



# **RIGHT TO INFORMATION ACT**

**MJPAPBCWREIS , VIJAYAWADA  
ANDHRA PRADESH**

**PUBLICATION OF INFORMATION  
UNDER  
4(1)(b)**

## **Chapter 1 Introduction**

The Right to Information Bill 2005 was passed by the houses of Parliament received the assent of the President of India on 15.06.2005 and it was published as Right to Information Act 2005 in the Gazette of India vide No.25 on 21.06.2005 and it has come in to force with effect from 15.06.2005.

As per the Act, each public authority has to fulfill certain obligations before expiry of 100/120 days from the commencement of Act i.e., by 23.09.2005 /12.10.2005.

Section 4 (1) (a) of the Act Casts an obligation on each public authority to maintain records. This section reads as follows:

“Maintain all its records duly catalogued and indexed in manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated”

Section 4 (1) (b) of the Act Casts an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act, manuals on the 17 items contained in Chapters 2 to 17 herein for easy access and understanding by Citizens, Civil Society Organizations, Public representatives, Officers and Employees of public authorities including Public Information Officers and Asst. Public Information Officers and Appellate Officers etc.,

**Chapter 2**  
**Organization, Functions and Duties**  
**{Section 4(1)(b)(i)}**

The name of the organization is MAHATMA JYOTHIBA PHULE ANDHRA PRADESH BACKWARD CLASSES WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY (MJPAPBCWREIS) functioning in Andhra Pradesh. The functions and duties of society are mentioned here under.

The set objectives are being attended to by the department through the following wings.

1. The Secretary, MJPAPBCWREIS &
2. The Principals of MJPAPBCWR Institutions

**1. The Secretary, MJPAPBCWREIS :**The Secretary MJPAPBCWREIS is the administrative head of the Society. He/she implements the orders of the Government and the society Board of Governors for the welfare and the educational advancement of the children. The Secretary plans various programmes on the academic aspects of the schools. The Secretary is the Drawing and disbursing officer for all the funds related to the maintenance of the Society.

**2. The Principal of MJPAPBCWR Institutions:** He / She is responsible for the implementation of the instructions of the Secretary, MJPAPBCWREIS, Andhra Pradesh on the maintenance of the institution for the welfare and the educational advancement of students who are studying in the B.C. Residential Schools.

**Chapter 3**  
**Powers and Duties of Officers and Employees**  
**{Section 4(1)(b)(ii)}**

**ii) The powers and duties of officers and employees**

- 1. The Secretary, MJPAPBCWREIS:** He / She is the official head of the Society at the State level. He / She exercises general supervision and control over all the staff under him and is responsible to see that the members of the staff under him discharge the work allotted to them efficiently and expeditiously.

He / She should work under the administrative control of the Principal Secretary to Government, BC Welfare Department. The Secretary, MJPAPBCWREIS has to exercise the financial powers regarding release of budgets for the maintenance of the institutions in the State and also drawal of bills in MJPAPBCWREIS, Head Office.

- 2. The Principal of MJPAPBCWR Institutions:** He/She has to exercise the financial powers with regard to the maintenance of institutions concerned. He / She has to verify and scrutinize each and every claim before drawing the amount.

He / She has to maintain the institution by following the instructions of the Secretary and also norms/G.Os given by the BC Welfare Department.

**Chapter 4**  
**Procedure Followed in Decision – making Process**  
**{Section 4(1)(b)(iii)}**

The procedure being followed by the Society is as follows.

Any representation on paper received in the Society is entered in a Register and distributed to the concerned Section Assistant dealing with the subject who in turn submits the file to the Superintendent. After his / her examination the file is put up to the Secretary, MJPAPBCWREIS . Any issue which has to be decided at the level of the Principal Secretary is brought to the notice of the Principal Secretary and the relevant file is submitted for perusal.

All the reports and other information required by the Government or Board of Governors are sent immediately.

The memos, executive instructions and other guidelines received from the Principal Secretary, B.C. Welfare are also followed in the administrative process.

The decision making process is chiefly governed by instructions, orders and general policy laid down by Government or by the Board of Governors of MJPAPBCWREIS.

