

**DR. MGR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH : HYDERABAD**



TRIBAL WELFARE



Dear Reader,

As part of its endeavour to provide a SMART (Simple, Moral, Accountable, Responsive and Transparent) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programme in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out departmentwise Manuals in two parts, namely

1. Departmental Manual
2. Functionary Manual

The Departmental Manual would indicate the role, responsibilities and functions of the department. The Functionary Manual will detail, as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organisational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the Department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades in line with the vision 2020 of the state.

The present volumes developed by the Tribal Welfare Department are in two parts. As is evident, these publications are the out come of thorough study and analysis of the Department's role, functions and procedures. They are intended to serve as useful aid to each and every employee of the Department in the effective discharge of his functions. It may be noted, however that these two manuals do not replace the codes and orders of Government on the subject but are at best, meant to guide and assist the functionaries in the effective discharge of their duties.

Any suggestions for the improvement of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh, Road No.25, Jubilee Hills, Hyderabad - 500 003, for consideration and incorporation in subsequent updations and revisions of the Manuals.

P.V.R.K. PRASAD I.A.S

Director General

Dr. MCR Human Resource Development
Institute of Andhra Pradesh

&

Ex officio Spl. Chief Secretary to Government (HRD)

FOREWORD

I am profoundly happy to learn that the Functionary Manual of the Tribal Welfare Department is being brought out by the Department. It aims at developing effective and responsive manpower, presents outlines of its organisation structure, prescribes guidelines for interacting with various departments and projects the scope for proper development of Scheduled Tribes in the state of Andhra Pradesh. Though most of the contents are known to the experienced people involved in the development of tribals in Andhra Pradesh, it will be very useful as a ready reference points.

I do hope that the functionary manual would prove to be a valuable document to the general public as well as the Department functionaries.

C.R.BISWAL, I.A.S.
SECRETARY TO GOVT., SW (TW)
GOVERNMENT OF ANDHRA PRADESH
HYDERABAD

PREFACE

The manuals for the Tribal Welfare Department developed in two volumes Viz., Department Manual and Functionary Manual, have been brought out under the instructions of the Government. They aim at developing effective and responsive functionaries.

The Departmental Manual presents origin and background of the Department, its evolution over the time its present role and organisation structure, its interaction with various other departments, and finally the vision of the Department with reference to the aspirations of the Scheduled Tribes.

Important Government Orders have also been included in the Manual. I am sure that this Manual will be useful to the general public as well as to the departmental functionaries.

I acknowledge the services rendered by Sri. V. Hanumantha Rao, retired District Tribal Welfare Officer and resource person for having compiled and prepared the Manual.

I am also thankful to the Dr. MCR & HRD Institute of Administration, Hyderabad for providing necessary financial assistance and guidance for finalising and bringing out the Manual.

Suggestions for further improvement of this Manual are welcome.

VINOD K AGARWAL, I.A.S
COMMISSIONER OF TRIBAL WELFARE
GOVERNMENT OF ANDHRA PRADESH
HYDERABAD

REPORT

The following report is a summary of the work done during the period from 1st January to 31st December 1954. It is intended to provide a general overview of the progress made and the results obtained.

The work has been carried out in accordance with the programme of work approved by the Committee at its meeting on 15th November 1953. The main areas of activity have been the study of the properties of the new material and the development of methods for its preparation.

The results of the work are described in the following sections. The first section deals with the synthesis and purification of the material. The second section describes the physical and chemical properties of the material.

The third section describes the work done on the preparation of thin films of the material. The fourth section describes the work done on the measurement of the electrical conductivity of the material.

The work has been carried out in the Department of Physics, University of Cambridge, and the results are being published in the Journal of the Royal Society.

The work was supported by the Science Research Council and the University of Cambridge.

REPORT OF THE
COMMISSIONER GENERAL OF LANDS AND REVENUE
FOR THE YEAR 1954-55
LONDON: H.M.S.O. 1955

**TRIBAL WELFARE
DEPARTMENT**

FUNCTIONARY MANUAL

**GOVERNMENT OF
ANDHRA PRADESH**

TRIBAL WELFARE
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FUNCTIONARY MANUAL

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ANDHRA PRADESH

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Chapter 1

ORIGIN OF THE POST

1.1 INTRODUCTION

Originally upto 14.11.1966, the Tribal Welfare was an integral part of the Social Welfare Department. To look after the welfare of the tribals creation of separate department was being frequently voiced in the public. The Dhebar Commission has also recommended the creation of a separate Department of Tribal Welfare. It was felt that the problems relating to Tribals are quite different from those relating to Scheduled Castes, who lived for centuries with other castes in the plains and that the problems relating to Health, Education, Water supply, easier communications, etc. need special attention. In view of the backwardness of the Tribals and several problems confronting them, the need for a separate Head of the Department exclusively for the welfare of Scheduled Tribes has been strongly emphasized for the effective functioning which is intended to uplift the economic living conditions of the Tribals, and to ensure that the concessions to the Tribals in the various development departments have really gone to them to serve their needs, and also to achieve coordination of the various agencies of the departments, and voluntary agencies dealing with Tribal Welfare Programmes, a separate Department is considered absolutely necessary which has within its ambit the Tribal Research Institute, also to accord its technical advice and guidance in solving the Tribal problems. The Government, is, therefore convinced of the need for a separate Department for the Welfare of Tribals and ordered for the creation of a separate Department of Tribal Welfare vide G.O. MS No. 2710, Education Department dt. 14.11.1966.

The post of Joint Director of Social Welfare was created in G.O.Ms.No.2633, Education Department, dated 22-9-1964 and re-designated as Director of Tribal Welfare in G.O.Ms.No.2877/66, Education Department, dated 5-12-1966. Accordingly the Director of Social Welfare, Andhra Pradesh, Hyderabad in his Proceedings Rc.No.A(1)/44598/66, dated 20.6.1967 bifurcated the Tribal welfare schemes along with skeleton staff of Director, Deputy Director and four Ministerial Sections.

The role of the each category played by the functionary is detailed hereunder:

1.2 DIRECTOR/COMMISSIONER OF TRIBAL WELFARE:

When the Directorate of Tribal Welfare was separated from Social Welfare Directorate, the Head of the Tribal Welfare was designated as Director only, in G.O.Ms.No.2877/66, Education Department, dated 5-12-1966 and the post of the Director of Tribal Welfare was sanctioned. Gradually, when the Department was expanded from time to time with full pledged including District Officers, with enhanced budgetary provisions in the Commissionerate / Directorate, District Administration, etc. The post of a Director has been encadared and senior I.A.S. officers being posted as Director / Commissioner of Tribal Welfare. As per Article 6 of the Appendix-I of the Andhra Pradesh Financial Code Volume-I, the department, and as per para 19-1-1 of the Andhra Pradesh Budget Manual, the Head of the Department or other officers who submits estimates to Government has been declared as Chief Controlling Officer in respect of Tribal Welfare Budget.

