

UPDATED INFORMATION FOR THE YEAR - 2022

**TELANGANA SOCIAL WELFARE RESIDENTIAL EDUCATIONAL
INSTITUTIONS SOCIETY, HYDERABAD
THE INFORMATION UNDER SECTION 4(1) (b) OF RTI ACT, 2005**

S.No.	Description	Page No.
1	The particulars of organization, functions and duties	2 - 14
2	The powers and duties of officers and employees	14-34
3	The procedure followed in the decision making process, including channels of supervision and accountability	35-36
4	The Norms Set for the Discharge of functions	36-38
5	The rules, regulations, instructions, manuals and records, held by the society or under its control or used by its employees for discharging its functions	38 -109
6	A statement of the categories of documents that are held by it or under its control	109-109
7	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof	109- 109
8	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice ,and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	110-114
9	Directory of Officers & Employees	114-121
10	The monthly remuneration received by each officers and employees, including the system of compensation as provided in regularizations	121-122
11	The budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	123-125
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of each programmes	125- 125
13	Particulars of recipients of concessions, permits or Authorizations granted	125-125
14	Details in respect of the information, available to or held by it, reduced in an electronic form	126-127
15	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, ,if maintained for public use	127-127
16	The names, designations and other particulars of the public information officers	127-128
17	Such other information as may be prescribed and there after update these publications every year	128

I. THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

Telangana Social Welfare Residential Educational Institutions Society (TSWREIS) (**REGD. NO. 452 OF 2014**) is running **268** residential educational institutions (**from 5th to under graduate level**) in the state of Telangana under the Ministry of Scheduled Castes Development Department, Government of Telangana. The TSWREIS emerged as an independent entity in the month of June, 2014. The Society has been working with the noble aim of providing quality education to the needy and deprived children on par with the other advantaged children. The TSWREI Society has been maintaining a website (www.tswreis.ac.in) showing the activities of TSWR Institutions. It's main function is to impart quality education to the poor children, mostly belonging to SC community. The TSWREI Society with **155863** students has been providing education in English medium up to graduation and sculpting thousands of marginalized boys and girls in to outstanding personalities.

VISION

The vision is to build an outstanding government educational institution, which provides high quality holistic, and value based education to the marginalized children on par with the other advantaged children in the world.

MISSION

The mission of the TSWREI Society is to prepare the students to face the challenges of the 21st century with a sense of self-confidence and collaborative behavior and provide a wide range of learning opportunities in classroom and beyond to help students realize their full potential to grab and take advantage of opportunities in a globalized world.

TSWRE Institutions at a Glance

The TSWREI Society runs total of 268 educational institutions (from 5th standard to Undergraduate level) imparting education in English medium to **1,55,863** students. Of the total 268 institutions, girls institutions constitute 175 (65%). 173 girls institutions, 2 Co- Edu & 93 boys consisting of 238 schools/Junior colleges and 30 women degree colleges covering both arts and sciences.

NO. OF INSTITUTIONS BEFORE AND AFTER BIFURCATION

No. of Institutions before bifurcation				No. of Institutions after bifurcation			Degree	Total			
Boys	Girls	Co-Ed	Total	Boys	Girls	Total	Women	Boys	Girls	Co. Ed	Total
45	88	1	134	48	56	104	30	93	173	2	268

TYPES OF INSTITUTIONS

S.No	Institutions	Boys	Girls	Co-Ed	Total
1	V - Intermediate	92	142	02	236
2	Independent Intermediate Colleges	01	01	-	02
3	Degree colleges for Women	-	30	-	30
Total		93	173	02	268

Specialized institutions

S.No	Institutions & Year Establishment	Total
1	Centres of Excellence Colleges (COEs)	38
2	Vocational Colleges with intermediate courses (2018)	37
3	School of Fine Arts & Film Technology , Malkajgiri, Hyderabad (2017)	1
4	Sainik School, Rukmapur (2018)	1
5	Armed Forces Preparatory Degree College for women, Bhongir (2018)	1
6	Coding school (2020)	1
7	Sports Academies	28
Total		107

Comprehensive Student Support and Well-being

The Society is committed for overall social, physical, educational and emotional well-being of the students. We help the marginalized students to overcome their economic disadvantages and we do this by providing the following amenities :

- ❖ Free accommodation and boarding facilities
- ❖ Diet charges : Rs. **950**/-P.M. from Class V to VII.;
- ❖ Rs. **1100**/-P.M from Class VIII to X; Rs. **1500**/-P.M for Intermediate and Degree
- ❖ 3 pairs of uniform (every year) and 1 Track suit, 1 Belt, 1 ID card.
- ❖ All Textbooks and Notebooks.
- ❖ Oxford English mini dictionary from 8th to Inter
- ❖ 1 pair of Shoe and Socks, 1 Towel, 1 Bed Sheet, 1 Carpet
- ❖ 1 mattress to new students of V and Intermediate.
- ❖ 1 Plate, Glass with Katora and one Trunk Box to new students.
- ❖ Charges for washing, cosmetics and hair cutting.

AMENITIES:

STUDENT AMENITIES:

The TSWREI Society is supplying centralized student amenities i.e., Uniform material (suiting cloth, shirting cloth, pad cloth, punjabi dress material (top and bottom with chunnies), Towels, Bed sheets, Carpets, Note Books and Intermediate Text books to the TSWR Institutions functioning in the State at free of cost every year.

The following are the details of amenities provided to every student studying in TSWR Institutions for the year 2022-23.

SI No	Item	Particulars
1	Readymade Uniforms (3 pairs)	The Society has been providing @ (3) pairs uniforms to all boy and girl the students every year.
2	PT Dress	The Society has been providing PT Dress @ (1) pair to all the students every year
3	Night Dress	The Society has been providing Night Dress @ (1) pair to all the students
4	Towels	The Society has been providing Towels @ (1) no. to all the students every year
5	Bed sheets	The Society has been providing Bed sheets @ (1) no. to all the students every year
6	Note books	The Society has been providing note books to all the students every year as per existing scale
7	Intermediate Text books (for Jr & Sr. inter students every year)	Society has been providing Telugu Academy text books to the Jr & Sr Inter students every year
8	Trunk boxes	The Society has been providing Trunk boxes to new inmates (V & Inter) every year
9	Polar Fleece Blankets	The Society has been providing Blankets to new inmates (V, 1 st year inter, 1 st year RDC students) every year

SI No	Item	Particulars
10	Plate, glass katora	The Society has been providing 1 set of plate, glass, katora and spoon to new inmates (V, 1 st year inter, 1 st year RDC students) every year
11	Trolley bags	The Society has been providing Trolley bags to new inmates of RDCs in place of Trunk boxes
12	Belts & ID Cards	The Society has been providing belts & Id Cards every year (Belts to all boy students and girls from V to VIII class. ID Cards to all the boy and girl students)
13	Shoes & Socks	Society has been providing sports shoes to the students once in two years. (1) pair shoes & (2) pairs socks
14	School bags	The society has been providing School bags to all the students from (V to Inter) for the year 2022-23.
15	Rubberized Coir mattresses / Slim foam mattresses	Society has been providing rubberized coir mattresses to the students once in 5 years, where cots are available. Society has been providing slim mattresses to the students for every (2) years, where coir mattresses are not provided
16	Oxford dictionaries	The Society has been providing Dictionaries to new inmates (V & Inter) every year

ACHIEVEMENTS (ACADEMIC)

➤ Secondary School Certificate (SSC) :

Year	Social Welfare Average	State Average*
2016-17	89.10	84.15
2017-18	90.05	83.78
2018-19	96.63	92.43
2019-20	100	100
2020-21	100	100
2021-22	98.14	90.00

➤ Intermediate (10+2) :

Year	Social Welfare Average	State Average
2016-17	87.12	66.45
2017-18	86.47	67.25
2018-19	84.31	65.00
2019-20	89.38	68.86
2020-21	100	100
2021-22	93.23	68.68

STAFF DETAILS

Sanctioned Posts				Total Staff Working				
Regular	Outsourcing	Contract	Total	Regular	Outsourcing	Contract	Part time	Total
8873	851	1046	10770	4117	1441	567	3773	9898

Note: Sent the proposal for Recruitment of employees - 2671

RECRUITMENT THROUGH TSPSC

No. of Posts Notified	No. of Posts Filled
2782	2337

RECRUITMENT THROUGH TREI-RB:

No. of Posts Notified	No. of Posts Filled
1162	1054

BUDGET ALLOCATION FROM - 2018-19 to 2022-23

(Rs. in Crores)

S.No	Financial Year	Total B.E	Expenditure
1	2018 - 2019	1221.43	792.90
2	2019 - 2020	804.85	488.94
3	2020 - 2021	881.15	657.78
4	2021 - 2022	958.26	907.80
5	2022- 2023	1255.25	847.46

Admission Procedure

Sl.No.	Class	Selection Method
1.	Class V	Entrance Exam
2.	Intermediate Jr. Colleges and COEs	Entrance Exam
3.	Degree	Entrance Exam

SW RESIDENTIAL BUILDING DETAILS[GOVT/PVT]

GOVT BUILDINGS			PRIVATE BUILDINGS			TOTAL		
Schools/ Jr.colleges	Degree colleges	Total	Schools/ Jr.colleges	Degree colleges	Total	Schools/ Jr.colleges	Degree colleges	Total
158	5	163	80	25	105	238	30	268

Rule of Reservation in Admissions

Community	% of Reservation
Scheduled Caste (SC)	75%
SC Converted Christians	2%
Scheduled Tribe (ST)	6%
Backward Caste (BC)	12%
Minorities	3%
OC/EBC	2%

ESTABLISHMENT OF SPECIALISED SCHOOLS:

Sl. No	Academic Year	School/College/Academy
1	2016-17	30 Residential Degree Colleges for Women
2	2017-18	1. School of Fine Arts & Film Technology Malkajgiri - (1) 2. Sainik School Rukmapur - (1) 3. Social Welfare Armed Forces Preparatory Degree College for Women Bhongir - (1)
3	2019-20	1. Sports Academies - (24) 2. Coding academy - (01) 3. Vocational Colleges - (37)
4	2020-21	1. Earth schools – (04) 2. Sports Academies[RDC] – (04)

ACADEMIC ACHIVEMENTS TSWRDC,TSWREI

S. No	Description	Particulars
1	Pass percentage (average)	95.2%
2	No. of students admitted in IITs & NITs	7
3	No. of students admitted in TISS & APU	16
4	No. of students admitted in Central Universities	33
5	No. of students admitted in OU Campus /ConstituentColleges	238
6	No. of students admitted in OU Affiliated colleges	365
7	No. of students admitted in KU Campus /ConstituentColleges	188

S. No	Description	Particulars
8	No. of students admitted in KU Affiliated colleges	183
9	No. of students admitted in TU Campus /Constituent Colleges	65
10	No. of students admitted in TU Affiliated Colleges	76
11	No. of students admitted in PU Campus /Constituent Colleges	100
12	No. of students admitted in PU Affiliated Colleges	43
13	No. of students admitted in MGU Campus /Constituent Colleges	49
14	No. of students admitted in MGU Affiliated Colleges	13
15	No. of students admitted in SU Campus /Constituent Colleges	76
16	No. of students admitted in SU Affiliated Colleges	47
17	No. of students admitted in JNTUH	17
18	No. of student placements	145
19	No. of students admitted to foreign universities	8

SPORTS ACHIEVEMENTS – 2022

Sports Achievements during 01.01.2022 to 31.01.2023														
International Level					National Level					State Level				Grand Total
Gold	Silver	Bronze	Participation	Total	Gold	Silver	Bronze	Participation	Total	Gold	Silver	Bronze	Total	
1	1	1	6	9	28	22	44	146	240	141	92	101	334	583

TSW RESIDENTIAL DEGREE COLLEGES FOR WOMEN – 2022

The Government of Telangana has sanctioned 30 TSW Residential Degree Colleges for Women vide G.O.Ms.No.20, SCD (RS) Dept, dated:02.06.2016 and sanctioned teaching and Non- teaching staff posts on regular and outsourcing basis vide G.O.Ms.No.79 Finance(HRM-II) Dept. dated 22.06.2016. In which 540 staff are working on regular basis in the cadres of Principal, Lecturers, Librarians, Physical Director and Health Supervisors and 601 Staff are

working on outsourcing and temporary basis in the cadre of Principal, Faculty, DEO, Record Asst., Asst. Caretaker, Office Subordinates, Security guards and others. The total strength is **14249** of TSWR Degree, PG, Armed Forces Preparatory, Pharmacy and Law Colleges for Women for the year 2022-23.

Region / Old District wise 30 TSWR Degree, PG, Armed Forces Preparatory, Pharmacy and Law Colleges for Women with affiliated universities are as follows:

Sl. No	No. of Colleges in Old District	Name of the TSWRDC for Women	Affiliated University
1	Adilabad – 3	Adilabad, Mancherial, Nirmal	Kakatiya
2	Khammam – 2	Khammam, Kothagudem	Kakatiya
3	Warangal – 4	Bhupalapally, Mahabubabad [Pharmacy], Warangal (East), Warangal (West)	Kakatiya
4	Karimnagar -3	Jagityal, Karimnagar, Siricilla	Shatavahana
5	Ranga Reddy– 2	Vikarabad, Ibrahimpatnam	Osmania
6	Hyderabad – 6	Jagathgirigutta, L.B.Nagar [Law], Budvel, Mahendrahills	Osmania
7	Medak – 3	Medak, Siddipet, Sangareddy	Osmania
8	Mahaboobnagar – 3	Mahaboobnagar, Nagarkurnool, Wanaparthy	Palamuru
9	Nalgonda – 3	Nalgonda, Bhongiri, Suryapet	Mahatma Gandhi
10	Nizamabad – 3	Nizamabad,Armor,Kamareddy	Telangana

List of 30 TSWR Degree, PG, Armed Forces Preparatory, Pharmacy and Law Colleges for Women were offering courses are as follows:

Sl. No.	College	Year	Courses Offered
1	TSWRDCW, Adilabad	I	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Comp.App.]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Comp.App.]
2	TSWRDCW, Nirmal	I	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Comp.App.], BA [HEP]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
3	TSWRDCW, Mancherial	I	B.Sc [MPC, MPCs, Data Science, BZC, MbZC], B.Com [BA, Comp.App.]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
4	TSWRDCW, Khammam	I	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [BA, Comp.App.], BA [HEP]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
5	TSWRDCW, Kothagudem	I	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.]
6		I	B.Sc [MPC, MPCs, Data Science, BZC, MbZC], B.Com [BA, Comp.App.]

Sl. No.	College	Year	Courses Offered
	TSWRDCW, Bhupalapally	II	B.Sc [MPC, MSCs, Data Science, BZC, MbZC], B.Com [BA, Comp.App., Gen]
		III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.]
7	TSWRDCW, Warangal East	I	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [BA, Comp.App.], BA [HEP]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
8	TSWRDCW, Warangal West	I	B.Sc [MPC, Data Science, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
9	TSWRDCW, Jagityal	I	B.Sc [MPC, MSCs, BZC, MbZC, BCFsQc], B.Com [Gen, Comp.App.]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC, BCFsQc], B.Com [Gen, Comp.App.]
10	TSWRDCW, Karimnagar	I	B.Sc [MPC, MPCs, Data Science, BZC, MbZC], B.Com [Comp.App.], BA [HEP]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
11	TSWRDCW, Sircilla	I	B.Sc [MPC, MSCs, BZC, MbZC, FT], B.Com [Gen, Comp.App.]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
12	TSWRDCW, Armoor	I	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [BA, Comp.App.]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
13	TSWRDCW, Kamareddy	I	B.Sc [MPC, MPCs, Data Science, BZC, MbZC], B.Com [Comp.App.]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
14	TSWRDCW, Nizamabad	I	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Comp.App.], BA [HEP]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
15	TSWRDCW, Nalgonda	I	B.Sc [MPC, Data Science, BZC, MbZC], B.Com [BA, Comp.App.], BA [HEP]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
16	TSWRDCW, Suryapet	I	B.Sc [MPC, Data Science, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
17	TSWRDCW, Mahabubnagar	I	B.Sc [MPC, Data Science, BZC, MbZC], B.Com [BA, Comp.App.], BA [HEP]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
18	TSWRDCW, Nagarkurnool	I	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Comp.App.]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Comp.App.]
19	TSWRDCW, Wanaparthy	I	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Comp.App.]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Comp.App.]
20	TSWRDCW, Medak	I	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Comp.App.]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.]
21	TSWRDCW, Siddipet	I	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Comp.App.]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Comp.App.]
22	TSWRDCW, Jagathgirigutta	I	B.Sc [Data Science, MSCs, BZC, MbZC], B.Com [BA, Comp.App.]
		II	B.Sc [MPC, Data Science, MSCs, BZC, MbZC], B.Com [Gen, BA, Comp.App.]
		III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Comp.App.]
23	TSWRDCW, Vikarabad	I	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [BA, Comp.App.]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
24	TSWRDCW, L.B.Nagar	I	BA LLB [5 Years Integrated Law]
		III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
25	TSWRDCW, Mahabubabad	I	B.Pharmacy
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]
26	TSW Armed Forces Preparatory	I	B.Sc [MPC, MPC, MPC], BA [HEP, HEP], MA [Integrated Economics]
		II & III	B.Sc [MPC, MSCs, BZC, MbZC], B.Com [Gen, Comp.App.], BA [HEP]

Sl. No.	College	Year	Courses Offered
	Degree College, Bhongir		
27	TSWRDCW, Budvel	I	B.Sc [MPC, MPCs, MECs, MSCs], M.Sc [Statistics & Chemistry]
		II & III	B.Sc [MPC, MPCs, MECs, MSCs, MPG]
28	TSWRDCW, Mahendrahills	I	B.Sc [BZC, MbZC, NDZC, BTBC, BGC], M.Sc [Bio-Technology]
		II & III	B.Sc [BZC, MbZC, NDZC, BTBC, BGC, BCCs, BcZC]
29	TSWRDCW, Sangareddy	I	B.Com [Gen, Comp.App, BA, Hon], BBA, M.Com
		II & III	B.Com [Gen, Comp. Comp.App, Hon, Tax], BBA
30	TSWRDCW, Ibrahimpatnam	I	BA [HEP, HEPa, EJP, EPG, EPPs, IREP], MA [English]
		II & III	BA [HEP, HEPa, EJP, EPS, EPG, EPPs]

CONDUCTING EXAMINATIONS :

- ❖ The Society has introduced CCE[Continuous and Comprehensive Evaluation] for classes V to VIII to make the children capable of becoming responsive, production and useful member of the Society.
- ❖ The Society conducting Formative Assessments[4]i.e., FA – 1 to 4, Summative Assessments [2] SA 1 to 2 i.e., Quarterly and annual exams for V to X class students
- ❖ The Society is conducting [4] Unit Tests, Quarterly, Half-yearly and Annual examinations and pre-final examinations to the Junior and Senior Intermediate classes.

STAFFING PATTERN IN TSW RESIDENTIAL INSTITUTIONS :

- Principal is the Head of the Institution
- 18 Teachers – JL, PGT, TGT & 5 Special Teachers [PD/PET, Art, Craft, Music/Librarian] & 1 Staff Nurse and 5 Non-teaching staff and 4 Class-IV employees work in the institution.

TECHNICAL WING :

- The Sanctioned strength of technical Section is as follows:
 - a. ExecutiveEngineer-1No.
 - b. Deputy Executive Engineer –1
 - c. Assistant Executive Engineer - 2

The Technical wing attends to the following works:

1. Planning and designing of new school campuses by collecting site particulars and consulting architects through TSEWIDC.
2. Scrutiny of plans and designs prepared by architects /other agencies before approval.
3. Lay out planning for all school campuses to prevent unplanned construction of structures.
4. Scrutiny of proposals received from Executive Engineers of TSEWIDC for additional buildings /structures with a view to arrive at optimum requirement ,adopting of appropriate plans and effecting reduction in cost by appropriate changes in the specifications and material to be used for construction.
5. Carrying out inspections of the ongoing works of the society to check quality and effect economy in construction.
6. Monitoring of the progress of building works of the Society by fixing milestones

- for completion of various stages of the work and reduce the construction time.
7. Develop maintenance norms and schedule for the school campuses and monitor the functioning of essential services like water supply, electricity etc. are made available to the students without any interruption.
 8. To build up and maintain building data base for the existing buildings and repair plans for development of school campuses including the development of play fields.
 9. To develop expertise for planning and designing of building specifically required in Residential schools like kitchen, dining hall, classrooms, laboratories, library etc.,.
 10. To develop expertise in use of low cost technology and local material to make the buildings more functional and bring down construction.

Infrastructural facilities in TSWR Schools:

TSWREI Society has been functioning with 134 TSWR institutions till 2018, out of which 133 institutions are functioning in own complexes and the remaining 1 No schools (Gachibowli) are functioning in private rented buildings.

Infrastructural facilities provided in own permanent premises for residential school complex for accommodating 640- students.

Sl.N	Component	Accommodation provided	Plinth Area in sft
1	School building	GF-Labs-4Nos (Physics,Chemistry,Botony& Zoology), Library room -1 No., Computer room- 1 No., office store -1 No., Staff room-1No., Principal room-1 No., Games room-1No., Toilet blocks-4 Nos. and Entrance hall-1FF Classrooms-14Nos SF Classrooms-10 Nos	33600
2	Dormitory	Halls-20 Nos., 10 Nos each in GF & in FF and 6 halls in SF (Each hall to accommodate 40 students with two tier cots) & 2 halls in GF for Warden room, office room,Waiting halls- 4 Toilets-100 bathrooms-100 and urinals	43200
3	Kitchen & Dininghall (capacity of 320 for 2sittings)	Kitchen, drystore, rest room for cooking staff, water storage, open wash, Lobby, pantry, Dininghall, plate/handwash-2 Entrance lobby	9500
4	Principal quarter	Living / dining,Bedrooms-2, toilets - 2, Drawing room-1,Kitchen,Portico,Utility	978
5	Class IV Quarters (2nos)	Bedroom, hall, Kitchen, balcony and Toilet & Bathroom	1720

Sl.N	Component	Accommodation provided	Plinth Area in sft
6	Teaching staff quarters(4Nos.)	Hall-1, Bedrooms-2, Kitchen, toilets-2	3440
7	Parents Waiting	Hall	1No
	Total plinth area in Sft.	92438 Sft.	92438
8	Sump of 75,000 Lts. capacity		
9	Compound wall all around		
10	C/O 60,000Lit capacity OHSR		
11	Internal CC roads		
12	Solar Power Plant	On average 50KWat solar power plants are provided in all permanent school premises.	

Augmentation works under Scheduled Castes Sub Plan (SCSP)

1. Rs.53.90 Crores were sanctioned vide G.O.Ms.no.50 SCD (RS) Dept Dtd:18.11.2016 for 20 works towards balance augmentation of infrastructure in the TSSWRS/JCs.4 No.of works are completed.16 no.of works are in progress.
2. Rs.20.70 Crores were sanctioned vide G.O.Ms.no.51 SCD (RS) Dept Dtd:26.11.2016 for construction of infrastructure for TS SW RS/JC (G) RK Puram in Hyderabad. This work is completed, Handed over and occupied by the TSW RS/JC(G)RK Puram .
3. Rs.321.46 Crores were sanctioned videG.O.Ms.No.12 SCD(RS) Dept Dtd:23.02.2017 for providing (79) internal Roads,(10) Over Head Service Reservoirs (OHSR) and (10) Construction of Compound walls for TSW Residential Schools / Junior Colleges in Telangana state and are completed.
4. Rs.40.34 Crores were sanctioned vide G.O.Ms.no.5 SCD (RS) Dept Dtd:28.03.2019 for 123 schools towards providing 55k Watt solar power plant in each school, to have zero power billing. Out of 123 schools 114 schools are already been provided with solar power plants and balance are in progress.

The Government has sanctioned 104 SW Residential Schools & 30 SW Degree colleges for girls vide G.O.Ms.No.20 Schedule Cast Development (RS) Dept, dtd: 02.06.2016, with a total budget of Rs.3010.00 Crores for civil works in 3 years (2016-17 to 2018-19) and Rs.15.16 Crores were sanctioned vide G.O.Ms.No.100 SCD (RS) Dept Dtd:19.02.2016 for construction of TSWRS/JC(B) Dubbaka in Medak dist and is completed. All these institutions are functioning in temporary accommodation.

Out of these 134 Institutions, 29 are functioning temporarily in government buildings and 105 are in private rented buildings with minimum Amenities temporarily.

Administrative sanction for construction of permanent Infrastructure for **72** Schools and 16 degree colleges with Rs.1253.60 Crores is accorded by the government vide **G.O.Ms.No.71 SCD (RS) Dept., Dtd: 25.11.2017**. Tenders were called for and finalized, but the works are not started, as the government has kept, orders in abeyance vide **memo.No.3233/SCD.RS/2018,Dtd:11.07.2018**.

TSWREIS:- Administrative Structure:

1. Chairman - Hon'ble Minister Social Welfare is the Chairman of the Society.
2. ViceChairman - Principal Secretary to Government To Scheduled Caste Development Department.
3. Secretary - Secretary T SWREIS

The Government of Telangana in the interest of better administration and development of the area concerned the erstwhile Telangana State with **13 regions** are reorganized and formed with **33 districts**.

Further, the Society has decided to keep one of the Principal in the district as District Coordinator for administrative convenience in addition to their normal duties. They have to discharge their duties as per the duties and responsibilities.

II. THE POWERS AND DUTIES OF EMPLOYEES

The powers of the Chairman, Board of Governors, Vice Chairman, Secretary, Chairman of District Society and Principals of the Schools and Colleges in respect of the conditions of service of the Staff of the Society shall be as shown in appendices I and II.

APPENDIX – I

S.No	Nature of power	Chairman TSWREIS	Vice-Chairman, TSWREIS	Secretary, TSWREIS	Principals of Schools & Colleges	Chairman of Dist. Society
1	Appointment of posts	Category-1 of Class – I	Category-2&3 of Class-I and Category 1to3 of Class-II.	Category 4& 5 of Class – II and Class-III and Categories 1 and 2 of class –IV pertaining to the office of the Society.	----	Class –IV pertaining to the schools and colleges.

S.No	Nature of power	Chairman TSWREIS	Vice-Chairman, TSWREIS	Secretary, TSWREIS	Principals of Schools & Colleges	Chairman of Dist. Society
2	Leave	-----	Full in respect of Secretary	Full in respect of Principals, staff of the Head Office.	In respect of Staff working in Schools and Colleges.	-----
3	Passing and countersigning of the TA bill	-----	-----	In respect of the Staff of office of Society.	In respect of staff of Schools and Colleges.	-----
4	Sanction of increments, TA advances, Festival advances etc.	-----	-----	In respect of the Staff of office of Society.	In respect of staff of Schools and Colleges.	-----

APPENDIX – II

S.No	Description of the post	Appointing authority	Authority competent to impose penalty	Penalty	Appellate authority
1	Category 2&3 of Class – I & Category 1 to 3 of Class-II	Vice-Chairman, TSWREIS	Vice-Chairman, TSWREIS Secretary, TSWREIS	All Minor in respect of Category 1-3 of Class-II.	Chairman, TSWREIS Vice-Chairman, TSWREIS
2	Category 4&5 Class – II and Class-III and Category 1&2 of Class-IV in respect of Head Office.	Secretary, TSWREIS	Secretary, TSWREIS	All	Vice-Chairman, TSWREIS.
3.	Category 1 to 3 of Class – IV in respect of Schools and Colleges	Chairman, Dist. Society	Chairman, Dist. Society	All	Secretary, TSWREIS

POWERS AND DUTIES OF THE CHAIRMAN:

1. It shall be the duty of the Chairman to see that the Memorandum of Association, Rules and Bye-laws of the Society are observed and he shall have all powers necessary for the purpose.
2. In case of emergency arising out of administrative business of the Board, which in the opinion of the Chairman requires the taking of immediate action, he shall take such action, as he deems necessary and shall report to the Board at its next meeting.
3. The Chairman shall perform such other functions as laid down in these Bye-Laws and Rules of the Society.
4. The Chairman shall be the authority to which an appeal against an order of the Vice-Chairman, imposing penalty upon persons holding Category 2 & 3 of Class-I and category 1 to 3 of Class-II may be preferred.

