties
Section 4(1)(b)(iii)

Activity	Description	Decision making process	Designation of final decision making authority
<p>The Procedure followed in the decision making is as per the prescribed rules in bye-laws and as per the orders of Board of Governors. These rules and instructions are amended from time to time by Board of Governors/Government.</p> <p>The proposals of the institutions under the control of TREI Society used to receive in Tappal Section. On receipt of the same the Tappal Clerk gives Tappal Number and keep all Tappal papers in a separate Tappal Book and send them to the officers concerned. On perusal of Tappal by the concerned Officers, they will be sent back to the concerned sections. The concerned Asst. make an entry in the personal register and put up the same in the shape of a file with relevant extracts of rules and submit the file to the concerned Superintendents. The Superintendents scrutinizes the file and writes his remarks, and passes on the file to the concerned Assistant Secretary/Accounts Officer. The Assistant Secretary scrutinizes the file and passes on the file to the Secretary through the Concerned Deputy Secretary as the case may be.</p>			

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

<p>The norms for the discharge of functions of each department are also defined in both secretariat office Manual and Business Rules.</p> <p>The usual office hours are from 10.30 AM to 5.00 PM</p> <p>The service delivery time frame for the services rendered by the Department are given below:-</p>			
1. Routine matters		: 3 days	
2. Other than routine matters		: 10 Days	
		(Ex. Policy decision files)	
3. Reference/Letters from other Depts., routine matters:		3 Days	
		(Ex. U.O. Note and files)	
4. Other than routine matters		: 7 Days	
		(Ex. Policy decision files)	

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

Sl. No.	Description	List of contents	Price of the Publication if priced
Rules & Regulations/Instructions/Manuals/Records			
1	Besides Bye-laws for administrative and financial matters as prescribed by the Board of Governors, the following Rules are held for official use. 1. A.P. Education Act, 1982. 2. The Government Orders issued from time to time in the areas of service, financial, leave and pension rules		

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 custodian(held by/under the control of whom)
1	Bye-Laws of the Society		
2	Memorandum of Association		
3	Government Orders routine		
4	Memo		
5	Letter		
6	U.O.Note		
7	Office Order (Miscellaneous)		
8	Office Order (Routine)		
9	Endorsement		
10	D.O.Letter		

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 policy implementation
<p>The public who are aggrieved in the delay of issue of orders at Society level may approach any officer from and above the rank of Assistant Secretary, The Department's Staff are not allowed to entertain any visitors who come for their personal work.</p>			

Chapter-9
Boards, Councils, Committees and other Bodies Constituted as part of
Public Authority
Section 4(1)(b (viii))

Name of the Board, Council, Committee etc.	Composition	Powers & Functions	Whether its
<p>The Society will constitute committees to deal in the matters of services of Employees. Services rendered to the Public in regard to admissions, recruitment etc., as and when required</p>			

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

Sl. No.	Name of Office/administrative unit	Name & Designation/Employee	Address of Officer	Telephone & Fax
1	CH.RAMANA KUMAR	SECRETARY	TREI SOCIETY, IV-FLOOR, Gaganvihar, Nampally, Hyderabad-1.	24734899 24734837

Staff list:

Sl. No.	Name Sri/Smt/Kum	Designation	Status
1	R.Balaiah	Assistant Secretary(FAC)	
2	K.Rajeshwari	Accounts Officer	
3	S.M.Yousuf	Deputy Executive Engineer	
4		Manager, MIS	Vacant
5		Manager, MIS	Vacant
6		Assistant Engineer	Vacant
7	R.Balaiah	Superintendent, Estt.	
8	J.Devender Reddy	Superintendent, Accounts	
9	P.Padma	Superintendent, Accounts	
10	S.Mahendar	Superintendent Academic	
11	K.Ravi	Superintendent, Estt.	
12	Ch.Venkataramana	Sr.Assistant	
13	V.Suguna	Sr.Assistant	
14	G.Sakunthala	Sr.Assistant	
15	A.Chandrakala	Sr.Assistant	
16	V.Ajay Reddy	Sr.Assistant	
17		Sr.Assistant	Vacant
18		Sr.Assistant	Vacant
19		Sr.Assistant	Vacant
20	C.M.Ravinder	Work Inspector	On outsourcing