1.3 THE ROLE PLAYED BY THE COMMISSIONER OF TRIBAL WELFARE:

1. He/she is the Head of the Department in State Level.
2. He/she is not only the Head of the Commissionerate of Tribal Welfare but also he/she is the ex-officio Managing Director, Andhra Pradesh Scheduled Tribes Cooperative Finance Corporation and Head of Tribal Cultural Research and Training Institute. He/She is empowered with budgetary control over the Girijan Cooperative Corporation and Chief Engineer Tribal Welfare, wings of the Tribal Welfare Department.
3. He/she will supervise, the proper implementation of all Tribal Welfare Schemes in the Department.
4. He/she had disciplinary, budgetary and administrative control over the gazetted and non-gazetted staff of the Commissionerate, and also on the district offices staff.
5. He/she is the state level touring officer. He/She will conduct review of all schemes at district level and also at Commissionerate staff (Head Quarters) level every month including TRICOR schemes for effective implementation of Tribal Welfare schemes.
6. He/she will attend state level meetings at Government level and also attend co-ordinate meetings with the concerned Head of the Departments connected with Sub-Plan Funds, as the Commissioner of Tribal Welfare is releasing funds to them.
7. He/She is the appointing authority for all the posts of class IV employees and Junior Assistants in the Commissionerate.

8. He/She is empowered to give promotion from Junior Assistants level and upto the post of 2nd gazetted category.
9. He/She is empowered to transfer any employee to any place in the state as per zonal system.
10. He/She will release the budget to all the districts pertaining to all the schemes in the Department and review with expenditure with all the district officers every month including TRICOR schemes.
11. He/She is empowered to take disciplinary action against the concerned gazetted and non-gazetted officers working under his/she control as per the reports received from the district officers concerned.
12. He/She will take the responsibilities of getting the funds sanctioned from the State Government as well as from the Government of India in respect of Plan, Non-plan and C.S.S. Schemes.
13. He/She will play a prominent and responsible role in getting the Foreign Funds sanctioned, for the Development of Agriculture, Horticulture, Education and Health Programmes in the Scheduled Areas for the upliftment of Tribals.
14. He/She will initiate for the formulation of new schemes, and latest technical methods.

1.4 ADDITIONAL DIRECTOR (AGRICULTURE):

The post of Additional Director (Agriculture) was sanctioned in G.O.Rt.No.11, Social Welfare (D2) Department, dated 10.1.95 in the time scale of Rs. 6610-9820 for the implementation of the Andhra Pradesh Participatory Tribal Development Project with the assistance from IFAD, Rome with Co-Financing from the Royal Government of Netherlands. It is a deputation post on tenure basis.

He/she shall assist the Commissioner of Tribal Welfare in the implementation of the scheme of Agriculture in Andhra Pradesh Participatory Tribal Development Project pertaining to:

- (a) Agriculture and Horticulture correspondence relating to and monitoring the implementation of programmes, review, follow up of IFAD and Non-IFAD programmes.
- (b) Agriculture and Horticulture plan.
- (c) Arable Crop Development
- (d) Adaptive Research
- (e) Soil and Water conservation works
- (f) Off Farm Activities under Agriculture and Horticulture

- (g) Shifting Cultivation
- (h) Training programmes under Agriculture and Horticulture
- (i) Any other work related to Agriculture and Horticulture
- (j) Horticulture Nursery-Cum-Training Centres (HNTC's)
- (k) Satellite Nurseries
- (l) School Horticulture/Nutritional Gardens
- (m) Cashew Development (C.S.S. and others)
- (n) T.S.P.Horticulture

He/She will also monitor the New Methods and latest technologies from the Agriculture and Horticulture Departments and implement the same in Tribal Welfare Department

1.5 JOINT DIRECTOR:

In G.O.Ms.No.12, Education and Social Welfare Department, dated 2.5.1973 sanctioned the creation of one post of Joint Director in the Directorate of Tribal Welfare in the scale of R.s. 850-1300, the Joint Director shall assist the Director of Tribal Welfare/Commissioner of Tribal welfare both in the office work and in the field work. He/She shall be a state-wide Touring Officer.

1. He/She will assist the Commissioner of Tribal Welfare in all the service matters of gazetted and non-gazetted officers, Administration and Personnel Management. House-keeping subjects in the office of the Commissioner of Tribal Welfare dealing with all service matters of gazetted and non-gazetted officers working in the ITDAs, TRICOR, G.C.P.D.C and Director of Tribal Cultural Research and Training Institute.
2. He/She will look after the service matters of Class IV employees other than Hostels and Ashram Schools.
3. Deputation and Tenure Postings.
4. Property Statements.
5. Training Programmes for Officers.
6. Sanction of leave and other allowances etc.
7. All miscellaneous issues relating to gazetted and non-gazetted Officers of the Department.
8. He/She is also delegated with the powers of drawal of refundable advances from TRICOR in urgency not exceeding rupees 5,000/- only if all previous advances have been adjusted and no amount is outstanding with the applicant.
9. He/She is delegated with powers of sanctioning special grade increments to Non-gazetted Officers and class IV employees.

10. He/She will assist the Commissioner of Tribal Welfare in dealing with the subjects,
- (a) All disciplinary cases against gazetted and Non-gazetted and class IV employees of this Department (Directorate, and District Offices, Hostels, Ashram Schools) including court cases and allegations against them.
 - (b) Establishment of last grade employees of Hostels and Ashram Schools.
 - (c) All service matters relating to Wardens/Matrons and Teachers and class IV employees including disciplinary proceedings, Court cases and allegations on Hostels, Ashram Schools, etc. in the district.
11. He is the vigilance officer of the Dept.

1.6 JOINT DIRECTOR (PROJECTS AND PLANNING):

In G.O.Ms.No.127, Social Welfare Department, dated 28.6.1985 initially, the post of a Joint Director, Horticulture was sanctioned in order to implement the Horticulture and rehabilitation of Podu Cultivation, involved preparation of detailed project reports and monitoring at field level. This post was converted as Joint Director Projects and Planning vide G.O.Ms.No.213, Social Welfare Department, dated 2.11.1991. Subsequently for Administrative convenience, this post of Joint Director Projects is being utilized as Joint Director Planning and Monitoring and Education (Monitoring Cell).

He/She will assist the Commissioner of Tribal Welfare in the matters of all issues relating to:

1.
 - a) Primary Education - Hostels and Ashram Schools
 - b) District Education Project and
 - c) innovation to improve quality of Education
2.
 - a) Single Teacher Schools
 - b) Mid-day meals scheme
3. Review of meetings of District Tribal Welfare Officers and follow up action.
4. Polytechnics, I.T.I., Junior Colleges, Degree Colleges, etc.
5. All matters relating to Hostels and Ashram Schools.
6. All matters relating to college Education and Technical Education.
7. Incentives like supply of Nationalised Text Books, Note Books and Dresses.
8. Best available schools, Admissions into public schools, R.K.Vidyalayas etc., and pre-matric scholarships.

9. Post matric scholarships, Book grants, scouting, sports, library and co-curricular activities.
10. Preparation of Annual Action Plan and Monitoring the Budget proposals, releases of state plan and non-plan budget.
11. Proposals and following up of P.P.A.C.; CEMB; and D.C.C. release of impact money, releases of Yanadi and P.T.G. schemes, ITDA, PTG correspondence, Land Purchase, etc.
12. Preparation of Annual Action Plan relating to CSS including Integrated Tribal Development Agency and Primitive Tribal Groups. Monitoring the submission of proposals, releases of CSS and correspondence.
13. Preparation of Annual Action Plan of Non Integrated Tribal Development Agency Districts correspondence on MADA and PTG Action Plan and correspondence.
14. All issues relating to Departments of Forest, Excise, Industries, Action Plan of J.F.M. Project and all other, externally assisted projects except IFAD; RIADP.; G.C.P.D.C., GCC, TRICOR, T.S.P. preparations and Monitoring credit plan.