POWERS AND DUTIES OF 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 these Bye- Laws and Rules.
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. The Vice-Chairman shall preside over the meeting of the Board in the absence of Chairman.
3. a) The Vice-Chairman shall have power to appropriate funds from one unit of appropriation to another subject to the following restrictions namely;
 - i That the total sanctioned expenditure is not thereby exceeded
 - ii. That such re-appropriation shall not have the effect of involving the Society in future outlay in the succeeding years of any scheme.
- (b) The Vice-Chairman shall have the power to take disciplinary action against Officers noted under category 2&3 of Class-I and category 1 to 3 of Class-II except on any who are on deputation from Government Service in whose case he/she shall send a report to the parent department with his/her recommendation.
- (c) The Vice-Chairman shall be the authority to which an appeal against an order of the Secretary imposing a penalty upon a person holding a post in category-4&5 of Class-II and Classes-III & IV may be preferred.
4. The Vice-Chairman shall be authority to sanction the incurring of expenditure (recurring and non-recurring) without an upper limit over and above the financial powers of the Secretary subject to availability of funds.

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 up to the limit, if any, specified in column 3 thereof.
Financial Powers of Head of the Department on certain common items as per (1) G.O.Ms.No.148, Finance & Planning (FW:ADMN.I.TFR) Department, dated: 21.10.2000 amended in G.O.Ms.No.248, Finance (TFR) Department, dated: 06.09.2012 and (2) G.O.Ms.No.178 Finance (TFR) Dept., dated:19.08.2011

Sl.No.	Item of Expenditure	Ceiling limit / Monetary limit
1.	Maintenance of Motor Vehicles (a) Light Vehicles (b) Heavy Vehicles	Full powers (Subject to Guidelines vide G.O.Ms.No.333.G.A.(OP.II) Dept, dated: 31/7/1997) -do-
2.	Purchase of Stationery	Full Powers
3.	Purchase of Steel & Wooden furniture:- (a) Purchase of Furniture (b) Repairs to Furniture	Full Powers Full Powers
4.	Rent for Office Building	Full Powers according to Plinth area values and rent assessment by R&B Dept. (Subject to following the instructions issued in G.O.Ms.No.35, Fin & Plg. (FW.EBS.PWD) dept, dt.27/2/1997 read with Memo No.127/R & E/97, dt.9.6.97)
5.	Purchase of Bulbs & lamps.	Full Powers
6.	Light Refreshments	Rs.300/- at a time not exceeding Rs.2000/- per month.
7.	Repairs to Type writers	Full Powers
8.	Condemnation of Vehicles	Full powers subject to Technical Scrutiny by Public Works Dept. or Area Transport Officer.
9.	Repairs to Duplicators	Full Powers
10.	Organization of Sports and Games	50,000
11.	Electrical installations. (a) For additional improvements and alterations to the existing electrical installations for each buildings and apartments in the compound.	Full powers

Sl.No.	Item of Expenditure	Ceiling limit / Monetary limit
	(b) Improvements, alterations and new installations to new buildings.	1,00,000
12.	Printing locally without referring to Govt. Press	Full powers
13.	Visits of High personnel	Rs.5,000/- on each occasion subject to a ceiling of Rs.5,0000/-
14.	Purchase of Non-Govt. publications relevant to Law and Administrative Management.	Full powers
15.	Crockery. Cutlery & Utensils (initial purchases)	5,000
16.	Printing and Binding	Full powers
17.	Purchase of wall clocks not exceeding one piece for each unit Office at a cost not exceeding	1,000
18.	Purchase of Fans	Full Powers
19.	Write off of various kinds	5,00,000
20.	Air Coolers	Full Powers
21.	Drawal of amounts on Abstract contingent bills	20,000
22.	Freight charges	Full powers
23.	Apparatus, instruments and Machinery	Full powers
24.	Purchase of stores	Full powers
25.	Legal costs	Full powers
26.	Expenditure on Exhibitions	Full powers
27.	Petrol, Oil, Lubricants	Full powers
28.	Maintenance of computers	Full powers (Through APTS or original Manufacturer)
29.	Maintenance of Xerox Machine	Full powers
30.	Maintenance of Fax Machine	Full powers
31.	Purchase of Computer/Fax Machine Stationery (Printer Ribbons, Heads, Cartridges, Floppies, CDs and Tapes etc.)	Full powers
32.	Air Coolers Repairs	Full powers
33.	Supply of Uniform cloth to Class IV Employees	Full powers
34.	Telephone for connectivity purposes	Full powers
35.	Internet service charges	Full powers
36.	Refreshments expenditure on visits of Official from other states	Full powers
37.	Purchase of batteries	Full powers
38.	Pest control Measures, Fire Alarm and Fire Extinguisher maintenance.	Full powers

Sl.No.	Item of Expenditure	Ceiling limit / Monetary limit
39.	Electrical & net working works relating to computer, Air conditioner and UPS equipment	Full powers
40.	Courier charges	Full powers
41.	Air Conditioners	Full powers
42.	Xerox machines	Full powers
43.	Computers and its peripherals	Full powers
44	Water Coolers	Full powers

- 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 Residential school/college run by the Society within the State or to depute any officer or member of the staff to do in connection with the affairs of Society.
- vi] To sanction, leave, allowances including dearness, house rent, compensatory, traveling 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 ADDITIONAL SECRETARY, JOINT SECRETARY [ACADEMIC] :

- A] The Additional Secretary, Joint Secretary [Academic] shall carryout the functions as are specifically assigned to them by the Chairman, Vice Chairman or the Secretary.
- B] The duties of Joint Secretary [Academic] shall include assisting the Secretary in [I] all academic matters, viz., preparation of curriculum, conduct of admission examinations [for admission of pupils in the Social Welfare Residential Schools and Colleges], drafting syllabi, conduct of workshops and seminars, conduct of examinations in the Schools and Colleges.
 - a. The inspection of the schools and colleges of the Society.
 - b. Setting up of laboratories in the schools and colleges.
 - c. Commendation of books and films to be purchased the libraries of the institutions.
 - d. Supply of teaching aids and A.V. Equipment to the institutions.
 - e. Introduction of activities such as Bharat Scouts and Guides, Red cross, N.C.C.,etc.
 - f. Giving special coaching to the talented children to appear for competitions such as mathematics Olympiad, National talent search etc.
 - g. Encouraging research and innovations in the schools and colleges of the Society.
 - h. Maintenance and strengthening of the library of the Society office.
 - i. In conducting the official correspondence of the Society as far as academic matters are concerned.

- ii. The Additional Secretary [Admn] shall be in charge of the office establishment of the society. The duties of the Additional Secretary shall include assisting the Secretary.
- iii. In conducting the official correspondence of the Society.
- iv. In the recruitment of the staff of the office of the Society, schools and colleges.
- v. In making purchases for the office of the Society.
- vi. 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 as stipulated in the bye-laws of the Society.
- vii. In preparing the annual report of the Society to be submitted to Government.
- viii. In the inspection of the School and Colleges of the Society.
- ix. In planning and development of the educational institutions of the Society.
- x. In looking to the safe custody of all documents/registers and books of the Society.
- xi. In safe guarding and maintaining the buildings, gardens, office vehicles and other properties of the Society.

POWERS AND DUTIES OF THE ADDITIONAL SECRETARY [FINANCE]:

The Additional Secretary [Fin] 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 traveling and daily allowance 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 cheques written and submit for Secretary's signature after the bills are passed.
- ix] In the disbursement of the amounts drawn.

JOB CHART OF REGIONAL COORDINATORS

I - Academic:

1. To organize academic Programs like training camps/boot camps for teaching and non-teaching staff, arranging guest lecturers, organizing District/Zonal Sports meet co-curricular and extracurricular activities as per the directions of Society Head Office.

2. To organize the panel inspections for the improvement of academic standards of Institutions as and when the schedule/guidelines are received from Head Office.
3. The distribution of question papers of various exams to the Principals under his control supplied by the Society Head Office.
4. Attending academic reviews, teleconferences, video conferences.
5. Conduct panel inspections of all the schools in their jurisdiction once in a year and to give academic guidance and submit a report on lapses to Head Office.
6. Conduct surprise academic inspections randomly in 8 institutions in a month.
7. To ensure supply of books for Intermediate from the Telugu Academy and Degree Books.
8. Convene academic meetings with all the principals in each district at least once in a month and review the performance of teachers based on the reports submitted by the principals. He/she should also review the students performance of the students of X, Inter I & II year.
9. Supervision of 'Academic Review Boards' in each district before renewal of their contract in June every year.
10. Supervision of New Quality Policy (NQP)
11. Conducting of workshops / trainings at Regional level.
12. Conducting of teleconference every Wednesday with the District Coordinators working under his control.
13. Conducting of review meeting with Health Supervisors / Staff Nurses / Psycho & Socio (Manojagruthi & Pragna) Counselors.

II. Administrative:

1. The Regional Coordinator should process the files as per the Government Orders and instructions issued by the Society from time to time.
2. The Regional Coordinator is responsible for the smooth functioning of the schools and also maintaining good standards of education and close monitoring of the institutions in his jurisdiction.
3. The Regional Coordinator should visit/inspect the schools in his jurisdiction at least **two** school in a week and review all items. They have to report to Head Office about the progress as well as shortcoming of the school both in administrative and financial matters. They have to make a night halt and discuss with the students about the difficulties they are facing. They have to take the food prepared at the hostel and give suggestions to the caretaker.
4. Sanction of Special Grade Pay Scales SGP, SPP-I / SAPP-I, SPP-II / SAPP-II of the JACTs, Record Asst., PCE & Class-IV staff.

5. Sanction of Annual Grade Increments to Principals working in his /her jurisdiction.
6. The Regional Coordinators have no power to issue sanction orders for purchase of items to the TSWR Institutions on his own and he has to implement the orders / guidelines / instructions issued by the Society to the institutions effectively. The RC should examine the request/proposal of the Principal and forward the same to the Society Head Office with specific remarks.
7. Sanction of leave :

Sl. No.	Category of posts	Category of leave	Period	Sanctioning authority
1	Principal	Any kind of leave & surrender leave	1. Up to 2 months	Regional Coordinator
			1. Above 2 months 2. Maternity/ Paternity/ Miscarriage leave	Secretary, TSWREIS [proposals through the Regional Coordinator]
2	JL, PGT, TGT, Staff Nurse, Librarian, PD, PET, Art, Craft, Music	Any kind of leave & surrender leave	Up to 15 days	Principal
			1] Above 15 days and up to 3 months. 2] Maternity/ Paternity/ Miscarriage leave	1] Regional Coordinator 2] Principal
			Above 3 months	Secretary, TSWREIS. [proposals through the District Coordinator]
3	Non-teaching staff [Supdt., Sr.Asst., JACT, Electrician, Record Asst.	Any kind of leave & surrender leave	Up to 30 days	Principal
			All kinds of leave above 30 days.	Regional Coordinator
			Maternity/ Paternity/ Miscarriage leave	Principal
4	Class-IV	All categories of leave including surrender leave	Any period of leave.	Principal

8. Regularization & Declaration of probation to the JACTs, Plumber cum electrician, Record Asst & Class-IV staff by the Regional Coordinator and for the teaching and other non-teaching staff by Secretary, TSWREI Society.
9. Maintenance of Service Registers of Principals.
10. Preparation of district wise Seniority lists of JACTs, Plumber cum electrician, Record Asst & Class-IV staff.
11. Issue of promotions to the Class-IV employees up to Record Assistant as per the Society Rules.

12. Disciplinary issues: The Regional Coordinators are the Disciplinary Authority for the minor punishments to Non Teaching employees i.e. JACT, PCE, RA and Class IV employees.
13. Disposal of Unserviceable articles –Utensils, Furniture etc., The Regional Coordinators during their visits to the institutions, should verify and take action to dispose the unserviceable articles.
14. To submit the District wise consolidated annual rice utilization certificates with closing balances of all the institutions in their District, in the prescribed format by 30th April of every year.
15. To ensure that all the staff quarters in the institution are occupied by the staff, as per norms and rent recovery as per the orders issued by the competent authority and it should be recorded in their visit / inspection reports.
16. To submit consolidated reports of all the institutions in their jurisdiction to Head Office.
17. The Regional Coordinators are responsible for any legal cases raised in the district for supply of diet and amenities. He/she has to take immediate actions about the legal cases raised if any and apprise the issues to the Society Head Office.
18. The Regional Coordinators should maintain data regarding students strength, staff particulars, amenities, furniture etc of all TSWR Institutions in their district and submit the consolidation information to the Society Head Office whenever required.
19. The Regional Coordinators should verify the amenities registers with reference to the physical stock available in the Institutions and students physical presence with reference to the attendance registers. If there is any lapse found, he/she has to report the same to the Society Head Office.
20. It is the responsibility of the Regional Coordinators to have all the latest and updated information regarding students, staff, amenities, financial matters (expenditure, releases, GIS, APIMA, ERF, retirement cases, CPS etc) of all the institutions in his/her district by dispensing from the DCOs.
21. To ensure into any untoward incident happened in any institution in their jurisdiction. He/She has to visit the institution immediately and submit a brief report to the Head Office without any delay.
22. The Regional Coordinators shall monitor the functioning of Technical Assistants and Community Relation Officers.
23. As per the RTI Act 2005, the Government vide G.O.Ms.No:15 Social Welfare (Coordin.I) Department, dated:08-02-2010, the District Coordinator (District Convener Principal) was appointed as Public Information Officer (PIO) and Principal as Assistant Public Information Officer (APIO) and Regional Coordinators 1st Appellate Authority for the districts concerned.
24. The Regional Coordinators (Zonal Joint Secretary/Deputy Secretary in Head Office) was appointed as 1st Appellate Authority for the district concerned. Now the Regional Coordinators is also appointed as PIO for his Regional Coordinator Office, to attend RTI

matters relating to them in-time and J.S of Head Office will act as 1st Appellate Authority for Regional Coordinator Offices.

25. The Regional Coordinators shall carryout any other duties assigned by the Head Office of the Society.
26. All the service matters of Regional Coordinators will be dealt by the Zonal Sections concerned in the Head Office of TSWREIS Society.

III. Supply of amenities

1. The Regional Coordinators should go through carefully the tender files submitted by the District Coordinators before process to the DPC for supply of diet items, decentralized student amenities and other items which are to be purchased for more than one Institution, through DPC for finalization.
2. The Regional Coordinator should monitor the distribution of the items to the institutions within time.
3. Submission of item-wise centralized amenities like uniform material [suiting cloth, shirting cloth, pad cloth, Punjabi dress cloth [top & bottom], towels, bedding material, note books, intermediate text books, chunnies etc., to Head Office duly verifying the stock registers of District Coordinator points and institution concerned.
4. Institution-wise net requirement of centralized amenities should be submitted after verifying the opening balances, centralized amenities received from District Coordinator point and amenities utilized / disbursed during the academic year, based on the class-wise admitted strength, uniform, note books, as per scale, intermediate text books, chunnies etc.,
5. The Regional Coordinator shall submit the consolidated status position of de-centralized amenities i.e., plates, glasses with katora, trunk boxes, stationery items, shoes & socks, tracksuits and distribution of 3 pairs of uniforms to the Head Office from time to time to take necessary action for procurement.
6. The Regional Coordinator should take necessary action on procurement of said de-centralized amenities as per the guidelines issued by the Society from time to time.
7. In respect of procurement of lab equipment, the Regional Coordinators should ensure that the rates finalized in DPC for the lab equipment in their jurisdiction should be uniform as per brand / make as mentioned in circular Rc.No.Acad-II/2058/2012, dt.22.12.2012. They should oversee the rates approved in other district and see that there should not be any distinct variations.

IV. COURT MATTERS

1. The Regional Coordinators shall see that whether the Principal, TSWR Institution / the staff in their officer has followed instructions issued by the TSWREI Society and maintained periodical register for court matters as instructed in Circular Rc.No.C2/16610/2010, dt.30.06.2010 and he / she shall submit his / her report to the TSWREI Society on the court cases including status of court case.

2. The Regional Coordinators shall see that whether the Principal, TSWR Institution / the staff in District Office has to take necessary action on the court orders as follows where Principal and District Coordinators were made as respondents :
 - a. Implement the orders of the Court if it is capable of being implemented within the time, as directed in the order.
 - b. Seek extension of time, before expiry of the time limit ordered, for implementation in cases where it is capable of being implemented but the time allowed is not sufficient.
 - c. Obtain clarification from the Law Officers or by filing a suitable petition for clarification before the appropriate forum wherever necessary, in cases of doubt, in consultation with the concerned Law Officers.
 - d. File vacate stay petition, whenever considered necessary along with the counter as expeditiously as possible.
 - e. File a review in appropriate cases where either mistake of fact or mistake of law is noticed.
 - f. File an appeal wherever necessary before the appellate forum along with prayer for stay / suspension / modification of the order appealed against.
- 3) The Regional Coordinators shall see that the Principal, TSWR Institution / the staff in their office to take timely action in court cases on taking necessary action on the court orders or in preparation of para wise remarks with the approval of the concerned authorities and submission to the court section.

V. Financial:

The system of passing bills both under 311-Salaries and 312-diet/cosmetics/electricity/telephone/exam fee etc by the Principals of TSWR Institutions is dispensed. Submission of all decentralized amenities bills by the Principals of TSWR Institutions to Society Head Office is also dispensed.

1. The Regional Coordinators are authorized to pass bills (all bills under 311-Salaries & 312-diet/cosmetics/electricity etc including PA amount) for the current financial year prepared & submitted by the Principals of T.S.W.R. Institutions in their jurisdiction. The Regional Coordinators should follow all financial rules while passing bills.
2. The Regional Coordinators should prepare yearly budget requirement proposals, sub head wise releases, sub head wise expenditure particulars of TSWR Institutions in their districts to the Society Head Office.
3. The Principals of TSWR Institutions should prepare bills in bill form duly enclosing relevant sanction orders, stock entry for the expenditure incurred by them as done in the present system and submit bills (including PA amount) both under Salaries & Maintenance to the Regional Coordinator for passing of bills. After obtaining pass orders from the Regional Coordinator, the Principals concerned will release the payments to the firms/individuals/staff concerned.
4. The Regional Coordinators should examine the additional budget requirement proposals if any submitted by the Principals in their district and recommend the additional budget proposals of the Principals to the Society Head Office duly verifying the records, rules and need of expenditure.
5. The Regional Coordinators should prepare and submit yearly budget requirement proposals to the Society Head Office for TSWR Institutions in their district. They should

maintain sub head wise budget released by the Society Head Office sub head wise expenditure particulars of TSWR Institutions in their jurisdiction.

6. The Society Head Office will conduct special audits, surprise checks, on Regional Coordinator Offices on the bills passed by the Regional Coordinators and records maintained by the Regional Coordinator.
7. Sanction of TA Bills to the Principals under their jurisdiction.
8. The Regional Coordinators should obtain counter signature of the Secretary on their TA/TTA/LTC Bills, before drawing the claim amount from the concerned TSWR Institution.
9. Regarding GSLI Scheme, the Regional Coordinators should collect GSLI premium from the TSWR Institutions of their district in the shape of Demand Drafts drawn in favour of **“S.B A/c No:62344543218, TSWREIS, Hyderabad”** and submit the same to the Society Head Office.
10. The Principals of each Institution should submit pay bills to the Regional Coordinators and only after the Regional Coordinator approval, the salary particulars of employees has to be fed into the HRMS-Pay Roll Package.

Regarding expenditure under 312-OGIA (diet, cosmetics, water, electricity, exam fee, TA, telephones etc), the Principals has to submit their requirement to Regional Coordinators. After examining the correctness of the Principals request, the Regional Coordinators should submit the Institution wise budget requirements to the Society Head Office in a statement for release of budget to the Principals concerned.

VI . Civil Works:

The Regional Coordinators should monitor the regular Engineering Works of TSWR Institutions by visiting Institutions and liaising with Executive Engineers / Deputy Executive Engineer/ Dy. Secretary (Technical) of TSWREIS. He/she should submit a report to the Society on the progress of works.

Establishment of new Schools: - Procurement of land, inspection of Engineering works with the Assistance of Engineering work.

JOB CHART OF DISTRICT COORDINATOR

One of the Principal of TSWR Institution in the new District is nominated as District Coordinator.

Duties and responsibilities of District Coordinators:

I - Academic:

1. Admissions of various classes in TSWR Institutions in the district for 5th, 6th, 7th, 8th, 9th & Jr.Inter Classes. To coordinate the process of admissions of various classes i.e issue of applications, collecting applications, allotment of seats to the TSWR Institutions in their district.
2. The distribution of question papers of various exams to the TSWR Institutions supplied by the Regional Coordinate Office.
3. To ensure supply of Nationalized Text books for classes V to X from MEO/DEO of each district and also ensure supply of books for Intermediate from the Telugu Academy.

4. The DCO's should maintain a list of subject-wise best teachers in each district, and also have a list of poor performers in the district. In the same way he / she should maintain a list of minimum top ten students in each district. The list should be prepared twice in a year by changing the names of the students based on their performance once after quarterly and once after half-yearly examinations and submit to the Regional Coordinator concerned.
5. Review of Contract Teachers by organizing 'Academic Review Boards' before renewal of their contract in June every year.

II - Administrative:

1. The District Coordinator should process the files as per the Government Orders and instructions issued by the Society from time to time.
2. Should give rejoinders on adverse news items published in daily newspapers relating to the institutions in the District level press clippings to Head Office & Regional Coordinate office.
3. Disposal of Unserviceable articles –Utensils, Furniture etc., The District Coordinators during their visits to the institutions, should verify that the unserviceable articles are disposed or not and submit report to the Regional Coordinator.
4. To submit the annual rice utilization certificates with closing balances of all the institutions in their District, in the prescribed format by 30th April of every year to Regional Coordinator.
5. The District Coordinator has to process the file for appointment of staff on outsourcing basis in TSWR Institutions through District employment officer concerned.
6. He or She should organize health camps and coordinating with the DM & HO concerned in all the schools in his / her district and implement the "SWAST SWAROES" program in all TSWR Institutions to maintain health & hygiene in the Institutions.
7. It is the responsibility of the District Coordinators to have all the latest and updated information regarding students, staff, amenities, financial matters (expenditure, releases, GIS, APIMA, ERF, retirement cases, CPS etc) of all the institutions in his/her district.
8. The District Coordinator has to act as District Information Officer of TSWR Institutions concerned. The Principals have to submit the genuine information to the District Coordinator without delay. If any Principal fails to submit the information in time and correctly, the District Coordinator has to submit a report against such principal to the Head Office under intimation to the Regional Office concerned.
9. The District Coordinator has to enquire into any untoward incident happened in any Institution in the district. He/She has to submit a brief report to the Head Office immediately without any delay under intimation to the Regional Officer concerned.
10. He / She has to Coordinate with the District administration viz District Collector, Joint Collector, DD Social Welfare, DEO, District supply officer, etc. while processing of the representations made by the public representatives like Ministers, MLA, MP etc.,

11. As per the RTI Act 2005, the Government vide G.O.Ms.No.15, Social Welfare (Coordn.) Department, dt 08.02.2010, District Coordinator (District Convenor) was appointed as Public Information Officer(PIO) and Principal as Assistant Public Information Officer(APIO) for the district concerned. The Regional Coordinator (Zonal Officer) has been appointed as Appellate Authority. The District Coordinator has to discharge duty as PIO without any slackness.
12. He or she has to monitor the sweeping and sanitary contracts in TSWR Institutions.
13. District Coordinator shall carryout any other duty assigned by the Head Office of the Society / Regional Officer concerned .

III. Supply of amenities

The District Coordinators has to attend the following works with the approval of the Regional District Coordinator concerned.

1. The DCO's should process tender files for supply of diet items, decentralized student amenities i.e shoes & socks, trunk boxes, plate & glasses, stitching of uniforms, student & office stationery and other items which are to be purchased for more than one Institution, through DPC for finalization. He/She should ensure that all the Schools and his Office are Amen track software to monitor supplies.
2. The DC has to ensure the distribution of the items to the institutions within time. Identifying the problems in the supply of decentralized items and food items and bringing to the notice of the Joint Collector concerned for taking further suitable action like, issuing show cause notice, terminating the contract, forfeiting EMD/SD and imposition of penalty under intimation to the Regional Coordinator. The DC has to act in accordance with the general rules of tenders and Society rules in particular.
3. Submission of item-wise centralized amenities like uniform material [suiting cloth, shirting cloth, pad cloth, Punjabi dress cloth [top & bottom], towels, bedding material, note books, intermediate text books, chunnies etc., to Head Office duly verifying the stock registers of District Coordinator points and institution concerned.
4. Procurement of decentralized amenities through District Purchase Committee at district level through District Coordinators concerned.
5. Decentralized amenities like plates, glasses with katora, trunk boxes stationery items, shoes & socks, tracksuits indents will be approved by the District Coordinators after scrutinizing the indents.
6. Processing of decentralized amenities files (plates and glasses etc.,) stitching charges files to the district purchase committee at district level, after receipt of files through Principals of TSWR Institutions concerned.
7. The Joint Collector / District Coordinator has to send proposal for ratification of decentralized amenities to the Head Office, if de-centralized amenities finalized by the district purchase committee at district level if it exceeds ceiling limits prescribed by the Society.
8. Submission of proposals to the Chairman, district purchase committee for imposing penalty, if de-centralized amenities are not supplied as per specifications mentioned

in the supply order, as the de-centralized amenities are finalized through district purchase committee at district level.

9. The District Coordinator shall submit the status position of de-centralized amenities i.e., plates, glasses with katora, trunk boxes, stationery items, shoes & socks, tracksuits and distribution of 3 pairs of uniforms to the students of TSWR institutions to the Head Office from time to time to take necessary action for procurement.
10. The District Coordinator should take necessary action on procurement of said de-centralized amenities as per the guidelines issued by the Society from time to time.
11. In respect of procurement of lab equipment, the District Coordinators should ensure that the rates finalized in DPC for the lab equipment in each of the district should be uniform as per brand / make as mentioned in circular Rc.No.Acad-II/2058/2012, dt.22.12.2012. They should oversee the rates approved in other district and see that there should not be any distinct variations.
12. District Coordinator is responsible for doing liaison work for consolidation and sending the information to Regional Coordinator on student amenities like Uniforms, text books etc.
13. The District Coordinator is authorized to inspect the amenities register and physical stocks of student amenities. If there is any lapse found, he/she has to submit the report to the Head Office under intimation to Regional Coordinator concerned.

DUTIES OF PRINCIPAL

The Principals of these residential schools or colleges are not heads of ordinary educational institutions. But they are heading a very special kind of institutions with duty to develop these institutions as pace setting institutions, by making sustained efforts and made to ensure that:

- a) All prescribed activities in the area of curricular, co-curricular, extra- curricular are implemented fully with all seriousness; and
- b) An environment is created to encourage innovation and specified pace setting activities in the field of education.
 - (1) Daily during 5.00A.M to 7.00A.M, the Principal should take around of the dormitory and participate along with students in the Yoga or Physical Exercises and take a round of the kitchen to check the breakfast preparation(45minutes).
 - (2) Principal, along with all teachers of the school must be present during the assembly (i.e.from9.00A.Mto9.15A.M). Mikes should be utilized for Assembly. Besides the existing routine, the Principal or any teacher, by rotation, should speak a few minutes either on the significance of the day or on any topic of current importance or read any poetry etc. as part of the Assembly items(20minutes).

Sl.N o.	Activity	Time allocated
1	Substitution work	15 minutes
2	Teaching two periods daily	90 minutes
3	Classroom observation (one class daily)	90 minutes
4	Written work scrutiny	60 minutes

5	Rounds to classes(two)	20 minutes
6	Round to kitchen and tasting of food before it is served to students	20 minutes
7	Visit of health clinic before lunch to see the sick Students	20 minutes
8	To supervise and observe remedial re-teaching tutorials for slow learners	30 minutes
9	Supervision of club activities & Homework session	30 minutes
10	Office work	90 minutes
11	Meeting visitors	30 minutes
12	Time available for un foreseen activities	60 minutes
	Total	555 minutes

- (3) The Games & Sports activities are taken up in the school between 4.30 P.M to 6.00P.M. Principal should actively participate in the activity by playing games regularly at least for half an hour with the students. The Principal should encourage all other teachers also to play games during the games hours. This is considered essential not only for the physical and mental health of the Principal and teachers, but it will create a healthy atmosphere in the entire institution. In the games time, the teachers and students mingle up freely and direct communication is established between the Principals and students .Keeping in view, the fact that our students are coming from weaker section families and are having poor level of confidence, it is of most importance that Principal must participate in the games and develop a direct channel of communication with the students. This is the place where, if proper rapport is established between the Principal and the students, the students will immediately approach the Principal without hesitation for any of their problems .Unless this kind of confidence is built, a residential school cannot be managed efficiently.
- (4) During night study hours, i.e.7.30 P.M to 9.00 P.M, the presence of the Principal is a must in the institution.
- (5) As far as supervision of routine work is concerned i.e. scrutiny of homework, notebooks, assignment books, project reports, slip tests, answer sheets and examination, answer sheets etc. is concerned, the Work may be shared between the Principal and the Vice Principal. But such sharing should not be on permanent basis and the Principal should look in to the routine work of all classes by rotation.
- (6) The Principals have to prepare a home work time table for their schools i.e. guidelines for giving homework and collection of homework notebooks for scrutiny and return.
- (7) On any particular day, if the Principal is prevented physically from performing any or all of the daily activities mentioned above, the Vice Principal should automatically supervise the activities. If Vice Principal and Principal, both are not available, whosoever is in charge of the school ,should attend to all the items of work indicated above except classroom teaching and classroom observation.
- (8) Attending teleconference as per schedule
- (9) The Principal should take the assistance of SVP and JVP to prepare an institutional plan for V to Intermediate classes and substitution duties and send marks in SAMS in time.
- (10) He/She should supervise the club activities with help of SVP and JVP.
- (11) He/She should take the initiative of conducting subject-wise seminars by inviting the subject experts from outside with help of SVP& JVP
- (12) He/She should monitor the duties and responsibilities of SVP and JVP by giving necessary suggestions from time to time and report should be submitted to the DCO/RCO.

