

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

School Education Department - Office Procedure - Delegation of Powers under Rule 16 (1) (b) of Andhra Pradesh Business Rules 2018 - Standing Orders -Issued.

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SCHOOL EDUCATION (OP) DEPARTMENT

G.O.RT.No. 77

Dated: 15-03-2021

ORDER:-

Under Rule 16 (1) (b) of the Andhra Pradesh Business Rules 2018, the cases of School Education Department shall be disposed of as indicated in the Annexure appended to this order.

2. The cases requiring circulation to Minister concerned, to Chief Minister or to the Governor under Business Rules and Secretariat Instructions issued thereunder or under any Statutory Law or Rules or Regulations having the force of Law for the time being shall be circulated to the Ministers concerned, Chief Minister and or the Governor as the case may be, by the Circulating Authority.

(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

Encl: Annexure.

B Rajsekhar I A S  
Principal Secretary To Government

To

All the Officers in the Department.

All the Sections in the Department

Copy to:

P.S to the Hon'ble Minister for Education.PS to Principal Secretary to Government

All HODs under the control of School Education Department

.SC/SF.

// FORWARDED BY ORDER //

SECTION OFFICER

**ANNEXURE TO GO**

Type of Activity	Subject	Type of disposal	ASO / SO	AS	MLO	Special CS / Principal Secretary / Secretary	Hon'ble Minister / Chief Minister
1	2	3	4	5	6	7	8
<b>INTERMEDIATE EDUCATION SECTION</b>							
Rules	Special Rules of APIES	Memo/G.O	Initiation	Examination of the facts of the issue.	Recommendation/ Suggestion.	Recommendation	Approval
Service Matters	Service matter of Teaching & Non-Teaching Staff of Government Junior Colleges and Private Aided Junior Colleges.	Memo/G.O	Initiation	Examination of the facts of the issue.	Recommendation/ Suggestion.	Recommendation	Approval
New Colleges – Govt	Sanction of new Government Junior Colleges	G.O	Initiation	Examination of the facts of the issue.	Recommendation/ Suggestion.	Recommendation	Approval
Budget	Budget matters of Intermediate Education Department.	G.O	Initiation	Examination of the facts of the issue.	Recommendation/ Suggestion.	Recommendation	Approval
Shifting of colleges	Shifting of Private Un-aided Junior Colleges.	Memo	Initiation	Examination of the facts of the issue.	Recommendation/ Suggestion.	Recommendation	Approval
Change of management	Change the Management of Private Un-aided Junior Colleges.	Memo	Initiation	Examination of the facts of the issue.	Recommendation/ Suggestion.	Recommendation	Approval
New colleges – Private	Sanction of New Private Un-aided Junior Colleges	G.O	Initiation	Examination of the facts of the	Recommendation/ Suggestion.	Recommendation	Approval

				issue.			
Assembly Matters	LAQs & LCQs and related matters of APLA & APLC.	Letter	Initiation	Examination of the facts of the issue.	Recommendation/ Suggestion.	Recommendation	Approval
Court cases	Court Cases of Commissioner of Intermediate Education Department & Secretary, Board of Intermediate Education, A.P.,	Memo	Initiation	Examination of the facts of the issue.	Recommendation/ Suggestion.	Approval	--
Miscellaneous	Demands of Association.	Memo	Initiation	Examination of the facts of the issue.	Recommendation/ Suggestion.	Recommendation	Approval
Miscellaneous	General Representations/ Spandana /Individuals /CMOs	Memo	Initiation	Examination of the facts of the issue.	Approval	-	-
RTI	RTI/PIO	Memo	Initiation	Approval	-	-	-
RTI	RTI / FAA	Memo	Initiation	Examination of the facts of the issue.	Approval	-	-
<b>EXAMS SECTION</b>							
Recruitment	Issue of notification for recruitment of teachers through DSC	Memo	Initiation	Verification of facts / rules	Circulation	Recommendation	Approval
Recruitment	Issue of Rules / Guidelines for recruitment of teachers through DSC	GO	Initiation	Verification of facts / rules	Circulation	Recommendation	Approval