1.7 JOINT DIRECTOR (PLANTATION):

The post of Joint Director was sanctioned in G.O.Ms.No.11, Social Welfare (D2) Department, dated 10.1.95 for the implementation of Andhra Pradesh Tribal Development Project with the assistance from IFAD, Rome with co-financing from the Royal Government of Netherlands. It is a Deputation post on tenure basis from the Commissionerate of Agriculture/Horticulture.

He/She shall assist the Commissioner of Tribal Welfare in all the matters pertaining to:

1. All correspondence relating to Horticulture and Monitoring the implementation of programme, review, follow up action of IFAD and Non-IFAD programmes.
2. Horticulture Plan, HNTCs, Satellite Nurseries, School Horticulture/ Nutritional Gardens.
3. T.S.P.Horticulture, Off Farm Activities and Horticulture Training Programmes under Horticulture, etc.
4. Agriculture correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD and Non-IFAD programmes.
 - a) Agriculture Plan
 - b) Arable Crop Development
 - c) Adoptive Research
 - d) Soil and Water Conservation works

- e) Off - Farm Activities under Agriculture
 - f) Shifting Cultivation
 - g) Training programmes under Agriculture etc.
5. Community Participation:
- a) Village Liaison Workers
 - b) Village Development Officers
 - c) Development Coordinators
 - d) Village Development Fund
 - e) Village Tribal Development Association (V.T.D.A.)
 - f) Community Development Co-ordinators (C.D.Cs.)
 - g) Sericulture
 - h) Animal Husbandry
 - i) Pisciculture and Allied Programmes
 - j) G.C.C. Activities under IFAD
 - k) Computer Cell

1.8 JOINT DIRECTOR (COOPERATIVE AND MARKETING):

The post of Joint Director Cooperative and Marketing was sanctioned in G.O.Ms.No.11, Social Welfare Department, dated 10.1.95 for the implementation of Andhra Pradesh Participatory Tribal Development Project with the assistance from IFAD, Rome with co-financing from Royal Government of Netherlands. It is a deputation post on tenure basis either from the Bureau of Economics and Statistics Department or from any other Departments. He/She shall assist the Commissioner of Tribal Welfare in all the matters of implementation of IFAD Project, Central Monitoring Unit; IFAD Planning Unit, Technical wing. He/She will also look after the matters of:

1. Project Administration (APTDP and APPTDP)
2. Budget
3. Annual Working Finance and Plan
4. Supervisory Missions
5. Meetings and Visits
6. Preparation of notes and coordination with IFAD

1.9 DEPUTY DIRECTOR:

Separate Director for Tribal Welfare was created in the year 1966 by bifurcating from the Director of Social Welfare in G.O.Ms.No.2710, Education Department, dated 14.11.1966. Accordingly the Director of Social Welfare, Andhra Pradesh, Hyderabad in his proceedings Rc.No.44598/66, dated 20.5.1967 transferred 29 permanent posts as detailed below:

1. Director - 1
2. Deputy Director 01
3. Superintendents - 4
4. UDCs - 8
5. LDCs - 7
6. Typists - 3
7. Stenos - 2
8. Daffedar - 1
9. Attenders -2

Thus the post of Deputy Director was a transferred post from the Director of Social Welfare when bifurcated. He will assist the Joint Director in all the service matters of Gazetted and Non-Gazetted Officers of Tribal Welfare Department and also assist the Joint Director in all the matters of all disciplinary cases against gazetted and non-gazetted and class IV employees of this Department (Directorate and District Offices and Hostels, Ashram Schools) including court cases and allegations against them, and assist the Joint Director in the matters of:

- (a) Administration.
- (b) Personnel Management.
- (c) House keeping subjects in the Commissionerate and also in all the service matters of the staff working in Integrated Tribal Development Agencies, TRICOR, GCC, GCPDC, Engineering and Director of Tribal Cultural Research and Training Institute.

He/She will also assist the Joint Director in all the service matters of:

1. Class IV employees, other than Hostels and Ashram Schools.
2. Deputation and tenure postings.
3. Sanction of leave and other allowances.
4. Training programme for officers.
5. Property Statements.
6. All matters relating to separation of Tribal Welfare Department.
7. Correspondence regarding Telugu and official language.
8. Submission of P.Rs and form VII, by the section Assistants.
9. Maintenance of Attendance Registers including C.Ls and C.C.L's of Directorate employees and Attenders, Allwyn employees.
10. Staff continuation and sanction; proposals for all staff of Directorate and Districts.
11. Maintenance of Roster for implementation of rule of Reservation.
12. All service and miscellaneous issues relating to non-gazetted staff and class IV employees of District Offices.
13. All service matters relating to Wardens/Matrons and Teachers (including disciplinary proceedings and court cases and allegations).
14. Vehicles maintenance, Stores, etc.

1.10 DEPUTY DIRECTOR (PODU):

The post of the Deputy Director (Podu) was sanctioned in G.O.Ms.No.127, Social Welfare (D) Department, dated 28.6.1985 in order to implement the scheme for rehabilitation of Podu Cultivaters in Tribal areas. The implementation of podu rehabilitation project involved preparation of detailed project reports, implementation and monitoring at field level. Podu areas have to be contacted and motivated to take up cultivation of Horticulture and Social Forestry in Podu Lands. In the absence of specific and detailed project reports with reference to field conditions, it is impossible to implement the scheme. Thus the post of Deputy Director was sanctioned in the time scale of Rs. 1050-1600 in the beginning to look after the scheme of Rehabilitation of Podu Cultivation. Subsequently as and when the Department was expanded, the allocation of subjects are also added to this post for Administrative convenience, he/she shall assist the Joint Director (Agriculture and Plantation) in all the matters of:

1. All correspondence relating to Podu cultivation in Agency Areas and Horticulture, Monitoring the implementation of programmes, review follow up action of IFAD and Non-IFAD programmes.
2. T.S.P. Horticulture, Off-Farm Activities and Horticulture training programmes under Horticulture etc.
3. Agriculture correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD and Non-IFAD programmes.
4. Agriculture Plan.
5. Arable Crop Development.
6. Adoptive Research.
7. Soil and water conservation works.
8. Off-Farm Activities under Agriculture etc.
9. Shifting Cultivation.
10. Training programmes under Agriculture etc.
11. Community Participation.
12. Village Liaison Works.
13. Village Development Officers.
14. Development Coordinators.
15. Village Development Fund.
16. Village Tribal Development Associations (V.T.D.A.)
17. Community Development Co-ordinators (C.D.Cs.)
18. Sericulture.
19. Animal Husbandry.
20. Pisciculture and allied programmes.
21. GCC activities under IFAD
22. Computer cell.

1.11 DEPUTY DIRECTOR (MONITORING):

The post of Deputy Director Monitoring, was sanctioned in G.O.Ms.No.137, Social Welfare Department, dated 25.5.91 in order to monitor project for International Fund of Agriculture Development Schemes as the Tribal Welfare Department has taken up the Andhra Pradesh Tribal Development Project with the help of funding from International Fund for Agriculture Development. This is 7 years project started during the year 1991-92. This post was sanctioned at project coordination division of Tribal Cultural Research and Training Institute. Subsequently the post was transferred to O/o Commissioner of Tribal Welfare for Administrative convenience. It is a Deputation post on tenure basis from the Director of Economics and Statistics Department.