Teaching Staff i.e. Junior Lecturers, Post Graduate Teachers (Sr.Resident Teachers), Trained Graduate Teachers (Resident Teachers)

- (1) Day study duty, night study duty and rotation duties on Sundays and Holidays is a part of the duties of residential school staff and any dereliction of duty in regard to any of the above areas will be treated as grave lapse and non-performance of core duties of the teacher in the Society.
- (2) Since the rotation duties on Sundays and Holidays are part of the duties of Residential School teachers, they are not entitled to any compensatory leave for performing such duties.
- (3) A teacher of one subject may be required, in the interest of the students to teach any other subject for which teacher is not available. Such arrangements are necessary in any school and are part of the normal duties of any teacher.
- (4) Again all teachers are expected to work as a team and strive to the best of their ability to improve the academic standards in the school. While doing so, a PGT may be required to help the students of 6th or 7th class or the Intermediate students. Similarly, a Junior Lecturer may also be required to help school students from 6th class or conversely a TGT may be required to help the students in secondary or Intermediate classes. This kind of arrangements should be worked out in the subject-wise faculty meetings by the Principal in a cordial environment keeping the interest of the students in mind and in a team spirit. Once such arrangements are worked out, it is the duty of all the teachers to cooperate and sincerely implement the same.
- (5) In the timetable, there will be some free periods. The teacher has to do other items of work connected with the teaching during this period. This work includes correction of homework, assignments, slip tests, answer sheets etc. It also includes preparation of progress cards for the students, analyzing student performance, identification of slow learners and bright students. Preparing tasks to be given to slow learners and bright students. Preparing lesson plans and teaching notes, writing of teachers daily diary after completion of the period, preparation of teaching aids, conception of projects. In addition to this, every teacher may be in charge of a house or may be in charge of club, any other co-curricular/extra curricular activity, or a class teacher. For these activities also the teacher has to make preparation during the so-called leisure periods. A housemaster may have to write postcards to parents on many issues.
- (6) Every teacher is expected to perform up to the maximum of his / her potential.

Special Teachers i.e. .Art / Craft / Music Teachers

- (i) The Art / Music / Craft teachers have to prepare annual work plan with month-wise action plan. Such work plan shall be recommended by the Principal and approved by the Zonal Deputy Secretary.
- (ii) They shall identify the interested students by the end of June every year. Funds will be released for purchase of the raw material or tools and equipment to take

up the approved activity by each of them.

- (iii) Necessary training in Art /Craft / Music will be taken up to the interested students to make them appear for the certificate courses. The Society will bear the cost of examination fee for such certificate courses.
- (iv) The teacher in consultation with the Principal shall prepare Social Useful Productive Projects and with the approval of the concerned Zonal Deputy Secretary, they shall implement such projects. The Deputy Secretary has to inspect the implementation of the projects during his / her field visit to the institution.
- (v) The teacher will be a member of the School's Resources Mobilization Committee, which will look in to the possible areas of revenue-yielding activities to be taken up for raising internal resources in the institution.
- (vi) They shall perform the duties of the House Parent as and when the Principal needs their services. The teacher shall also ensure proper supervision during lunch duty along with PD and PET.

Physical Director / Physical Education Teacher

- (i) There will be 2 PETs viz., one PD and one PET in the upgraded institution. When there is one regular person, the services of other person may be take non contract basis.
- (ii) Both Physical Director and Physical Education Teacher shall be present in the campus from 5.00 AM to till the end of academic schedule on the day.
- (iii) Each PD/PET has to prepare annual work plan with monthly activity plan to the Principal. The Principal has to obtain the approval of the concerned Zonal Deputy Secretary before 30th of June every year for their implementation.
- (iv) Each PD/PET shall identify the interested persons by the end of June. Society will provide funds for purchase of the material and for organizing events.
- (v) Each PD/PET is responsible for campus maintenance. They shall be actively involved in kitchen gardening and plantation raising in the institution.

Daily schedule for PD and PET

MORNING [From 5.00am to 9.30am]

Sl.No	Timing	Activity
1	5.00am to 5.15 am	Assembly & Roll call
2	5.15am to 6.45am	Physical fitness training – Jogging and warming up exercises – PDs and PETs should prepare a schedule as per the play fields facilities available in their institutions; prepare the coaching schedule by covering the objectivities of physical fitness i.e., endurance, agility, speed, power and flexibility; prepare special exercises programme to the students in the morning session, Preparation of Sub Juniors and Seniors (40+40+40=120) for competitive purposes.
3	6.45am to 7.15am	Personal time of students.
4	7.15am to 8.00am	Breakfast (The PD's & PET's should monitor the neatness and tidiness of dining hall and take

Sl.No	Timing	Activity
		measures for supply of hygienic food
5	8.00am to 8.15am	Morning Assembly. While conducting assembly the PD and PET should check the uniform and hair style of the students and also follow the instructions issued by the Academic section of this office regarding conduct of morning assembly
6	8.15am to 8.30am	Reporting to the Principal & vice principal about absentees and sick students in the morning session.
7	8.30am to 9.15am	Visiting dormitories, Dining hall and kitchen
8	9.15 am to 9.30am	Reporting to the Principal & Vice Principal about dormitories, Dining hall and kitchen

EVENING [From 4.00pm to 7.30pm

Sl.No	Timing	Activity
1	4.30 pm to 4.45 pm	Snacks [The PD's and PET's should maintain discipline among the students while distributing the snacks to the students.
2	4.45 pm to 4.55 pm	Assembly: [The PD's and PET's should see that all students from class V to Intermediate attend the evening roll call with prescribed PT uniform]
3	5 00pm to 6.00pm	Games & Sport activities. The PD's & PETs should prepare year plan of physical education activities as per the available play fields in their institutions; divide the students as per the body types and performance; distribute the students in suitable games and sports activities from 5 th class onwards. The PD's & PETs take help of senior players as little coach to monitor morning and evening ground activities.
4	6.00pm to 6.10 pm	Assembly: All the students will gather for evening assembly and disperse.
5	6.10 pm to 6.30 pm	Personal time to the students
6	6.30 pm to 7.30pm	Dinner: both the PD and PET shall maintain discipline in the dining hall during dinner and see that all students eat food properly and maintain cleanliness in the dining hall. Arrange food/mess volunteers during breakfast, lunch and dinner times.

Librarian

- (i) Each Librarian is required to submit annual work plan to the Principal
- (ii) He has to prepare weekly album with latest information culled out from Periodicals / newspapers. He is entrusted with responsibility of developing writing and reading habits among the students.
- (iii) He / she has to organize monthly subject-wise book exhibition in the school premises.

This would increase the students' awareness of the titles of the books available in the institution library.

- (iv) The Librarian must assist the Principal in providing Career guidance to the students.
- (v) The librarian has to prepare a timetable in such way that all classes attend library sessions on rotation basis every Sunday. She/he can claim holiday on leave on Monday.
- (vi) The librarian has to collect & manage books, magazines, newspapers, electronic documents in proper way.
- (vii) The librarian has to help students in preparing morning assembly activities.
- (viii) The librarian has to attend the supervision study along with the subject teachers as per the schedule.
- (ix) The librarian should be an active member in Saturday club activities and also in the litter free & green warrior club and must actively participate in the club activities as per the schedule.

ACTIVITIES OF THE LIBRARIAN, WHICH ARE TO BE IMPLEMENTED THROUGH OUT THE YEAR

- a. **Class Library:** The librarian has to start the class libraries. This should be done by issuing 20 books weekly to library assistants and make them to circulate among all students in the class throughout the week.
- b. **Preparing albums:** Encourage students to prepare weekly albums with latest information collected from news papers, magazines etc.,
- c. **G.K.Hunt:** Students have to find important G.K. bites from news papers and weekly quiz competitions can be conducted based on this.
- d. **My dictionary (Words of the day):** students have to find difficult words and meanings from newspapers, or from textbooks (daily 10 words). With the help of these words, they can prepare their own dictionary.
- e. **Reading club:** Organize reading clubs to encourage book-reading habit among students during their leisure hours. The students must read at least 2 books per month.
- f. **Book talk/book review:** After reading a story the students must start a discussion on a book/series of books with a group of students in library period. They can exchange views or comments on the books they read.
- g. **Story time:** Have a story hour once in a week and students can tell or write stories or their own.
- h. **Famous historical figures:** Students should be encouraged to read books, biographies of famous personalities by giving weekly theme in club time.
- i. **Monthly book exhibition:** Monthly book exhibition must be organized for creating awareness programmes on it on monthly basis.
- j. **Awareness & Volunteer activities:** Choosing an important social issue, and creating awareness programmes on it on monthly basis.
- k. **Celebrating important days of the month:** Competitions and activities can be conducted on important days of month.
- l. **Career Guidance:** Monthly career guidance classes should be arranged for outgoing students X & Intermediate with the help of Principal & teaching staff.
- m. **Workshops:** Organizing workshops for future achievers to develop LSRW skills in languages.

III. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

ADMINISTRATIVE ACCOUNTABILITY

As per the byelaws and service rules TSWREIS, Secretary been executive head of the organization takes all decisions for the day to day functioning of the TSWREIS.

Decision regarding recruitment new initiatives disciplinary proceedings in case of principals and appeals in case of other teaching and non-teaching staff, are taken by chairman, TSWREI In all important policy matters, Board of Governors takes decision.

The following are the bye-laws framed under Rules II(vi) of the “**Rules of the Telangana Social Welfare Residential Educational Institutions Society (Regd.) Hyderabad.**”

AFFILIATION OF THE DIST. SOCIETY:

The Society shall affiliate the District Societies in exercise of powers and functions of the Board contained in sub-para VIII of para II of the Rules and Regulations.

MEETING OF THE SOCIETY:

- a) Notice of the meetings of the society shall be issued by the Secretary on behalf of the Chairman and with his approval.
- b) Proceedings of the meetings of the Society shall be circulated by the Secretary to the Members of the Society within 15 days after the meeting.

MEETING OF THE BOARD:

- a) The Board shall meet at least once a quarter of each year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- b) A notice of each meeting of the Board shall ordinarily be issued by the Secretary at least 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the Chairman.
- c) The business to be transacted at the meeting shall be with reference to the items of the agenda supplied with the meeting notice and/or any other matter to be permitted by the Chairman at the meeting for discussion.
- d) The proceedings of the each meeting shall be prepared by the Secretary and submitted to the Chairman of the meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.

- e] If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he may authorize the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

STANDING COMMITTEES:

There shall be two Standing Committees of the Board namely (I) The Standing Committee for Administrative and Financial matters, and (II) the Standing Committees for Academic matters.

I) The Standing Committee for Administrative and Financial matters

- i] The Standing Committee for Administrative and Financial matters shall consist of.
- 1) Vice Chairman, TSWREIS.
 - 2) Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
 - 3) Secretary to Government, School Education Department.
 - 4) Commissioner of Social Welfare
 - 5) Chief Engineer / Engineer in Chief, Tribal Welfare Department.
- ii) The Standing Committee for Administrative, and Financial matters shall, subject to the general approval of the Board of Governors.
1. Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic Staff.
 2. Regulate the conditions of service of the staff of the Society and its affiliating institutions particularly in respect of scales of pay, leave, allowance, sanction of advances, provident fund, payment of travelling and daily allowances admissible to members of Board of Governors and other associated with any committee constituted by or under the Bye-laws.
 3. Administer the funds of the Society and manage the properties of the Society.
 4. Determine the procedure to enter into agreements for and on behalf of the society.
 5. Determine the policy of investment of provident fund amounts and
 6. Discharge such other functions as may from time to time be assigned to it by the Board

IV. THE NORMS SET FOR DISCHARGE OF FUNCTIONS

The functions of the Society can be broadly classified as:

Academic Functions:

- a) Admissions are made 5th class and Intermediate.

SC	-	75%
SC converted to Christianity	-	12%
ST	-	6%
BC	-	5%
OC	-	2%

- b) Providing quality education to these children: Government has set norms for ensuring that quality of education is of very high standard. Such norms are:
- i) Teacher to student ratio should be 1:40
 - ii) The no. of classes per week, for each subject, and for each class has been fixed, the minimum being 24 periods/week for art / music / craft and the maximum being 30 periods/week for subjects like Maths, science etc.
 - iii) Staffing Pattern

1. For Non-upgraded Schools

Subject	PGT	TGT
Telugu / Sanskrit	1	1
English	2	1
Hindi	-	1
Physical Science	1	1
Bio-Science	1	-
Maths	2	1
Social	1	1
Art / Music	1 Teacher	
PET	2	
Librarian	1	
Health Supervisor	1	
Craft	1	

2. For Upgraded Schools

Subject	Category	MPC/BPC	CEC/HEC
Maths	JL	1	0
	PGT	2	2
	TGT	1	1
Physics / Chemistry	JL	2	0
	PGT	0	1
	TGT	1	1
Biology	JL	2	0
	PGT	0	1
	TGT	1	0
English	JL	1	1
	PGT	1	1
	TGT	1	1
Telugu / Sanskrit	JL	1	1
	PGT	1	1
	TGT	1	1
Economics	JL	0	1
Commerce	JL	0	1
History	JL	0	1
Civics	JL	0	1
Social	PGT	1	0

Subject	Category	MPC/BPC	CEC/HEC
	TGT	1	1
Hindi	TGT	1	1
Total		19	18
Physical Director		1	
PET		1	
Art / Music		1	
Librarian		1	
Health Supervisor		1	

3. Independent Jr Colleges

Subject	No.of JLs
Maths	2
Physics	2
Chemistry	2
Botany	1
Zoology	2
English	2
Telugu	2
Physical Director	1
Librarian	1

V THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE SOCIETY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:

The following are the relevant provisions of rule which are used for dealing with administrative matters in the Society.

1. Bye-laws (Regd. No. 452 of 2014)
2. Service (Recruitment) Rules, 1996
3. Service (Discipline & Appeal) Rules
4. TCS (CCA) Rules 1991
5. Conduct Rules, 1987
6. Leave Rules, 1997

The TSWREI Society has been adopted the Telangana Educational Act and Telangana Residential Schools Registration Act. etc. wherever necessary, in the maintenance of the Society as per the resolution of the Board of Governors. The Board of Governors shall decide and amend the Rules & Regulations / Enactments from time to time.

The following are the bye-laws framed under Rules II(vi) of the “**Rules of the Telangana Social Welfare Residential Educational Institutions Society (Regd.) Hyderabad.**”

BYE LAWS

(REGD. NO. 452 OF 2014)

1. SHORT TITLE & COMMENCEMENT:

- a) These bye-laws may be called the Telangana Social Welfare Residential Educational Institutions Society (Regd) Hyderabad Bye-laws 2014.
- b) They shall come into force with retrospective effect from the date of Registration of the Society.

2. DEFINITIONS: In these bye-laws, unless the context otherwise requires.

- a) **“Society”** means the Telangana Social Welfare Residential Educational Institutions Society (Regd), Hyderabad.
- b) **“Board”** means the Board of Governors constituted under Rule-II of the Rules and Regulations of the Society.
- c) **“Bye-laws”** means bye-laws made by the Board of Governors under clause (vi) of Rule-II of the Rules of the Society.
- d) **“Chairman”** means the Chairman of the Board of Governors & T S W Residential Educational Institutions Society .
- e) **“Vice Chairman”** means the Vice Chairman of the Board of Governors & T S W Residential Educational Institutions Society.
- f) **“Secretary”** means the Secretary of the T S W Residential Educational Institutions Society (Regd.), Hyderabad
- g) **“Rules”** means the Rules and Regulations of the T.S.W. Residential Educational Institutions Society (Regd), Hyderabad 2014.
- h) **“Year” or “Financial Year”** means the period of twelve months beginning with the first day of April and ending with the 31st day of March of the following year.
- i) **“District Society”** means the District Social Welfare Residential Schools society formed in each District and affiliated to the T.S.W.R.E.I.Society.
- j) **“Chairman, District Society”** means the Chairman of the District Social Welfare Residential Schools Society.
- h) **“Principal”** means the Principal of the .Telangana Social Welfare Residential School/ The T.S.W. Residential Junior College / The T. Social Welfare Residential Degree College.
- k) **“Staff of the Society”** means the Officers including Addl. Secretary, Joint Secretary, District Coordinator (Dy. Secretary), Principals and Teachers, ministerial staff, Class –IV and contingent employees etc., working in the state level and District Level Societies and the schools and colleges under the control of the Society.
- l) **“District Coordinator”** means the District Coordinator of all T.S.W.R. Schools and Junior Colleges in the District level office.

3) **AFFILIATION OF THE DIST. SOCIETY:**

The Society shall affiliate the District Societies in exercise of powers and functions of the Board contained in sub-para VIII of para II of the Rules and Regulations.

4) **MEETING OF THE SOCIETY:**

- a) Notice of the meetings of the society shall be issued by the Secretary on behalf of the Chairman and with his approval.
- b) Proceedings of the meetings of the Society shall be circulated by the Secretary to the Members of the Society within 15 days after the meeting.

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- c) The business to be transacted at the meeting shall be with reference to the items of the agenda supplied with the meeting notice and/or any other matter to be permitted by the Chairman at the meeting for discussion.
- d) The proceedings of the each meeting shall be prepared by the Secretary and submitted to the Chairman of the meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.
- e) If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he may authorize the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

6. **STANDING COMMITTEES:**

There shall be two Standing Committees of the Board namely (I) The Standing Committee for Administrative and Financial matters, and (II) the Standing Committees for Academic matters.

(I) The Standing Committee for Administrative and Financial matters

- i] The Standing Committee for Administrative and Financial matters shall consist of.
 - 1) Vice Chairman, TSWREIS.
 - 2) Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
 - 3) Secretary to Government, School Education Department.
 - 4) Commissioner of Social Welfare

5) Chief Engineer / Engineer in Chief, Tribal Welfare Department.

ii) The Standing Committee for Administrative, and Financial matters shall, subject to the general approval of the Board of Governors.

- 6) Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic Staff.
- 7) Regulate the conditions of service of the staff of the Society and its affiliating institutions particularly in respect of scales of pay, leave, allowance, sanction of advances, provident fund, payment of travelling and daily allowances admissible to members of Board of Governors and other associated with any committee constituted by or under the Bye-laws.
- 8) Administer the funds of the Society and manage the properties of the Society.
- 9) Determine the procedure to enter into agreements for and on behalf of the society.
- 10) Determine the policy of investment of provident fund amounts and
- 11) Discharge such other functions as may from time to time be assigned to it by the Board

III] The Standing Committee for academic matters

- i) The Standing Committee for academic matters of the Society shall consist of:
- 1] Vice Chairman, T.S.W.R.E.I.Society,
 - 2] Commissioner of Social Welfare
 - 3] Director of Higher Education
 - 4] Director of School Education
 - 5] Secretary, T.R.E.I. Society, Hyderabad.
 - 6] Director, S.C.E.R.T. and
 - 7] Principal of the T.S.W.R.E. Institutions nominated by the Chairman.
 - 8] Representative of N.C.E.R.T.
 - 9] An eminent educationist nominated by the Chairman.

7. CONTRACT AND SUITS:

- a] All contracts and other instruments on behalf of the society shall be executed by the Secretary, provided that all contracts involving a financial consideration not exceeding Rs.50,000/- may be executed after obtaining the prior approval of the Chairman and that no contract, the subject matter or value of which exceeds Rs.50,000/- but not Rs.1,00,000/- shall be executed without obtaining the previous approval of the Standing Committee for administrative and financial matter. Provided also that all contracts involving a financial consideration of more than Rs.1,00,000/- shall receive the prior approval of the Board.
- b] The Secretary shall with the previous approval of the Standing Committee for Administrative and financial matters have.
- i] The power to institute or defend suits or other legal proceedings on behalf of the Society and

- ii] The power to compromise, settle or refer to arbitration any dispute to which the Society is party.
- c] i] If in the opinion of the Chairman immediate action has to be taken for execution of contracts exceeding Rs.50,000/- and Rs.1,00,000/- as mentioned in para [a] and if it is not possible to convene a meeting of the Standing Committee for Administrative and Financial matters of Board of Governors as The case may be, the Chairman may authorise the Secretary to take action and the action taken shall be reported to the Standing Committee for Administrative and Financial matters or Board of Governors.
- ii] The Chairman may also authorise the Secretary to institute or defend suits or other legal proceedings on behalf of the Society and to compromise/settle or refer to arbitration any dispute to which the Society is a party if in this opinion it is not possible to convene the meeting of Standing Committee for Administrative and Financial matter. The action taken shall be reported to the Standing Committee for ratification.

8. STAFF AND APPOINTMENTS

- a] All posts in the Society shall be classified into classes and categories as specified in column[1] and [2] of the table below and the appointing authority in respect of class or category of posts shall be the authority specified in the corresponding entry in column [4] thereof.

Class	Category	Post	Appointing Authority
[1]	[2]	[3]	[4]
Class – I	Category – 1 Category – 2 Category – 3	Secretary Additional Secretary Joint Secretary	Chairman Vice-Chairman Vice - Chairman.
Class -II	Category – 1 Category - 2 Category - 3 Category - 4 Category – 5	Deputy Secretary Principal Grade-I Principal Grade-II Jr. Lecturer Asst. Secretary	Vice-Chairman -do- -do- Secretary -do-

Class	Category	Post	Appointing Authority
[1]	[2]	[3]	[4]
Class – III	Category – 1	P.G. Teachers	-do-
	Category –2	Librarians in TSW Res. Jr. Colleges	-do-
	Category – 3	T.G. Teachers	-do-
	Category – 4	Physical Directors	-do-
	Category – 5	Physical Education teachers	-do-
	Category – 6	Instructors in Music, Art and	-do-
	Category – 7	Librarians in TSW Res. Schools	-do-
	Category – 8	Superintendent.	-do-
	Category –9	Staff Nurse / Health Supervisor.	-do-
	Category – 10	Warden	-do-
	Category – 11	Senior Asst.	-do-
	Category – 12	Stenographers, Typists, Jr.Assts., JACT	-do-
	Category – 13	Plumber Cum Electrician	-do-
Class – IV	Category – 1	Record Asst/Roneo Operator, Lab Assistant.	Chairman Dist. Society for institutions and Secretary for office of the Society.
	Category – 2	Attenders, Lab Attenders, Watchmen	-do-
	Category - 3	Cooks, Helper, Sweepers.	Chairman, Dist. Society.

- b] Recruitment to the posts in the office of Society and institutions shall be made.
- i] By direct recruitment through open advertisement or through the employment exchange or ii] By promotion or iii] By deputation from any department of the Government of Telangana or from other institutions.

9. BUDGET ESTIMATES:

- a] The Budget Estimates of each year for the office of the Society and for each Residential school and college shall be approved by the Board not later than 31st January of the preceding year.
- b] The estimates shall include.
 - i] The casual expenditure of the preceding year.
 - ii] The Original Budget Estimates for the current year.
 - iii] The revised Budget Estimates for the current year and
 - iv] The proposed Budget Estimates for the succeeding year.
- c] If, after approval by the Board of the expenditure for any year, before the commencement of that year on account of reduction by the Government of allotment of funds to the society or otherwise, it becomes necessary to revise the Budget Estimates, such revision shall be made by the Secretary with the previous approval of the Chairman.
- d] The sanctioned estimates shall be divided into the following units of appropriation and such other additional units as may be approved by the Chairman for each of the Telangana .Social Welfare Residential Schools and colleges and the office of the Secretary separately.
 - 1] Pay and allowances.
 - 2] T.A. to members of Board of Governors and members of the Standing Committee.
 - 3] Traveling allowance to staff
 - 4] Rents, Rates, Taxes, Electricity, Water charges etc.,
 - 5] Stationery and Printing.
 - 6] Postage and Telegram including Telephones
 - 7] Furniture
 - 8] Laboratory
 - 9] Teaching Aids.
 - 10] Library
 - 11] Seminar and workshops
 - 12] Games and sports
 - 13] Examinations
 - 14] Educational Tours
 - 15] Hostel charges
 - 16] Advertisement charges
 - 17] Motor vehicles - Purchase and Maintenance.
 - 18] Educational Activities
 - 19] Contingencies
 - 20] Miscellaneous.
- e] The funds provided in the sanctioned estimates shall be at the disposal of the Secretary who shall have the power to appropriate sums there from to meet the expenditure approved by the Board.

SERVICE RULES

SERVICE RULES OF TSWREIS

In exercise of the powers conferred by the Rule (VII) of the II of the rules and regulations of the Society vide G.O.Ms.No.1, Social Welfare (Q1) Department, Dt.2-1-1987, the Board of Governors of Telangana Social Welfare Residential Educational Institutions Society hereby make the following Service Rules for the Telangana Social Welfare Residential Educational Institutions Society.

CONSTITUTION:

1. THE SOCIETY SERVICE SHALL CONSIST OF THE FOLLOWING CLASSES AND CATEGORIES OF EMPLOYEES:-

CLASS	CATEGORY	DESIGNATION
I	1	Secretary
	2	Additional Secretary
	3	Joint Secretary
	4	Finance Officer
	5	Executive Engineer
II	1	Deputy Secretary, TSWREIS, Head Office.
	2	Deputy Executive Engineer (DEE)
	3	Principal of TSWR School / Junior College Grade-I
	4	Principal of TSWR School Grade-II
	5	Assistant Executive Engineer (AEE)
	6	Junior Lecturer in TSWR Junior College
	7	Assistant Secretary, TSWREIS Head Office
	8	Assistant Secretary (Finance/Audit), TSWREIS Head Office
III	1	Physical Director, Grade-I in TSWR School/ Junior College
	2	Post Graduate Teacher in TSWR School
	3	Trained Graduate Teacher in TSWR School
	4	Physical Director, Grade-II in TSWR School / Junior College
	5	Physical Education Teacher in TSWR School
	6	Craft Teacher, Art Teacher and Music Teacher TSWR School / Jr.College
	7	Librarian in TSWR School / Jr. College
	8	Superintendent in TSWREIS, Head Office
	9	Superintendent in TSWR School / Jr.College
	10	Staff Nurse in TSWR School / Jr.College
	11	Senior Assistant in TSWREIS, Head Office
	12	Senior Assistant in TSWR School / Jr.College
	13	Junior Assistant-cum-Typist and Junior Stenographer TSWR School / Jr.College

CLASS	CATEGORY	DESIGNATION
	14	Junior Assistant-cum-Typist in TSWR School / Jr.College
IV	1	Driver
	2	Plumber-cum-Electrician in TSWR School / Jr.College
	3	Record Assistant and Roneo operator in TSWREIS Head Office
	4	Record Assistant in TSWR School / Jr.College
	5	Attender and Watchman in TSWREIS, Head Office
	6	Attender and Watchman in TSWR School / Jr.College
	7	Sweeper and Gardener

2. METHOD OF APPOINTMENT

Appointment to the several classes and categories of the Service shall be made as follows:-

CLASS	CATEGORY	DESIGNATION	METHOD OF RECRUITMENT
I	1	Secretary	Cadre post to be appointed by the Government
	2	Addl. Secretary	By Deputation
	3	Joint Secretary	By Deputation
	4	Finance Officer (Joint Secretary cadre)	By Deputation from Treasuries & Accounts Department in JD cadre.
	5	Executive Engineer	By Deputation
II	1	Deputy Secretary (HO)	70% on Deputation 30% Promotion from Asst. Secretary (Category 7 of Class-II)
	2	Deputy Executive Engineer	By Deputation
	3	Principal, Grade-I	Promotion from Principal, Grade-II (Category 5 of Class-II)
	4	Principal, Grade-II	1. 70%By way of selection from among J.Ls and post Graduate Teachers working in TSWRI Society. 70% posts in the total cadre strength of Principals shall be filled by this method. The ratio of appointment as principals from amongst Jr. Lecturer and PGTs shall be 7:2 respectively. (Category 6 of Class-II / Category 2 of Class III) and 2. 30% By way of Direct Recruitment.
	5	AEE	Deputation
	6	Junior Lecturer	50% by Promotion from PGT (Category 2 of Class-III) and 50% by Direct Recruitment
	7	Assistant Secretary	By promotion from Superintendent of Head Office (Category 8 of Class III)
	8	Assistant Secretary (Finance & Audit)	By Deputation from Treasuries & Accounts Department.

