

Chapter –II Section 4 (1) (b) (i)  
ORGANISATION, FUNCTIONS AND DUTIES

Sl. No.	Name of the Organization	Address	Functions	Duties
	Telangana Open School Society. HYDERABAD.	Telangana Open School Society. HYDERABAD SCERT Premises, Opp to Lal-Bahadur Stadium, 'E' Gate. HYDERABAD-500001	<p>To provide educational Opportunities to the Dropouts and Adults of above 14 years of age in Open Distance Learning (ODL) mode, who missed the opportunity of formal schooling and who wish to study further and qualify for a better tomorrow.</p> <p>To undertake all the activities that may be necessary for the implementation to provide education to all with special concern for girls and Women, rural youth, working men and women, SCs, STs, minorities, differently abled persons, disadvantaged persons and others who for one reason or other could not continue their education upto class x with the formal system. Offering SSC Course from the year 2008-09 and 2010-2011 intermediate course also.</p> <p>a) To provide quality education to all the citizens above 14 years of age.</p> <p>b) To promote literacy.</p> <p>c) To give wide publicity through Media, including print and electronic media about Open Learning System and to improvise the system on the basis of constructive criticism, that may be carried out in the media.</p> <p>To undertake necessary field visits and to invite the</p>	<p>a) To perform all the duties that may be required to achieve the objectives of universalisation of elementary education and to promote literacy rate in the State.</p> <p>b) To exercise all the supervisory and monitoring control over the field functionaries through network of 10 District Offices under the Control of the District Educational Officers of the respective Districts and monitoring effective Accredited institutions and Approved Vocational Institutions AIs commonly known as Study Centers.</p> <p>c) To ensure the schemes and the programmes are implemented as prescribed from time to time.</p> <p>d) To perform all the administrative, Financial duties to derive Maximum results in Implementing of the scheme effectively.</p> <p>e) To liaise with the Govt. of India, State Government, Non-Governmental organizations, Research organizations and apex bodies involved in implementation and promotion of literacy in the State.</p> <p>f) To liaise with the departments, like School Education, SCERT, SIET, Public Libraries,</p> <p>g) To elicit all the possible assistance, co-ordination in fulfillment of the</p>

			expert delegations from various sources to exchange technical and pedagogical expertise.	objectives of universalisation of education in the State.

Section 4 (1) (b) (ii)  
Duties allotted – Powers

Sl.No.	Name of the Officer	Designation	Duties Allotted	Power
1	Sri S.Venkateswara Sharma, M.A, B.Ed	Director	Total State Open School System Administration. Over all incharge of	Statutory powers: Nil Administrative powers: Over all in charge of administration and implementation of programmes.
2	Vacant	Joint Director	Enrollment of students, Monitoring of PCPs, Conduct of Exams and Declaration of results and correction of various entries in the pass certificates	Statutory powers: nil- Administrative powers: Nil Financial powers :Nil
3.	Sri P.Sudhakar	Asst. Director	Service matter of staff working in Open School Society Office. On deputation and Office Subordinates and Data Entry Operators working on Outsourcing basis. Procurement of Furniture, Stationary & Computer items, Maintenance of Govt. Vehicles, conduct of E.C. meeting, Sanction of all kinds of leave to the staff of the office. All Legal matters, court cases, Disciplinary cases, Vigilance Cases, Lokayukta cases, Miscellaneous complaints and allegations. To Assist the Director in Total State Open School System Administration and guide the staff on Administrative matters.	
4.	Vacant	Junior Accounts Officer	a) Drawing and Disbursing Officer b)To look into all the matters with regard to financial management, budgeting, auditing, reporting and implementation of Annual Work Plan and Budget in	

			<p>respect of State office.</p> <p>c)To arrange for preparation of Annual Report</p> <p>d)To arrange for internal and external audit to furnish replies to AGAP on audit paras and allied matters</p> <p>e)To guide and assist the Director in proper maintenance of accounts</p>	
5	Smt.O.Sujatha	Superintendent	To process all the files relating to Service matters, Review meetings of CM /CS /Secretary /Hon'ble Minister, Dist. Coordinator Meetings, Staff Attendance Leave register Legal matters, court cases, Disciplinary cases, Vigilance Cases, Lokayukta cases, Miscellaneous complaints and allegations.	
6.	Smt.V.Gnana Kumari	Coordinator	<p>1)All subject matters of Intermediate pertains to Mahaboobnagar, Rangareddy &amp; Warangal districts</p> <p>2)Issue of Genuineness of Intermediate pass certificates in respect of Mahaboobnagar, Rangareddy &amp; Warangal districts.</p> <p>3)Any item entrusted by the Director</p>	
7.	Smt.P.V.Sunitha	Coordinator	All confidential works, In charge of PCP Centers of Medak District.	
8.	Smt.P.Godavari	Coordinator	<p>All Subject matters of SSC pertains to Karimnagar, Khammam Districts. Issue of Genuineness of SSC in respect of Karimnagar and Khammam. Open Basic Education Programmes Level A, B and C</p> <p>In charge of PCP Centers of Nizamabad District.</p>	
9	Smt.G.Sujatha	Coordinator	To look after peshi & Maintenance of Office. Monitoring of PCPs of Hyderabad	
10	Smt.K.Jaya	Coordinator	Governors reports, Out sourcing persons salaries, Purchase of stationary.	