He/She will assist the Joint Director Cooperation and Marketing in all the matters for the implementation of IFAD project central monitoring unit. He/She will also assist the Joint Director Planning and Project in all the matters for the preparation of Annual Action Plan and Monitoring and submission of Budget proposals.

He/She will assist the Joint Director Cooperative and Marketing in all the matters of:

1. Building database and updatement of:
2. Monitoring the implementation of programmes, review and follow up action of
 - (a) ITDA and PTG programmes.
 - (b) Yanadi Development Programme
 - (c) Chenchu Development Programme
 - (d) Impact Money
 - (e) Land Purchase scheme
 - (f) GCC, GCPDC, TRICOR, Electrification.
3. Monitoring of centrally sponsored schemes.
4. Agriculture.
5. Horticulture (HNTCs Satellite Nurseries, Plantation etc.).
6. Soil Conservation.
7. Sericulture.
8. Pisciculture.
9. MADA and PTG programmes.
10. Monitoring of T.S.P. and Plan programmes.
11. Education.
12. Infrastructure Development.
13. Irrigation (including CERP etc.)
14. All Engineering works including Roads, Buildings, Drinking water and other items.

15. Natural calamities.
16. Monitoring of Non-plan schemes.

1.12 DEPUTY DIRECTOR (PLANTATION):

The post of Deputy Director Plantation was sanctioned in G.O.Ms.No.137, Social Welfare (D) Department, dated 25.5.91. The Andhra Pradesh Tribal Development Project was taken up with the help of funding for International Fund for Agriculture Development for a period of 7 years from 1991-92. The implementation of the project requires staff as project coordination of Tribal cultural Research and Training Institute and ITDA. The post of Deputy Director Plantation was sanctioned in the time scale of rupees 2410-4050 on tenure basis from the Horticulture, Agriculture and Forest Departments. It is a Deputation post on tenure basis from the Commissioner of Horticulture Department.

He/She shall assist the Joint Director Agriculture in all the matters pertaining to:

1. Project Administration (APTDP and APPTDP).
2. Budget.
3. Annual Working Finance and Plan.
4. Supervisory Missions.
5. Meetings and Visits.
6. Preparation of notes and coordination with I.FAD.
7. Horticulture (all correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD) and Non-IFAD programmes.
8. Horticulture Plan.
9. HNTC.
10. Satellite Nurseries.
11. School Horticulture/Nutritional gardens.
12. Cashew Development (CSS and others).
13. T.S.P. Horticulture.
14. Off Farm Activities under Horticulture.
15. Training Programmes under Horticulture.
16. Any other work related under Horticulture.
17. Agriculture correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD and non-IFAD Horticultural programmes.
18. Agriculture plan.
19. Arable Crop Development.
20. Adoptive Research.
21. Soil and water conservation works.

22. Shifting cultivation.
23. Training programmes under Agriculture.
24. Any other work related to Agriculture.
25. Community Participation:
 - a) Village Liaison Workers.
 - b) Village Development Officers.
 - c) Development Coordinators.
 - d) Village Development Fund.
 - e) Village Tribal Development Association (VTDA)
 - f) Community Development Co-ordinators (C.D.Cs)
26. Sericulture
27. Animal Husbandry
28. Pisciculture and allied programmes.
29. GCC activities under IFAD
30. Computer Cell.

1.13 DEPUTY DIRECTOR (SOIL CONSERVATION):

The post of the Deputy Director Soil Conservation was sanctioned in G.O.Ms.No.137, Social Welfare (D) Department, dated 25.5.91. The Andhra Pradesh Tribal Development Project was taken up with the help of funding from International Fund, for Agricultural Development for a period of 7 years from 1991-92. The implementation of the project requires staff and Project Coordination of Tribal Cultural Research and Training Institute and ITDA. The post of Deputy Director Soil Conservation was sanctioned in the time scale of Rs. 2410-4050 on deputation from Agriculture Department.

He/She shall assist the Joint Director Agriculture in all the matters pertaining to:

1. Project Administration (APTDP and APPTDP).
2. Budget.
3. Annual Working Finance and Plan.
4. Supervisory Missions.
5. Meetings and Visits.
6. Preparation of notes and coordination with IFAD.
7. Horticulture (all correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD) and Non-IFAD programmes.
8. Soil Conservation plan.
9. HNTC's (S.C. Works).
10. Satellite Nurseries.
11. School Horticulture/Nutritional gardens.
12. Cashew Development (CSS and others).

13. T.S.P. Horticulture.
14. Off Farm Activities under Horticulture.
15. Training Programmes under Horticulture.
16. Any other work related under Horticulture.
17. Agriculture correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD and non-IFAD Horticultural programmes.
18. Agriculture plan.
19. Arable Crop Development.
20. Adoptive Research.
21. Soil and water conservation works.
22. Shifting cultivation.
23. Training programmes under Agriculture.
24. Any other work related to Agriculture.
25. Community Participation:
 - a) Village Liaison Workers.
 - b) Village Development Officers.
 - c) Development Coordinators.
 - d) Village Development Fund.
 - e) Village Tribal Development Association (VTDA)
 - f) Community Development Co-ordinators (C.D.Cs)
26. Computer Cell.

1.14 RESEARCH OFFICER (MONITORING):

The post of the Research Officer Monitoring was sanctioned in G.O.Ms.NO.137, Social Welfare (D) Department, dated 25.5.91. The Andhra Pradesh Tribal Development Project was taken up with the help of funding for International Fund, for Agricultural Development for a period of 7 years from 1991-92. The implementation of the project requires staff as project coordination of Tribal Cultural Research and Training Institute and ITDA. The post of Research Officer (Monitoring) was sanctioned and the method of placement will be drawn from Tribal Cultural Research and Training Institute.

He/She shall assist the Joint Director Agriculture in all the matters pertaining to:

1. Project Administration (APTDP and APPTDP).
2. Budget.
3. Annual Working Finance and Plan.
4. Supervisory Missions.
5. Meetings and Visits.
6. Preparation of notes and coordination with IFAD.

7. Horticulture (all correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD) and Non-IFAD programmes.
8. Horticulture Plan.
9. HNTC.
10. Satellite Nurseries.
11. School Horticulture/Nutritional gardens.
12. Cashew Development (CSS and others).
13. T.S.P. Horticulture.
14. Off Farm Activities under Horticulture.
15. Training Programmes under Horticulture.
16. Any other work related under Horticulture.
17. Agriculture correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD and non-IFAD Horticultural programmes.
18. Agriculture plan.
19. Arable Crop Development.
20. Adoptive Research.
21. Soil and water conservation works.
22. Shifting cultivation.
23. Training programmes under Agriculture.
24. Any other work related to Agriculture.
25. Community Participation:
 - g) Village Liaison Workers.
 - h) Village Development Officers.
 - i) Development Coordinators.
 - j) Village Development Fund.
 - k) Village Tribal Development Association (VTDA)
 - l) Community Development Co-ordinators (C.D. Cs)
26. Sericulture
27. Animal Husbandry
28. Pisciculture and allied programmes.
29. GCC activities under I.FAD
30. Computer Cell.