CLASS	CATEGORY	DESIGNATION	METHOD OF RECRUITMENT
III	1	PD, Grade-I	Promotion from Physical Director, Grade-II (Category 4 of Class-III)
	2	PGT	50% by Promotion from TGT (Category 3 of Class III) and 50% by Direct Recruitment
	3	TGT	Direct Recruitment
	4	PD, Grade-II	50% by promotion from PET (Category 5 of Class III) and 50 % Direct Recruitment.
	5	PET	Direct Recruitment
	6	Craft, Art and Music Teacher	Direct Recruitment
	7	Librarian	Direct Recruitment
	8	Superintendent in TSWREIS, Head Office	By promotion from Sr. Asst (Category 11 of Class.III)
	9	Superintendent in TSWR School / Jr.College	By promotion from Sr. Asst (Category 12 of Class.III)
	10	Staff Nurse	Direct Recruitment
	11	Senior Assistant in TSWREIS, Head Office	By promotion from category JACT (13 of Class-III).
	12	Senior Assistant in TSWR School / Jr.College	By promotion from category JACT (14 of Class-III).
	13	Junior Assistant-cum-Typist and Jr. Stenographer, of HO	Direct Recruitment and by promotion from category 3 of Class-IV
	14	Junior Assistant-cum-Typist in TSWR School / Jr.College	Direct Recruitment and by promotion from category 4 of Class-IV
IV	1	Driver	Direct Recruitment
	2	Plumber-cum-Electrician in TSWR School / Jr.College	Direct Recruitment.
	3	Record Assistant and Roneo operator in TSWREIS Head Office	By promotion from category 5 of Class-IV or Direct Recruitment, if no suitable and qualified person is available.
	4	Record Assistant in TSWR School / Jr.College	By promotion from category 6 & 7 of Class-IV or Direct Recruitment, if no suitable and qualified person is available.
	5	Attender and Watchman in	Direct Recruitment

CLASS	CATEGORY	DESIGNATION	METHOD OF RECRUITMENT
		TSWREIS, Head Office	
	6	Attender and Watchman in TSWR School / Jr.College	Direct Recruitment
	7	Sweeper and Gardener	Direct Recruitment

3. CONDITIONS OF APPOINTMENT:-

Promotion of every post in the Service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

4. UNIT OF APPOINTMENT:-

For purpose of recruitment, appointment, discharge for want of vacancy, seniority, promotion and transfer, the unit of appointment shall be as specified in the table below:-

CLASS	CATEGORY	POST	UNIT OF APPOINTMENT
II	3	Principal, Grade-I	State cadre post. Entire Telangana State
	4	Principal, Grade-II	Same as above
	6	Junior Lecturer	Zonal Cadre post
			Zone-V
			Adilabad, Karimnagar, Warangal and Khammam Districts.
			Zone-VI
			Hyderabad, Ranga Reddy, Nizamabad, Mahaboobnagar, Medak and Nalgonda Districts.
III	1	PD, Grade-I	Same as above
	2	Post Graduate Teacher	Same as above
	3	Trained Graduate Teacher	Same as above
	4	Physical Director, Grade-II	Same as above
	5	Physical Education Teacher	Same as above
	6	Craft Teacher, Art Teacher and Music Teacher	Same as above
	7	Librarian	Same as above
	9	Superintendent	Same as above
	10	Staff Nurse	Same as above
	12	Senior Assistant	Same as above

CLASS	CATEGORY	POST	UNIT OF APPOINTMENT
	14	Junior Assistant-cum-Typist	Each of the Revenue District
IV	1	Driver	Each of the Revenue District
	2	Plumber-cum-Electrician	Same as above
	3	Record Assistant & Roneo operator	Same as above
	4	Attender & Watchman	Same as above
	5	Sweeper and Gardener	Same as above

NOTE:-1. The Head Office of the T S W R E I Society is a separate unit for the purpose of appointment, seniority, discharge and promotion.

5. APPOINTING AUTHORITY:-

The appointing authorities for the class and categories of post shall be as specified in the table below:-

CLASS	CATEGORY	DESIGNATION	APPOINTING AUTHORITY
I	1	Secretary	Government of Telangana
	2	Addl. Secretary	Vice-Chairman, TSWREIS
	3	Joint Secretary	Vice-Chairman, TSWREIS
	4	Finance Officer	Vice-Chairman, TSWREIS
	5	Executive Engineer	Vice-Chairman, TSWREIS
II	1	Deputy Secretary	Vice-Chairman, TSWREIS
	2	DEE	Vice-Chairman, TSWREIS
	3	Principal, Grade-I	Vice-Chairman, TSWREIS
	4	Principal, Grade-II	Vice-Chairman, TSWREIS
	5	AEE	Secretary, TSWREIS
	6	Junior Lecturer	Secretary, TSWREIS
	7	Asst. Secretary (admin)	Secretary, TSWREIS
	8	Asst. Secretary (Finance)	Secretary, TSWREIS
III	1	PD, Grade-I	Secretary, TSWREIS
	2	PGT	Secretary, TSWREIS
	3	TGT	Secretary, TSWREIS
	4	PD, Grade-II	Secretary, TSWREIS
	5	PET	Secretary, TSWREIS
	6	Craft, Art and Music Teacher	Secretary, TSWREIS
	7	Librarian	Secretary, TSWREIS
	8	Superintendent in TSWREIS, Head Office	Secretary, TSWREIS
	9	Superintendent in TSWR School / Jr.College	Secretary, TSWREIS

CLASS	CATEGORY	DESIGNATION	APPOINTING AUTHORITY
	10	Staff Nurse	Secretary, TSWREIS
	11	Senior Assistant in TSWREIS, Head Office	Secretary, TSWREIS
	12	Senior Assistant in TSWR School / Jr.College	Secretary, TSWREIS
	13	Junior Assistant-cum-Typist and Jr. Stenographer, of HO	Secretary, TSWREIS
	14	Junior Assistant-cum-Typist in TSWR School / Jr.College	Chairman, DSWREI Society. In respect of Compassionate appointments : Secretary, TSWREIS.
IV	1	Driver	Secretary, TSWREIS
	2	Plumber-cum-Electrician in TSWR School / Jr.College	Secretary, TSWREIS
	3	Record Assistant and Roneo operator in TSWREIS Head Office	Secretary, TSWREIS
	4	Record Assistant in TSWR School / Jr.College	Chairman, DSWREI Society.
	5	Attender and Watchman in TSWREIS, Head Office	Secretary, TSWREIS
	6	Attender and Watchman in TSWR School / Jr.College	Chairman, DSWREI Society
	7	Sweeper and Gardener	Chairman, DSWREI Society

6. SPECIAL REPRESENTATION:

The rule of reservation of appointment (Rule 22 of General Rules in part 2 of State and Sub-ordinate Service Rules) shall apply to appointment to the Service(s) by direct recruitment.

7. APPOINTMENT IN INSTITUTIONS SPECIALLY PROVIDED FOR WOMEN (Girls Institutions):-

- (a) Women alone shall be appointed to the posts in any institution specially provided for them.
- (b) If suitable and qualified women are not available for such appointment, male members of the concerned category who are not below 50 years of age may be appointed till such time as suitable and qualified women become available.
- (c) **Girls Institutions:** To recruit Women Staff only in all cadres for the institutions meant for Girls, as per sub- rule 3 of Rule 22-A of SSSR, 1996.
- (d) **Boys Institutions:** The institutions meant for boys shall be treated as general schools. The posts in these schools shall be filled with men and women candidates under sub-rule 2 of Rule 22-A of SSSR, 1996.

- (e) With regard to Roster Points, two separate Rosters shall be maintained for General (Boys) schools and Girls schools, in accordance with Sub-Rule (2) and (3) of Rule 22-A of the said Rules.
- (f) Separate Rosters shall maintain for each cadre and subject for both categories of schools i.e., General (Boys) and Girls schools.
- (g) The Category of Posts are divided as detailed hereunder:

Sl. No.	Cadre / Post	Cadre meant for Girls institution	Cadre meant for Boys institution
1	Principal, TSWR School / Jr.College	Women	General
2	Jr. Lecturer	Women	General
3	Post Graduate Teacher	Women	General
4	Trained Graduate Teacher	Women	General
5	Physical Director	Women	General
6	Physical Education Teacher	Women	General
7	Craft/Art/Music Teacher	Women	General
8	Librarian	Women	General
9	Staff Nurse	Women	General
10	Other Staff	Women	General

8. QUALIFICATIONS AND AGE:-

- (a) No person shall be eligible for appointment by direct recruitment unless he / she has completed the age of 18 years and he / she has completed the age of 45 years in respect of Principal posts and 34 years in respect of Teaching and Non-teaching posts.
- (b) The age limit prescribed for appointment by Direct Recruitment to posts in the Service shall be counted with reference to the 1st July of the year in which the selection is made.
- (c) The maximum age limit will be relaxable as per Government Orders from time to time.
- (d) The maximum age limit shall be raised uniformly by 5 years in case of Schedule Castes, Schedule Tribes and Backward Classes for Direct Recruitment.

Provided that the above said age concession in favour of Scheduled Castes and Schedule Tribes shall be allowed subject to the condition that the age of the candidate shall not exceed 45 years.

9. OTHER QUALIFICATIONS:

No person shall be eligible for appointment to the Service in the classes, categories and posts specified in the column 3 of the table below by the method specified in the corresponding entries in column 4 thereof unless he possesses the qualifications specified in the corresponding entries in column 5 thereof.

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
II	1	Deputy Secretary(HO)	Promotion	Experience as Assistant Secretary for not less than 2 years in the category 7 of Class II
	3	Principal, Grade-I	Promotion from Category 3 of Class-II	Minimum 2 years of Service as Principal Grade-II
	4	Principal, Grade-II	70% Promotion amongst JL and PGTs @ 7:2	<ul style="list-style-type: none"> i] A first class or second class Post Graduate Degree of a recognized University with not less than 50% marks. ii] A B.Ed or equivalent qualification of a recognized University. iii] He/She should be an approved probationer in the category of Junior Lecturer/Post Graduate Teacher and should have put in at least 5 years of service as Junior Lecturer/Post Graduate Teacher or both categories in TSWREI Society. iv] Departmental tests as prescribed to the PGTs / JLs for promoting them to the post of Principal
			30% Direct Recruitment	<p>A. Academic Qualifications</p> <ul style="list-style-type: none"> i) A Second Class Master's Degree (M.A/M.Sc/M.Com) or its equivalent from an institution recognized by the UGC, in the relevant school subjects for which the Post Graduate Teachers (PGT) are eligible with not less than 50% of marks in aggregate or its equivalent. ii) In case of SC / ST /BC /Differently abled candidates, the minimum marks shall be 45% iii) A B.Ed. or equivalent degree from an institution recognized by the NCTE with the Teaching

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
				<p>Methodology in the concerned subject.</p> <p>B. Experience</p> <p>iv) A total teaching experience of not less than (8) years including not less than (5) years as PGT/J.L. in any Government / Aided/Government recognized High School/ Junior College and (3) years of administrative experience as Head Master/ Principal of Government / Aided / Government recognized High School/ Junior College.</p> <p>C. Desirable</p> <p>Knowledge of Computer Applications</p>
	6	Junior Lecturer	50% Promotion from PGT	2 years of service in the cadre of PGT
			50% Direct recruitment	<p><u>Academic Qualifications</u></p> <p>A post Graduate Degree in the subject concerned (or its equivalent) with at least 50% marks in aggregate from a University recognized by the UGC. Incase of SC/ST/BC/ Differently abled candidates, the minimum marks shall be 45%.</p> <p>And</p> <p>Bachelor of Education (B.Ed) or BA. B.Ed/B.Sc., B.Ed., from any institution recognized by NCTE with the subject concerned as a Methodology subject.</p>

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
	7	Asst. Secretary	Promotion	Experience as Superintendent for not less than 5 years in the category 8 of Class III
	8	Asst. Secretary Finance & Audit	Deputation	
III	1	PD, Grade-I	Promotion	A] A University Degree in any discipline with master of Physical Education in first or second class with not less than 50% marks. OR Master Degree in any subject with B.P.Ed. B] 2 years service as Physical Director Gr.II.
	2	PGT	50% promotion from TGT Cadre	A] A first or second class Post Graduation in the relevant subject from a recognized University with not less than 50% of marks. B] A B.Ed Degree or equivalent qualification of a recognized University with relevant subjects as one of the methods of Teaching. C] Service of two years as TGT in the relevant subject.
			50% Direct Recruitment	A. Academic Qualifications i) A Post Graduate Degree in the subject concerned (or its equivalent) with at least 50% marks in aggregate from a University recognized by the UGC. In case of SC / ST /BC / Differently abled candidates, the minimum marks shall be 45% AND ii) Bachelor of Education (B.Ed) or B.A.B.Ed / B.Sc.B.Ed from any institution recognized by NCTE

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
				with the subject concerned as a Methodology subject.
	3	TGT	100% Direct Recruitment	<p>Academic Qualifications:</p> <p>i) B.A/B.Sc/B.Com with at least 50% of marks from a University recognized by the UGC (Annexure-A).</p> <p>(In case of SC / ST /BC / Differently abled candidates, the minimum marks shall be 45%)</p> <p style="text-align: center;">AND</p> <p>Pass in Bachelor of Education (B.Ed) course with the subject concerned as a methodology subject from any institution recognized by the NCTE</p> <p style="text-align: center;">OR</p> <p>ii) 4 years B.A.B.Ed / B.Sc.B.Ed, with atleast 50% marks with the subject concerned as a Methodology from any institution recognized by the NCTE. (In case of SC / ST /BC / Differently abled candidates, the minimum marks shall be 45%)</p> <p style="text-align: center;">OR</p> <p>iii) Graduation with Language concerned as one of the Optional subjects (OR) Bachelor of Oriental Language (or its equivalent) (OR) Graduation in Literature (OR) Post Graduation in Language concerned from a University recognized by</p>

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
				<p>the UGC with at least 50% AND Language Pandit Training Certificate / B.Ed. with Language concerned as one of the Methodologies from any Institution recognized by NCTE, in respect of Language Teachers.</p> <p>(In case of SC / ST /BC / Differently abled candidates, the minimum marks shall be 45%)</p> <p style="text-align: center;">AND</p> <p>Pass in Paper II of Telangana State Eligibility Test (TSTET) / Andhra Pradesh Teacher Eligibility Test (APTET)/Central Teacher Eligibility Test (CTET)</p> <p>Note: 20% of weightage will be given to TET Paper-II score and 80% weightage to the written test conducted by TSPSC. In case of APTET, scores obtained before the appointed day i.e, 02-06-2014 shall only be considered.</p>
	4	PD, Grade-II	50% by Promotion from PET	<p>A] A University Degree in Physical Education of a recognized University.</p> <p>B] 2 years service as PET.</p>
			50% by Direct Recruitment	<p>I. A Bachelor's Degree with Physical Education as an elective from a University recognized by UGC with at least 50% marks.</p> <p>In case of SC / ST /BC candidates, the</p>

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
				<p>minimum marks shall be 45%.</p> <p style="text-align: center;">OR</p> <p>II. A Bachelor's degree from a University recognized by UGC with at least 45% marks and 40% marks for SC / ST /BC candidates AND</p> <p>Bachelor of Physical Education (B.P.Ed) of atleast one year duration (or its equivalent) from any institution recognized by NCTE.</p> <p style="text-align: center;">OR</p> <p>III. A Graduate in Physical Education with 40 % marks or Graduate in Physical Education / B.P.Ed course of three years duration.</p>
	5	PET	Direct Recruitment	<p>I. A Bachelor's Degree with Physical Education as an elective from a University recognized by UGC with at least 50% marks.</p> <p>In case of SC/ST/BC candidates, the minimum mark shall be 45%.</p> <p>OR</p> <p>A Bachelor's degree from a University recognized by UGC with at least 45% marks and 40% marks for SC/ST/BC candidates.</p> <p>AND</p> <p>Bachelor of Physical Education (B.P.Ed.) of at least one year duration (or its equivalent) from any institution recognized by NCTE.</p>

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
				<p style="text-align: center;">OR</p> <p>II. A Graduate in Physical Education with 40% marks or B.P.Ed. of three years duration.</p> <p style="text-align: center;">OR</p> <p>III. Intermediate (or its equivalent) recognized by the Board of Intermediate Education, Telangana with at least 50% of marks. In case of SC/ST/BC candidates, the minimum marks shall be 45%.</p> <p style="text-align: center;">OR</p> <p>Intermediate (or its equivalent) recognized by the Board of Intermediate Education, Telangana /A.P.</p> <p style="text-align: center;">OR</p> <p>Intermediate (or its equivalent) recognized by the Board of Intermediate Education, Telangana/A.P with at least 45% as per NCTE Regulations, 2002. In case of SC/ST/BC candidates, the minimum marks shall be 40%.</p> <p style="text-align: center;">AND</p> <p>A certificate / Under Graduate Diploma / Diploma in Physical Education (or its equivalent) from an institution recognized by the NCTE.</p> <p style="text-align: center;">OR</p> <p>IV.A Bachelor's Degree with Physical Education as an elective from a University recognized by UGC with at least 50% marks. In case of SC/ST/BC candidates, the minimum mark shall be 45%.</p> <p style="text-align: center;">OR</p> <p>A Bachelor's degree from a University recognized by UGC with at least 45% marks and 40% marks for SC/ST/BC candidates.</p>

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
				<p>AND</p> <p>Bachelor of Physical Education (B.P.Ed.) of at least one year duration (or its equivalent) from any institution recognized by NCTE.</p> <p>OR</p> <p>V. A Graduate in Physical Education with 40% marks or B.P.Ed. of three years duration.</p>
	6	Art Teacher	Direct Recruitment	<p>(i) A Pass in Intermediate OR its equivalent AND</p> <p>(ii) Possession of Govt., Diploma in Arts Course with (a) Free hand outline and model drawing (b) Design and (c) painting</p> <p>OR</p> <p>Batcher of Fine Arts (BFA) in Applied Art or Painting or Sculpture</p> <p>OR</p> <p>A 3-year Diploma in Craft Technology</p> <p>OR</p> <p>A Diploma in Home Science</p> <p>AND</p> <p>iii) A Technical Teacher's Certificate in higher grade in drawing.</p> <p>Age: As per the existing State and Subordinate service Rules.</p>
		Craft Teacher	Direct Recruitment	<p>(i) A Pass in Intermediate AND</p> <p>(ii) Trade certificate from ITI in Woodwork/ Tailoring/ Bookbinding / Embroidery / Carpenter / Sewing Technology/ Dress making</p> <p>OR</p> <p>Diploma in Polytechnic in Woodwork/ Tailoring/ Bookbinding/ Embroidery / Fashion Technology / Garment Technology</p>

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
				<p>OR A 3-year Diploma course from in Home Science</p> <p>OR 3-year Diploma in Craft Technology AND</p> <p>(iii) A Technical Teacher's Certificate in concerned trade.</p> <p>(iv) Age: As per the existing State and Subordinate service Rules.</p>
		Music Teacher	Direct Recruitment	<p>(i) A Pass in Intermediate AND</p> <p>(ii) Diploma in Indian Music</p> <p>OR</p> <p>A Degree in Indian Music or its equivalent</p> <p>OR</p> <p>4-years Certificate course with Diploma in Light Music.</p> <p>(iii) A Technical Teacher's Certificate in Indian Music</p> <p>Age: As per the existing State and Subordinate service Rules.</p>
	7	Librarian	Direct Recruitment	<p>(i) A Degree from an institution recognized by the University Grants Commission.</p> <p>(ii) A Degree in Library Science from an institution recognized by the University Grants Commission.</p> <p>(iii) Age: As per the existing State and Subordinate service Rules.</p>
	8	Superintendent in TSWREIS, Head Office	Promotion from Sr.Asst. Category 11 of Class III	<p>a) Account Test for subordinate Officers Part-I & II.</p> <p>b) Deputy Inspectors of Schools Test: Paper I, II & III.</p> <p>c) 2 years of service in category 11 of Class-III</p>
	9	Superintendent in TSWR School / Jr.College	Promotion from Sr.Asst Category 12 of Class III	<p>a) Account Test for Subordinate Officers Part-I & II.</p> <p>b) Deputy Inspectors of Schools Test: Paper I, II & III.</p> <p>c) 2 years of service in category 12 of Class-III</p>

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
	10	Staff Nurse	Direct Recruitment	3-years Nurse Training Course (GNM) Diploma or its equivalent examination. OR B.Sc Nursing Age: As per the existing State and Subordinate service Rules.
	11	Senior Assistant in TSWREIS, Head Office	Promotion from category 13 of class III	a) Account Test for subordinate Officers Part-I b) Deputy Inspectors of Schools Test: Paper I, II & III. c) 2 years of service in category 13 of Class-III
	12	Senior Assistant in TSWR School / Jr.College	Promotion from category 14 of class III	a) Account Test for subordinate Officers Part-I b) Deputy Inspectors of Schools Test: Paper I, II & III. c) 2 years of service in category 14 of Class-III
	13	Junior Assistant-cum-Typist and Jr. Stenographer, of HO		a) A Degree of a recognized university b) <u>Computer knowledge:</u> A Post Graduation Diploma in a computers 9 months or more duration awarded by the university or reputed computer training institute of "O" level certificate of Dept. of Electronics in computers. c) Typewriting-English (lower Grade) <u>Desirable:</u> Typewriting Telugu - lower grade.
			Promotion from categories 3 & 5 of Class-IV	a) A Degree of a recognized university b) <u>Computer knowledge:</u> Computer operation knowledge as required for data entry operator post under APTS. c) Typewriting-English (lower Grade) <u>Desirable:</u> Typewriting Telugu - lower grade.

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
	14	Junior Assistant-cum-Typist in TSWR School / Jr.College		a) A Degree of a recognized university b) Typewriting Higher Grade in English and Telugu. (or) Computer operation knowledge as required for data entry operator post under APTS.
			Promotion from categories 4 & 6 of Class-IV	a) A Degree of a recognized university b) Typewriting Higher Grade in English and Telugu. (or) Computer operation knowledge as required for data entry operator post under APTS. c) Service for 3 years or at least 2 years in category 4 or 6 of Class-IV. The APTS or other agency will conduct a skill test and those found suitable for data entry operator post will be exempted from typing qualification
IV	1	Driver	Direct Recruitment	a) Must have passed VIII Class. b) Must possess Light Vehicle License
	2	Plumber-cum-Electrician in TSWR School / Jr.College	Direct Recruitment	a) A pass in SSC or its equivalent examination b) An ITI certificate in Electrician Trade or its equivalent Desirable: Knowledge and experience in plumbing
			Promotion from categories 6 of Class-IV	a) An ITI certificate in Electrician Trade or any other equivalent training OR Sound working knowledge in any one of the skills 1.Plumbing, 2. Electrification besides the qualifications

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
				prescribed for the post of Class-IV.
	3	Record Assistant and Roneo operator in TSWREIS Head Office	Direct Recruitment	A pass in SSC or its equivalent examination.
			Promotion from categories 5 of Class-IV	a) A pass in SSC or its equivalent examination. b) Service for 3 years or at least 2 years in category 5 of Class-IV.
	4	Record Assistant in TSWR School / Jr.College	Direct Recruitment	A pass in SSC or its equivalent examination.
			Promotion from categories 6 of Class-IV	a) A pass in SSC or its equivalent examination. b) Service for 3 years or at least 2 years in category 6 of Class-IV.
	5	Attender and Watchman in TSWREIS, Head Office	Direct Recruitment	a) A pass in VIII Class.
	6	Attender and Watchman in TSWR School / Jr.College	Direct recruitment	a) A pass in VIII Class.

NOTE:

- 1) The Board of Governors may relax any qualifications prescribed for any posts, if necessary
- 2) There are Special Rules Governing Selection, appointment and other Service Conditions of Principals in TSWR Schools, shown as ANNEXURE-B.

10. PROBATION:

Every person appointed to a category in the service shall, from the date on which he/she joins duty, be on probation for a total period of a 2 years on duty within a continuous period of 3 years, if recruited direct and for a total period of 1 year on duty within a continuous period of 2 years, if appointed by promotion.

11. TRANSFERS AND POSTINGS:

The transfers and postings of all the members shall be made by the appointing authorities.

NOTE :- The Non-teaching staff from the office of the Society to the Institutions and vice-versa may be transferred on administrative grounds by the Secretary of the Society.

12. ABSORPTION OF THE STAFF WORKING ON DEPUTATION:

The appointing authority is competent to absorb the qualified persons working on deputation into the service of the Society.

ANNEXURE – A

SUBJECTS FOR THE POST OF JUNIOR LECTURER, POST GRADUATION & TRAINED GRADUATE TEACHERS.

S.No.	Category of post	Subjects in PG / Graduation
1.	JUNIOR LECTURER	<ol style="list-style-type: none"> 1. English: M.A. English or its Equivalent Degree 2. Telugu: M.A. Telugu or equivalent Degree 3. Hindi: M.A. Hindi or equivalent Degree 4. Urdu: M.A. Urdu or equivalent Degree 5. Sanskrit :M.A. Sanskrit or equivalent Degree 6. Maths: M.Sc., Mathematics or equivalent Degree 7. Physics : M.Sc in Physics or equivalent Degree 8. Chemistry : M.Sc in Chemistry or equivalent Degree 9. Botany :M.Sc., Botany or equivalent Degree 10. Zoology :M.Sc. Zoology or equivalent Degree 11. Economics : M.A. Economics or equivalent Degree 12. Commerce: M.Com or its equivalent 13. Civics: M.A. Public Administration and Political Science. 14. History : MA in History
2.	POST GRADUATE TEACHER	<p>A. Academic Qualifications:</p> <ol style="list-style-type: none"> 1. PGT (English)- M.A. English or equivalent Degree from an institution recognised by the UGC 2. PGT (Telugu)- M.A. Telugu or equivalent Degree from an institution recognised by the UGC 3. PGT (Maths)- M.Sc., Mathematics or equivalent Degree from an institution recognised by the UGC <ul style="list-style-type: none"> ➤ The candidate should have studied the subject Mathematics at Graduation 4. PGT Physical Sciences: M.Sc in Physics / Chemistry (Inorganic /Organic /Physical Chemistry) or Equivalent Degree from an institution recognised by the UGC. <ul style="list-style-type: none"> ➤ The candidate should have studied Physics and Chemistry as main subjects at Graduation level. 5. PGT Biological Sciences: M.Sc., Botany or Zoology or equivalent Degree from an institution recognized by the UGC. <ul style="list-style-type: none"> ➤ The candidate should have studied Botany or Zoology as main subjects at Graduation level.

S.No.	Category of post	Subjects in PG / Graduation
		<p>6. PGT Social Studies: M.A or its equivalent qualification in History/ Political Science/ Geography /Economics /Sociology from an institution recognised by the UGC. ➤ The Candidate should have studied any TWO of the above subjects in Graduation level</p> <p>7. PGT-Hindi: M.A. Hindi or equivalent qualification from an institution recognized by the UGC</p> <p>8. PGT-Urdu M.A. Urdu or equivalent qualification from an institution recognized by the UGC</p> <p>9. PGT-Sanskrit M.A. Sanskrit or equivalent qualification from an institution recognized by the UGC</p> <p>B. B.Ed or equivalent degree with methodology in the concerned subject from the institution recognized by the University Grants Commission</p>
3.	TRAINED GRADUATE TEACHER	<p>i) TGT (Telugu) – Must possess a Bachelor’s Degree OR its equivalent from an institution recognized by the UGC with Telugu as the main subject AND B.Ed with Telugu as methodology Subject (or) Telugu Pandit Training (or) its equivalent from an institution recognized by UGC</p> <p>ii) TGT (Hindi)- Must possess Bachelor’s degree OR its equivalent with Hindi as one of the full elective subject from an institution recognized by the UGC AND B.Ed (or) Hindi Pandit Training (or) its equivalent from an institution recognized by the UGC</p> <p>iii) TGT(English) – A Bachelors Degree OR its equivalent with English as the main subject or one of the optional subjects (or) a Post Graduate Degree in English from an institution recognized by the UGC AND B.Ed Degree with English as methodology subject from an institution recognized by the UGC</p> <p>iv) TGT(Maths) – Must possess a Bachelor’s Degree from an institution recognized by the UGC with Mathematics /Applied Mathematics / Statistics as the main subject (OR) one of the three equal optional subjects AND B.Ed degree with Mathematics as a methodology from an institution recognized by the UGC</p> <p>v) TGT (Physical Science)-Must possess a Bachelors Degree OR its equivalent from an institution recognized by the UGC with Physics and Chemistry as main subjects. AND B.Ed. degree or its equivalent from an institution recognized by the UGC with Physical Sciences as a methodology subject from an institution recognized by the UGC</p> <p>vi) TGT(Bio - Science)- Must possess a Bachelors Degree from an institution recognized by the UGC with Botany and Zoology as optional subjects or one of the two as main and the other as subsidiary. AND</p>

S.No.	Category of post	Subjects in PG / Graduation
		<p>B.Ed. Degree from an institution recognized by the UGC with Biological Science / Natural Sciences / Science / Botany / Zoology as a methodology subject from an institution recognized by the UGC</p> <p>vii) TGT (Social Studies) Must possess a Bachelors Degree from an institution recognized by the UGC with any two of the following subjects as optional or one of them as a main and any other one as a subsidiary subject – (i) History (ii) Economics (iii) Geography (iv) Political Science (v) Public Administration (vi) Sociology AND</p> <p>B.Ed. Degree or its equivalent from an institution recognized by the UGC with Social Studies / Social Sciences / Geography/ History / Politics Political Science/ Economics as a methodology subject from recognized University provided he has studied at least two of the subjects i.e., Civics, Economics, History and Geography at Intermediate level.</p>

ANNEXURE-B

SPECIAL RULES GOVERNING SELECTION, APPOINTMENT AND OTHER SERVICE CONDITIONS OF PRINCIPALS IN TSWR SCHOOLS AND UPGRADED SCHOOLS / JUNIOR COLLEGES

I. PRINCIPAL, GRADE-II POST MUST BE A SELECTION POST:

The Post of Principal, Grade-II in TSWR Schools will be a selection post and person's selection as Principals, Grade-II should be of the required standing competence and merit to manage the Residential Schools of Social Welfare Department as pace – setting Institutions. Accordingly, it is necessary to properly screen all the candidates considered to be qualified for the Post of Principal, Grade-II.