**Chapter 5**  
**Norms set for Discharge of Functions**  
**{Section 4(1)(b)(iv)}**

The norms / standards set by the Society for the discharge of its functions / delivery of services are as follows:-

<b>Sl. No</b>	<b>Name of the Scheme</b>	<b>Person Responsible for receiving the application</b>	<b>Time limit specified for redressal</b>
1	Admission to B.C. Welfare Schools	Principal of the Institutions concerned through APGPCET	15 days from the date of announcement of APGPCET results through online
2	Complaints regarding maintenance of B.C. Residential schools	Academic Guidance Officers	15 days
3	Grievances received from the Chief Ministers Office	Secretary, MJPAPBCWREIS	10 days
4	Grievances received from the Grievance Cell of the Director/Government and others	Secretary, MJPAPBCWREIS	10 days

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

The rules regulations, instructions, manuals and records held by the department for use by its employees while discharging functions are as hereunder:-

1. The MJPAPBCWREIS Service Regulations
2. All Government Service Rules
3. GOs issued by the Department of B.C. Welfare, and Executive Instructions, Memos issued by the Principal Secretary to Government B.C. Welfare Department.
4. Resolutions of the Board of Governors of MJPAPBCWREIS.

## **Chapter 7**

### **Categories of Documents held by the Public Authority under its control {Section 4(1)(b) v(i)}**

The following documents are held by the MJPAPBCWREIS

#### **Documents held under the control of Society.**

1. G.Os issued by B.C. Welfare department.
2. Instructions and guidelines issued from time to time regarding the maintenance of BC Residential schools etc.,
3. Files



## **Chapter 8**

### **Arrangements for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof {Section 4(1)(b) viii}**

Arrangements for Consultation with, or representation by the Members of the Public in relation to the formulation of Policy or Implementation thereof.

On receipt of representation from Service Associations and other employees of the society, the request / suggestions are examined thoroughly and forwarded to the Director of B.C. Welfare as well as Principal Secretary B.C. Welfare for consideration and incorporation while formulating policy.

Parents meetings are convened every quarter in each B.C. residential institution on the date and time specified. Suggestions given by the parents are taken into consideration in the maintenance of the institution.

The admissions of the schools are taken up through APGPCET.

Monthly Cosmetic charges are disbursed to the students through the house masters of the schools concerned.

There is a school level Committee which monitors the maintenance of the schools and also guides in the implementation process.



**2. Departmental Promotion Committee:**

<b>Sl. No.</b>	<b>Name of the Committee Member</b>	<b>Powers &amp; Functions</b>	<b>Whether its meeting is open to Public</b>
	1. Vice-Chairman of the Board of Governors/Principal Secretary to Govt., BC Welfare Dept. -Chairman ii. Commissioner/Director, BC Welfare <b>Or</b> his nominee (Nominee shall not be lower than the rank of Joint Director) -Member iii. Secretary, MJPAPBCWREIS Convener -Member	For filling up Posts in the Categories of Principal of MJPAPBCWR Junior College, Principal of MJPAPBCWR School, Junior Lecturer in MJPAPBCWR Jr. College and Post Graduate teacher in MJPAPBCWR School.	No

**3. State level Procurement Committee:**

<b>Sl. No.</b>	<b>Name of the Committee Member</b>	<b>Powers &amp; Functions</b>	<b>Whether its meeting is open to Public</b>
	1. Director, B.C. Welfare, A.P. -Chairman 2. Secretary, MJPAPBCWREI Society - Convenor 3. Principals of MJPAPBCWR Institutions (3 Nos.) - Members 4. Joint Director, Hostels/ Infrastructure - Member 5. Managing Director (Toddy Tappers Co-operative Finance) - Member 6. Chief Engineer (APEWIDC) - Member	To procure certain items to new MJPAPBCWR schools in the State	No

**4. District Purchase Committee:**

<b>Sl. No.</b>	<b>Name of the Committee Member</b>	<b>Powers &amp; Functions</b>	<b>Whether its meeting is open to Public</b>
	1. Joint Collector – Chairman	For purchase and procurement of various items for MJPAPBCWREIS Schools at the District level	<b>No</b>
	2. Deputy Director (BCW)/DBCWO - Member		
	3. Executive Director, District BC Cooperative Society Limited – Member		
	4. District Supply Officer – Member		
	5. General Manager of District Industries Center - Member		
	6. Convener Principal of MJPAPBCWREI Society - Member Convener		
	7. All the other Principals of MJPAPBCWREIS institutions in the District - Members		

**Chapter 10**  
**Directory of Officers and Employees**  
**{Section 4(1)(b)(ix)}**

Following is the information of the officers and employees working in the Society in Andhra Pradesh at different levels and their contact address is furnished as here under:-