1.15 ACCOUNTS OFFICER:

During the year 1978-79, one post of Assistant Accounts Officer was upgraded out of two Assistant Accounts Officers posts in existence i.e., one post was sanctioned in the year 1968 vide G.O.Ms.No.1556, Education Department, dated 14.8.1968 and another post of Assistant Accounts Officer was sanctioned when the Audit section was sanctioned in Accounts Branch during 1977-78. Out of these two Assistant Accounts Officer posts, one Assistant Accounts Officer was upgraded into Accounts Officer.

He/She shall assist the Commissioner of Tribal Welfare in all the Budget and Accounts matters of the Department, as detailed below:

1. Formulation of estimation of Plan and GIA (Non Plan) Budget.
2. Release of funds under Plan and GIA (Non Plan) Budget.
3. Performance Budget.
4. Preparation of number statement of Plan and GIA (Non Plan) Budget.
5. Appropriation of Accounts.
6. Maintenance of all the Audit reports pertaining to Integrated Tribal Development Agencies including MADA Projects and follow up action.
7. L.F. Audit Reports.
8. A.G. Audit Reports.
9. C.A. Reports.
10. Departmental Audit Reports.
11. Maintenance of Audit Reports in respect of District Tribal Welfare Officers, S.D.C. (Tribal Welfare) offices of ITDA Districts and follow up action.
12. Maintenance of Loans Registers in respect of loans given by Government of Andhra Pradesh to autonomous bodies and corporations.
13. Maintenance of all A.G. and Departmental Audit Reports in respect of the following DTWO Offices.
14. Maintenance of U.C. Register together with allied correspondence.
 - a) Krishna
 - b) Guntur
 - c) Prakasam
 - d) Nellore
 - e) Chittoor
 - f) Anantapur
 - g) Cuddapah
 - h) Kurnool
15. Maintenance of all A.G. and Departmental Audit Reports in respect of the following DTWO Offices:
 - a) Hyderabad
 - b) Rangareddy
 - c) Mahaboobnagar
 - d) Karimnagar
 - e) Medak
 - f) Nizamabad
 - g) Nalgonda
 - h) Directorate (AG and DTA Audit Reports)
16. IFAD Phase - I
IFAD Phase - II

1.16 ASSISTANT ACCOUNTS OFFICER:

The post of Assistant Accounts Officer was sanctioned in G.O.Ms.No.1556, Education Department, dated 14.8.68 to look after as the Budget and Accounts of the Department. It is a deputation post from Director of Treasuries and Accounts Department on tenure basis and be functions as drawing and disbursing officer.

He/She shall assist the Accounts Officer in all the matters as detailed below:

1. Maintenance of Service Registers of gazetted and non-gazetted Officers of the Directorate and District Tribal Welfare Officers.
2. Pay fixations.
3. Pension cases.
4. Increments.
5. Administrative and establishment matters relating to Accounts staff.
6. Maintenance of Attendance Register of Accounts wing.
7. Maintenance of leave account of Accounts staff.
8. Maintenance of consolidated poll and stock files.
9. Proposals of A.P.G.L.I. and G.P.F. in respect of Directorate staff.
10. Preparation of Pay Bills.
11. Issue of LPCs and Salary Certificates.
12. Supplementary Pay Bills and Surrender Leave, Leave Salary bills.
13. L.T.C.
14. Loans and advances together with their recovery watch registers.
15. Proposals of APGLI and GPF in respect of Directorate staff.
16. Preparation of all contingent bills, A.C. bills and D.C. bills.
17. Recoupment of Permanent Advance and maintenance of Pdl. on P.A.
18. Preparation of Scholarship bills.
19. Maintenance of cash book and subsidiary registers.
20. Encashment of cheques and disbursement of money maintenance of Security Register.
21. Maintenance of Day Book.
22. Maintenance of Expenditure Statements Book.
23. Payment of bills for stationery, furniture, etc.
24. Departmental Purchase Committees.
25. Payment of telephone bills and all bills like water, electricity, etc.

1.17 SPECIAL OFFICER (NUTRITION):

The post of Special Officer Nutrition has been sanctioned in G.O.Ms.No.1245, LEN and TE Department, dated 2.11.1970 in order to implement the scheme for Health and Nutrition in Tribal Areas. The Special Nutrition Programme (SNP) covers all Schedule Tribe children of below 6 years age and lactating

mothers and pregnant women by providing supplementary feeding of providing about 400 calories and 16 grams of protein to the mothers and to fill up the gap in calorie /protein deficiency among Tribal Children. By the end of 1973-74 there were 2814 feeding centers with 55,659 beneficiaries. The post of Special Officer Nutrition was created in order to inspect the SNP feeding centers in the state and to inspect Health institutions in the agency areas etc., for the proper implementation of Health care delivery in Scheduled Areas.

He/She shall assist the Commissioner of Tribal Welfare in all the matters relating to:

1. Tribal Health Project.
2. Health, Nutrition and Family Welfare.
3. Integrated Child Development Services (I C D.S.)
4. Health and Nutritional components of APTDP and APPTDP.
5. Habitat improvement programme, Housing programme (JAY,SPH, RPH).
6. Drinking Water (RWS and ARWS).
7. Sanitation.
8. Village Development Committees.
9. Tribal Societies.
10. Coordination with Non Governmental Organisations.
11. Women Developmental Programmes.
12. J.R.Y., T.J.R.Y., E.AS etc.
13. Roads, Buildings and infrastructure and development irrigation, Master-Plan for irrigation.
14. Implementation of G.O.Ms.No.30, Social Welfare Department, dated 17.2.94 i.e., implementation for the allotment of works in Tribal Sub-Plan areas and other areas to the local village Development Committees/VDCs/Mahila Sanghams/ Societies etc. by participatory management in Integrated Tribal Development Agencies.
15. Compilation and Monitoring of all Engineering works and coordination with Engineering wing.
16. All matters relating to Panchayat Raj and Rural Development Departments and Engineering works.
17. Natural calamities works.

1.18 SPECIAL OFFICER (INSPECTIONS):

The post of Special officer Inspections was sanctioned in G.O.Ms.No.1308, Revenue (TW I) Department, dated 3.12.1971, in the cadre of Secretary, Z.P., in order to inspect the Tribal Development Blocks in Agency areas. Subsequently the function of the Special Officer Inspections has been extended to various subjects in the Department.

He/She shall assist the Commissioner of Tribal Welfare in all the matters of:

1. APTAC, Legislative and Parliamentary Committees, House Committees, Assurance Committees, Girijan Samkshema Parishad etc.
2. ITDA Governing Body Meetings follow up.
3. Single Line Administration.
4. All miscellaneous issues.
5. Review of Tour Diaries of P.Os of ITDA.
6. Grievance petitions referred from C.M. office, Ministers and representations of people (MLAs/MPs).
7. Monthly monitoring of periodicals reports on office functioning, pending court cases, pending references with subordinate offices, pending references requiring action; by the Government, LAQs, LSQs and RSQs.
8. Review of tour diaries of TRICOR, TCR and TI and Directorate.
9. Review of Tour Diaries of DTWOs.
10. Incentives for Inter Caste Marriages.
11. Inspection of subordinate offices including ITDAs, O/o DTWO in Non-ITDA's, MADA etc., follow up.
12. Follow up on the inspection reports by the officers.
13. Monitoring the performance and functioning of Liaison Officers.
14. Follow up of minutes of meetings.
15. Meetings and conferences.