			In charge of PCP Centers of Mahboobnagar District.	
11	Sri M.Yadagiri Rao	Coordinator	<p>1) All matters of SSC pertains to Adilabad District.</p> <p>2)All matters of examination and Evaluation including spot valuation except M.P cases of SSC &amp; Intermediate (TOSS).</p> <p>3)Accredited Institution Matters.</p> <p>4)Video Conference.</p> <p>5)Any other works entrusted by the Director.</p> <p>6)Issue of Duplicate Memos of all districts</p> <p>7)Issue of Genuineness of pass certificates of SSC in respect of Adilabad District.</p> <p>In charge of PCP Centers of Adilabad District.</p>	
12	Smt.B.Sujatha	Coordinator	<p>Preparation of pay bills and other Bills, cheque writing and TDS preparation.</p> <p>In charge of PCP Centers of R.R. District.</p>	
13	Smt.K.Madhavi	Coordinator	<p>All subject matters pertains to Medak, Nizamabad and Adilabad of Intermediate.</p> <p>Monitoring of SSC &amp; Intermediate Admissions.</p> <p>Issue of Genuineness of pass certificates of Intermediate in respect of Medak, Nizamabad and Adilabad</p> <p>In charge of PCP Centers of Warangal District.</p>	
14	Smt.S.Shylaja	Coordinator	Inward and Outward. In charge of PCP Centers of Karimnagar District.	
15	Smt.P.Himabindu	Coordinator	<p>1)All subject matters pertains to SSC of Medak, Warangal &amp; Nalgonda, Districts</p> <p>2)Issue of Genuineness of pass certificates of SSC in respect of Medak, Warangal &amp; Nalgonda, Districts.</p> <p>3)Any item entrusted by the Director.</p> <p>In charge of PCP Centers of</p>	

			Khammam District.	
16	Dr.B.Sujatha	Coordinator	Curriculum Development. In charge of PCP Centers of Nalgonda. District.	
17	Sri N.BHagirath Mohan	Sr.Asst.	<ol style="list-style-type: none"> <li>1)All subject matters pertains to Intermediate of Karimnagar &amp; Nalgonda Districts.</li> <li>2)All Budget Matters In charge of Stocks Correspondence with the Government.</li> <li>3)Distribution of answer books to all the districts in the State- logistics for Confidential material.</li> <li>4) Conduct of examinations.</li> <li>5) Issue of Genuineness of pass certificates of Intermediate in respect of Karimnagar and Nalgonda Districts.</li> <li>6) Constitution of state strong room- providing security guards- correspondence for confidential material with Police Department</li> <li>7) Any item entrusted by the Director.</li> </ol>	
18	Sri V.Jawahar Reddy,	Sr.Asst.	Working in the Peshi of Hon'ble Minister for Electricity.	

Section 4 (1) (b) (iii)  
PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Activity	Description	Decision making process	Designation of final decision authority
Administrative matters	Service matters of staff	As Per Govt. orders in Vogue. File will be processed by the concerned Coordinator and routed through the Supdt. and Asst. Director, Director	Director Secretary to Govt , School Education Department
Budgeting and Planning	Annual Work Plan & Budget	-do- File will be processed by the Concerned Coordinator through Asst. Director	-do-
Hiring Of Vehicles	Hiring of vehicles and manpower	As Per Govt. orders in Vogue. File will be processed by the concerned Coordinator and routed through the Supdt., Asst. Director, Director	Director
Work related to Exams	Conduct of Exams and declaration of results, correction in Pass certificates.	As Per Govt. orders in Vogue. File will be processed by the concerned Coordinator and routed through Asst. Director and Joint Director, Director	Director
Monitoring & Evaluation	Work of Accredited centers in all the Districts	By Inspection by the Coordinators of TOSS	State Project Director