Recruitment	Representations / grievances received directly from candidates or through CMO CMP / Minister etc to be disposed of at HOD level	Memo	Initiation	Examination of the grievance and recommend whether to forward it to HOD for taking necessary action / call for report to examine	Approval in case of instructions to CSE for taking necessary action; or to circulate for orders to call for any report	Approval in case of report is to be called for	Approval in case of orders to circulate	
Recruitment	-do- received through CMO/ CMP / Minister with specific instructions to circulate the file	Memo	Initiation	Verification of facts / rules	Circulation	Recommendation	Approval / Perusal of facts as the case may be	
Recruitment	Court cases – Notices before admission with or without interim direction	Memo	Initiation	Verification of facts / rules	Instructions to the concerned depending on the directions of court	Approval if any orders are to be passed by the Government before admission of the case		
Recruitment	Court cases – final orders	Memo	Initiation	Verification of facts / rules	Recommend further course of action depending on the direction of the court – Pass on instructions to CSE / implement at Govt level / filing of appeal as the case may be	Approval / Circulation to Minister where any policy matter is involved / orders to file any appeal as the case may be	Approval in case implementation of court order involving policy matter	
SSC	Public	C- Centres	Memo	Initiation	Verification of	Circulation	Recommendation	Approval

Examinations				facts / rules			
-do-	Selection of Computer firm for processing SSC results / award of contract	GO	Initiation	Verification of Rules / facts	Circulation	Recommendation	Approval
-do-	Age relaxation above two years to appear for SSC Examination	Memo / GO	Initiation	Verification of Rules / facts	Circulation	Recommendation	Approval
-do-	Verification genuineness of SSC certificates	Memo	Initiation	Verification of Rules / Facts	Approval	--	--
-do-	Representations for re-verification of marks / revaluation of answer scripts / complaints on malpractices at exam centres	Memo	Initiation	Verification of Rules / Facts	Approval	--	--
-do-	Remuneration for spot valuation – Representations / proposals for enhancement of rates	GO / Memo	Initiation	Verification of Rules / Facts	Approval in case of forwarding to the HOD for taking necessary action / Circulation in case orders are required to be passed	Approval for enhancement of existing rates	Approval
Director of Government Examinations	Re-appropriation of Budget / Additional Budget / Quarterly relaxation of Budget	GO / Memo	Initiation	Verification of rules / facts	Circulation	Approval	--
Director of Government Examinations	NMMMS / NTSE Exams	GO / Memo	Initiation	Verification of rules / facts	Circulation	Approval	--

Director of Government Examinations	Medical Reimbursement in relaxation of Rules	GO	Initiation	Verification of Rules / facts	Approval	Orders for amounts below 2,00,000/-	Approval for amounts above 2,00,000
-do-	Constitution of DPC for 1 <sup>st</sup> level and 2 <sup>nd</sup> level Gazetted posts	GO	Initiation	Verification of Rules / facts	Circulation	Recommendation	Approval
Correction of Date of Birth / Name and other entries in SSC Pass Certificate	Date of Birth	Memo	Initiation	Verification of Rules / facts	Circulation with recommendations whether to consider in relaxation or rules / or not to consider as per existing rules	Approval	Approval in case to consider in relaxation of Rules
-do-	Change of name and other entries in SSC Certificates	Memo	Initiation	Verification of Rules / facts	Approval	--	--
-do-	Court cases	Memo	Initiation	Verification of rules / facts	Approval for instructions to the HOD / call for report depending on the directions of court	Approval	Approval in the case to be considered in relaxation of existing rules
LAQs / LCQs / SNs / ZH / Assurances	--	Memo	Initiation	Verification of Rules / facts	Approval for calling draft answer / information Circulation for approval of final answer	Approval in case of final answer to be furnished	Approval
Three Language	Rules for Study of	GO / Memo	Initiation	Verification of	Circulation for	Recommendation	Approval

Formula	language in School Education			Rules / facts	proposal to amend rules		
All other matters not specifically listed above	Recruitment of Teachers / SSC Examinations etc	Memo	Initiation	Verification of Rules / facts	Approval	--	--
RTI Act 2005	Cases / Appeals	Memo / Letter	Initiation by ASO Verification by APIO (SO)	Approval as PIO	Approval as FAA	--	--
<b>GENERAL SECTION</b>							
	Co-Ordination of Assembly & Council Matters, LAQs ,LCQs LSQs, RSQs, Assurances/CMP cases	Receipts in Original sent to the Concerned Sections/HODs	Initiation	Given to the concerned Sections /HODs			
	Budget- Common BRO & administrative Sanctions	Memo/G.O	Initiation	Examination of the facts of the issue	Recommendation/ Suggestion	Approval	
	All General matters not indicated anywhere else i.e call for information & Take necessary action issues	Memo/G.O	Initiation	Examination of the facts of the issue	Approval		
	State & Central award for teachers and Students	Memo/G.O	Initiation	Examination of the facts of the issue	Recommendation/ Suggestion	Recommendation	Approval
	RTI cases	Receipts in Original sent	Initiation	Given to concerned			