21	K.Lingam	Jr.Assistant	
22	K.Narasimha	Jr.Assistant	
23	S.Srinivasulu	Jr.Assistant	
24	D.Venkata Subbaiah	Jr.Assistant	
25	K.Karthick Sai	Jr.Assistant	
26	S.D.Burhan, Record Asst., against L.D.Steno	L.D.Steno	
27		L.D.Steno	Vacant
28		L.D.Steno	Vacant
29	Md.Jaweed	Typist	On outsourcing
30	E.Rajavardhan	Typist	On outsourcing
31	G.Srinivas Yadav	Typist	On outsourcing
32	Madhuraja	Typist	On outsourcing
33	B.Ratya	Driver	On outsourcing
34	Yadagiri	Driver	On outsourcing
35	Ameer	Driver	On outsourcing
36	K.V.Mallikarjun	Record Assistant	
37	Abdul Nadeem	Record Assistant	
38	M.A.Jameel	Roneo Operator	
39	M.Narsimhlu	Office Sub-Ordinate	
40	A.Rangamma	Office Sub-Ordinate	
41	Jayasudha	Office Sub-Ordinate	On outsourcing
42	T.Chandra Mohan	Office Sub-Ordinate	On outsourcing
43	K.Kavitha	Office Sub-Ordinate	On outsourcing
44	D.Venkata Ramana	Office Sub-Ordinate	On outsourcing
45		Office Sub-Ordinate	Vacant
46	Prameela	Contingent daily wage	On outsourcing

Chapter-11
Directory of Officers and Employees
Section 4(1)(b (x))

Sl. No.	Designation & No. of Posts	Monthly Remuneration including its composition Rs.	System of compensation of determine Remuneration as given in regulation
1	Secretary-1	-	
2	Deputy Executive Engineer-1	-	
3	Accounts Officer-1	-	
4	Assistant Secretary-1	-	
5	Assistant Engineer-1	-	
6	Manager MIS-2	-	
7	Superintendents-5	-	
8	Senior Assistants-8	-	
9	Junior Assistants-5	-	
10	Typist-4	-	
11	L.D.Steno-3	-	
12	Work Inspector-1	-	
13	Drivers-3	-	
14	Record Assistants-2	-	
15	Roneo Operator-1	-	
16	Office Sub-Ordinators-7	-	
17	Contingent-On daily wage basis	-	

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	Reports on disbursements made or where such details are available (web site reports, notice board etc.,)
TREI Society	To provide infrastructure payment of salaries, expenditure towards diet and other maintenance		Quality Education	Reports on Email: treis-ts@nic.in

Agency	Plan/Programme/Scheme/ Project Activity/Purpose for which budget is allocated	Amount released Last Year 2020-21	Amount spent last year	Budget allocate current year 2021-22	Budget released current year 2021-22
TREI Society	To provide infrastructure payment of salaries, expenditure towards diet and other maintenance				

Chapter-13
Budget Allocated to Each Agency including Plans etc.,
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-			

Name of Programme /activity	Application Procedure	Sanction Procedure	Disbursement Procedure
-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 institutions	Nature/Quantum of benefit granted	Date of grant	Name & Designation of Granting Authority
-NIL-				

Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name & Designation of Granting Authority
-NIL-				

Individual 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
-NIL-				

Individual 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
-NIL-				

Chapter-15
Information Available in Electronic Form
Section 4(1)(b (xiv))

AVAILABLE ON : treis.cgg.gov.in

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 of the Secretary, TREI Society, IV Floor, Gaganvihar, Nampally, Hyderabad	Admission Notifications, Results Recruitment notification, Selection lists etc.,
News Papers Report	-	-
Public Announcements	-	-
Information Counter	-	-
Publications	-	-
Office Library	-	-
Websites	treis.cgg.gov.in	-
Other facilities(name)		

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

Public Information Officers

Sl. No.	Name of Office/ Administrative Unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax	E mail
1	Office the Secretary, TREI Society, IV Floor, Gaganvihar, Nampally, Hyderabad	Smt.K.Rajeshwari Accounts Officer	24734899 27437837	Emial: treis- ts@nic.in