Section 4 (1) (b) (iv)  
Norms for Discharging functions

Sl.No.	Functions/Service	Norms /Standards of Performance set	Time frame
1.	Duplicate Memo of Marks	As per rules in vogue	07 working days
2.	Duplicate Pass Certificate	As per rules in vogue	10 working days.
3.	Correction in Pass certificate	As per rules in vogue	07 working days
4.	Genuineness of Pass Certificate	As per rules in vogue	10 working days
5.	Recounting of Marks in Answer Script	As per rules in vogue	30 working days after release of results.
6.	With held cases	As per rules in vogue	30 working days after release of results.
7.	Duplicate T.Cs & Migration Certificates	As per rules in vogue	10 Working days.

Rules, Regulations, Instructions, Manual and Records, for  
Discharging Functions  
Section 4(1) (b) (v)

Sl.No.	Description	Gist of contents	Price of the publication if priced
1	Rules and Regulations	All the rules, Codes and acts followed by the Govt. are being adopted. The TOSS is constituted as an autonomous and independent body duly formed and registered under Societies Registration Act, 2001 on 30.5.2014 for planning, implementation and monitoring the activities formulated for achieving the Objectives of Telangana Open School Society, Hyderabad.	
2	Instructions	By way of memos, proceedings, communication of minutes of meetings. By way of giving of instructions on the representation received from public representatives to redress grievances	Un priced
3	Records	General Records	
4	Publications	Pamphlets, Broacher, Posters	

Categories of documents held by the Public authority under its Control  
Section 4(1) (b) (vi)

S.No.	Category of documents
1.	Enrolment particulars of students joined in SSC, Intermediate
2.	Pass Particulars of the Students enrolled in both SSC and Intermediate
3.	Executive Committee meeting minutes.

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

Sl.No.	Function/Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Admission Process/Extension of last date of admission/Payment of late fee etc.,	Director	Director
2	Declaration of results	Director	Director

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

Name of Board Council, Committee etc.	Composition	Powers & Functions	Whether its meetings open to Public /Minutes of its Meetings accessible for Public
Executive Committee	<p>1.Chief Secretary is the Chairman 2.Vice Chairman-Principal Secretary to Govt. Dept. of School Education 3. Member Secretary-Director, TOSS <u>4.Members :</u> 1..Commissioner of Intermediate Education 2.Commissioner and Director of School Education. 3.Director of Adult Education 4.Vice Chancellor Dr.B.R.Ambedkar Open University. 5.Vice Chancellor Osmania University. 6.Director, Technical Education and Training 7.Director of Youth Service and Yuvashakti 8.Director, Child and Women Welfare 9.Director, SCERT 10.Director, SIET 11.Nominee of the National Open School, New Delhi. 12.Director Govt. Examinations(SSC Board)</p>	<p>1.To make bye-laws. 2.Preparation and sanction of budget estimates, sanctioning of expenditure making and execution of contracts, investment of funds, sale or alteration of such investment and account of audit. 3.to define the powers, functions and conduct of business of the various committee as are constituted by it from time to time and the terms of office of their members. 4.creation of various categories of posts, academic, administrative, technical, supervisory or ministerial and for selecting and appointing persons to such posts. 5.to frame service rules for the proper administration of its personnel, including terms of ensure, of appointments, emoluments, allowances, rules of discipline and other conditions of service of the employees of the Open School as well as measures and norms for the welfare of the members of the Open School. 6.Establishment and management of funds, grants and allowances. 7.to select a seal for Toss 8.to provide buildings, premises, furniture and apparatus and other facilities for furtherance of objectives of TOSS and for proper administration of its affairs.</p>	<p>Open to members / Officials and Special invitees only.  Minutes of meetings are accessible to public</p>



Directory of Officers and Employees  
Statement Showing the Phone Nos of Sectoral officers working in  
Telangana Open School Society, Hyderabad  
Section 4(1)(b)(ix)

Office Nos. a) 040 - 23299568

E-mail: dirtoshyd@gmail.com

Website: www.telanganaopenschool.org

Sl.No	Name	Designation	Mobile No
1	Sri S.Venkateswara Sharma	Director	9849909165
2	Vacant	Joint Director	
3	Sri P.Sudhakar	Asst.Director	8008403546
4	Vacant	Junior Accounts Officer	
5	Smt.O.Sujatha	Superintendent	8008403535
6	Sri N.Bhagirath Mohan	Sr.Asst.	9701379696
7	Sri V.Jawahar Reddy	Sr.Asst.	9490536140
8	Smt.V.Gnana Kumari	Coordinator	8008403528
9	Smt.P.V.Sunitha	Coordinator	8008403542
10	Smt.P.Godavari	Coordinator	8008403551
11	Smt.G.Sujatha	Coordinator	8008403525
12	Smt.K.Jaya	Coordinator	8978901763
13	Sri M.Yadagiri Rao	Coordinator	8008403547
14	Smt.B.Sujatha	Coordinator	8008403536
15	Smt.K.Madhavi	Coordinator	8978901768
16	Smt.S.Shylaja	Coordinator	8008403541
17	Smt.P.Himabindu	Coordinator	8008403548
18.	Dr.B.Sujatha	Coordinator	-----