		to the Concerned Sections		sections / HODs			
	Teacher Unions Demands	Memo/G.O	Initiation	Examination of the facts of the issue	Recommendation/ Suggestion	Recommendation	Approval
	Creation/Improvement of Infrastructure facilities in respect of O/o C&DSE, all other training matters which are not specially allocated to other sections	Memo/G.O	Initiation	Examination of the facts of the issue	Recommendation/ Suggestion	Recommendation	Approval
	Review meetings conducted by the other department- CM/Minister/CS reviews	Memo	Initiation	Examination of the facts of the issue	Recommendation/ Suggestion	Approval	Perusal
	Governor's speech, Key note speeches and other speeches, Election matters	Memo/G.O	Initiation	Examination of the facts of the issue	Recommendation/ Suggestion	Recommendation	Approval
<b>OP SECTION</b>							
Posting on promotion / transfer	SO and above	OO	Initiation	Verification of facts / rules	Circulation	Approval	--
Postings on appointment / transfer / promotion	ASO and below	OO	Initiation	Verification of facts / rules	Approval	--	--
Retirements	SO and above	OO	Initiation	Verification of facts / rules	Circulation	Approval	--



Retirements	ASO and below	OO	Initiation	Verification of facts / rules	Approval	--	--
Loans / Advances	SO and above	OO	Initiation	Verification of facts / rules	Circulation	Approval	--
Loans / Advances	ASO and below	OO	Initiation	Verification of facts / rules	Approval	--	--
Medical reimbursements	SO and above	OO	Initiation	Verification of facts / rules	Circulation	Approval in normal cases / relaxation where the amount is below 200000/-	--
Medical reimbursement	ASO and below	OO	Initiation	Verification of Rules / facts	Approval in normal cases	Approval in case relaxation of rules where amount is below 200000/-	Approval in case of relaxation of rules where the claim is above 200000/-
Increments / Pay fixations etc	SO and above	OO	Initiation	Verification of Rules / facts	Circulation	Approval	--
Increments / pay fixations etc	ASO and below	OO	Initiation	Verification of Rules / Facts	Approval	--	--
Appointments under Automatic Advancement Scheme	SO and above	OO	Initiation	Verification of Rules / facts	Circulation	Approval	--
Appointments under Automatic Advancement Scheme	ASO and below	OO	Initiation	Verification of Rules / Facts	Approval	--	--
Leaves	SO and above	OO	Initiation	Verification of Rules / facts	Circulation	Approval	--

Leaves	ASO and below	OO	Initiation	Verification of Rules / Facts	Approval	--	--
FAC arrangements	SO and above	OO	Initiation	Verification of Rules / Facts	Circulation	Approval	--
FAC arrangements	ASOs	OO	Initiation	Verification of Rules / Facts	Order	--	--
Claims of staff members	All	Online processing of bills	Maker ASO / Checker SO	Submitter DDO	--	--	--
Claims – Budget related	Administrative sanctions	OO	Initiation	Verification of rules / facts	Approval for amounts below 50000/-	Approval for amounts above 50000	--
Claims – Budget related	Bills processing	Online	Maker ASO / Checker SO	Submitter DDO	--	--	--
Budget distribution of Secondary Education Dept Secretariat	CFMS platform	Online	Maker ASO Checker SO	Verifier DDO	--	Approver HOD	--
Budget – Number statements / Regular budget estimates / processing for additional Budget / Re-appropriation	File processing	e-office	Initiation	Verification of facts / requirement / rules	Circulation	Approval	--
-do-	Online processing	Online	Initiation	Verifier DDO	--	Approver HOD	--
Assembly sessions	Appointment of nodal officers / allocation of special duties to staff /	UO Note	Initiation	Verification of rules / facts	Approval	--	--