<b>Sl. No.</b>	<b>Name, Designation &amp; Address of Officer / Employee</b>	<b>Telephone &amp; Fax Office Tel: Residence Tel:</b>	<b>E-mail</b>
1	A.Krishna Mohan, Secretary(FAC)	Office No. 0866-2586366	<b>mjpapbcwreis@gmail.com</b> <b>mjpapbcwreis-bcw@gov.in</b>
2	Deputy Secretary	Vacant	
3	Deputy Secretary	Vacant	
4	Asst. Secretary	Vacant	
5	Asst. Secretary	Vacant	
6	Accounts Officer	Vacant	

**Chapter 11**  
**Monthly Remuneration received by Officers and Employees,**  
**including the system of Compensation as provided in Regulations**  
**{Section 4(1)(b)(x)}**

Information on remuneration and compensation structure for officers and /employees in the following format:

<b>Sl.No.</b>	<b>Name (Sri/Smt.)</b>	<b>Designation of the individual</b>	<b>Basic Pay</b>
1	A. Krishna Mohan	Secretary(FAC)	-
2	<b>Vacant</b>	Deputy Secretary	-
3	<b>Vacant</b>	Deputy Secretary	-
4	<b>Vacant</b>	Asst. Secretary	-
5	<b>Vacant</b>	Asst. Secretary	-
6	<b>Vacant</b>	Accounts Officer	-
7	S. Seetharama Sastry	Superintendent	67,990/-
8	T. Venkataramana	Superintendent	43,680/-
9	Ch.V. Sivakanth	Superintendent	31,460/-
10	G. Venkata ramana	Sr. Asst.	47,330/-
11	Kum D.Siva Pravathi	Sr. Asst.	32,340/-
12	-	Sr. Asst.	-
13	M. Krishna Mohan	JACT.	23,740/-
14	-	JACT.	-
15	-	JACT.	-
16	N.V.N.R.L. Gayatri Sai	Record Asst.	15,030/-
17	-	Record Asst.	-
19	-	Office Subordinate	-
19	-	Office Subordinate	-
20	-	Office Subordinate	-

**Chapter 12**  
**Budget Allocated to Each Agency including Plans etc.(2018-19)**  
**{Section 4(1)(b)xi}**

<b>Details</b>	<b>Budget allocated under GIA &amp; OGIA (in Crores)</b>	
	<b>GIA</b>	<b>OGIA</b>
Non Plan	<b>35.02</b>	<b>15.85</b>
Plan	<b>80.00</b>	<b>78.00</b>

**Chapter 13**  
**Manner of Execution of Subsidy Programmes**  
**{Section 4(1)(b)xii}**

No subsidy schemes are implemented by MJPAPBCWREIS .



**Chapter 14**  
**Particulars of Recipients of Concession, Permits or Authorization**  
**Granted by the Public authority**  
**{Section 4(1)(b)xiii}**

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**Chapter 15**  
**Information Available in Electronic Form**  
**{Section 4(1)(b)x(iv)}**

The information relating to the Society on various important matters issued by way of G.Os., Memorandums, etc., are made available in the internet and the same can be accessed at the following website. [www.mjpapbcwr.in](http://www.mjpapbcwr.in) Particulars of beneficiaries under BC Residential Institutions are also available in Electronic Form.

**Chapter 16**  
**Particulars of Facilities available to Citizens for Obtaining**  
**Information**  
**{Section 4(1)(b)xv}**

The policy matters on various schemes being adopted by the department and other matters having public importance are made available to the citizens by way of news paper reports, Publication in Gazettes and announcements made by the Hon'ble Minister incharge of the department on different occasions apart from providing information in the form of G.Os, Memos, Instructions etc., at website `addressed i.e., [www.mjpapbcwr.in](http://www.mjpapbcwr.in) Citizens can also apply to the respective Public Information Officers for obtaining the relevant information.

**Chapter 17**  
**Names, Designations and other particulars of Public Information**  
**Officers**  
**{Section 4(1)(b)xvi}**

SI. No.	MJPAPBC WREIS	No.of appointments made as		Officer to act as appellate authority under section 19(1)
		APIO	PIO	
1	State level	T. Venkataramana, Superintendent, O/o the MJPAPBCWREIS, Vijayawada	Ch.V. Sivakanth, Superintendent, O/o the MJPAPBCWREIS, Vijayawada	Secretary, MJPAPBCWREIS
2	School Level	Superintendent/Sr. Asst./Jr. Asst.	Principal of the institution concerned	Secretary, MJPAPBCWREIS