II. METHODS OF RECRUITMENT:

1. **METHOD – I** - By way of selection from among J.Ls and post Graduate Teachers working in TSWRI Society. 70% posts in the total cadre strength of Principals shall be filled by this method. The ratio of appointment as principals from amongst Jr. Lecturer and PGTs shall be 7:2 respectively.
2. **METHOD- II** – By way of direct recruitment through open competition. 30% of the posts out of the total cadre strength of Principals shall be filled by direct recruitment.

III. QUALIFICATIONS:

The following shall be the minimum qualifications for eligibility of candidates for recruitment by various methods.

Method – I:

- i) a first class or second class Post Graduate Degree of a recognized University with not less than 50% marks.
- ii) a B.Ed or equivalent qualification of recognized university.

- iii) He should be an approved probationer in the category of junior Lecturer/ Post Graduate Teacher and should have put in atleast 5 years of service as Junior Lecturer / Post Graduate Teacher or both categories in TSWREI Society.

Departmental Tests:

- i) Education Departmental Test for Gazetted Officers.
- ii) Special Language Test for Officers of the Education Department (Lower Standard) in Telugu.
- iii) Special Language Test for Officers of the Education Department (Lower Standard) in Hindi or Urdu.
- iv) Account Test for Executive Officers.

Method – II:

A. Academic Qualifications

1. A Second class Master's Degree (M.A /M.Sc/M.Com) or its equivalent from a an institution recognised by the UGC , in the relevant school subjects for which the Post Graduate Teachers (PGT) are eligible with not less than 50% of marks in aggregate or its equivalent
2. In case of SCs / STs / BC / differently abled candidates, the minimum marks shall be 45%
3. A B.Ed or equivalent degree from an institution recognized by the NCTE with the Teaching Methodology in the concerned subject.

B. Experience

4. A total teaching experience of not less than (8) years including not less than (5) years as PGT / J.L. in any Government Aided recognised High School / Junior College and (3) years of administrative experience as Head Master / Principal of Government / Semi-Government / Government recognised High School / Junior College

C. Desirable

Knowledge of Computer Applications.

- C. **Age:** Age not less than 35 years and not more than 45 years as on 1st July of the year in which the notification is issued.

IV. PROCEDURE FOR SELECTION:

METHOD – I :

From amongst Junior Lectures/ Post Graduate Teachers: For the purpose of selection of Principals from amongst J.Ls./ Post Graduate Teachers of TSWREI Society, a State vide common seniority list of qualified J.Ls/ Post Graduate Teachers shall be prepared. The selections will be made through a personality test which may be include personal interview as well as other methods of testing personality and aptitudes. The eligible candidates from amongst the common seniority to appear before the Selection Committee. The selection committee will prepare a panel of J.L/P.G.Ts considered to be suitable for appointment as Principal.

Sub Rule: 1)No. of Chances: each candidate will be given 3 chances to appear before the selection committee for the post of the Principal.

Sub Rule: 2) Zone of consideration: For every vacancy, 3 candidates will be called for selection from the relative category i.e., either Junior Lecture or Post Graduation Teacher depending upon the roster point.

METHOD – II:

Selection through Open Competition:

The selection will be based on the merit in the written examination through recruitment agency[TREI – RB]

V. SELECTION COMMITTEE:

Selection Committee for the selection of Principals under method I shall consist of the following:

- | | | |
|---|---|----------|
| 1) Vice Chairman of TSWREI Society | - | Chairman |
| 2) Three eminent educationalist
nominated by Committee Chairman, | - | Member |
| 3) Secretary, TSWREI Society | - | Members |

VI. APPOINTMENT OF WOMEN:

As per the policy and service Rules of TSWREI Society, only Women candidates will be eligible for appointment to the post of Principal for TSWR School meant for women.

VII. PROBATION:

The candidate appointed by METHOD – I shall be on probation for a period of one year. During this probation period, they shall be required to undergo such training. and pass such departmental test as may be prescribed the Society.

Their probation shall be declared who have been completed satisfactorily only after they have passed the examinations and also having regard to their performance during the probation period.

Candidates appointed through METHOD-II (direct recruitment) shall be on probation for a period of 2 years on duty within a continuous period of 3 years. Their probation shall be declared to have been completed satisfactorily after completion of 2 years based on their performance during the period of probation. During the probation period, they shall require to undergo such training and pass such departmental tests as prescribed by the Society.

VIII. APPOINTING AUTHORITY:

The appointing authority for the post of Principal shall Vice Chairman of TSWREI Society.

IX. RULES OF RESERVATION:

Rule of reservation in appointment [Rule 22 of General Rules in part of Telangana State and Subordinate Service Rules] shall apply to the post of Principals under direct recruitment category to recruitment under method II.

X. TRANSFERS AND POSTINGS:

The transfers and postings of principals shall be made by the Vice Chairman of TSWREI Society.

XI. REPEAL:

Anything containing in Service Rules or D.P.C. rules of the Society rules, so far as it relates to the matters provided for these special rules shall stand modified or repealed. Thus, it is clarified that in the matter of selection, appointed and related matters of Principals, these rules shall have overriding effect on General Rules of this Society.

TSWRDC SERVICE RULES

In exercise of the powers conferred by the Rule (VII) of the II of the rules and regulations of the Society vide G.O.Ms.No.1, Social Welfare (Q1) Department, Dt.2-1-1987, the Board of Governors of Telangana Social Welfare Residential Educational Institutions Society hereby make the following Service Rules for the Telangana Social Welfare Residential Educational Institutions Society **Residential Degree Colleges.**

CONSTITUTION:

1.THE SOCIETY SERVICE SHALL CONSIST OF THE FOLLOWING CLASSES AND CATEGORIES OF EMPLOYEES:-

CLASS	CATEGORY	DESIGNATION (Figures in brackets denote no.of posts sanctioned in the category)
I	1	Joint Secretary Degree Colleges TSWREIS, Head Office. (01) –Existing
	2	Principal (30)
II	1	<i>Deputy Secretary, Degree Colleges TSWREIS, Head Office. (02)</i>
	2	Lecturer (1080)
	3	Librarian (30)
	4	Physical Director (30)
III	1	Health Supervisor in TSWRDC (30)
	2	<i>Assistant Secretary, Degree Colleges TSWREIS, Head Office (01)</i>
	3	<i>Superintendent in Head Office (03)</i>
	4	Superintendent in TSWRDC (30)
	5	Senior Assistant in Head Office (03) – Existing
	6	Senior Assistant in TSWRDC (30)
	7	Lab Assistants in TSWRDC (120)
	8	Computer Lab Assistant in TSWRDC (60)
	9	Junior Assistant cum Typist in Head Office (03) – Existing
	10	Assistant Librarian in TSWRDC (30)
	11	Store Keeper in TSWRDC (30)
	12	Computer Assistant cum DPO Head Office (01) OS – Existing
	13	Junior Assistant cum DEO in TSWRDC- (30) OS
	14	Herbarium / Museum Keeper in TSWRDC – (30) OS
	15	Record Assistant in TSWRDC– (30) OS
	16	Office Subordinate in Head Office (03)- Existing
	17	Office Subordinate in TSWRDC (120) – OS

2.METHOD OF APPOINTMENT

Appointment to the several classes and categories of the Service shall be made as follows:-

CLAS S	CATEGO RY	DESIGNATION	METHOD OF RECRUITMENT
I	1	Joint Secretary (DC)	By promotion from the Category 2 of Class –I i.e., Principals in TSWRDC.
	2	Principal TSWRDC	30% by Promotion from the Category 2 of Class –II i.e., Lecturers in TSWRDC & 70% by Direct Recruitment
II	1	Deputy Secretary, TSWREIS, head Office.	By deputation from the Category 2 of Class – II i.e., lecturers in TSWRDC
	2	Lecturer	30% by Promotion from the category 6 of Class –II (Service Rules of TSWRS/JCs) i.e., Junior Lecturer in TSWRS/JCs& 70% by Direct Recruitment
	3	Librarian	30% by Promotion from the category 7 of Class –III (Service Rules of TSWRS/JCs) i.e., Librarians in TSWRS/JCs& 70% by Direct Recruitment
	4	Physical Director	30% by Promotion from the category 1 of Class –III (Service Rules of TSWRS/JCs) i.e., PD Grade – I in TSWRS/JCs& 70% by Direct Recruitment
III	1	Health Supervisor in TSWRDC	30% by Promotion from the category 10 of Class –III (Service Rules of TSWRS/JCs) i.e., Staff Nurse in TSWRS/JCs& 70% by Direct Recruitment
	2	Assistant Secretary, Degree Colleges TSWREIS, Head Office	By promotion from the category 8 & 9 of Class –III (Service Rules of TSWRS/JCs) & Category 4 of Class-III of Service rules of TSWRDCs i.e., Superintendent of Head Office: TSWRS/JCs: TSWRDCs In the ratio of 2:1:1
	3	Superintendent (RDC) in TSWREIS, Head Office – 2	By promotion from the category 11 & 12 of Class –III (Service Rules of TSWRS/JCs) & Category 5 of Class-III of Service rules of TSWRDCs i.e., Sr.Asst., of Head Office: TSWRS/JCs: TSWRDCs In the ratio of 2:1:1
	4	Superintendent in TSWRDC,	By promotion from the category 11 & 12 of Class –III (Service Rules of TSWRS/JCs) & Category 5 of Class-III of Service rules of TSWRDCs i.e., Sr.Asst., of Head Office: TSWRS/JCs: TSWRDCs In the ratio of 1:1:2

CLAS S	CATEGO RY	DESIGNATION	METHOD OF RECRUITMENT
	5	Senior Assistant in Head Office	By promotion from the category 13 & 14 of Class-III (Service Rules of TSWRS/JCs) & Category 6 & 7 of Class –III of Service Rules TSWRDCs i.e., Jr.Asst.,-Cum-Typist & Jr.Steno Grapher in TSWRS/JCs & Lab Asst./Computer Lab-Asst., in TSWRDCs in the ratio of 2:1:1
	6	Senior Assistant in TSWRDC	By promotion from the category 13 & 14 of Class-III (Service Rules of TSWRS/JCs) & Category 7 & 8 of Class –III of Service Rules TSWRDCs i.e., Jr.Asst.,-Cum-Typist in HO: Jr,Asst.-cum-Jr.Steno Grapher in TSWRS/JCs/ Lab Asst./Computer Lab-Asst., in TSWRDCs in the ratio of 1:1:2
	7	Lab Assistants in TSWRDC	30% by Promotion from the Category 10 & 11 of Class-III i.e., Asst., Librarian/Store Keepers in TSWRDCs & 70% by Direct Recruitment
	8	Computer Lab Assistant in TSWRDC	30% by Promotion from the Category 10 & 11 of Class-III i.e., Asst., Librarian/Store Keepers in TSWRDCs& 70% by Direct Recruitment
	9	Jr.Asst.-cum-Typist in Head Office	30% promotion category 3 & 5 of class IV of (Service Rules of TSWRS/JCs)& 70% by Direct Recruitment
	10	Assistant Librarian in TSWRDC	Direct Recruitment
	11	Store Keeper in TSWRDC	Direct Recruitment

Note: In case of certain categories of posts in different classes if suitable qualified / eligible Candidates are not available the posts meant for promotion in such category are to be filled with direct recruitment

3.CONDITIONS OF APPOINTMENT:-

Promotion of every post in the Service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

4.UNIT OF APPOINTMENT:-

For purpose of recruitment, appointment, discharge for want of vacancy, seniority, promotion and transfer, the unit of appointment shall be as specified in the table below:-

CLASS	CATEGOR Y	POST	UNIT OF APPOINTMENT
I	2	Principal, TSWRDCW	State cadre post. Entire Telangana State
II	2	Lecturer in TSWRDCW	Zonal Cadre post
		Zone-V: Adilabad, Karimnagar, Warangal and Khammam Districts.	
		Zone-VI: Hyderabad, Ranga Reddy, Nizamabad, Mahaboobnagar, Medak and Nalgonda Districts.	
	3	Librarian in TSWRDCW	Same as above
	4	Physical Director in TSWRDCW	Same as above
III	1	Health Supervisor in TSWRDCW	Same as above
	2	<i>Assistant Secretary, Degree Colleges</i> TSWREIS, Head Office	<i>Same as above</i>
	3	Superintendent (RDC) in TSWREIS, Head Office – 2	Same as above
	4	Superintendent in TSWRDCW,	Same as above
	5	Senior Assistant in Head Office	Same as above
	6	Senior Assistant in TSWRDCW	Same as above
	7	Lab Assistants in TSWRDCW	Same as above
	8	Computer Lab Assistant in TSWRDCW	Same as above
	9	Junior Asst.-sum- Typist in HO	Each of the Revenue District
	10	Assistant Librarian in TSWRDCW	Each of the Revenue District
	11	Store Keeper in TSWRDCW	Same as above

5.APPOINTING AUTHORITY:-

The appointing authorities for the class and categories of post shall be as specified in the table below:-

CLASS	CATEGORY	DESIGNATION	APPOINTING AUTHORITY
I	1	Joint Secretary	Vice-Chairman, TSWREIS
	2	Principal, TSWRDCW	Vice-Chairman, TSWREIS
II	1	Deputy Secretary	Vice-Chairman, TSWREIS
	2	Degree College Lecturer	Secretary, TSWREIS
	3	(Degree College) Librarian	Secretary, TSWREIS
	4	(Degree College) Physical Director	Secretary, TSWREIS
III	1	Health Supervisor in TSWRDCW	Secretary, TSWREIS
	2	Assistant Secretary, Degree Colleges, Head Office	Secretary, TSWREIS
	3	Superintendent in Head Office – 2	Secretary, TSWREIS
	4	Superintendent in TSWRDCW,	Secretary, TSWREIS
	5	Senior Assistant in Head Office	Secretary, TSWREIS
	6	Senior Assistant in TSWRDCW	Secretary, TSWREIS
	7	Lab Assistants in TSWRDCW	Secretary, TSWREIS
	8	Computer Lab Assistant in TSWRDCW	Secretary, TSWREIS
	9	Jr.Asst.-cum-Typist in Head Office	Secretary, TSWREIS
	10	Assistant Librarian in TSWRDCW	Secretary, TSWREIS
	11	Store Keeper in TSWRDCW	Secretary, TSWREIS

6.SPECIAL REPRESENTATION:

The rule of reservation of appointment (Rule 22 of General Rules in part 2 of State and Sub-ordinate Service Rules) shall apply to appointment to the Service(s) by direct recruitment.

7. APPOINTMENT IN INSTITUTIONS SPECIALLY PROVIDED FOR WOMEN:-

Women Degree Colleges: To recruit Women Staff only in all cadres (Category 2 of class I, category 2, 3 & 4 of class II, category 1, 4, 6, 7, 8, 10 & 11 of class III) for

the institutions meant for women (TSW Residential Degree Colleges for Women) as per sub- rule 3 of Rule 22-A of SSSR, 1996.

Men Degree Colleges: The Degree Colleges meant for Men (if any to be established in future) the posts in those colleges shall be filled with both men and women under sub-rule 2 of Rule 22-A of SSSR, 1996.

With regard to Roster Points, two separate Rosters shall be maintained for one for existing degree colleges meant for women and another for the degree colleges meant for men if any to be established in future, in accordance with Sub-Rule (2) and (3) of Rule 22-A of SSSR, 1996.

Separate Rosters shall be maintained for each cadre and subject in case of Lecturers for both categories of Colleges i.e., existing degree colleges meant for Women and *degree colleges meant for Men to be established in future*.

Note: If suitable and qualified women are not available for such appointment, male members of the concerned category who are not below 50 years of age may be appointed till such time as suitable and qualified women become available.

AGE:-

No person shall be eligible for appointment by direct recruitment unless he / she has completed the age of 18 years.

The age limit prescribed for appointment by Direct Recruitment to posts in the Service shall be counted with reference to the 1st July of the year in which the selection is made.

The maximum age limit will be relaxable as per Government Orders from time to time.

The maximum age limit shall be raised uniformly by 5 years in case of Schedule Castes, Schedule Tribes and Backward Classes for Direct Recruitment.

Provided that the above said age concession in favour of Scheduled Castes and Schedule Tribes shall be allowed subject to the condition that the age of the candidate shall not exceed 45 years.

OTHER QUALIFICATIONS:

No person shall be eligible for appointment to the Service in the classes, categories and posts specified in the column 3 of the table below by the method specified in the corresponding entries in column 4 thereof unless he possesses the qualifications specified in the corresponding entries in column 5 thereof.

CLASS	CATE GORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
(1)	(2)	(3)	(4)	(5)
I	1	Joint Secretary	By promotion from category 2	i] Must possess a Master's Degree with 55% and above or its equivalent degree or grade of B in

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
(1)	(2)	(3)	(4)	(5)
			of class I i.e., Principals in TSWRDC.	<p>the 7 point scale with letter grades O, A,B,C,D,E & F obtained from the Universities recognized in India</p> <p>ii] Must possess Ph.D or equivalent qualification.</p> <p>iv) Must pass the departmental tests Education dept., Test for Gazitted Officers and Account Test for Executive Officers.</p> <p>iv] An experience of 3 years as Regular Principal in TSWRDCW/ TSWRDCM.</p>
	2	Principal TSWRDC	30% by Promotion from Category 2 of Class –II(Service Rules of TSWRDCs) i.e., Lecturers in TSWRDC	<p>i] Must possess a Master's Degree with 55% and above or its equivalent degree or grade of B in the 7 point scale with letter grades O, A,B,C,D,E & F obtained from the Universities recognized in India.</p> <p>ii] Must possess Ph.D or equivalent qualification.</p> <p>lii] Must pass the departmental tests education dept., Test for Gazitted Officers and Account test for Executive Officers.</p> <p>Iv] An experience of 05 years as Regular Lecturer as in TSWRDCW / TSWRDCM</p>
			70% Direct Recruitment	<p>A] Academic Qualifications:</p> <p>i] Must possess a Master's Degree with 55% and above or its equivalent degree or grade of B in the 7 point scale with letter grades O, A,B,C,D,E & F obtained from the Universities recognized in India.</p> <p>ii] Must possess Ph.D or equivalent qualification.</p> <p>B.Experience:</p> <p>i) A Regular Principal in Government /Aided/ Telangana State Welfare Residential Degree Colleges [Residential Educational Societies]</p> <p>ii) 5 years as regular lecturer in Government /Aided/ Telangana State Welfare Residential Degree Colleges [Residential Educational Societies]</p> <p>iii) 7 years as lecturer in Private un-aided or self financed degree colleges OR</p> <p>iv) 7 years as contract lecturer in Government Degree Colleges /</p>

CLASS	CATE GORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
(1)	(2)	(3)	(4)	(5)
				<p>Telangana State Welfare Residential Degree Colleges [Residential Educational Societies] OR</p> <p>v) 7 years as Academic consultant in University Degree/ Post Graduate Colleges of Telangana State. OR</p> <p>vi) 5 years as Regular Principal in Government /Aided/ Telangana State Welfare Residential Degree Colleges [Residential Educational Societies] OR</p> <p>vii) 7 years as regular JL in Government /Aided/ Telangana State Welfare Residential Degree Colleges [Residential Educational Societies] OR</p> <p>viii) 9 years as JL in private un-aided or self financed Junior Colleges OR</p> <p>ix) 9 years as contract JL in Government /Aided/ Telangana State Welfare Residential Degree Colleges [Residential Educational Societies]</p> <p>C] Desirable: Knolodge of computer applications.</p> <p>D] AGE: Min. Age is 34 years & Max. age is 44 years. The max age limited to 50 years including all relaxations as on 1st July of the year in which the notification is issued.</p>
II	1	Deputy Secretary Head Office	By Deputation from Category 2 of Class-II Service Rules of TSWRDC	Experience as Lecturer in TSWRDC not less than 5 years.
	2	Lecturer	30% by Promotion from the Category 6 of Class-II of Service Rules of TSWRS/JC i.e., Junior Lecturers in TSWRS /JC.	<p>i] Good Academic Record in Post Graduation in the relevant subject (as shown in Annexure A) with a minimum of 55% marks of an equivalent grade of B in the 7 point scale with letter grades O, A,B,C,D,E & F obtained from the Universities recognized in India.</p> <p>ii] Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by PSC / Universities of the State.</p>

CLASS	CATE GORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
(1)	(2)	(3)	(4)	(5)
				<p>iii) If a candidate possesses Ph.D., or equivalent is exempted from passing National Eligibility Test (NET) for Lecturers conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by PSC / Universities of the State.</p> <p>iv) 3 years of experience in the category of Junior Lecturer.</p>
			70% Direct Recruitment	<p>i] Good Academic Record in Post Graduation in the relevant subject (as shown in Annexure A) with a minimum of 55% marks of an equivalent grade of B in the 7 point scale with letter grades O, A,B,C,D,E & F obtained from the Universities recognized in India.</p> <p>ii] Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by PSC / Universities of the State.</p> <p>iii) if a candidate possesses Ph.D., or equivalent is exempted from passing National Eligibility Test (NET) for Lecturers conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by PSC / Universities of the State.</p>
	3	Librarian	30% by Promotion from the Category 7 of Class-III of Service Rules of TSWRS/JC i.e., Junior Lecturers in TSWRS /JC.	<p>i] Good Academic Record in Master of Library Science with a minimum of 55% marks of an equivalent grade of B in the 7 point scale with letter grades O, A,B,C,D,E & F obtained from the Universities recognized in India.</p> <p>ii] Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by PSC / Universities of the State.</p> <p>iii) if a candidate possesses Ph.D., or equivalent is exempted from passing National Eligibility Test (NET) for Lecturers conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by PSC / Universities of the State</p> <p>iv) 3 years of experience in the category of Librarian.</p>
			70% Direct Recruitment	<p>i] Good Academic Record in Master of Library Science with a minimum of 55% marks of an equivalent grade of B in the 7 point scale with</p>

CLASS	CATE GORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
(1)	(2)	(3)	(4)	(5)
				<p>letter grades O, A,B,C,D,E & F obtained from the Universities recognized in India.</p> <p>ii] Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by PSC / Universities of the State.</p> <p>iii) if a candidate possesses Ph.D., or equivalent is exempted from passing National Eligibility Test (NET) for Lecturers conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by PSC / Universities of the State.</p>
	4	Physical Director	<p>30% by Promotion from the Category 1 of Class-III of Service Rules of TSWRS/JC i.e., Physical Director Gr.I in TSWRS /JC.</p>	<p>i] Good Academic Record in Master of Physical Education with a minimum of 55% marks of an equivalent grade of B in the 7 point scale with letter grades O, A,B,C,D,E & F obtained from the Universities recognized in India.</p> <p>ii] Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by PSC / Universities of the State.</p> <p>iii) if a candidate possesses Ph.D., or equivalent is exempted from passing National Eligibility Test (NET) for Lecturers conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by PSC / Universities of the State.</p> <p>iv) 3 years of experience in the category of Physical Director.</p>
			70% Direct Recruitment	<p>i] Good Academic Record in Master of Physical Education with a minimum of 55% marks of an equivalent grade of B in the 7 point scale with letter grades O, A,B,C,D,E & F obtained from the Universities recognized in India.</p> <p>ii] Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by PSC / Universities of the State.</p> <p>iii) if a candidate possesses Ph.D., or equivalent is exempted from passing National Eligibility Test (NET) for Lecturers conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by PSC / Universities of the State.</p>

CLASS	CATE GORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
(1)	(2)	(3)	(4)	(5)
III	1	Health Supervisor	30% by Promotion from the Category 10 of Class-III of Service Rules of TSWRS/JC i.e., Staff Nurse in TSWRS /JC.	i] MBBS/BHMS/BAMS/BUMS or its equivalent qualification. ii] 5 years of service in category of Staff Nurse.
			70% Direct Recruitment	i] MBBS/BHMS/BAMS/BUMS or its equivalent qualification.
	2	Asst. Secretary Head Office	Promotion from the category 8 & 9 of Class -III (Service Rules of TSWRS/JCs) & Category 3 & 4 of Class-III i.e., Superintendent of Head Office: TSWRS/ JCs: TSWRDCs	Experience as Superintendent for not less than 5 years in the category Superintendent in TSWEIS, Head Office/TSWRS/JC/TSWRDCW/TSWRDCM
	3	Superintendent in Head Office	By promotion from the category 11 & 12 of Class -III (Service Rules of TSWRS/JCs) & Category 5 & 6 of Class-III i.e., Sr.Asst., of Head Office: TSWRS/ JCs: TSWRDCs	d) Account Test for subordinate Officers Part- I & II. e) Deputy Inspectors of Schools Test: Paper I, II & III. f) 2 years of service in category of Sr.Asst.,
	4	Superintendent in TSWRDC	By promotion from the category 11 & 12 of Class -III (Service Rules of TSWRS/JCs) & Category 5 & 6 of Class-III i.e., Sr.Asst., of Head Office: TSWRS/ JCs: TSWRDCs	d) Account Test for Subordinate Officers Part- I & II. e) Deputy Inspectors of Schools Test: Paper I, II & III. f) 2 years of service in category Sr.Asst.,

CLASS	CATEGORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
(1)	(2)	(3)	(4)	(5)
	5	Senior Assistant in Head Office	By promotion from the category 13 & 14 of Class-III (Service Rules of TSWRS/JCs) & Category 7 & 7 of Class -III i.e., Jr.Asst.,-Cum-Typist & Jr.Steno Grapher in TSWRS/JCs: Lab Asst./Computer Lab-Asst., in TSWRDCs.	d) Account Test for subordinate Officers Part-I e) Deputy Inspectors of Schools Test: Paper I, II & III. f) 2 years of service in category 14 of Class-III
	6	Senior Assistant in TSWRDC	By promotion from the category 13 & 14 of Class-III (Service Rules of TSWRS/JCs) & Category 7 & 7 of Class -III i.e., Jr.Asst.,-Cum-Typist & Jr.Steno Grapher in TSWRS/JCs: Lab Asst./Computer Lab-Asst., in TSWRDCs.	g) Account Test for subordinate Officers Part-I h) Deputy Inspectors of Schools Test: Paper I, II & III. i) 2 years of service in category 14 of Class-III
	7	Lab Assistant	30% by Promotion from the Category 10 & 11 of Class-III i.e., Asst., Librarian/Store Keepers in TSWRDCs	a) A first Class Bachelor's degree of a recognized university i) B.Sc, Physical Sciences in case of Physics/Chemistry Lab Asst., ii) B.Sc., Life Sciences in case of Chemistry/Botany/Zoology/Micro-Biology Labs. b) Account Test for subordinate Officers Part-I

CLASS	CATE GORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
(1)	(2)	(3)	(4)	(5)
				<p>c) Deputy Inspectors of Schools Test: Paper I, II & III.</p> <p>d) 2 years of service in category of Asst., Librarian/Store Keepers in TSWRDCW/TSWRDCM.</p>
			70% Direct Recruitment	<p>A first Class Bachelor's degree of a recognized university</p> <p>i) B.Sc, Physical Sciences in case of Physics/Chemistry Lab Asst.,</p> <p>ii) B.Sc., Life Sciences in case of Chemistry/Botany/Zoology/Micro-Biology Labs.</p>
	8	Computer Lab Assistant	30% by Promotion from the Category 10 & 11 of Class-III i.e., Asst., Librarian/Store Keepers in TSWRDCs	<p>a) A first Class Bachelor's degree of a recognized university B.Sc, with Computer Science as one of the 3 optional subjects.</p> <p>b) Account Test for subordinate Officers Part-I</p> <p>c) Deputy Inspectors of Schools Test: Paper I, II & III.</p> <p>d) 2 years of service in category of Asst., Librarian/Store Keepers in TSWRDCW/TSWRDCM.</p>
			70% Direct Recruitment	A first Class Bachelor's degree of a recognized university B.Sc, with Computer Science as one of the 3 subjects.
	9	Jr.Asst.-cum-Typist Head Office	30% promotion category 3 & 5 of class IV of (Service Rules of TSWRS/JCs)	<p>a] A Degree of a recognized University</p> <p>b] Type writing-English (Lower grade)</p> <p>c] Computer operation knowledge as required for DEO post under APTS.</p> <p>d] 2 Years of service in category 3 & 5 of class IV (Service Rules of TSWRS/JCs)</p> <p>Desirable Type writing telugu (lower grade)</p>
			70% by Direct Recruitment	<p>a] A Degree of a recognized University</p> <p>b] Type writing-English (Lower grade)</p> <p>c] Computer operation knowledge as required for DEO post under APTS.</p> <p>Desirable Type writing telugu (lower grade)</p>
	10	Asst., Librarian	Direct Recruitment	<p>a) A first Class Bachelor's degree of a recognized university in Library Science(BLISC)</p> <p>b) Computer operation knowledge as required for DEO Post under APTS.</p>

CLASS	CATE GORY	POST	METHOD OF RECRUITMENT	QUALIFICATIONS
(1)	(2)	(3)	(4)	(5)
	11	Store Keeper	Direct Recruitment	a) A first Class Bachelor's degree B.A/B.Com/B.Sc., of a recognized university in Library Science(BLISC) b) Computer operation knowledge as required for DEO Post under APTS.