	arrangement of car passes / entry passes						
RTI Act 2005	Cases / Appeals	Memo / Letter	Initiation by ASO Verification by APIO (SO)	Approval as PIO	Approval as FAA	--	--
Service matters – correspondence with GAD	SO and above	UO Note	Initiation	Verification of rules /facts	Circulation	Approval	--
-do-	ASO and below	UO Note	Initiation	Verification of rules /facts	Approval	--	--
AG Audit	--	Memo / letter	Initiation	Verification of facts	Approval in case of Secretariat	Approval in case matters related to schemes	--
Other items not specifically mentioned above	--	As the case may be	Initiation	Verification of facts	Approval / Circulation as the case may be	Approval	--
<b>PROGRAM- I SECTION</b>							
Budget- Sanction of administrative approvals -	All Centrally Sponsored Schemes - All training Programmes (Other than Samagra Shiksha) – Mid Day Meals – Model Schools	Memo/ G.O.	Initiation	Verification of Facts and Rules	Vetting / Scrutiny and Indication of options(s)	Recommendation	Approval
New Schemes – formulation of guidelines		Memo/ G.O.	Initiation	Verification of Facts and Rules	Vetting / Scrutiny and Indication of options(s)	Recommendation	Approval
Service matters- Transfers - Budget – Sanction of administrative approvals –		Memo/ G.O.	Initiation	Verification of Facts and Rules	Vetting / Scrutiny and Indication of options(s)	Recommendation	Approval

Recognition	Infrastructure Facilities/ Up-Gradation	Memo/ G.O.	Initiation	Verification of Facts and Rules	Vetting / Scrutiny and Indication of options(s)	Recommendation	Approval
Naming of Institutions after the Donors/ Philanthropists	Naming of the School infrastructure on accepting donations	Memo/ G.O.	Initiation	Verification of Facts and Rules	Vetting / Scrutiny and Indication of options(s)	Recommendation	Approval
Other miscellaneous items not elsewhere allocated in respect of all Government Primary, Secondary and High Schools		Memo/ G.O.	Initiation	Verification of Facts and Rules	Vetting / Scrutiny and Indication of options(s)	Recommendation	Approval
Sanction of administrative approvals	All matters related to Sainik Schools, Navodaya Schools, Kendriya Vidyala Schools, Military Schools, Madrasas - Establishment of Central Institutes	Memo/ G.O.	Initiation	Verification of Facts and Rules	Vetting / Scrutiny and Indication of options(s)	Recommendation	Approval
Service matters	All matters related to Vocational Education.	Memo/ G.O.	Initiation	Verification of Facts and Rules	Vetting / Scrutiny and Indication of options(s)	Recommendation	Approval
All matters related to APLA & APLC (i.e.) Approval of LAQs, LCQs SNQs, Zero Hour Mentions, Assurances	Legislative matters	Memo/ Letter/ U. O. Note	Initiation	Verification of Facts and Rules	Vetting / Scrutiny and Indication of options(s)	Recommendation	Approval

All matters related to Lok Sabha & Rajya Sabha	Parliamentary Issues	Memo/ Letter	Initiation	Verification of Facts and Rules	Vetting / Scrutiny	Recommendation	Approval
RTI Act applications	RTI	Memo/ Letter/ U. O. Note	Initiation	Approval	--	---	---
Appeals		Memo/ Letter/	Initiation	Recommendation	Approval	--	----
Teachers Associations, - Individuals - for necessary action/ Remarks	General Representations	Memo	Initiation	Recommendation	Approval	--	---
<b>PROGRAM – II SECTION</b>							
SCERT	Education Research, Training and Teacher Education Programs – Curriculam, formulation of guidelines	Memo / GO	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Recommendations	Approval
	Administrative Sanctions to the BROs issued by the Finance Department for re-appropriation / additional grants	Memo / GO	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Recommendations	Approval
DIETS	DEECET Rules, Affiliation and withdrawal of affiliation to private D.El. Ed. Colleges	Memo / GO	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Recommendations	Approval
Education Technology	Formulation of Guidelines for Digital	Memo / GO	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting	Recommendations	Approval

	Education / Virtual Class Rooms				options		
State Schemes (Jagananna Vidya Kanuka, Ammavodi, Mana Badi, Nadu Nedu etc)	Formulation of guidelines	Memo / GO	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Recommendations	Approval
	Administrative Sanctions to the BROs issued by the Finance Department for re-appropriation / additional grants	Memo / GO	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Recommendation	Approval
New Education Policy	Formulation of guidelines	Memo / GO	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Recommendations	Approval
Samagra Siksha	All Service Matters related to Samagra Siksha, posting of Additional SPD, Additional Project Coordinators etc	Memo / GO	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Recommendations	Approval
	Budget - Administrative Sanctions to the BROs issued by the Finance Department for re-appropriation / additional grants	Memo / GO	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Recommendation	Approval
	Addressing letter to the Government of India for submitting UCs, seeking permissions to establish KGBVs etc	Letter	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Approval	