1.19 HORTICULTURE OFFICERS:

In G.O.Ms.No.127, Social Welfare (D) Department, dated 28.6.85, two posts of Horticulture Officers sanctioned in the time scale of Rs. 750-1300 at State Level. These two Horticulture Officers are working on Deputation from the Director of Horticulture in the Commissioner of Tribal Welfare. But their salaries and other allowances are being met from the Tribal Welfare Budget. Originally, the Horticulture Officers posts were sanctioned for the implementation of Podu Rehabilitation Project, involved in preparation of detailed project reports implementation and monitoring, random field visits. Podu areas have to be identified at field level, podudars have to be contacted and motivated to take up cultivation of Horticulture and social forestry in Podu Lands. The Horticulture Officers shall assist the Joint Director Plantation or Agriculture and Deputy Director Podu and Plantation in all the matters pertaining to:

1. All correspondence relating to Horticulture and Monitoring the implementation of Programme, review, follow up action of IFAD and Non IFAD programmes.
2. Horticulture Plan, HNTC, Satellite Nurseries, School Horticulture/ Nutritional Gardens.

3. T.S.P. Horticulture, Off farm activities and Horticulture Training Programmes under Horticulture, etc.
4. Agriculture correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD and Non IFAD programmes.
 - a) Agriculture Plan.
 - b) Arable Crop Development.
 - c) Adoptive Research.
 - d) Soil and water conservation works.
 - e) Off-Farm Activities under Agriculture.
 - f) Shifting Cultivation.
 - g) Training programme under Agriculture etc.
5. Community Participation:
 - a) Village Liaison Workers.
 - b) Village Development Officers.
 - c) Development Coordinators.
 - d) Village Development Fund.
 - e) Village Tribal Development Association (V.T.D.A.)
 - f) Community Development Co-ordinators (C.D.Cs.)
 - g) Sericulture.
 - h) Animal Husbandry.
 - i) Pisciculture and allied programmes.
 - j) GCC Activities under IFAD.
 - k) Computer Cell.

1.20 SPECIAL OFFICER (SCOUTING):

In G.O.Ms.No.1410, Revenue (TW III) Department, dated 29.12.71 sanctioned the employment of three Wardens in the scale Rs. 250-400 per month to be drawn on deputation from the Bharat Scouts and Guides, to implement the scheme for providing Scouting facilities to the children of Scheduled Tribes, Denotified Tribes, Nomadic and Semi-Nomadic tribes studying in Junior Colleges, High Schools and Upper Primary Schools, by setting up atleast one hundred scouting units in the said institutions. The scheme is to be implemented in three divisions by the Wardens drafted on deputation in coordination of Bharat Scouts and Guides, Andhra Pradesh, Hyderabad. Each division will not have less than 30 units with trained Scout Masters for this purpose and each unit shall have a scout troop of 30 members.

1.21 SUPERINTENDENTS:

He/She is the Section Head. He/She is accountable for the section concerned. He/She shall assist the immediate concerned next Higher Level

Officer i.e., Deputy Director or Assistant Director etc. as the case may be. He/She shall supervise the concerned subject clerks in the section. In the absence of any subject clerks in the section, he/she will check up the Personnel Registers, Periodical Registers and other prescribed Registers on the due dates as per prescribed office order. He/She will maintain the Distribution Registers and distributes the Tappals received to all subject clerks concerned and he/she will see that all the papers received by the clerks are put up regularly and properly and takes the responsibility of dispatching the orders to the concerned district through the staff concerned, as per the orders of the Higher Authorities. He/She will recommend the C.Ls and E.Ls etc., applied by any one of the staff working in the section for sanction. He/She shall follow rules strictly in accordance with the procedure laid down in D.O.M. and other Manuals and Codes etc. The section Head shall exercise control and supervision over the clerks in his/her section and ensure that the correspondence is promptly attended to. He/She will also be responsible for promptness in fair copying and despatch of Letters. Every Superintendent is responsible for the safe custody of the files, Registers, Stock Files and other records in his/her charge.

1.22 SENIOR ASSISTANT:

Scale of Rs. 2195-4560. He/She shall assist the superintendent and also the Next Higher Officer with regards to the subject allotted to him/her. He/She will maintain Personnel Registers, Periodical Registers, Arrear Lists, Stock Files and allied subject Registers connected with the subject allotted to him/her. He/She will immediately after the receipt of the Tappals, he/she will register all such currents received everyday and submit to the Section Superintendent. As per the orders of the higher authorities in the file, he/she will put up the proceedings or D.O. letters, etc. as the case may be and after approval of such letters will be dispatched to the concerned. He/She along with superintendent is responsible for the movement of the concerned file and dispatch the orders to the concerned. He/She shall follow the procedure laid down in the D.O.M. strictly. Every Senior Assistant is responsible for the safe custody of the files, Registers, Stock Files and other records in his/her charge. If any document submitted for orders bears a court fee or adhesive stamp, he/she will be responsible for seeing that it is punched. This does not, however, absolve the Heads of sections from the responsibility from seeing that stamps are punched.

1.23 JUNIOR ASSISTANT:

Scale Rs. 1745-3420. He/She shall assist the Superintendent in the matter of dealing with the subjects allotted to him/her. In case of the Tappals work

allotted i.e., Inward or Outward, he/she will follow the procedure with regards to the opening of Tappals prescribed in the D.O.M. in the matters. After the receipt of the Tappals from the Commissioner of Tribal Welfare duly after endorsing the orders on the currents, by the Commissioner of Tribal Welfare/ Joint Director/Deputy Director as the case may be, the Tappals clerk will distribute the Tappals to all the sections concerned. The procedure laid down in D.O.M. will be strictly followed as detailed below:

1.24 OPENING AND REGISTRATION OF TAPPALS:

There should be an office order regarding distribution of tappals in any office. Generally, soon after the tappal or dak is received, the tappal should be opened, preferably in the presence of the Head of office or his Personal Assistant or any authorised officer. Important communications such as letters from Government, Heads of Departments, D.O. letters and confidential letters addressed to him/her must necessarily be opened in the presence of the Head of the office and seen by him/her before distribution to clerks. The officer, in whose presence the tappal is opened, must peruse the tappals and give appropriate instructions at the stage of perusal of tappal itself, particularly in respect of urgent and important papers indicating the action to be taken. The tappal clerk will thereafter sort out the tappals section wise and give them numbers, serially, as per the Distribution register. Cash and other valuables will be entered in the Security Register. When the tappals with the Distribution Register is received in the section, the section head should go through them, note the instructions of officers, if any, on them and then mark them to the concerned clerks. It should be ensured that all the clerks to whom the tappals are marked in the Distribution Register should acknowledge them without fail. Otherwise, it would become difficult to account for the un-acknowledged ones in the Distribution Register at a later stage, especially at the time of office inspection. Papers marked F (to be filed), XL Dis (to be lodged), need not be entered in the Distribution Register.

1.25 OFFICE SYSTEM:

The method of conducting official business is known as Office System. The various stages of official business starting from opening of tappals to consignment of files to records, come under the office system. The progress of work at various stages will be watched through appropriate registers, prescribed under the District Office Manual.