NOTE:

The Board of Governors may relax any qualifications prescribed for any posts, if necessary

There are Special Rules Governing Selection, appointment and other Service Conditions of Principals, Lecturers, Librarian & Physical Directors in TSWRDC, shown as ANNEXURE-B.

In case of candidates belonging to SC/ST/Differently disabled, category the minimum % of marks shall be 50% (instead of 55%).

A relaxation of 5% marks may be provided from (55% to 50% of marks) to the Ph.D. Degree holder who have passed their Master Degree holder who have passed their Master Degree prior to 19.09.1991.

If suitable/eligible candidates in any category of the above classes meant for promotion are not available in a particular year shall be filled by direct recruitment during the year.

8.PROBATION:

Every person appointed to a category in the service shall, from the date on which he/she joins duty, be on probation for a total period of a 2 years on duty within a continuous period of 3 years, if recruited direct and for a total period of 1 year on duty within a continuous period of 2 years, if appointed by promotion.

9.TRANSFERS AND POSTINGS:

The transfers and postings of all the members shall be made by the appointing authorities.

NOTE: - The Non-teaching staff from the office of the Society to the Institutions and vice-versa may be transferred on administrative grounds by the Secretary of the Society.

10. ABSORPTION OF THE STAFF WORKING ON DEPUTATION:

The appointing authority is competent to absorb the qualified persons working on deputation into the service of the Society.

DOCUMENT NO. 1

MEMORANDUM OF ASSOCIATION

1. **Name of the Society:** The name of the Society is “Telangana Social Welfare Residential Educational Institutions Society” here in after referred to as the “Society”.
2. **Location of the office:** The Registered Office of the Society is situated at Door No.10-5-2/1/22/A/B, DSS Bhavan, Masabtank, Hyderabad – 28.
3. **Aims & Objects:** The Objects and purpose for which the Society is established are:
 - a) to establish, maintain, control and manage Social Welfare Residential Schools and Colleges (Gurukula Vidyalayamulu) for the talented and meritorious children belonging to Scheduled Castes and other residing within the State of Telangana and to do all acts and things necessary for or conducive to promotion of such schools and colleges.
 - b) to affiliate and to accord recognition to similar Social Welfare Residential Schools and Colleges established and run by any Society or private persons in the State.
 - c) To prepare, introduce, supervise and modify from time to time the curricula, syllabi and other programmes and conduct of examination in regard to the education of pupils in the Social Welfare Residential Schools and Colleges established by or affiliated to or recognised by the society.
 - d) To organise the conduct study courses, conferences, lectures, seminars, workshops, study tours and the like for the benefit of the staff and students of the Social Welfare Residential Schools and Colleges.
 - e) To create teaching, administrative, technical, ministerial and other posts under the Society and in the schools and colleges.
 - f) To constitute such committees, or other bodies as may be deemed fit and to prescribe by rules of the Society its powers, functions, tenure and other matters.

CERTIFICATES

“Certified that the Association is formed with no profit motive and no commercial activity is involved in its working”.

“Certified that the Association would not engage in agitation activities to ventilate grievances”.

“Certified that the office bearers are not paid from the funds of the Association”.

We respectively hold ourselves responsible to run the affairs of the Society according to the rules annexed herewith.

We the several persons whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our respective hands hereunto and form ourselves into a Society (Telangana area) Public Societies Registration Act, 1350 F of (Act No.I of 1350 f).

Name of the office bearers (in Block letters)S/O.	Designation of their local stand in the Society	Occupation address	Signature

1.	Chairman	Hon'ble Minister of Social Welfare, Telangana, Hyderabad	
2.	Vice-Chairman	Principal Secretary to Government, Social Welfare Department, Telangana, Hyderabad.	
3.	Member	Commissioner of Social Welfare Telangana, Hyderabad.	
4.	Member	Director of School Education, Telangana, Hyderabad.	
5.	Member	Secretary, Telangana Residential Educational Institutions Society, Hyderabad.	

WITNESSES:

Name in Block Letters	Address	Occupation Signature
1.		
2.		

DOCUMENT NO.II

I. RULES AND REGULATIONS

Rules and regulations of Telangana Social Welfare Residential Educational Institutions Society.

Definition:1. In these rules, unless the context otherwise requires:-

- i) **“Board”** means the Board of Governors constituted under Rule 2 of these Rules and Regulations.
- ii) **“School”** and **“College”** means a Residential School and College (Gurukula Vidyalayamu) established by the Society or any other residential school affiliated to the recognised by the Society.
- iii) **“Secretary”** means the person appointed as the Secretary to the Telangana Social Welfare Residential Educational Institutions Society.

Location of the Office: The main office of the Society is situated at Door No.10-5-2/1/22/A/B, DSS Bhavan, Masabtank, Hyderabad – 28.

Membership: The Society shall have as its members all the persons representing the Board and such other persons as the Government of Telangana in the Social Welfare Department may at any time admit by nomination to be members of the Society.

General Body: All the Members on the Board are Members of the General Body.

- i) Quorum for General Body shall be ½ of its members.
- ii) There shall be an annual general body meeting of the Society to be held at such time, date and place as may be determined by the Chairman in the month of April.

- iii) The Chairman may at any time, convene the meeting of the Board or a special meeting of the Society whenever he thinks fit.

II. POWERS AND FUNCTIONS OF THE BOARD:

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 the 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 advise 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 of 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 recognise any other institution;
- ix) To perform such other functions as are necessary and expedient for the furtherance of the objects of the Society and for carrying out its purposes.
- x) To acquire, hold and dispose of property in any manner whatsoever for the purposes and in pursuance of the advancement of objects of the Society;
- xi) To maintain a fund to which shall be credited:-
 - a) All moneys provided by the Central and State Governments.
 - b) All fees and other charges received by the Society.
 - c) All moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or otherwise, and
 - d) All moneys received by the Society in any other manner or from any other source.
- xii) To subscribe to or to become a member of or to cooperate with any other organisation, institution or association having objects wholly or in part similar to those of the Society;
- xiii) To fix and collect such fees and other charges as may be laid down by the rules, bye-laws or regulations of the Society;
- xiv) To deposit all moneys credited into the fund in such banks or to invest in such manner as the Society may decide;
- xv) To borrow or 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;
- xvi) 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.
- xvii) 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;

III. RULES:

1. 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 inquiries into the affairs of the Society and either SUO MOTO 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.
2. The management of the Society shall vest in a board of Governors consisting of the following Ex-officio Members and (3) nominated members as shown below:

S.No.	Name and Address	Nominated as
1.	The Hon'ble Minister for Social Welfare	Chairman
2.	The Principal Secretary to Government Social Welfare Department,	Vice-Chairman
3.	Principal Secretary to Govt., Education Dept.,	Member
4.	Secretary to Govt., Finance Dept.,	Member
5.	Director of School Education	Member
6.	Secretary Board of Intermediate Education	Member
7.	Commissioner of Collegiate Education.	Member.
8.	Commissioner of Social Welfare	Member.
9.	Director SCERT	Member.
10.	Chief Engineer Tribal Welfare	Member.
11.	Secretary, TREI Society	Member.
12.	Deputy Director Navodaya Vidyalaya Samithi.	Member.
13.	The Secretary TSWREI Society	Member Convenor
14.	3 distinguished Educationists nominated by the Govt.,	3 Members
	Special invitee	
	Secretary, TSTWREIS [Gurukulam]	Spl.Invitee

DURATION OF MEMBER-SHIP:

The terms of the Members of the Society or Board other than the Ex-officio Members thereof shall be for a period of three years from the date of their nomination.

TERMINATION:

The term of nominated member of the Society or Board may be terminated by the authority nominating at any time and any person who is nominated in his place shall hold office as Member for a full term of three years from the date of his nomination.

DISQUALIFICATIONS:

- A) nominated member of the Society or the Board shall cease to be such Member if;
- a) he becomes of unsound mind, or is adjudged by a competent court as insolvent or is convicted for a criminal offence involving moral turpitude or
 - b) he fails to attend three consecutive meetings of the Board without obtaining leave of absence from the Chairman.

RESIGNATION:

Any member of the Society or Board, may resign from the membership of the Society in writing addressed to Secretary and it shall take effect when it has been accepted by the Chairman on behalf of the Society.

FILLING OF VACANCIES:

- a) any vacancy caused in the membership of the Society by reason of death, resignation or otherwise shall be filled by nomination or appointment by the authorities entitled to make such nomination or appointment, as the case may be under these rules.
- b) No act of the Society or Board or any office of the Society shall be deemed to be invalid by reason only of the existence of any vacancy or any defect in the organisation of the Society or in the formation of the Board or in the appointment or nomination of a Member or Officer, on the ground that such Member or Officer was disqualified for his office.

AUTHORITY AND OFFICERS OF THE SOCIETY:

- a) The officers of the Society shall be the Secretary, Addl. Secretary, Joint Secretaries, District Coordinators (Deputy Secretary), the Assistant Secretaries and such other functionaries as may be appointed by the Board. The Secretary shall also be the Ex-officio Secretary of the Board.
- b) All Officers of the Society, except the Secretary, shall be appointed by the Vice-Chairman for such period and on such terms and conditions as the Chairman may think fit and proper. The Secretary shall be appointed by the Chairman with the concurrence of the Government in the Social Welfare Department.

IV. QUORUM FOR MEETINGS OF THE BOARD:

Four members of the Board present in person shall form a quorum at every meeting of the Board.

SUITS BY OR AGAINST THE SOCIETY:

The Society may sue or be sued in the name of the Secretary.

V. FUNDS OF THE SOCIETY:

1. The Society shall maintain a Fund to which shall be credited all fees and other charges received by the Society and all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or otherwise and all other moneys received by the Society in any manner or from any other source.
2. The said fund shall be applied towards meeting the expenses of the Society and the Board in the performance of its functions under these rules, Bye-laws or regulations, including the allowance payable to the officers and other employees of the Society.
3. The funds shall be spent only to the attainment of the objects of the society and no portion there of shall be paid or transferred directly or indirectly to any of its members through any means.

ACCOUNTS AND AUDIT:

1. The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts showing the income and expenditure of the Society for each year.
2. The accounts of the Society shall be audited annually by the Examiner of Local Fund Accounts.
3. Every auditor shall have in the performance of his duties, at any reasonable time, access to the books, accounts and other documents of the Society.
4. As soon as may be practicable at the end of each year, the audited accounts of the Society together with the audited report thereon shall be forwarded to the Government.
5. The expenditure incurred in connection with audit shall be payable out of the funds of the Society.
6. Annual Report: The Society shall submit annually within six months of the closing of the previous year, to the Government of Telangana in the Social Welfare Department a report on the working of the Social Welfare Residential Schools and other institutions managed by it during the year under report, together with an audited statement of accounts showing the income and expenditure for that years.
7. Amendments: No amendment or alteration shall be made in the rules of the Society unless it is voted by two third of members present at a special meeting convened for the purpose and confirmed at a second special meeting.

Any such amendment shall come into force on the date immediately following the expiry of three months reckoned from the date of its receipt by the Government in the Social Welfare Department provided that if before the expiry of the said period of three months the Government direct that the amendment shall be modified in any manner or that it shall not be made, the amendment shall have effect only in such modified form or be of no effect, as the case may be.

8. Winding Up: In case the Society has to be wound up, the property and funds of the Society shall be transferred or paid to some other Institution with similar aims and objects or to the Government.

S.No.	Name	address	Designation in the Society	Signature
1		Hon'ble Minister of Social Welfare, Telangana, Hyderabad	Chairman	
2		Principal Secretary to Government, Social Welfare Department, Telangana, Hyderabad.	Vice-Chairman	
3		Commissioner of Social Welfare Telangana, Hyderabad.	Member	
4		Director of School Education, Telangana, Hyderabad.	Member	
5		Secretary, Telangana Residential Educational Institutions Society, Hyderabad.	Member	

WITNESSES:

- 1.
- 2.

TCS(CCARule)1991

Amendment to Service [Discipline & Appeal] Rules of the Society

The Board of Governors of TSWREI Society in their XXVII meeting held on 17-01-1997 have reviewed the appointing authorities and disciplinary authorities for various categories of employees and have adopted to declare revised scheme of classification and control of employees of the Society, which is as under:

S. No	Description of post	Appointing authority	Authority	Penalty competent to impose penalty	Appellate Authority
1	(1) Dy.Secy (2) Principal	Chairman	(1) Chairman (2) Secretary	All Minor	Board of Governors Chairman

2	JL/PGT/TGT/ PD/PET/Art/C raft/Music/Lib rarian /Staff Nurse/ Supdt/ Sr.Asst	Secretary	1)Secretary (2)District Coordinator DS(HQ) in the Society Office] (3) Principal I	All Minor Minor	Chairman Secretary Secretary
S. No	Description of post	Appointi ng authorit y	Authority	Penalty competent to impose penalty	Appellate Authority
3	(a) JACTs, Record Assts, Roneo Operator & all Class IV employees in Society Head Office	Dy.Secy (HQ)	(1) DS (HQ)	All	Secretary
	(b) JACT/Electrici an- cum- Plumber/Recor d Asst. & all cat. Of Class IV staff	Principal	(1) Principal	All	District coordinator

NOTE:

- [1] An authority competent to impose any punishment mentioned above can also place the employee under suspension in public interest pending enquiry.
- [2] The major and minor penalties shall be as defined in APCCA Rules of 1991.
- [3] A higher authority can always exercise the powers delegated to the sub-ordinate authority eg. Deputy Secretary is a higher authority for the Principal.

CONDUCT RULES, 1987 FOR THE EMPLOYEES OF TSWREIS, HYD :

1. SHORT TITLE AND APPLICATION:

1. These rules shall be called the conduct rules for the employees of the Andhra Pradesh Social Welfare Residential Educational Institutions Society [Red], Hyderabad, 1987. The same rules following to TSWRS Employees.
2. They shall apply to every person who is born on the establishment of the Society. Provided that nothing in these rules shall apply to:
 - a. Persons who are not whole time employees of the Society.

- b. Persons paid from contingencies; and
- c. Government servants employed on deputation [They will be Governed by the Government Servants conduct Rules]

2. GENERAL:

1. Every employee shall be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.
2. No employee shall behave in a manner, which is unbecoming of such an employee or derogatory to the prestige of the society.
3. No employee shall act in a manner, which will place his/her official position under any kind of embarrassment.
4. Confidential matters relating to the society and schools and colleges should not be divulged to any one.

3. TEACHERS:

1. Every teacher shall be his personal example not only communicate knowledge in specific but also help students to grow to their fullest stature and unfold their personality.
2. Every teacher shall be precept and example, instill in the minds of the students, entrusted to his care, love of the motherland and include in the minds of students respect for law and order.
3. Every teacher shall organize and promote all school activities, which foster a feeling of universal brotherhood among the students.
4. Every teacher shall promote tolerance for all religions among the students.
5. The teacher shall always be on the alert to see that students do not take an active part in politics.
6. Every teacher must take his/her stand against the unhealthy competition in modern society and must strive his/her best to instill in the minds of students Principles of cooperation and Social Service.
7. Every teacher shall cooperative with and secure the cooperation of other persons in all activities, which aim at the improvement of moral, mental and physical well being of students.
8. Every teacher must be strictly impartial in his/her relations all his/her students. He/she should be sympathetic and helpful particularly to the slow learners.
9. Every teacher must be a learner throughout his life not only to enrich his/her own life but also of those who are placed in his/her care. He/She should plan out his/her work on approved lines do it methodically, achieving vigilantly all extraneous activities.
10. Every teacher must regard each individual pupil as capable of unique development and of taking his due place in the society and help him/her to be creative as well as cooperative.
11. Every teacher should be temperate and sober in his/her habits and avoid recourse to drinking alcoholic beverages. He/she should scrupulously avoid smoking chewing of betel leaves and such other undesirable habits in the presence of students and in the school premises.
12. Every teacher should have an example moral character.

13. Every teacher must be an advocate of freedom of thought and expression.
14. No teacher shall indulge in or encourage any form of malpractice connected with examination or other school activities.
15. Every teacher should be clean and trim, not casual and informal while on duty. His/her dress should be neat and dignified. He/she should on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of students and his/her colleges.
16. Every teacher should be punctual in attendance, in respect of his/her class work as also for any other work connected with the duties assigned to him/her.
17. Every teacher shall devote his/her entire time to the duties pertaining to his/her profession and shall not on his/her own account or otherwise either, directly or indirectly, carry on or be concerned in any trade, business or canvassing work, private tuition or the like, of a remunerative kind without obtaining the prior written sanction of the Secretary.

Every teacher shall be present in the school during usual school hours, whether he/she has teaching work or not. Every teacher is expected to take a full and effective part in the CO-curricular activities of the schools and the hostels attached to the.

4. DOING OF ASSOCIATIONS BY EMPLOYEES:

No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order.

5. STRIKES:

No employee shall participate in any strike or similar activities or incitement there to. Explanation; The expression "Similar Activities" include:

1. Absence from duty or work without permission.
2. Neglect of duty with the object of compelling any superior officer to take or to omit to take any official action.
3. Any demonstrative fast, like hunger strike with the object mentioned in item [2] or
4. Concerned or organized refusal on the part of the employees to receive their pay.

6. DEMONSTRATIONS:

No employee shall participate in any demonstration, which is against the interest of the Society or Public Order.

7. GIFTS, SERVICES, ENTERTAINMENT, ADDRESS AND OTHER FORMS FELICITATIONS:

1. No employee shall accept any gift from any person the receipt of which will place such employee under any kind of official obligation or embarrassment in relation to any person.

EXPLANATION: The expression 'gifts' shall include free transport, boarding, lodging or other service or any other pecuniary advantage

when provided by any person other than a near relation or personal friend having no official dealings with him.

NOTE:

A casual meal, lift or other social hospitality of a casual nature shall not be deemed to be a gift. Provided that nothing in this sub-rule shall apply to

- a. Gifts of flowers or fruits of trifling value.
 - b. Gifts of a value, reasonable in all circumstances of the case, from relations and gifts of a value of less than fifty rupees from personal friends presented to an employee or to any member of his/her family on ceremonial occasions such as weddings.
 - c. The performances of an occasional service of a trifling character.
2. If any question arises whether the receipt of a gift or the performance of a service places the employees under any kind of official obligation of embarrassment the decision of the Chairman, Telanagana Social Welfare Residential Educational Institutions Society shall be final.

8. LENDING, BORROWING AND INSOLVENCY:

1. No. employee shall:

- i. engage either by himself/herself or through others in the business of money lending; or
- ii. lend or borrow money, either by himself/herself or through others, in a manner which will place him under any kind of official obligation to any person or cause official embarrassment to him.

2. The prohibition in sub-rule [1] shall not apply to

- a. any transaction of an employee with a cooperative society registered or deemed to have been registered under the law relating to cooperative societies for the time being in force in the state of Telangana.
- b. an employee who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself/herself.
- c. an employee who belongs to a joint Hindu family carrying on the business of money lending as an ancestral profession provided that he does not take active part in that business.

9. ACQUIRING OR DISPOSING OFF IMMOVABLE OR MOVABLE PROPERTY:

1. No employee shall except after previous intimation to the Secretary, acquire or dispose off or permit any member of his family to acquire or dispose off any immovable property by exchange, purchase gift or otherwise either by himself/herself or through others.
2. An employee who enters into any transaction concerning any movable property exceeding Rs.5,000/- in value, whether by way of purchase, sale or otherwise, shall

forthwith report such transaction to the Secretary. Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the Secretary.

3. Nothing in sub-rule [2] shall apply to any purchases made by an employee for the performance of a wedding or a religious or a social function.
4. No employee shall engage in any transaction, which is of a speculative character relating to the purchase, sale or exchange of any movable or immovable property.

Provided that sub rules [1] and [2] shall not apply to :

- a. The acquisition or possession of any property as trusted or administrator; or
- b. any transaction entered into in connection with the affairs of the Society;

10. PRIVATE TRADE BUSINESS OR INVESTMENTS:

1. No employee shall engage directly or indirectly in any trade or business except in the course of his/her official duties.
2. No employee shall speculate in any investment.
3. No employee shall make, or permit any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
4. the decision of the Chairman, TSWREI Society, shall be final in respect of any question arising under this rule.

11. PROMOTION AND MANAGEMENT OF COMPANIES IN PRIVATE CAPACITY:

No employee shall, in his/her private capacity, except with the previous sanction of the Chairman, TSWREI Society take part in the promotion, registration or management of any bank of other company registered under the relevant law for the time being in force.

Provided that an employee may, in accordance with the provisions of any general or specific order of the Chairman take part in the registered under any law relating to cooperative societies for the time being in force in the state.

12. PRIVATE EMPLOYMENT:

- a. No employee shall, except with the previous sanction of the Chairman, TSWREI Society undertake any employment or work other than that connected with his/her official duties.

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or an occasional work of a literary, artistic or scientific character subject to the work condition that such work does not interfere with his/her official duties and subject also to the condition that he/she does not use any material gathered or collected for the purpose of the Society, but he/she shall not undertake or shall discontinue such work of so directed by the Secretary, TSWREI Society.

Provided further that the previous sanction of the Secretary shall not be necessary for acceptance of an examiner ship offered by the Union or a State Public Service Commission or a University or any other authority established by the State Government for the conduct of examinations. However, in cases exceeding three days at a time, the previous permission of the Secretary, T S W R E I Society has to be obtained.

- b. No employee shall apply for an appointment under any other authority except through the Secretary, Telanagana Social Welfare Residential Educational Institutions Society and the penalty for any broach of this shall be disciplinary action, which may include dismissal too.
- c. An employee shall not apply more than twice in a calendar year for an appointment elsewhere.

Every employee, other than a member belonging to class IV of the service of the society, shall submit to the Secretary, T.S.W.R.E.I.Society, before the 15th January, every year a statement if all immovable properties acquired or owned, inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person. If, in any year, an employee has not acquired or disposed of any immovable property or any interest therein, she shall submit a declaration to the effect.

13. PUBLICATION OF BOOKS:

No employee shall, without the previous permission of the Chairman, T S W R E I Society publish any book which is not purely of a literary, artistic or scientific character and no such permission shall be granted in respect of any book which contains any material collected for the purposes of the society while applying for permission to publish a book, he shall admit to the Secretary, T S W R E I Society a manuscript copy thereof.

Provided that an employee who publishes a book with the previous permission of the Chairman, T S W R E I Society shall not canvass for its sale in any manner.

14. PARTICIPATION IN RADIO BROADCASTS:

No employee shall, except with the previous sanction of the Chairman, T.S.W.R.E.I. Society or in the course of discharge of his/her official duties, participate in radio broadcast. Provided that no such sanction is necessary, if such broadcast, is of a purely literary, artistic or scientific character, or if such a broadcast relates to a talk arranged under the general or special order of the Chairman, TSWREI Society and the employee may accept the remuneration prescribed for such broadcasts.

15. COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION :

No employee shall, except in accordance with the rules of the society, of the bye-laws or any other general or special order of the Secretary, TSWREI Society communicate directly or indirectly any official document or any of its contents or any official information to any other person not authorized to receive the same or to the press. Provided that if any publication is to be made in magazine or Journal regarding the running of the Residential Schools and management, the Principals should take prior permission of the Secretary, TSWREI Society furnishing a copy of the text [of the matter] proposed to be published.

16. CONNECTION WITH THE PRESS:

No employee shall, except with the previous sanction of the Secretary, TSWREI Society own wholly, or in part or conduct or participate in the editing or the management of any newspaper of publication.

17. GIVING EVIDENCE BEFORE ANY COMMITTEE, COMMISSION OR OTHER AUTHORITY:

1. No employee shall give evidence in connection with any enquiry conducted by any committee, commission or other authority, except with the permission of the Chairman, TSWREI Society.
2. Where permission is given under sub-rule [1] no employee giving such evidence shall criticize the policy of the Central Government of any State Government or of the society provided that sub-rule [1] shall not apply to
 - a] Giving evidence before a statutory committee, commission or other authority which has power to complete attendance and giving of answers.
 - b] Giving evidence in judicial enquiries, or
 - c] Giving evidence at any enquiry ordered by the Secretary, T S W R E I Society or Chairman, District Society or Chairman T S W R E I Society.

18. CRITICISM OF THE POLICY OR ACTION OF THE SOCIETY STATE GOVERNMENT OR ANY OTHER STATE GOVERNMENT OR CENTRAL GOVERNMENT

1. No employee shall by any public utterance, written or otherwise criticize any policy or action of the Society or government of Telangana or any other State Government or the Central Government nor shall he/she participate in any such criticism. Provided that nothing in this rule shall be deemed to prohibit any employee from participating in discussions, at any private meeting solely of employees of the Society or of any association of such employees of matters which effect the interest of such employee individually or generally.
2. No employee shall, in any writing published by him/her or in any communication made by him/her to the press, or in any public utterance delivered by him/her make any statement of fact or opinion which is likely to embarrass.
 - i] The relations between the Central Government or the Government of any state or the people of India or any section thereof or
 - ii] The relations between the Central Government and the Government of any foreign state, or
 - iii] The relations between the society and the Government of A.P. or the Central Government or any other State Government.
3. An employee, who intends to publish any document or make any communication to the press or deliver any public utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by sub-rule [2] may arise shall submit to the Secretary the draft of such document, communication or uttered and shall, thereafter, act in accordance with such orders as may be passed by the Secretary.

19. TAKING PART ON POLITICS:

1. No employee shall be a member of, or be otherwise associated with any political party or any organisation which taken part in politics, nor shall he/she participate in subscribe in aid of or assist in any other manner, any political movement or activity.
2. It shall be the duty of every employee to endeavor to prevent any member of his/her family from taking part in, subscribing in aid of, or assisting in any manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the Central Government of a State Government or prejudicial to national Security, and where an employee is unable to prevent a member of his/her family from. Taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Secretary.
3. No employee shall seek election as a member of any body are of the State or Central Legislature. He shall resign his/her job before standing for election as a candidate.

Provided that teachers may stand for election from a teacher's constituency to the State Legislative Council.

20. VINDICATION OF ACTS AND CHARACTER OF ANY EMPLOYEE AS SUCH:-

1. No employee shall, except with the previous sanction of the Secretary, have recourse to the press or any court for the vindication of his/her official act which has been the subject matter of adverse criticism or any attack of a defamatory character in public.
Provided that noting contained in sub-rule [1] shall preclude an employee from vindicating his private character or an act done by him/her in his/her private capacity.
2. No employee, shall except with the previous sanction of the Secretary, accept from any person or body compensation of any kind for malicious persecution or defamatory attack in respect of his official act, unless such compensation has been awarded by a competent court of law.