Implementation of RTE Act	Amendments to Act and Rules	Memo / GO	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Recommendations	Approval
State Institute of Educational Technology (SIET)	All Service Matters	Memo / GO	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Recommendations	Approval
Creation / Improvement of Infrastructure facilities of respective HODs	Administrative Sanctions to the BROs issued by the Finance Department for re-appropriation / additional grants	Memo / GO	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Approval	
Legal Matters	Communication of notices / orders of High Court , Supreme Court and filing of counter affidavits	Memo	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Approval	
Legislative Matters	Furnishing of replies to LAQs, LCQs, SNQs, Assurances and any other assembly matters	Letter / UO Note	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Recommendations	Approval
Parliament Matters	Furnishing of information to Lok Sabha / Rajya Sabha Questions and any other matters related to Parliament	Letter	Initiation	Verification of facts and rules	Vetting, Scrutiny and suggesting options	Recommendation	Approval
General Representations	Representations of the individuals / Associations / Public Representatives, Firms –	Memo	Initiation	Verification of facts and rules	Approval		

	Forwarding for necessary action / calling for reports						
RTI	Furnishing of Information	Letter / Memo	Initiation	Approval			
<b>PROGRAM – III SECTION</b>							
Service matters of staff of Adult Education/ APOSS/JBB/APMSS/ TEXT BOOK PRESS	Nomination for the post of Director, Adult Education	Memo/ G.O	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of options (s)	Recommendation	Approval
	FAC arrangements/ appointment of Joint Director of Adult Education by promotion	Memo/ G.O	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of options (s)	Recommendation	Approval
	Appointment of Supervisors by transfer in Adult Education from the post of teachers	Memo	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of options (s)	Recommendation	Approval
	Deputations and extension of deputations	Memo	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of options (s)	Recommendation	Approval
	FAC arrangements for the post of Dy. Director Adult Education beyond three months.	Memo	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of	Recommendation	Approval



					options (s)		
	Foreign permission to Instructors working in Jawahar Bal Bhavans (NOC)	Memo	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of options (s)	Approval	
	Fixation of pay to the Joint Director, Adult Education.	Memo	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of options (s)	Recommendation	Approval
	Clarification on Service rules						
Free Text Books	Tenders and Printing and supply of free Text Books.	Memo	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of options (s)	Recommendation	Approval
Open Schools	Condonation of age for appearing SSC/ Intermediate examinations in Open Schools.	Memo / G.O	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of options (s)	Recommendation	Approval
All Assembly and Council matters i.e. LAQs, LCQs and SNQs etc., and Lok Sabha & Rajya Sabha Questions.		U.O. Note/ Letter	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of options (s)	Recommendation	Approval
Audit matters	Matters related to C&AG	Memo /Letter	Initiation	Verification	Vetting /Scrutiny	Recommendation	Approval

	Reports				with reference to rules and indication of options (s)		
All legal matter related to court cases	permission to filing of Writ Petitions / SLPs	Memo	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of options (s)	Approval	
Budget of APMSS/JBB/Adult Education/ AP Govt. Text Book Press.	Administration sanction of Budget	Memo/ G.O	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of options (s)	Approval	
Bharath Scouts and Guides/NCC	Sports, extension of training centres, infrastructure facilities in schools etc.,	Memo/ G.O	Initiation	Verification	Vetting /Scrutiny with reference to rules and indication of options (s)	Approval	
Miscellaneous	CMPs/ representations/ interim reports /reminders	Memo	Initiation	Verification	Approval		
<b>PRIVATE SCHOOLS SECTION</b>							
All cases related to Private Schools in respect of AP Education Act& Rules.	Granting of opening permission as per GO.Ms.No.1, Dt.1.1.1994 in respect of Private Schools in the State.	Memo/G.O	Initiation	Verification	Vetting, Scrutiny and indication of options.	Recommendation	Approval
All Service matters	Service matters related	Memo/G.O	Initiation	Verification	Vetting, Scrutiny	Recommendation	Approval

related to Private Aided & Un-Aided Schools.	to Private Aided teaching and Non-teaching staff.				and indication of options		
Andhra Pradesh Private Educational Institutions Maintenance Grant (Regulation) Act, 1995	Sanction of Maintenance Grant to Grant-in-Aid Schools in the State.	Memo/G.O	Initiation	Verification	Vetting, Scrutiny and indication of options	Recommendation	Approval
All the matter related to AP School Education Regulatory & Monitoring Commission Act, 2019.	Issue of rules/guidelines related to the AP School Education Regulatory & Monitoring Commission.	Memo/G.O	Initiation	Verification	Vetting, Scrutiny and indication of options	Recommendation	Approval
Legal issues	All court cases related to Private Aided & Un Aided Schools in the State.	Letter/U.O Note/Memo	Initiation	Verification	Vetting, Scrutiny and indication of options	Approval.	
Legislative matters	All matters related to APLA/APLC	Letter/U.O Note/Memo	Initiation	Verification	Vetting, Scrutiny and indication of options	Recommendation	Approval
Parliamentary issues	All matters related to Lok Sabha/ Rajya Sabha	Letter/U.O Note/Memo	Initiation	Verification	Vetting, Scrutiny and indication of options	Recommendation	Approval
RTI Issues	RTI Act applications addressed to PIO	Memo/ letter/ U. O. Note	Initiation	Approval	-		
	RTI appeal addressed to	Memo/	Initiation	Verification	Approval		