Monthly Remuneration received by Officers and Employees.  
Including the System of Compensation as provided in Regulations

Section 4(1)(b)(x)

Sl.No	Name of the Employee	Designation	Net Amount
1	Sri S.Venkateswara Sharma	Director	1,01,442
2	Vacant	Joint Director	---
3	Sri P.Sudhakar	Asst. Director	68,870
4	Jr. Accounts Officer	Vacant	----
5	Smt.O.Sujatha	Superintendent	50,361
6	Sri N.Bhagirath Mohan	Sr.Asst.	48,593
7	Sri V.Jawahar Reddy	Sr.Asst.	57,498
8	Smt.V.Gnana Kumari	Coordinator	86,141
9	Smt.P.V.Sunitha	Coordinator	52,534
10	Smt.P.Godavari	Coordinator	39,070
11	Smt.G.Sujatha	Coordinator	51,570
12	Smt.K.Jaya	Coordinator	71,625
13	Sri M.Yadagiri Rao	Coordinator	99,195
14	Smt.B.Sujatha	Coordinator	57,418
15	Smt.K.Madhavi	Coordinator	50,790
16	Smt.S.Shylaja	Coordinator	53,534
17	Smt.P.Himabindu	Coordinator	52,474
18	Dr.B.Sujatha	Coordinator	78,829

**Budget allocated to each Agency including Plans etc**  
Section 4(1)(b)(xi)

Releases and Expenditure for the year 2015-16 (Rs. in lakhs)

S.No.	Scheme	Budget allocated Rs.in Lakhs	Amount released	Expenditure upto Sept.2015
1.	Assistance to TOSS towards GIA salaries	72.47	36.22	50,93,353
2.	Assistance to TOSS towards(other GIA)	95.00	47.50	12,72,867
	Total	167.47	83.72	63,66,220

Manner of Execution of Subsidy Programmes  
Section 4 (1) (b) (xii)

As per the norms of TOSS no subsidy is granted to any Individual / Organization / Agency / Association etc. Hence, information will be treated as nil.

Particulars of recipients of concessions, permits or authorizations  
granted by it.  
Section 4 (1) (b) (xiii)

Does not arise.

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

Electronic format	Description (site address /location where available etc.,)	Contents or title	Designation and address of the custodian of information (held by whom)
	www.telanganaopenschool.org	Admission guide lines, Hall Tickets, Time table, OBE Application with Prospectus, Study material Model papers, Study centers, Govt. orders on Equivalency of SSC and Inter. Pass Particulars of SSC & Intermediate and TMA, Criteria for selecting AI Centers. Study Centers.	Director
	www.telanganaopenschool.org	MHRD, COBSE, DOPT Recognition, RTI information	Director

Particulars of Facilities available to Citizens for Obtaining  
Information  
(Section 4(1)(b)( xv)

Facility	Description (Location of Facility /Name etc.,)	Details of Information made available
Notice Board	Notice Flannel Board	Notice, office orders, programme details etc.,
Newspaper reports		Positive news, negative news appeared in the newspaper in respect of all the activities. Success stories on different activities. News reports pertaining to programmes / meetings addressed by VIPs News items on press tours / press meets / press briefings etc.
Public announcements	Print Media	a) News through Newspapers b) Release of advertisements to newspapers / journals
Departmental Website	www.telanganaopenschool.org	
Other facilities (Name)	Display on boards a) Notification	Displayed prominently on the Flannel boards built in wall board panels located in the office,

Names, designations and other Particulars of Public Information Officers  
[Section 4(1)(b)(xvi)

PROFORMA –I

PARTICULARS OF PUBLIC INFORMATION OFFICER (PIO)

S.NO.	Name of Public Information Officer	Phone No.
1.	P.Sudhakar	8008403546

Other Useful Information  
(Section 4(1)(b)xvii)

Place : Hyderabad Name & Designation of the Officer: Sd/-S.Venkateswara Sharma,  
Director

Date : 18 -11-2015.