Assistant Public Information Officer

Sl. No.	Name of Office/ Administrative Unit	Name & Designation of APIO	Office Tel: Residence Tel: Fax	E mail
1	Office the Secretary, TREI Society, IV Floor, Gaganvihar, Nampally, Hyderabad	Sri.R.Balaiah, Superintendent & Asst., Secretary(FAC)	24734899 27437837	Emial: treis- ts@nic.in

First Appellate Authority

Sl. No.	Name of Office/ Administrative Unit	Name & Designation of First Appellate Authority	Office Tel: Residence Tel: Fax	E mail
1	Office the Secretary, TREI Society, IV Floor, Gaganvihar, Nampally, Hyderabad	Ch.Ramana Kumar	24734899 27437837	Emial: treis- ts@nic.in

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

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

SECRETARY

LIST OF P.I.Os AND A.P.I.Os OF T.S.R. SCHOOLS AND JUNIOR COLLEGES IN THE STATE
UNDER THE CONTROL OF TREI SOCIETY (REGD) HYDERABAD

Sl. No	DISTRICT	Place of TSR School/Jr.College	Category	PIO	APIO
1	MANCHIRYAL	BELLAMPALLI	Boys	Principal	Assistant to the Principal
2	NIRMAL	NIRMAL	Girls	Principal	Assistant to the Principal
3	PEDDAPALLY	MEDARAM.	Boys	Principal	Assistant to the Principal
4	JAGTIAL	PEDDAPUR CAMP	Boys	Principal	Assistant to the Principal
5		THATIPALLI	Girls	Principal	Assistant to the Principal
6	WARANGAL URBAN	VANGARA	Girls	Principal	Assistant to the Principal
7	RAJANNA SIRICILLA	NERELLA	Girls	Principal	Assistant to the Principal
8	JAYASHANKER BHOOPALPALLY	BANDARUPALLY	Boys	Principal	Assistant to the Principal
9	WARANGAL URBAN	VELAIR	Boys	Principal	Assistant to the Principal
10		HASANPATHY	Girls	Principal	Assistant to the Principal
11	WARANGALRURAL	NEKKONDA	Girls	Principal	Assistant to the Principal
12	JANGOAN	KODAKANDLA	Girls	Principal	Assistant to the Principal
13	WARANGAL URBAN	HASANPARTHY (College)	Girls	Principal	Assistant to the Principal
14	KHAMMAM	ENKOOR	Boys	Principal	Assistant to the Principal
15		WYRA	Girls	Principal	Assistant to the Principal
16	BHADRADRI KOTHAGUDEM	BURGAMPAD	Girls	Principal	Assistant to the Principal
17	JOGULAMBA GADWAL	BEECHUPALLI	Boys	Principal	Assistant to the Principal
18	MAHABUBNAGAR	BALANAGAR	Girls	Principal	Assistant to the Principal
19	HYDERABAD	BORABANDA	Boys	Principal	Assistant to the Principal
20		BORABANDA	Girls	Principal	Assistant to the Principal
21	MEDCHAL MALKAJIGIRI	KEESARAGUTTA	Boys	Principal	Assistant to the Principal
22	VIKARABAD	VIKARABAD	Girls	Principal	Assistant to the Principal
23		TANDUR	Girls	Principal	Assistant to the Principal
24	SANGAREDDY	LINGAMPALLI	Boys	Principal	Assistant to the Principal
25		DIGWAL	Girls	Principal	Assistant to the Principal
26	MEDAK	TOOPRAN	Boys	Principal	Assistant to the Principal
27		MEDAK	Girls	Principal	Assistant to the Principal
28	SIDDIPET	SIDDIPETA	Girls	Principal	Assistant to the Principal
29	NIZAMBAD	POCHAMPAD	Boys	Principal	Assistant to the Principal
30		POCHAMPAD	Girls	Principal	Assistant to the Principal

31	KAMAREDDY	MADNOOR	Boys	Principal	Assistant to the Principal
32	NIZAMABAD	BODHAN	Girls	Principal	Assistant to the Principal
33	SURYAPET	THUNGATHURTHY	Boys	Principal	Assistant to the Principal
34	YADADRI BHONGIR	CHOUTUPPAL	Girls	Principal	Assistant to the Principal
35		RAMANNAPET	Girls	Principal	Assistant to the Principal
36		SARVAIL	Boys	Principal	Assistant to the Principal
37		SARVAIL Jr.College (Boys)	Boys	Principal	Assistant to the Principal