	First Appellate Authority	Letter/ U. O. Note					
General representations of individuals and Associations of Aided & Un Aided Private Schools received through CMO/Minister/Public representatives	Forwarding of representations for Necessary action/report called for from HODs.	Memo	Initiation	Recommendation	Approval		
<b>SERVICES – I SECTION</b>							
Establishment/ Service matters	Foreign Permission to H.Ms., M.E.Os. on private affairs, beyond the period of 6 months. (NOC)	Memo.	Initiation	Verification	Verification of facts and Rules.	Recommendation	Approval
	Foreign Permission to the Officers on private affairs, below 30 days, whose appointing authority is Government.(NOC)	Memo.	Initiation	Verification	Verification of facts and Rules.	Recommendation	Approval
	Foreign Permission to the Officers on private affairs, beyond 30 days, whose appointing authority is Government. (NOC)	Memo.	Initiation	Verification	Verification of facts and Rules.	Recommendation	Approval
	Any transfer / posting /	Memo/ G.O.	Initiation	Verification	Vetting Scrutiny	Recommendation	Approval

	Deputation Order, if the appointing authority is Government.				w.r.t. rules.		
	Promotion in the cadre of DEO/Dy. Directors, RJDSE/Joint Directors, Addl. Directors / Directors	Memo/ G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Recommendation	Approval
	Appeals on seniority issues to the Officers whose appointing authority is the Director of School Education / Director of Public Libraries / Government.	Memo/ G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Approval	
	Framing of Service Rules /Amendment to Service Rules	Memo/ G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Recommendation	Approval
	Creation of posts	G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Recommendation	Approval
	Administrative sanction to undrawn Pension / Family Pension to the Spouse / legal heir of retired H.Ms. / M.E.Os and non-teaching staff.	Memo/ G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Approval	
	Administrative sanction to undrawn Pension / Family Pension to the	Memo/ G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Approval	

	Spouse / legal heir of retired Non-Gazetted Officers/Gazetted Officers working in the O/o. D.E.Os., RJDs & D.S.E.						
	According permission to acquire Movable / Immovable Assets / properties under APCS (Conduct) Rules to the officers, whose appointing authority is Government.	Memo.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Recommendation	Approval
	Sanction of reimbursement of Medical expenditure incurred to the Officers, whose appointing authority is Government, without involving any relaxation of rules.	G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Approval	
	Sanction of reimbursement of Medical expenditure incurred to the Officers, involving any relaxation of rules.	G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Recommendation	Approval
	Retirement Notification	G.O.	Initiation	Verification	Vetting Scrutiny	Recommendation	Approval

	to the Officers, whose appointing authority is Government.				with reference to rules.		
	Compulsory wait to the Officers without involving any relaxation of rules.	G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Recommendation	Approval
	Compassionate appointment to dependents to teachers working in Govt. High Schools in relaxation of rules.	G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Recommendation	Approval
	Appointment of Chairman & Members in A.P. Grandhalaya Parishad	G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Recommendation	Approval
	Appointment of Chairman & Members in Zilla Grandhalaya Samsthas.	G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Recommendation	Approval
	Acceptance of resignation of Chairman & Members in A.P. Grandhalaya Parishad & Zilla Grandhalaya Samsthas.	G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Recommendation	Approval
Issues relating to the Public Libraries	Administrative sanction to the Construction of Buildings to the Govt.	Memo/ G.O.	Initiation	Verification	Vetting Scrutiny with reference to rules.	Recommendation	Approval