21. EMPLOYEE NOT TO DEAL IN HIS OFFICIAL CAPACITY WITH MATTERS CONCERNING HIMSELF / HERSELF, HIS / HER RELATIVES OR DEPENDENTS

No employee shall deal in his/her official capacity with any matter directly or indirectly concerns himself/herself or any of his/her relatives or dependents.

22. INFLUENCING AUTHORITIES FOR FURTHER ANCEOFINTERESTS:

1. No employee shall represent his grievances, if any except through proper channel nor shall be bring or attempt to bring any extraneous influence to bear upon any authority for the furtherance of his interests.
2. The penalty for contravention of this rule shall, without prejudice to any other penalty, be with holding of his/her promotion either permanently or for such period as the Secretary, T S W R E I Society may determine.

23. BIGAMAS MARRIAGE:

1. No employee who has a wife living shall contract another marriage not withstanding that such subsequent marriage is permissible under the personal be for the time being applicable to him.

2. No female employee shall marry any person who has a wife living.

24. APPLICATION FOR PRIVATE EMPLOYMENT:

1. No employee shall apply for private employment or signify his/her willingness to accept such employment without having previously obtained the permission in writing of the appointing authority.
2. Where a person is permitted to apply for or accept private employment, he/she shall resign his/her appointment under the society immediately on accepting such employment.
3. If a person who is refused permission to apply for or accept private employment wishes to resign his appointment under the society, such resignation shall ordinarily be accepted.

25. RAISING OF FUNDS OR CONTRIBUTIONS:

No employee shall, except with the previous sanction of the Secretary, ask or accept contribution to, or otherwise associate himself with the raising of, any funds or other collection in cash or in kind in pursuance of any object, whatsoever.

26. ADDRESS WHILE UNDERSUSPENSION:

An employee under suspension, is free to go anywhere he likes, but he shall leave his address with the Secretary, T S W R E I Society, Chairman, District Society as the case may be.

27. INTERPRETATION:

1. If any question arises relating to the interpretation of these rules, the decision of the Chairman, T S W R E I Society shall be final.
2. In respect of matters not expressly provided in these rules where the rules applicable to the employees of the Government of Telangana shall so far as may be, apply to the employees of the Society.

Amendments to Conduct Rules

- I. The Board of Governors of TSWREI Society in their 27th meeting held on 17-01-97 has adopted the following amendments to the Conduct Rules applicable to teaching and non-teaching staff of the TSWREI Society:

[A] Rule7: Gifts, Services, entertainments, address and other forms of felicitation

Existing:

Sub Rule (1) (b): Gifts of a value, reasonable in all circumstances of the case, from relations and gifts of a value of less than fifty rupees from personal friends presented to an employee or to any member of his/her family on ceremonial occasion such occasions such as weddings.

Amendment: adopted

SubRule(1)(b): Gifts of a value, reasonable in all circumstances of the case, from relations and gifts of a value of less than two hundred rupees from

personal friends presented to an employee or to any member of his / her family on ceremonial occasions such as weddings.

[B] **Rule9: Acquiring of disposing off immovable or movable property:**

Existing:

SubRule(2): An employee who enters into any transaction concerning any movable property exceeding Rs.5,000/- in value, whether by way of purchase, sale or otherwise, shall forth-with report such transaction to the Secretary.

Amendment: adopted

SubRule(2): An employee who enters into any transaction concerning any movable property exceeding Rs.20,000/- in value, whether by way of purchase, sale or otherwise, shall forth-with report such transaction to the Secretary.

[C] Further G.O.Ms.No.354, GAD, dated 8-8-1996, a new rule 6A has been introduced in AP Civil Service (Conduct) Rules 1964 having it obligatory for every Government servant to declare all foreign currency exceeding Rs.10,000/- in value. Therefore, similar rule is incorporated in the Conduct Rules of the Society as follows:

ADDITION TO RULE 9 AS SUB RULE (5)

“Every Society employee should declare all foreign currency of & above Rs.10,000/- in Value”.

II. The Board of Governors APSWREI Society in their XXVI meeting held on 21-09-1996 have perused the results of SSC Public Examinations of March, 1996 and resolved to add the following Conduct Rule to the Society under Rule – 28.

“Rule – 28, Teachers Performance

The teachers in TSWREI Society institutions are highly qualified and are well paid.They are expected to carry out their teaching duties with dedication. Any instance of poor results in Public Examination will be treated as an instance of deemed professional misconduct on the part of the teacher warranting disciplinary action against him / her including imposition of major penalties”.

6. LEAVE RULES (NEW) 1997

11.0 Short Title:

These rules may be called the leave rules of the Andra Pradesh Social Welfare Residential Educational Institutions Society (Regd), Hyderabad. After bifurcation **the same leave rules adopted to TSWREI Society(Regd), Hyderabad.**

11.1 Commencement:- _

These rules shall come into force from 17-1-1997 and stand amended as per government circulars on the subject time to time.

11.2 Application:

These rules shall apply to every person who is employed in the office of TSWREI Society and TSW Residential School / Colleges except to the persons paid from contingencies or employed on daily wages.

11.3 Definitions:

- (a) **Duty:** Duty does not include any period of absence on any leave admissible under these rules except, any period of absence on casual leave during a continuous period spent on duty, any period of absence on public holidays or other holidays declared to be holidays by the competent authority during the continuous period spent on duty and any period of absence of public holidays when permitted to be prefixed or affixed to leave.
- (b) **Pay:** Pay means the basic pay drawn in time scale of pay on a day preceding the date of commencement of leave.
- (c) **Half Pay:** Half Pay means half of the pay on the day before the leave commences.
- (d) **Half Pay Leave:** Half Pay Leave means, leave earned in respect of service calculated at the rate of 20 days for every completed year of service diminished by the amount of leave on private affairs and commuted leave on medical certificate already availed.
- (e) **Abbreviations used:** EL: Earned Leave; HPL – Half Pay Leave; EOL – Extra-ordinary Leave; CL – Casual Leave; Sp.CL – Special Casual Leave; Comp.Leave – Compensatory Leave.

Dies Non: willful absence from duty not covered by the grant of any leave will be treated as 'Dies Non' for all purposes namely, increment, leave and pension.

Leave is earned by duty only. For the purpose of this rule, a period spent on foreign service counts as duty if contribution towards leave salary and pension is paid on account of such periods.

Leave ordinarily begins on the day on which an employee is transferred or charge is effected and end on the day on which charge is effected and end on the day on which charge is resumed.

Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

An employee who is dismissed or removed from service but is reinstated on appeal or revision is entitled to count his former service for leave.

An employee on leave may not take any service or accept any employment including the setting up a private professional practice, accountant, consultant or legal or medical practice without obtaining previous sanction of Secretary of the Society.

A temporary employee who remains absent from duty after applying for leave or extension of leave to which he / she is not entitled to under the rules shall be deemed to have been discharged from duty with effect from the date from which he / she is not entitled to any

leave unless the leave applied for is granted by the competent authority.

Leave at the credit of an employee in his leave account shall lapse on the date of compulsory retirement.

Provided that, if in sufficient time, before the date of compulsory retirement, an officer has been denied in whole or in part on account of exigencies of public service, any leave applied for or due to him on the said date of compulsory retirement subject to the maximum limit of 240 days so long as the date from which the leave preparatory to retirement was to commence and the date of compulsory retirement does not exceed the Half Pay leave if any, applied for by any officer preparatory to retirement and denied in the exigencies of Public Service being exchanged with EL, to the extent to such leave was earned between the date from which the leave preparatory to the retirement was to commence and the date of compulsory retirement.

Provided further that every employee:

- a) Who after having been under suspension, is reinstated within 240 days as the case may be, preceding the date of his compulsory retirement and was prevented by reasons of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he was prevented from applying for, subject to a maximum of 240 days as the case may be reduced by the period between the date of reinstatement and the date of compulsory retirement.
- b) Who is not retired from service on attaining the age of compulsory retirement while under suspension and was prevented from applying for leave preparatory to retirement on account of having been under suspension, shall be allowed to avail of the leave to his credit subject to a maximum of 120/60 days, as the case may be, after termination proceedings, as if it has been refused as aforesaid if, in the opinion of the authority competent to order retirement, he has been fully exonerated and the suspension was wholly unjustified.

Provided further that an officer, whose service has been extended in the interest of the Public Service beyond the date of his compulsory retirement may be granted Earned Leave as under:

- 1) During the period of extension, any earned leave due in respect of the period of such extension and, to the extension necessary the earned leave which could have been granted to him under the preceding provision had he retired on the date of compulsory retirement.
- 2) After the expiry of the period of extension:
 - a) The earned leave which should have been granted to him under the preceding proviso had he / she retired on date of compulsory retirement, diminished by the amount of such leave availed of during the period of extension; and
 - b) Any leave earned during the period of extension as has been formally applied for as preparatory to final cessation of his duties in sufficient time during the extension, and refused to him on account of exigencies of the Public Service, and
 - c) In determining the amount of earned leave due in respect of

the extension, the earned leave if any, admissible under the preceding proviso shall be taken into account.

Provided further that the grant of leave under this rule extending beyond the date of which an officer must compulsory retire or beyond the date of which an officer has been permitted to remain in service shall not be construed as extension of service.

Explanation: For the purpose of this rule, an officer may be deemed to have denied leave only if sufficient time before the date on which his duties finally ceases, he has either formally applied for leave as leave preparatory to retirement, and has been refused of it on the ground of exigencies of public service and has ascertained in writing from the sanctioning authority that such leave if applied for would not be granted on the aforesaid grounds.

NOTE: The leave applied for during the last spell of extension of service as preparatory to final cessation of duties as formally refused in the interest of Public Service only should be treated as refused leave under this rule.

General: Every application for leave or extension of leave should be sent to the competent authority through the immediate superior, if any, of the employee applying for leave.

Format of Medical Certificate:

I, Civil Surgeon / Assistant Civil Surgeon / R.M.P of After careful personal examination certify that is in a bad state of health and he has been under my treatment from to I solemnly sincerely declare that according to the best of my judgement a period of absence from duty is essentially necessary for the recovery of his health and recommend that he may be granted leave with effect from Date: Civil Surgeon/ Assistant Civil Surgeon/ R.M.P An application of an employee for leave or for extension of leave on medical certificate must be accompanied by a certificate from the applicant's medical attendant. Such certificate should clearly state the nature of the illness, etc. and duration, the period of absence from duty, considered to be absolutely necessary for the restoration of applicant's health and the date from which such absence should take effect.

- (a) The authority to grant the said leave may either accept medical certificate or the applicant can be asked to procure a second medical opinion by sending him for medical examination either to DMO/Superintendent of Hospital/nearest Medical Officer available.
- (b) If the medical authority is unable to say that the employee will again be fit for service, leave not exceeding 12 months in all may be granted. Such leave should not be extended without further reference to a medical authority.
- (c) If an employee declared by a medical authority to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the medical authority has been received, provided that the amount of leave as debited against the leave account together with the period of duty beyond the date of the medical authority's report does not exceed six months.

An employee who is declared by a medical authority to be completely and

permanently incapacitated for further service, shall:

- (a) If he is on duty, he is invalidated from service from the date of relief of his duties, which should be arranged without delay on receipt of the report of the medical authority. However, if he is granted leave, he shall be invalidated from service on expiry of such leave, and
- (b) If he / she is already on leave, be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him.

Leave shall not be granted to an employee, whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from service.

An employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume as a matter of course, the post which he held before proceeding on leave. He / She must if necessary, also submit to such delay as may be required in the interest of the public service.

EARNED LEAVE:

An employee in superior service (officers and the Ministerial categories including Record Assistants) earned leave for each year on duty at the rate of 1/11 of the periods spent on duty if he is a probationer and at the rate of 1/22 in other cases. The maximum earned leave that may be granted at a time to an employee in superior service shall be 120 days and 50 days in other cases. The account of leave of each regular employee should be credited with 30 days in other cases. The account of leave of each regular employee should be credited with 50 days earned leave in two instalments, 15 days as on the first January and July every year and in the case of temporary employee 8 days per each half year will be credited to their account.

Provided that he shall cease to earn leave while he has to his credit such leave amounting to 240 days. For temporary employees the maximum accumulation of leave shall be 50 days.

Provided that earned leave, they may be granted exceeding a period of 120 days, but not exceeding 240 days if the entire leave so granted to any portion thereof is spent outside India, Burma, Cylone, Nepal and Pakistan.

Provided further that where earned leave exceeding a period of 120 days, is granted under the above first proviso the period of such leave spent in India, Burma, Cylone, Nepal and Pakistan shall not, in the aggregate, exceed the aforesaid limits.

Leave Salary admissible

An employee on EL is entitled to lave allowance equal to emoluments, which he would have been entitled to had he been on duty.

Application for Earned Leave shall ordinarily be submitted at least 10 days in advance i.e., before the date from which the leave is required. Earned leave for vacation employee.

- (i) Vacation means any period of recess exceeding 15 days between two sessions. An employee shall be deemed to have availed the vacation unless his higher authority has issued a general or special order requiring him to forego vacation or part of vacation and works in office / institution.

If the vacation availed is 15 days and below he should be considered to have not availed any portion of vacation.

- (ii) The Earned leave shall be credited in advance in two instalments of 3 days each first day of January / July every year.
- (iii) If a part of vacation is only availed and if he has worked and if he has worked in the remaining period of vacation, the period of reduction should be proportionate to the period of vacation availed.
- (iv) If during an academic year, an employee avails the whole vacation, the credit will be 6 days at the rate of 3 days for each half year. On the other hand, if an employee has availed 50 days of vacation from out of the total vacation of 60 days, he is eligible to an earned leave of 17 days, i.e, $50 \times 27 / 60 = 17$ days and in case of vocational employee $360 \times 1/11 = 35(-6) = 27$ days.

Surrender of Earned leave for encashment

15 days per year in the case of regular employee.

15 days per two years in case of temporary employees.

240 days of earned leave can be surrendered for encashment on the date of retirement if in credit.

- (i) Every employee may be permitted to surrender straight away not more than 15/50 days earned leave once in 12/24 months interval, as the case may be and encash the same without going on leave.
- (ii) Every employee shall be paid the leave salary and allowances equivalent to such period of earned leave as is surrendered without any deduction toward P.F., Family Fund or other advances provided that deduction shall be made for income tax wherever applicable.
- (iii) The interval between the surrender of leave should be of 12/24 months of 15/30 days during the calendar years respectively. Where the interval is 24 months and more the employees can avail of surrender leave not exceeding 30 days only. The orders sanctioning surrender leave should specifically indicate the date from which the employee is permitted to avail of surrender leave, and the years of block period availed so that necessary entries could be add in his service register.

Half Pay Leave:

- (i) The Half Pay leave admissible to an employee for each completed year of service is 20 days. The Half Pay Leave may be granted on medical certificate or on private affairs. The half pay leave is admissible in respect of period spent on duty and on leave including EOL. Employee may avail this leave only on medical certificate after two years of service.

There is no limit for accumulation. Regular employees can be granted half pay leave to the extent of leave at credit either on private affairs or on medical certificate.

Candidates appointed under emergency provisions of Service Rules are not eligible for half pay leave.

The difference if any between the leave salary on half pay plus Dearness allowance thereupon minus pension, pension equivalent of retirement gratuity and dearness relief of pension is payable. HRA and other compensatory allowance are not

payable.

Commuted leave:

Commuted leave not exceeding half the amount of half pay leave due may be granted only on medical certificate to approved probationers in superior grades and last grade services subject to the following conditions:-

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted double the amount of commuted leave shall be debited to HPL account.
- (iii) The total duration of EL and Commuted leave taken in conjunction shall not exceed 100 days.
- (iv) It will be granted on leave preparatory to retirement.
- (v) In the event of employees tendering resignation of retiring from service before completion of the leave period, the difference of the full pay drawn for the employees for the commuted leave period and the half pay admissible for the commuted leave period and the half pay admissible for the said period shall be received from the employee.
- (vi) If an employee is compulsory retired on account of reasons of ill-health or in the public interest and in the event of his death with an commuted leave no recovery shall be effected.

Provided that no commuted leave be granted under this rule unless the authority competent to sanction leave has reasons to believe that the employee will be turn to duty on its expiry.

Full pay during half pay leave

When no EL at his credit, an employee can be granted full pay during period of half pay leave up to 6 months for leprosy, cancer, mental illness, T.B., Renal Failures, Heart diseases.

Extra-Ordinary leave:

Permanent and approved probationers only are eligible for extra-ordinary leave to the maximum 5 years including all kinds of leave. Extra-ordinary leave without pay and allowance may be granted to an employee in special circumstances.

- (i) When no other leave is admissible under Rules or
- (ii) When other leave is admissible the employee concerned applied in writing for the grant of extra-ordinary leave

Such leave cannot be debited against the leave account.

In the extra-ordinary circumstances, the duration of extra-ordinary leave shall not exceed three months on any one occasion and 6 months after 5 years of services on medical certificate, 18 months after a service of one year for treatment of TB or Leprosy.

- i) The periods spent on such leave shall not count for increment.
- ii) All employees on their retirement or death while in service may be permitted to surrender earned leave not exceeding 240 days and recover pay and allowances in view thereof.
- iii) Employees retiring voluntary or on superannuation may be permitted to surrender

half pay leave

Maternity Leave

- (i) A competent authority may grant maternity leave on full pay to a married women employee with less than two surviving children for a period, which may extent up to 180 days.

Explanation: The provisions of these rules shall apply to the grant of maternity leave in a case of confinement and shall apply to such leave in cases of miscarriage including abortion subject to following modifications:

- (a) that the leave does not exceed six weeks and
- (b) that the application for the leave is supported by certificate from medical attendant.

Note: Regular leave in continuation of maternity leave may also be granted in case of illness of newly born baby subject to the female employee producing a medical certificate to the effect the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

- (ii) Maternity leave can be granted in continuation of other kinds of leave. (iii) Maternity leave is not debatable to leave account.

Casual Leave

Casual leave admissible to an employee [Women] shall be **20** days along with 5 optional holidays in a year. Casual leave admissible to an employee[m] shall be **15** days along with 5 optional holidays in a year. No leave including optional holidays can be availed by an employee without prior sanction. At any time, Casual leave cannot be ordinarily availed of for more than 6 days. It cannot be combined with any other leave. An employee may be permitted to prefix, suffix, and avail intervening holidays or optional holidays provided the total number of days of casual leave and the other public holidays together not exceed 10 days at a time.

Unavailed casual leave will lapse at the end of the calendar year. An employee on casual leave shall be treated on duty.

Special Casual Leave

Special Casual Leave of seven days to teaching and non-teaching staff, when the ordinary casual leave and compensatory leave is not available at their credit, in a calendar year may be granted to the employees of vacation department in case of die., or under pressing family circumstances .

The circular No.M/5/7322/90, dated 24.8.94 of the Secretary containing a list of events under which this special casual leave can be sanctioned by the head of institution.

Special Casual leave for Family planning operation and other grounds.

- (i) When an employee undergone specialization operation (Male vasectomy and female tubectomy) under Family planning schemes, the grant

- of special casual leave should not exceed 6 working days. The grant of special casual leave should not exceed 6 working days. The special casual leave should commence from the date of operation.
- (ii) The special casual leave of 15 days can be sanctioned to an employee if he has to attend to his spouse who has undergone sterilization operation.
 - (iii) The authority shall insist of production of the certificate from the medical officer to the effect that one has undergone the sterilization operation before sanctioning the special casual leave.
 - (iv) An employee, who is to participate in sports or games at All India / International level shall be allowed special casual leave for not more than 30 days in a calendar year. If the events exceed 30 days he shall apply for such leave, to which he is eligible. However, special casual leave can be combined with regular leave for this purpose.

Compensatory leave:

- (i) A non-teaching employee of the Society below the cadre of office superintendent (office manager) who is called upon to attend office on a holiday or optional holiday may be granted compensatory leave on a working day in its place which can be availed with the prior permission of authority competent to sanction casual leave.
- (ii) Not more than 10 compensatory holidays can be accumulated and availed in a calendar year and no such holiday may be taken after expiry of 6 months from the public holiday for which it is given. But beyond 6 months it lapses, more than 7 days may be accumulated at a time.
- (iii) A gazetted status officer is not eligible for compensatory leave.

Exgratia during ordinary leave:

- (i) A member of office staff other than the last cadre employee on a pay not exceeding Rs.2,575/- P.M in 1995 Revised Pay Scales.

While extra-ordinary leave for treatment of TB/Leprosy/Cancer/Mental illness / heart disease / mental failure is entitle to an exgratia allowance equal to half pay subject to a minimum of his pay and subject to a minimum of Rs.700/- p.m and maximum of Rs.1185/- p.m.

- (ii) An employee is the last cadre service is entitled to an exgratia service equal to half of his pay subject to a minimum of Rs.690/- p.m. and a maximum of Rs.1050 p.m. for the disease mentioned in sub-rule (i) above.

Known all men by these present that we Resident of inthe district of at present employed as in the department/office of (Hereinafter called 'The Obliger') and Sri S/o..... [Hereinafter called the sureties] do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Andhra Pradesh Social Welfare Residential Educational Institutions Society (Regd.), Hyderabad, his successors and assignees (Hereinafter called the Society) on demand the sum of Rs.....(.....) together with interest there from the date of demand of present rates of enhance between that country converted at the official rate of enhance between that country concerted at the official rate of

enhance between that country and India together will all costs payable by the Society to the attorney and all charges and expenses that shall or may have been incurred by the Society.

Whereas the Society has at the request of the above bound on Sri / Smt/ Kum employed as a Granted him/her regular leave without pay and allowances for a period of Months days with effect from in order to enable him/her to study at

And whereas the Society has appointed / will have to appoint a substitute to perform the duties of during the period of absence of Smt / Kum..... on extra ordinary leave.

And whereas for the better protection of the society, the obligator has agreed to execute this bond with two sureties with such condition as hereunder written.

And whereas the said sureties have agreed to execute this bond as sureties on behalf of the obliged.

Now the conditions of the above obliger Sri / Smt / Kum..... falling to rejoin or the expiry of the period of the extra-ordinary leave, the post originally held by him/her and serve the Society after rejoining for such period not exceeding a period of Years as the Society in any other capacity as may be required by the Society on a salary to which he / she would be entitled under the rules, the said Sri / Smt / Kum..... or his/her heir execution and administrators shall forthwith pay to the Society on demand the said sum of Rs..... together with interest thereon from the date of demand at present rates for the time being enforce on government loans.

And upon the obliger, Sri / Smt / Kum..... and or Sri / Smt / Kum....., the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in force and virtue.

Provided always that the liability of the sureties herewith shall not be impaired or discharged by reasons of time being any person authorized by them (whether with or without the consent of knowledge of sureties) nor shall it be necessary for the Secretary to sue the obliger and Sri Or any of them for amounts due hereunder.

The bench shall in all respect be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary, be accordingly determined by the appropriate courts in India.

The stamp duty on this deed shall be borne and paid by the Society. Society and dated day of One thousand nine hundred and Signed and delivered by the obliger above named Sri in the presence of for and on behalf of the Secretary, TSWREI Society (Regd.), Hyderabad.

Signature of the Person executing the bond

SURETIES

1. Signature
Name and Designation
Address
2. Signature
Name and Designation
Address

WITNESS:

1. Signature
Name and Designation
Address
2. Signature
Name & Designation
Address

VI. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

The following documents are available for each year of the functioning of Society:

1. **Academic Performance of Students**, who wrote public examinations. In respect of others, individual performance of students are available with the school Principal.
2. **Budgetary allocation, releases and expenditure**
3. **Health Cards of Students.**
4. **Distribution List of Amenities to Students**
5. **Administrative Details for each school.**
6. **Diet Menu**

VII. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF

There are no formal mechanism of consultation with public representatives on formulation of policy, within the Society. The only policymaking body is the Board of Governors. Policy relating to other items, where Board of Governors are not competent, is governed by the Government orders. However, in respect of implementation, there are the following committees which guide the Society in implementing its policy:

VIII. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

The Secretary, TSWREIS, Hyd., has requested the Govt to issue necessary orders for finalizing the following proposed designated officers constituted as members of Board of Governors to the TSWREI Society and nominate Dr.N.Upender Reddy, former Prof.& Head of the Dept., of Curriculum, Text books & Pupil Assessment procedures, SERT, Hyd., as Board member an eminent Educationist:

The Board of Governors consists of the following members nominated as listed below:

SI.No	Officers constituted as Member of Board of Governors to the TSWREI Society	Nominated as
1	Hon,ble Minister for SCDD, Telangana Secretariat, Hyderabad [As per GO MS.No.2SW (RS.2) Dept, dt: 20.1.2006	Chairman
2	The Pri.Secretary/Secretary to Govt., SCD Dept., Chairman, Telangana Secretariat, Hyderabad [As per GO MS.No.2SW (RS.2) Dept, dt: 20.1.2006	Vice Chairman
3	The Pri.Secretary/Secretary to Govt., Education Dept.,Telangana Secretariat, Hyderabad	Member
4	The Pri.Secretary/Secretary to Govt., Finance & Planning Dept., Telangana Secretariat, Hyderabad	Member
5	The Commissioner/Director of School Education, Telangana, Hyderabad	Member
6	The Secretary, Board of Intermediate Education, Telangana, Hyderabad	Member
7	The Commissioner/Director of collegiate Education, Telangana, Hyderabad	Member

Sl.No	Officers constituted as Member of Board of Governors to the TSWREI Society	Nominated as
8	The Commissioner/Director of SC Development Dept., Telangana, Hyderabad	Member
9	The Director, S.C.E.R.T., Telangana, Hyderabad	Member
10	The Secretary, TREI Society, Telangana, Hyd.	Member
11	The Deputy Director, Navodalaya Vidyalaya Samithi, Telangana, Hyderabad	Member
12	The Secretary, TSWREI Society	Member/Convener
13	The Secretary, Telangana TWREIS(Gurukulam), Hyd	Spl.Invitee
14	Dr.N.Upemder Reddy	Member (as eminent educationist)

Meeting of the board:

- a) The Board shall meet at least once a quarter of each year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- b) A notice of each meeting of the Board shall ordinarily be issued by the Secretary at least 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the Chairman.
- c) The business to be transacted at the meeting shall be with reference to the items of the agenda supplied with the meeting notice and/or any other matter to be permitted by the Chairman at the meeting for discussion.
- d) The proceedings of the each meeting shall be prepared by the Secretary and submitted to the Chairman of the meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.
- e] If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he may authorize the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

Standing Committees:

- A) There shall be two Standing Committees of the Board namely
 - (I) The Standing Committee for Administrative and Financial matters, and (II) the Standing Committees for Academic matters.

- B) (I) The Standing Committee for Administrative and Financial matters shall consist of.
- 1) Chairman, T. S. W. R. E. I. S.
 - 2) Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
 - 3) Secretary to Government, Education Department.
 - 4) Director of Social Welfare
 - 5) Chief Engineer, Tribal Welfare Department.
- II) The Standing Committee for Administrative, and Financial matters shall, subject to the general approval of the Board of Governors.
- 1) Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic Staff.
 - 2) Regulate the conditions of service of the staff of the Society and its affiliating institutions particularly in respect of scales of pay, leave, allowance, sanction of advances, provident fund, payment of travelling and daily allowances admissible to members of Board of Governors and other associated with any committee constituted by or under the Bye-laws.
 - 3) Administer the funds of the Society and manage the properties of the Society.
 - 4) Determine the procedure to enter into agreements for and on behalf of the society.
 - 5) Determine the policy of investment of provident fund amounts and
 - 6) Discharge such other functions as may from time to time be assigned to it by the Board
- III] The Standing Committee for academic matters of the Society shall consist of:
- 1] Chairman, T. S. W. R. E. I. Society,
 - 2] Director of Social Welfare
 - 3] Director of Higher Education
 - 4] Director of School Education
 - 5] Secretary, T.S.W. R. E. I. Society, Hyderabad.
 - 6] Director, S.C.E.R.T. and
 - 7] Principal of the T.S.W.R E. Institutions nominated by the Chairman.
 - 8] Representative of N. C. E. R. T.
 - 9] An eminent educationist nominated by the Chairman.
- IV] The Standing Committee for academic matters shall subject to general approval of the Board of Governors.
- 1] Determine the qualifications of the candidates to be recruited to the teaching staff of educational

institutions.