1.26 REGISTRATION:

The tappal received by clerks contain either new cases (for which there is no pending file) or old cases (for which there is a pending file). Tappals

received by clerks should be registered in the Personal Register without delay. New cases have to be registered as fresh currents noting the details, as required in col.4. Old cases have to be clubbed with the pending currents duly noting their particulars in col.9 and 10 of the Personal Register. A current which originates in the office is also registered in the Personal Register like any other new case, but in col.4 the word "arising" has to be noted under the Head "title". Under the Head "title" in col.4 of the personal register, appropriate main head and subhead should be given and the other columns prescribed in the personal register should be filled up.

While opening a new Personal Register at the beginning of the calendar year, sufficient number of blank pages should be left to be brought forward the currents of the previous year, which could not be closed by 31st March. Not more than three currents have to be entered on the page and they have to be divided by red lines. The main head has to be underlined in red ink.

1.27 MAINTENANCE OF FILES:

A file includes both current and note file. The current file comprises of incoming and outgoing references and other intermediary correspondence other than routine reminders. The note file is the one on which notes are written summarizing the facts reported in the reference, citing relevant provisions of law, rules, and orders of Government or other superior authorities, whenever required, and pointing-out the matters requiring orders or clarifications.

The pages of the current file and the pages of the note file have to be tagged separately. The pages of the current file have to be numbered in red ink and the pages of the note file in black or blue ink, chronologically. Files have to be maintained neatly.

1.28 NOTING:

Noting should be brief and to the point and should be in a simple language. The object of the note is present, in the most intelligible, condensed and convenient form, possible, the facts of the case, accompanied by a brief history of the case, if any. Points at issue requiring orders/clarifications etc. are to be examined with reference to any useful precedent, rule or law and put up in order to enable the officers to arrive at quick and correct decisions. Re-production of facts already available in the file is not necessary. While drawing attention to the facts already available in the file, any other important or new points and precedents, if any, could be mentioned in the note. A leading note is improper and should not be put up.

1.29 DRAFTING:

After orders are passed on note file draft should be put up. In simple cases, where discussions on note is not necessary, draft may be put up along with the note.

The draft should begin with a proper title, whether it is memo, or letter or proceedings. The title should almost be the same as shown in the note file, with suitable modifications to indicate the exact nature of the reference made or orders passed. Below the title, the references received from outside and the references sent, other than routine reminders, should be cited in chronological order.

The draft should be on the lines of the approved note taking into account the observations and comments made by the officers and orders passed. It should be in easy and natural style, and concise and at the same time comprehensive. Words or Phrases which lead to ambiguity, confusion and necessitate looking back for date, person or thing referred to should be avoided. The following should also be avoided (i) Long Words, (ii) Foreign of classical words or expressions, (iii) Vague and clumsy phrases, (iv) Colloquial phrases, such as "so impertient", "so many times", "not too bad" etc., (v) Phrases which show discourtesy, "care to", (vi) short abbreviations, (vii) split infinates, etc.

1.30 CURRENT FILE ARRANGEMENT:

The current file, with papers arranged chronologically, numbered in red ink and to be tagged together neatly, should be put up along with previous papers, or disposals obtained from Records for reference in flat file pad marked 'Ordinary', 'Urgent', 'Very Urgent' as may be appropriate. Statements and maps should be placed for reference below the current file.

1.31 REFERENCING:

Referencing is one of the important elements of noting or drafting for quick and proper disposal of papers. Facts of a case previously noted or reported, relevant previous decisions or orders, precedents, authorities and provisions of law should be aptly referred to in the notes. Any relevant portion in the pending file should also be referred to. Referencing is made by noting the page number of the current file or note file and the disposal number, G.O.No., Name of the Act, code or book. Reference should be done in pencil in the margin of the note file or draft put up. Where disposals are put up for reference, they should be flagged. The flag of each disposals or statement put up should be denoted by an alphabetical letter. Flags attached to the disposals should be pinned only to the outer dockets. Flags should not be attached to any page of the C.F or N.F. or to any page of any code, book or stock file.

1.32 VARIOUS TYPES OF COMMUNICATIONS THEIR FORM AND PURPOSE:

The various types of communications are:

- I. Memo
 - II. Letter
 - III. D.O. Letter
 - IV. Proceedings
 - V. Telegram
- I. Memo is a reference made to a subordinate or to petitioner.
 - II. Letter is a reference made to an officer, often equivalent in rank, or to an officer or other Department.
 - III. D.O. Letter is generally written where personal attention of the officer concerned is required to be bestowed.
 - IV. Proceedings is the final orders passed with reference to certain powers invested.
 - V. Telegram should be brief and intelligible. It should be accompanied by a post copy.

The communication should be precise and brief, setting forth the points in which clarifications or orders are required.

The proceedings should be complete in itself, with the title at the head, followed by such description as the communication with reference to which the proceedings are passed as will be sufficient to enable any officer to whom it is communicated to trace the previous correspondence on the subject in his office without any delay.

1.33 REMINDER DIARY:

To watch the action and ensure prompt replies to Government letters or other superiors, to watch action on urgent and important references from others and ensure prompt replies to them, reminder diary should be maintained by each clerk/Section Head.

1.34 DISPOSALS:

The various kinds of disposals are:

1. R.Dis to be retained permanently.
2. D.Dis to be retained till the prescribed period of retention (10 years normally, period can be extended, where necessary by obtaining orders for further retention).
3. L.Dis to be retained till one or three years.
4. F.Dis to be filed.

5. N.Dis to be returned in original.
6. X.L.Dis to be filed without numbering.
7. X.N.D. is to be returned without numbering.

The nature of disposals depends on the importance of each file. Government orders and proceedings of Heads of Departments have to be filed normally. But, some of those Government orders or proceedings, require further action at times. Such papers should be registered in Personal Registers and final disposal given as R.Dis or D.Dis as is necessary. Great care should be exercised in making the nature of disposal. The Section Head is responsible for marking the correct nature of disposal of the paper. For classifying a disposal under "R" series orders of the Head of the office have to be obtained. The Heads of the Departments have since been empowered to prescribe suitable period of retention based upon the peculiar nature or work done in their departments and the estimated period of utility for reference, after getting such record retention schedules approved by the concerned administrative Departments of the Secretariat (Vide a new note added under para 63 of the D.O.M. in G.O.Ms.No.65, GAD (Ser.C) dated 27.12.82). Consequently, in some Departments, new disposals i.e., "K.Dis", etc., with 3 years of retention or 5 years of retention have been prescribed.

Further, as per the amendment issued to para 80 of the DOM in the above G.O.Ms.No.65, GAD (Ser.C) dated 27.12.82 at the initial stage of sending disposal in the "L.Dis" and any other series with limited periods of retention for less than ten years, it should be examined closely; whether the disposal needs to be re-scrutinised after the prescribed period of retention and to be certified as fit for destruction or further retention. The docket sheet of each such disposal should therefore carry a certificate to the effect. "To be destroyed straightway/sent back for re-scrutiny in the year after the prescribed retention period (words not applicable to a disposal to be struck off). R.Disposal require scrutiny after 50 years in order to see whether they still require to be preserved or not.

1.35 CALL BOOK:

References of the Government and Heads of Departments calling for a report after one year or so, and such other references where report is due after one year or so and where no action is necessary for more than six months will be entered in Call Book closing the current in the Personal Register. The tappal clerk or record keeper will be responsible for the proper maintenance of the Call book. When the time noted in col.5 of the Call Book for taking action approaches, the current should be re-opened giving a fresh current number and entering in the personal register. As soon as this is done, the entry in the Call Book should be rounded off.