	Regional Libraries / State Library.						
Legislative matters	All matters relating to APLA & APLC (i.e) Approval of LAQs, LCQs, SNQs, Zero Hour Mentions, Assurances in respect of section related subjects.	Letter Memo / U. O. Note	Initiation	Verification	Vetting Scrutiny	Recommendation	Approval
	All matters relating to Lok Sabha & Rajya Sabha (i.e) approval of answers to the Lok Sabha & Rajya Sabha Questions in respect of section related subjects.	Letter/ Memo.	Initiation	Verification	Vetting Scrutiny	Recommendation	Approval
Court cases	Court cases	Memo./ G.O./ Letter/	Initiation	Verification	Vetting Scrutiny with reference to the rules	Approval	
RTI issues	RTI applications	Letter/ Memo	Initiation	Approval	--	--	
	Appeals on RTI applications	Letter/ Memo	Initiation	Verification	Approval		
<b>SERVICES – II SECTION</b>							
Transfers of teaching staff (Non Gazetted) of Primary, Upper Primary and High Schools	Transfers of all teachers (Guidelines)	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendation	Approval
	Transfers under 610	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to	Recommendation	Approval



					rules and indication of options(s)		
	Rationalization	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendation	Approval
	Reopening of closed schools	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendation	Approval
	Deputations of teachers	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendation	Approval
Service matter of teaching staff (Non Gazetted) of Primary, Upper Primary and High Schools.	Promotions of teachers / Seniority issues	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendation	Approval
	Abroad Permission for visit purpose up to 6 months	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendation	Approval
	Abroad Permission for visit purpose beyond 6	Memo/ G.O	Initiation	Verification	Vetting, Scrutiny with reference to	Recommendations	Approval

	months				rules and indication of options(s)		
	Abroad permission for employment below 5 years	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendations	Approval
	Administrative Sanction to undrawn Pension / Family Pension to the spouse / legal heirs	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Approval	
	Compulsory wait	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendation	Approval
	Fixation of pay	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Approval	
	Pay fixation to ex-servicemen	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Approval	
	Pay protection	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to	Recommendation	Approval

					rules and indication of options(s)		
	Notional Seniority / Notional pay fixation	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendation	Approval
	Upgradation of Teacher posts	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendation	Approval
	Voluntary Retirement into Service	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendation	Approval
	Reinstatement into service to the teachers who were taken VRS / Resignation in relaxation of rules	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendation	Approval
	Sanction of leave above 4 years	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Recommendation	Approval
	Regularization of gap period	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny with reference to	Recommendation	Approval

					rules and indication of options(s)		
Legislative matters	All matters relating to APLA & APLC (i.e.) Approval of LAQs, LCQs, SNQs, Zero Hour Mentions, Assurances in respect of section related subjects	Memo/ Letter/ U.O.Note.	Initiation	Verification For scrutiny and with reference to rules	suggesting options	Recommendation	Approval
Parliamentary Issues	All matters relating to Lok Sabha & Rajya Sabha (i.e) approval of answers to the Lok Sabha & Rajya Sabha Questions in respect of section related subjects.	Memo/ Letter/ U.O.Note.	Initiation	Verification For scrutiny and with reference to rules	suggesting options	Recommendation	Approval
RTI	RTI Act applications	Memo/ Letter/ U.O. Note	Initiation	Approval			
	RTI Act appeals	Procs / Letter	Initiation	Verification	Approval		
Legal issues	Court Cases including Supreme Court / APHC / NHRC / Institution of Lokayukta & Upa - Lokayukta etc.,	Memo/ G.O./ Letter	Initiation	Verification	Vetting, Scrutiny with reference to rules and indication of options(s)	Approval	
General Representations	Teachers / Teacher Associations	Memo	Initiation	Recommendation	Approval		
Report called for from the HOD	In all matters	Memo	Initiation	Recommendation	Approval		

<b>TRAINING SECTION</b>							
Service Matters	Foreign permission to TGT, PGT, Principals and Staff working in APREI Society, Head Quarters, below the period of 6 months (NOC)	Letter	Initiation	Examination of the facts of the issue.	Recommendation/ Suggestion.	Recommendation	Approval
	Any transfer / promotion order / FAC and in-charges arrangement to the Executive engineer/Superintending Engineer/ Chief Engineer of APEWIDC	Letter/G.O	Initiation	Examination of the facts of the issue.	Suggestion.	Recommendation	Approval
	Administrative approval for providing infrastructure facilities, toilet blocks and repairs of class rooms of AP Residential Schools/Junior Colleges and Degree College  Administrative approval for providing infrastructure facilities to the Govt. College of Physical Education	Letter	Initiation	Examination of the facts of the issue.	Suggestion.	Recommendation	Approval
Residential Schools	Permission to establishment of new	Letter	Initiation	Examination of the facts of the	Suggestion.	Recommendation	Approval