- 2] Recommend to the Board of the remuneration payable to the question papers setters, Chief and Assistant Supdts. for the conduct of examinations, Camp and Assist. Camp Officers coding and decoding officers, Examiners for spot valuation, tabulators etc.
- 3] Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society.
- 4] Determine the procedure, conditions and terms to affiliate to the Society and institution having objectives similar to those of the Society or to recognise any other institution.
- 5]
 - [a] Effectively implement the curriculum syllabus as laid by Education Department
 - [b] Determine and organize co-curricular activities, evaluation procedures and other similar academic programmes to be followed in the educational institutions managed by or affiliated to the society within the broad frame work prescribed by the Education Department.
- 6] Determine the duration of the seminars, curriculum, courses etc., that may be conducted for the benefit of the staff of the educational institutions managed by or affiliated to the society.
- 7] Decide on [a] academic programmes like quick research investigations into the practical problems faced by the society, schools, teachers and students with a view to obtaining research solutions for them, [b] organization of orientations programmes for the teaching staff of schools in the latest methodologies and trends of education and develop instructional materials according to the academic needs of the schools identified from time to time.
- 8] Discharge such other functions as may from time to time be assigned to it by the Board.
- 9] The Chairman shall, however have powers to extend a Special invitation for any meeting of the Standing Committee to an educational expert or such other person[s] whose presence may be considered useful.
- 10] The Secretary shall be member-Secretary to the above two Standing Committees.
- 11] The decisions taken by the two Standing Committees shall except where they are contrary to any general directions given by the Board, be implemented by the Secretary after obtaining the previous approval of the Chairman of the Board, in case the Chairman was absent at the meeting of the Committee and report there on shall be submitted to the Board at its next meeting for approval.

- 12] The Standing Committee shall be convened by the Secretary as often as may be necessary and their meetings shall be held at the office of the Society or at such other place as may be decided by the Chairman.
- 13] Three members shall form the quorum for a meeting of the Standing Committee.

The decisions taken by the Board of Governors/ Standing Committees will be communicated to all the institutions for information and implementation in the functioning of the institutions

IX. DIRECTORY OF OFFICERS AND EMPLOYEES HEAD OFFICE

The following officers & employees working in the Head Office under control of TSWREI Society.

Sl. No.	Name of the Employee Sarva Sri	Designation	Phone Nos.
1	D. Ronald Rose, I.A.S	SECRETARY	040-23391598/ 23319810 Fax: 23313136
2	K. Parvathi Devi	Additional Secretary (Fin)	040-23391598/ 23319810 Fax: 23313136
3	D.Hanumanthu Naik	Additional Secretary	040-23391598/ 23319810 Fax: 23313136
4	C.Chandrakanth Reddy	OSD[Acad]	040-23391598/ 23319810 Fax: 23313136
5	V.Chandrashekar	OSD	040-23391598/ 23319810 Fax: 23313136
6	R.Anantha Lakshmi	Joint Secretary(Acad-I)	040-23391598/ 23319810 Fax: 23313136
7	K.Sarada	Joint Secretary(Acad-II)	040-23391598/ 23319810 Fax: 23313136
8	B. Sakru Naik	Joint Secretary(Acad-III)	040-23391598/ 23319810 Fax: 23313136
9	M.V.Ramana	Dy. Executive Engineer	040-23391598/ 23319810 Fax: 23313136
10	D. Venkata Lakshmi	Dy. Secretary (Acad-I)	040-23391598/ 23319810 Fax: 23313136

Sl. No.	Name of the Employee Sarva Sri	Designation	Phone Nos.
11	B.Pramod Kumar	Deputy Secretary	040-23391598/ 23319810 Fax: 23313136
12	D.Srinivas	Deputy Secretary	040-23391598/ 23319810 Fax: 23313136
13	D. Rajeshwari	Deputy Secretary	040-23391598/ 23319810 Fax: 23313136
14	Prameela Naik	Deputy Secretary	040-23391598/ 23319810 Fax: 23313136
15	R.Prashanthi	COE	040-23391598/ 23319810 Fax: 23313136
16	Dr.J. Ramalakshmaiah	Sports Officer	040-23391598/ 23319810 Fax: 23313136
17	Dr.PSR Sharma	OSD(CASP)	040-23391598/ 23319810 Fax: 23313136
18	J. Padmaja	Assistant Secretary	040-23391598/ 23319810 Fax: 23313136
19	C.Sahaja	Assistant Secretary	040-23391598/ 23319810 Fax: 23313136
20	G.Ambica Devi	Assistant Secretary	040-23391598/ 23319810 Fax: 23313136
21	A.Sridevi	Assistant Secretary	040-23391598/ 23319810 Fax: 23313136
22	H. Harish	Assistant Secretary	040-23391598/ 23319810 Fax: 23313136
23	M. Madhavacharya	Asst. Secretary (Fin)	040-23391598/ 23319810 Fax: 23313136
24	Y.Parasuram	Asst. Secretary (Audit)	040-23391598/ 23319810 Fax: 23313136
25	A. Madhu Naik	Superintendent	040-23391598/ 23319810 Fax: 23313136
26	P.Vani Kumari	Superintendent	040-23391598/ 23319810 Fax: 23313136

Sl. No.	Name of the Employee Sarva Sri	Designation	Phone Nos.
27	B.Vidya sagar	Superintendent	040-23391598/ 23319810 Fax: 23313136
28	U. Lava Kumar	Superintendent	040-23391598/ 23319810 Fax: 23313136
29	V.T.Gayathri	Superintendent	040-23391598/ 23319810 Fax: 23313136
30	D.Hari Babu	Superintendent	040-23391598/ 23319810 Fax: 23313136
31	K.Venu Gopal	Superintendent	040-23391598/ 23319810 Fax: 23313136
32	R.Harika	Superintedent	040-23391598/ 23319810 Fax: 23313136
33	G.Mohanasankara	Superintendent	040-23391598/ 23319810 Fax: 23313136
34	P.Sunanda	Superintendent	040-23391598/ 23319810 Fax: 23313136
35	T. Sunitha Kumari	Sr.Asst.,	040-23391598/ 23319810 Fax: 23313136
36	T Mrunalini	Sr.Asst.,	040-23391598/ 23319810 Fax: 23313136
37	B. Ravish	Sr.Asst	040-23391598/ 23319810 Fax: 23313136
38	R.Sreepriya	Sr.Asst	040-23391598/ 23319810 Fax: 23313136
39	Azra Nousheen	Sr.Asst	040-23391598/ 23319810 Fax: 23313136
40	G.Uma Sree	JACT	040-23391598/ 23319810 Fax: 23313136

Sl. No.	Name of the Employee Sarva Sri	Designation	Phone Nos.
41	Md.Zainuddin	Rec.Asst.,	040-23391598/ 23319810 Fax: 23313136
42	M.Sudeesh Kumar	PCE / Caretaker	040-23391598/ 23319810 Fax: 23313136

Public Information Officers of concerned districts with mail.id and mobile.numbers as on January 2023

Sl.No.	Name of the District	Name of the District Coordinator Point	Name of the District Coordinator Sarvasri	Mail id's	DCO Mobile Number
1	Adilabad	Adilabad	S. Srinivas, Principal, TSWR COE (Girls), Adilabad	prl-adb-swrs@telangana.gov.in	9704550163
2	Komuram Bheem Asifabad	Asifabad	P. Balaraju, Principal, TSWRS/JC (Boys), Sirpur -T (B)	prl-adb-srprt-swrs@telangana.gov.in	8008003626
3	Komuram Bheem (Mancheri al)	Mancherial	R.Bala Bhaskar Principal I/C, TSWRS/JC (Boys), Jaipur	prl-idrm-swrs@telangana.gov.in	9704550168
4	Jayashankar (Bhoopalpalli)	Jayashanker Bhupalpally	G.Bikashapathi, Principal, TSWRS/JC (G) Chityal	prl-wgl-chityal-swrs@telangana.gov.in	8008885026
5	Warangal Urban	Warangal Urban	Smt D.Umamaheswari, Principal, TSWR COE (G) Madikonda	prl-wgl-mdkonda-swrs@telangana.gov.in	8008003630
6	Warangal Rural	Warangal Rural	Sri R.Sammaiah, Principal, TSWRS/JC (G) Parvathagiri	prl-wgl-prgiri-swrs@telangana.gov.in	9704550192
7	Mulugu	Mulugu	B.Kumaraswamy, Principal, TSWRS/JC (B) Jakaram	prl-wgl-jakaram-swrs@telangana.gov.in	9704550188
8	Peddapalli	TSWRS / JC (G), Ramagundam	Smt. S Saritha, Principal, Ramagundam	prl-kmnr-gdvkn-swrs@telangana.gov.in	9704550180

Sl.No.	Name of the District	Name of the District Coordinator Point	Name of the District Coordinator Sarvasri	Mail id's	DCO Mobile Number
9	Karimnagar	TSWRCOE(B) Manakondur	Sri. K Srinivas Reddy, Principal, TSWRCOE (B) Manakondur	prl-kmnr-mnkdr-sws@telangana.gov.in	7680906133
10	Jagityala	TSWRS/JC (B) Maidpally	Sri. R Hari Prasad, Principal, TSWRS/JC (B) Maidpally	prl-kmnr-mdpally-sws@telangana.gov.in	9704550173
11	Rajanna (Siricilla)	TSWRS/JC (G) Chinnabonala	Smt. P R Swaroopa Rani, Principal, TSWRS/JC (G) Chinnabonala	prl-kmnr-cngnl-sws@telangana.gov.in	9704550185
12	Bhadradi	Palvanca (B)	K. Venkateshwarlu, Principal, Palvanca (B), Khammam Dist	prl-kmm-pncha-sws@telangana.gov.in	9704550206
13	Bhadradi (Kothagudem)	Dr. B.R. Ambedkar College, Khammam	CH. Jyothi, Principal, Khammam JC, Khammam dist	prl-kmm-JC-sws@telangana.gov.in	9704550208
14	Mahabubabad	Mahabubabad (G)	P.Rupa Devi, Principal, TSWRS, Mahabubabad (G)	prl-wgl-ksmudram-sws@telangana.gov.in	97045 50189
15	Mahabubnagar (West)	Ramreddygudem	Smt.D.Rajyalakshmi JL[Maths], I/c Principal, TSWRS, Ramareddygudem	prl-mbnr-vjnr-sws@telanaga.gov.in	9704550216
16	Jogulamba (Gadwal)	leeja	Sri.S.Raghu, PGT[Eng], Principal, TSWRS, leeja	prl-mbnr-ieeeja-sws@telangana.gov.in	79950 10612
17	Narayanpet	Narayanpet	Smt. Devasena, Principal, Narayanpet	prl-mbnr-nrpet-sws@telangana.gov.in	9704550219
18	Wanaparthy	Wanaparthy	Sri.G.S.Ravinder, JL[Eng], I/C-Principal, TSWRS, Wanaparthy	prl-mbnr-mpuram-sws@telangana.gov.in	9949356341
19	Nagar Kurnool	JP Nagar @ Kalwakurthy	Sri.S.Danamaiah, Principal, TSWRS, JP Nagar @ Kalwakurthy	prl-mbnr-jpnr-sws@telangana.gov.in	9704550213
20	Medak (West)	Medak (G)	Smt.Mercy Varudini, Principal, TSWRS, Medak	prl-mdk-sws@telanagana.gov.in	9704550251
21	Sangareddy	Isnapur	Smt. Yugendara Laxmi, Principal, TSWRS, Isnapur	prl-mdk-sgreddy-sws@telangana.gov.in	9704550243
22	Siddipet Medak (East)	Cherial	Sri.P.Ashok Babu, Principal, TSWRS, Cherial	prl.wgl.cherial-sws@telangana.gov.in	9704550193
23	Hyderabad	Mahendra Hills	VVML Bharathi, Principal, TSWRS, Mahendra Hills	prl-hyd-mnhills-sws@telangana.gov.in	9704550236

SI.No.	Name of the District	Name of the District Coordinator Point	Name of the District Coordinator Sarvasri	Mail id's	DCO Mobile Number
24	Ranga Reddy (Shamshabad)	Ibrahimpattanam	Sri.P.Raghuveer Rao, Principal, TSWRS, Ibrahimpattanam	prl-rr-ibp-swrs@telangana.gov.in	9949356339
25	Vikarabad	Kothagadi	Aparna, Principal, TSWRS, Kothagadi	prl.rr.vkbd-swrs@telangana.gov.in	9704550229
26	Nizamabad	Dharmaram	Smt.B. Sangeetha, Principal, TSWRS, Dharmaram	prl-nzb-darrrm-swrs@telangana.gov.in	9704550257
27	Kamareddy	Yellareddy	Sri.G.Mahendar, Principal, TSWRS, Yellareddy	prl-nzb-ylrddy-swrs@telangana.gov.in	9704550260
28	Nirmal	Left Pochampadu	Smt.M.Saraswathi, Principal, TSWRS, Left Pochampadu	prl-adb-nrml-swrs@telangana.gov.in	9000059154
29	Suryapet	Chivvemla	Pundarika Chary, Principal, TSWRS, Chivvemla	prl-nlg-chvml-swrs@telangana.gov.in	7995010665
30	Nalgonda	Chandur	Md. Qursheed, Principal, TSWRS, Chandur	prl-nlg-chandur-swrs@telangana.gov.in	7995010669
31	Yadadri	Rajapet	Sri.Ch.Narsimha Chary, Principal, TSWRS, Rajapet	prl-nlg-rajapet-swrs@telangana.gov.in	9704550269
32	Medchal (Malkajgiri)	Uppal	Smt.Y.B.Shyamalatha, Principal, TSWRS, Uppal	prl-rr-uppal-swrs@telangana.gov.in	7995010644
33	Jangaon	Jangoan (B)	Srinivas Rao, Principal, TSWRS, Jangoan	prl-wgl-jangaon-swrs@telangana.gov.in	9704550186

Appellate Authority for concerned regions with mail. id's and mobile no's

SI.No	Region	Name of the RC/AA	Address of the Office	Mail.id's	Contact.No
1	Adilabad	Smt.K.Swaroop Rani, deputation from Karimnagar	TSWRS/JC, Adilabad, Adilabad district	dc-adb-swrs@telangana.gov.in	70327 10196
2	Karimnagar	K.Aivelu deputed from HO	Karimnagar Collectrate Office, 1st floor	dc-kmnr-swrs@telangana.gov.in	70327 10195

SI.No	Region	Name of the RC/AA	Address of the Office	Mail.id's	Contact.No
3	Warangal	Smt.S.Vidyarani deputation from Adilabad	Hanamkonda, Q.No. 83, Opp: Circuit Guest house, Warangal district	dc-wgl-swrs@telangana.gov.in	99899 24195
4	Khammam	Smt. Prathyusha K.	TSWRJC, Khammam, NFC Colony, Khammam dist	dc-kmm-swrs@telangana.gov.in	70327 10190
5	Hyderabad Rangareddy [East]	K.Nagakalyani	TSWRS, Saroornagar, Rangareddy district	dc-rreast-swrs@telangana.gov.in	70327 10198
6	Hyderabad Rangareddy [West]	Smt.R.Sharada	TSWRS/JC, Shaikpet, Hyd dist Vikarabad dist.	dc-hydwest-swrs@telangana.gov.in	73373 76176
7	Medak[West]	M.Bheemaiah deputed to HO and posted to Medak [West] on 08.07.2021	TSWRJC, Sabgareddy, Sangareddy dist	dc-mdk-swrs@telangana.gov.in	97040 00755
8	Medak [East]	Smt.K.Nirmala	TSWRJC, Mittapally, Siddipet dist.	dc-mdke-swrs@telangana.gov.in	95020 54566
9	Mahabubnagar[East]	Smt.K.Vanaja on OD basis	TSWRS, JP Nagar, Nagarkurnool dist	dc-mbne-swrs@telangana.gov.in	94909 23604
10	Mahabubnagar[West]	PR. Florence Rani	Mahabubnagar, Behind NTR Degree college, adjacent to Stadium ground, Mahaboobnagar dist.	dc-mbnr-swrs@telangana.gov.in	70327 10193
11	Nizamabad	Smt. V. Mary Yesupadam on OD basis	TSWRS/JC, Darmaram, Nizamabad dist	dc-nzb-swrs@telangana.gov.in	70327 10194
12	Nalgonda	Smt.H.Aruna Kumari	Nalgonda, RTC Colony, Padmavathi colony road, Nalgonda dist.	dc-nlg-swrs@telangana.gov.in	70327 10197

SI.No	Region	Name of the RC/AA	Address of the Office	Mail.id's	Contact.No
13	Yadadri	Smt. N. Rajini	TDR polytechnic college, BB Nagar, Yadadri dist	rc.ydd.swrs@gmail.com	63090 58528

X. THE MONTHLY REMUNARATIONS RECEIVED BY OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM COMPENSATION AS PROVIDED IN REGULARISATIONS

HEAD OFFICE LEVEL

Category of Posts	Gross monthly remuneration as RPS,2020
Secretary	-
Additional Secretary	Rs. 2,62,779/-
Joint Secretary	Rs.2,52,234/-
Deputy Secretary	Rs.2,251,425/-
Asst. Secretary	Rs.1,72,162/-
Superintendent	Rs.1,22,223/-
Sr.Asst	Rs.1,08,174/-
JACT	Rs.40,617/-
Rec.Asst	Rs.1,08,658/-
Electrician	Rs.1,26,467/-
Driver	Rs.1,39,700/-
Attender	Rs.92,670/-

SCHOOL LEVEL:

Sl. No.	Category of posts	Gross monthly remuneration as per RPS,2020(Typical) (Rs.) (Minimum in the particular cadre)
01	Principal Gr-I	84,654
02.	Principal Gr-II	77,098
03.	Junior Lecturer	66,207
04.	Post Graduate Teacher	56,362
05.	Trained Graduate Teacher	50,032
06.	Physical Director Gr. I	61,728
07.	Physical Director Gr. II	46,219
08.	Physical Educational Teacher	45,130
9.	Art/Music/Craft Teacher	40,044
10.	Staff Nurse	42,984
11.	Librarian (College/School)	45,999
12.	Superintendent	55,716
13.	Senior Assistant/ Sr. Steno	44,930
14.	Junior Assistant- cum-Typist	31,324
15.	Plumber-cum- Electrician	24,744
16.	Record Assistant/ Roneo operator	29,535
17.	Lab Assistant	24,744
18.	Attender/Helper/ Cook/Watchman/ Gardener	22,473

XI THE BUDGET ALLOCATED TO EACH AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

TELANGANA SOCIAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY

(Rupees in Crores)

Year of Release of Grant	2018-19			2019-20			2020-21			2021-22			2022-23		
	BE	BRO	Exp	BE	BRO	Exp	BE	BRO	Exp	BE	BRO	Exp	BE	BRO	Exp
Establishment (Non-Plan): 2225-01-MH 277-GH-00- SH(31)-270-272 Repairs & Maintenance of Residential School Buildings	74.00	48.10	28.04	5.00	25.99	17.17	0.00	15.44	11.86	0.00	0.00	0.00	0.00	0.00	0.00
SSS: (PRAGATHIPAD DU) 2225-01-277-25-30-140-000 - Rents, Rates and Taxes	0.00	0.00	0.00	0.00	0.00	0.00	34.67	34.67	34.67	43.28	66.28	66.28	0.00	0.00	0.00
SSS: (PRAGATHIPAD DU) 2225-01-277-25-30-140-141 - Rents & Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.11	57.11	57.11
SSS: (PRAGATHIPAD DU) 2225-01-277-25-30-140-142 - Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.39	0.39	0.39
SSS: (PRAGATHIPAD DU) 2225-01-277-25-30-230-000 - Cost of Ration / Diet Charges	0.00	0.00	0.00	0.00	0.00	0.00	189.12	94.56	94.56	194.20	194.20	194.20	198.00	198.00	198.00
SSS: (PRAGATHIPAD DU) 2225-01-277-25-30-300-301 - Contract Appointments	0.00	0.00	0.00	0.00	0.00	0.00	58.00	58.00	58.00	64.70	66.70	66.70	0.00	0.00	0.00
SSS: (PRAGATHIPAD DU) 2225-01-277-25-30-300-302 - Outsource Engagements	0.00	0.00	0.00	0.00	0.00	0.00	31.00	31.00	31.00	31.98	42.12	42.12	0.00	0.00	0.00
SSS: (PRAGATHIPAD DU) 2225-01-277-25-30-300-304 - Salaries of contract/outsource salaries under Grants-In-Aid Institutions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00	167.76	167.76

TELANGANA SOCIAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY

(Rupees in Crores)

Year of Release of Grant	2018-19			2019-20			2020-21			2021-22			2022-23		
	BE	BRO	Exp	BE	BRO	Exp	BE	BRO	Exp	BE	BRO	Exp	BE	BRO	Exp
SSS: (PRAGATHIPAD DU) 2225-01-277-25-30-130/135 - Electricity Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.28	32.28	32.28	32.28	32.28	32.28
SSS: (PRAGATHIPAD DU) 2225-01-277-25-30-280/285 - Sanitization Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.91	12.91	12.91	12.98	12.98	12.98
Plan: 2225-01-277-11-30-310-311 - Salaries	430.00	365.50	365.50	365.50	365.50	365.50	350.65	350.65	350.65	370.22	457.22	457.22	434.05	524.13	524.13
Plan: 2225-01-277-11-30-310-312 - OGIA (Diet, cosmetics, uniform, amenities, electricity, maintenance etc)	398.00	338.30	338.30	419.96	419.96	419.96	214.71	214.71	67.71	204.16	204.16	204.16	208.99	208.99	208.99
Residential Schools Total	902.00	751.90	731.84	790.46	811.45	802.63	878.15	799.03	648.45	953.73	1075.87	1075.87	1043.80	1201.64	1201.64
Normal State Plan: 4225-01-MH 277-11-SH(34)-530-531 Construction of Buildings for Social Welfare Residential School Complexes.	310.54	DDH	56.68	10.01	DDH	123.34	0.00	DDH	9.20	4.53	DDH	9.54	10.00	DDH	6.52
Normal State Plan: 2225-01-MH 277-GH-11-SH(31)-270-272 Repairs & Maintenance of Residential School Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.12	14.51	10.00	36.11	7.27
Constructions Total	310.54	0.00	56.68	10.01	0.00	123.34	0.00	0.00	9.20	4.53	28.12	24.05	20.00	36.11	13.79
4225-01-MH 277-GH 07-SH(32)-530-531 Construction of Integrated Residential Schools including additional grant	8.89	DDH	4.38	4.38	DDH	1.55	0.00	DDH	0.00	0.00	DDH	0.00	0.00	DDH	0.00
RIDF TOTAL	8.89	DDH	4.38	4.38	DDH	1.55	0.00	DDH	0.00	0.00	DDH	0.00	0.00	DDH	0.00

TELANGANA SOCIAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY

(Rupees in Crores)

Year of Release of Grant	2018-19			2019-20			2020-21			2021-22			2022-23		
	BE	BRO	Exp	BE	BRO	Exp	BE	BRO	Exp	BE	BRO	Exp	BE	BRO	Exp
GRAND TOTAL	1221.43	751.90	792.90	804.85	811.45	927.52	878.15	799.03	657.65	958.26	1103.99	1099.92	1063.80	1237.75	1215.43

XII. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF EACH PROGRAMMES

There are no subsidy programmes in TSWREI Society. The Society is receiving 100% grant in aid from the State Government of Telangana. The Government is providing free education, with lodging and Boarding facilities and Amenities to the Scheduled Caste and other weaker sections students studying in TSWR Institutions.

XIII PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED

The TSWREI Society is providing free education with free boarding and lodging facilities to all the Scheduled caste and other weaker section students admitted in TSWR Institutions. During the year 2022- 23, a total number of **155863** children are admitted in all the institutions. The Society is providing quality education to the children from Class –V to graduate level. All the students admitted in T SWR Institutions are provide with the following facilities:

1. free education up to intermediate
2. free boarding and lodging
3. 3 pairs of uniform
4. 1 pair of PT dress
5. Shoes and Socks
6. Text books
7. Note books
8. Bedding facilities (Bed sheets, Towels, Carpet)
9. Cosmetic charges
10. Trunk box, plate and glass
11. Health care
12. Dhobi, barber services

XIV DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

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

There are a total number of 268 TSWR Institutions functioning throughout the State under the control of TSWREI Society. The Society has been maintaining a separate website (www.tswreis.ac.in) showing the activities of TSWR Institutions which was launched on 02.06.2015 after formation of separate Telangana State. The website is being updated with the following information.

Web-Site Updating:

There are a total number of 268 TSWR Institutions functioning throughout the State under the control of TSWREI Society. The Society has been maintaining a separate website (www.tswreis.ac.in) showing the activities of TSWR Institutions which was launched on 02.06.2015 after formation of separate Telangana State. The website is being updated with the following information.

1. HRMS – Using HRMS updating Employees Data
2. SAMS – Updating all student attendance, Enrolling Marks, Performance Report. Teachers Attendance and Performance Report.
3. Admission Policy – Students admission through online Application.
4. Innovative initiatives – ROBOTIX Lab, E-Learning

TSMESS :

Using TSMESS we are collecting all diet reports of the institutions. Every institution must enter their diet in TSMESS. It has four type of consumptions (Breakfast, lunch, snacks and dinner). Regarding their diet entry, software is calculating the consumption amount and it shows eligible amount as per attendance.

Regarding TSMESS report, diet charges are releasing to institutions. By using application, it is easy to know how much money each institution is incurred on that day and what diet they provided instantly.

WEBSITE UPDATES:

- | | | |
|--|---|---|
| Activities | – | Summer Samurai camps, Green Guru, Society League etc., |
| E-magazine | – | Every Magazine updating and displaying in website. |
| Notifications | – | Updating of related Notifications. |
| Results | – | Updating of Students State Level and National Level competitive exam results. |
| Academic Programmes and other Special academic programmes | - | Eamcet, IIT, NEET/Operation Blue Crystal, CA/CPT |

- Major achievements of students** – CCIP
- Extracurricular achievements** – Mount Himalayas and Mount Kilimanjaro Conquerors, Summer Samurai
- Academic Results of TSWR Institutions** - Results of public examinations of SSC, Intermediate, Eamcet Eamcet, Ajim Premji University, IIT, CLAT, Central University etc.,
- GOs & Circulars** - The circular instructions issued to the Principals and Standing Orders , Government Orders relating to the employees of the Society are also made available in the website.

XV. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING WORKING HOURS OF A LIBRARY OF READING ROOM, IF MAINTED FOR PUBLIC USE

- 1. HRMS** – Using HRMS for updating of Employees Data and pay rolls
- 2. SAMS** – Updating student attendance, Enrolling Marks, Teachers attendance and Performance Reports, DCOs and RCOs Attendance.
- 3. Admission Policy** – Students admission through online examination.
- 4. Innovative initiatives** – ROBOTIX Lab, E-Learning through tab solutions
- 5. Computerization** – Setting up of computer labs for implementation of Digital learning centers

XVI. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

As per the RTI Act 2005, the Government vide G.O.Ms.No.15, Social Welfare(Coordn.I) Department, dt 08.02.2010, District Coordinator (District Convenor) was appointed as Public Information Officer(PIO) and Principal as Assistant Public Information Officer(APIO) for the district concerned. The Regional Coordinator (Zonal Officer) has been appointed as Appellate Authority. The District Coordinator has to discharge duty as PIO without any slackness.

The following are the details of **Public Information Officers of TSWR Institutions under section 5 of the Right to Information Act, 2005** as per Govt. order issued vide G.O.Ms.No.15, SW (Coord.1) Dept., dated 08.02.2010

SCHOOL LEVEL

Sl. No	OFFICE	APIOs	PIOs	Officer to act Appellate Authority U/S 19[1]
1	TSWR Institutions	All the principals of the institutions are the APIO's of that particular institution	All the District coordinators of the districts are the PIO's of that particular	Concerned Regional Coordinator of that Region shall be the Appellate Authority .

DEGREE COLLEGE LEVEL

As per the Procgs Rc.No.RDC/RDCG/36/2021, dt: 05.02.2022 of the Secretary, the following Officers nominated as Information Officers as per RTI Act - 05 .

Sl. No	OFFICE	APIOs	PIOs	Officer to act Appellate Authority U/S 19[1]
1	TSWR Degree colleges	All the principals of the Degree colleges are the APIO's of that particular college	Regional Coordinators are the Public Information Officers/PIO's of the concerned Region.	Deputy Secretary (RDC) shall be the first Appellate Authority for the zones concerned .

HEAD OFFICE LEVEL

S. No	Name of the Office & Officers at Head Office Level	Officers at head office level	Name of the Officer	Address
1	TSWREIS, Additional Secretary [Admin]	Appellate Authority	Sri.D.Hanmanthu Naik	TSWREI Society, DSS, Bhavan, Masab Tank, Hyderabad
2	TSWREIS Deputy Secretary [RTI]	Public Information Officer	Sri.B.Pramod Kumar	TSWREI Society, DSS, Bhavan, Masab Tank, Hyderabad
3	TSWREIS Assistant Secretary[RTI]	Assistant Public Information Officer	Smt.C.Sahaja	TSWREI Society, DSS, Bhavan, Masab Tank, Hyderabad

XVII. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERE AFTER UPDATE THESE PUBLICATIONS EVERY YEAR YEAR

NIL

**Sd/- D.Hanumanthu Naik,
Addl.Secretary/Appellate Authority**