	Residential Schools/Junior College & Degree College; Up-gradation of Residential School to Residential Junior College			issue.			
Legislative Matters	All Assembly and Council matters i.e. LAQs, LCQs and SNQs etc., and Lok Sabha & Rajya Sabha Questions.	Letter	Initiation	Examination of the facts of the issue.	Suggestion.	Recommendation	Approval
Audit	Matters related to C&AG Reports	Letter	Initiation	Examination of the facts of the issue.	Recommendation	Approval	-
	Sanction of posts and up-gradation of posts in APREI Society and APEWIDC	G.O	Initiation	Examination of the facts of the issue.	Suggestion.	Recommendation	Approval
	Deputation of staff working under APREI Society and APEWIDC	Letter	Initiation	Examination of the facts of the issue.	Suggestion	Approval	-
	Compulsory wait to the officers without involving any relaxation of rules	Letter	Initiation	Examination of the facts of the issue.	Suggestion	Approval	-
	Nomination of Members of Board of Governors of	G.O	Initiation	Examination of the facts of the	Suggestion.	Recommendation	Approval

	APREI Society			issue.			
	Matter related to implementation of UGC Pay Scales to the Lecturers working in Aided Colleges	G.O	Initiation	Examination of the facts of the issue.	Suggestion.	Recommendation	Approval
	Permission to fill up the sanctioned grant in aid vacant posts; sanction of payment of pay fixation arrears &	Memo	Initiation	Examination of the facts of the issue.	Suggestion.	Recommendation	Approval
New Private Colleges	Permission to start new Private B.Ed Colleges, B.P.Ed. Colleges, M.Ed. Colleges & M.P.Ed Colleges and increasing the seats in that Colleges	G.O	Initiation	Examination of the facts of the issue.	Suggestion.	Recommendation	Approval
	Construction of new buildings to the Government Colleges of Physical Education / B.Ed.	Letter	Initiation	Examination of the facts of the issue.	Suggestion.	Recommendation	Approval
RTI	RTI Act applications – PIO	Memo/ Letter	Initiation	Approval			
	RTI Act applications - FAA	Memo/ Letter	Initiation	Examination of the facts of the issue.	Approval		
	General Representations	Memo/ Letter	Initiation	Examination of	Approval		

	received through individual/CMOs etc., report called for take necessary action.			the facts of the issue.			
<b>VIGILANCE SECTION</b>							
Vigilance Matters / Disciplinary cases	General complaint petitions against the employees	Memo.	Initiation	Verification of facts	Approval		
	Complaint petitions against the employees received through GA (V&E) Department / APVC and report called for.	Memo.	Initiation	Verification of facts	Scrutiny	Approval	
	Complaint petitions against the employees received through the Hon'ble M(Education) with orders to circulate / consider / necessary action	Memo.	Initiation	Verification of facts	Scrutiny	Recommendation	Approval
	Radio Messages received from the ACB (Trap / DA case / Surprise check) and action at the level of the Govt. / HOD	Memo/GO	Initiation	Verification of facts	Recommendation	Recommendation	Approval
	Final reports of the DG, ACB	Memo / GO	Initiation	Verification of facts / rule	Recommendation	Recommendation	Approval



				position			
	Reports received from the GA (V&E) Department	Memo.	Initiation	Verification of facts	Recommendation	Approval	--
	Proposals received from the HODs for finalization of disciplinary proceedings in respect of retired officers	GO	Initiation	Verification of facts / rule position	Recommendation	Recommendation	Approval
	Finalization of disciplinary cases where Govt. is highest disciplinary authority	GO	Initiation	Verification of facts / rule position	Recommendation	Recommendation	Approval
	Suspension / Reinstatement in r/o state cadre employees	GO	Initiation	Verification of facts / rule position	Recommendation	Recommendation	Approval
	Appeal petitions	Memo / GO	Initiation	Verification of rule position	Recommendation	Recommendation	Approval
RTI	RTI petitions	Letter / Memo	Initiation	Approval.	Approval in r/o RTI Appeals		
	Legal matters	Memo.	Initiation	Verification of facts etc.	Vetting	Approval	
Legislative Matters	APLA cases / Human Rights Commission cases / SC, ST Commission cases	Letter	Initiation	Verification of facts etc.	Vetting	Approval	
	LAQ / LCQs / Parliament questions	U.O	Initiation	Verification of facts	Scrutiny	Recommendation	Approval

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B.Rajsekhar I A S  
Principal Secretary To Government

//FOWARDED BY ORDER//

SECTION OFFICER