1.36 PERIODICALS:

The purpose of the periodicals will be defeated if they are not sent or received in time. To ensure receipt of incoming periodicals in time advance reminders should be issued. Where an outgoing periodical has to be compiled on the basis of figures furnished or reports made in the incoming periodicals, the compilation should be done expeditiously and outgoing periodicals despatched in time. Each periodical will be assigned a periodical number. There will be only one set of serial numbers for periodicals in an office, depending on the nature i.e., whether weekly, fortnightly, monthly, quarterly, half-yearly, annual etc. A Periodical Register showing the incoming and outgoing periodicals, to be dealt with by each clerk has to be maintained by him. Periodicals should not be given R.D. or L.Disposal. They should be simply filed with the periodical numbers only.

1.37 FAIR COPYING AND DESPATCH:

Fair Copying and Despatch should be done without any delay. The Superintendent, fair copying section should see that there is no delay at any stage of fair copying, comparing and despatch where there is pool system of typing in any office.

When the Superintendent, fair copying section, receives an approved draft for fair copying, he should check up whether all the particulars necessary for typing are available on the draft, such as the reference or disposal number, if it is a disposal, its nature, person or persons to whom it is to be sent, the enclosures to be sent with it, etc. He should also see if it is a R or D disposal, whether the Index slips in duplicate showing the title as noted in the draft has accompanied the draft. After satisfying that all the above details are available on the draft, he should give it to the typist for typing. Soon after they are typed, they should be compared with the approved draft, get them signed by the Head of office or concerned officer and despatched.

A Fair Copy Register as in Form IV, should be maintained in the section. It serves as a despatch register as well. Now-a-days, in many of the offices, section wise typists are allotted. The Head of the section should check the Fair Copy Registered maintained by the typist at the end of each day to ensure that no delays are made in fair copying of the approved drafts. In most of the offices, a separate despatch section is organised. For postal delivery, stamp account has also to be maintained besides the Postal Despatch Register. For communications to be delivered locally by hand a separate register "Local delivery book" should be maintained and should be periodically checked.

1.38 PREVENTION AND CHECKING OF ARREARS AND DELAY:

The section Heads should exercise effective supervision over the clerks in their section to prevent delays and arrears. The periodical checking of Personal, Periodical and other Registers even with long pending currents critically, will be an effective check to prevent delays and arrears. The Superintendent and the officer concerned should point out the delays and other irregularities, in the running note file accompanying the personal and periodical register put-up for check, as per the programme of check drawn up and issue suitable instructions for avoidance of delays and rectification of defects. Compliance with the instructions should be insisted within 48 hours and non-compliance should be taken serious notice of.

Reminder should be issued promptly. A Reminder Diary should be maintained by each clerk for this purpose, which should also be checked periodically along with Personal Registers etc. Arrear Lists showing the pendency of currents, should be put up with the Personal Register. Long pending files should receive special attention of the Section Head. Business return is prepared every half year to enable the head of office and his superiors to watch the progress of business in the office and to take suitable action for the reduction of pendency and arrears.

1.39 RECORDS - FILING - MAINTENANCE AND CUSTODY:

Before the receipt of any disposal (handed over to the record keeper) is to be acknowledged, the record keeper should verify whether all the pages in the disposal have been numbered, securely stitched and are intact, whether the disposal number has been correctly noted and the disposal has been properly docketed, and if it is a R or D disposal and whether duplicate copy of index slip has accompanied it. According to the amendments issues to the DOM para 81, disposals have to be arranged in the record room basing on the year of disposal and not according to the year of the current as is obtaining hitherto.

1.40 RESPONSIBILITY OF CLERKS AND HEADS OF SECTIONS:

Every clerk is responsible for the safe custody of the files, stock files and other records in his charge. If any document submitted for orders bears a court fee or adhesive stamp, he will be responsible for seeing that it is punched. This does not however absolve the Heads of sections from the responsibility from seeing that stamps are punched.

Chapter 2

POSITION WITHIN THE ORGANIZATION AND SPAN OF INTERACTION

2.1 DIRECTOR/COMMISSIONER OF TRIBAL WELFARE:

The Director of Tribal Welfare Department was created in G.O.Ms.No.2710, Education Department, dated 14.11.1966. Since then the Tribal Welfare was an integral part of the Social Welfare Department. The post of Joint Director of Social Welfare Department was created in G.O.Ms.No.2633, Education Department, dated 22.9.64 and re-designated as Director of Tribal Welfare in G.O.Ms.No.2877/66, Education Department, dated 5.12.1966. The post of Director is continued since 1966. He/She is the Head of the Department at State Level and Ex-officio Managing Director, TRICOR and Head of the Tribal Cultural Research and Training Institute and has budgetary control over the Girijan Cooperative Corporation and Chief Engineer (TW) which are the wings of Tribal Welfare Department. He/She had Disciplinary, Budgetary, Administrative control over the Gazetted and Non-Gazetted Officers not only in the Commissioner of Tribal Welfare but also on the District Office's staff in the State under this Department. It is a cadre post. Secretary to Government, Tribal Welfare Department and Principal Secretary to Government, Social Welfare Department are the next superior posts to the post of Commissioner of Tribal Welfare respectively. Joint Directors in the Commissionerate and Project Officers of Integrated Tribal Development Agencies in the Districts and his staff are the subordinate posts to the posts of Commissioner of Tribal Welfare.

2.2 ADDITIONAL DIRECTOR (AGRICULTURE)

The post of Additional Director Agriculture was sanctioned G.O.Rt.No.11, Social Welfare (D2) Department dated 10.1.1995. The post being continued since 1995.

The post of Additional Director of Agriculture was sanctioned for the implementation of the Andhra Pradesh Participatory Tribal Development Project with the assistance from IFAD, Rome with co-financing from the Royal Government of Netherlands. It is a deputation post on tenure basis from the Agriculture/Horticulture Department.

The post of the Director/Commissioner of Tribal Welfare is the next superior post in the Tribal Welfare Department and he/she will assist the Director/Commissioner of Tribal Welfare both in the office work as well as in the field works. He/She shall be the State-wide Touring Officer.

The post of Joint Director Projects and Planning, Joint Director Plantation or Agriculture, Deputy Director Podu Plantation, Deputy Director Soil Conservation, Horticulture Officers, concerned section Superintendent and Section Staff are the lower rank officers to the post of Additional Director of Agriculture.

(The Interaction of the post within the Department is detailed in page 5).

2.3 JOINT DIRECTOR:

The post of Joint Director was sanctioned in G.O.Ms.No.12, Education and Social Welfare Department, dated 2.5.73, in the time scale of Rs. 850-1300 and the same have been revised to present pay scale. The post is being continued since 1973. The post of the Director/Commissioner of Tribal Welfare is the next Superior post and he/she will assist the Commissioner of Tribal Welfare, both in the office work and in the field work. He/She shall be state wide Touring Officer. The post of Deputy Director (TW), Special Officer (Inspections & Nutrition), concerned Section Superintendents and Section staff are the lower rank officers to the post of Joint Director.

The Interaction of the post within the Department is detailed at Page 6.

2.4 JOINT DIRECTOR (PROJECTS AND PLANNING):

In G.O.Ms.No.127, Social Welfare Department, dated 28.6.1985, the post of a Joint Director, Horticulture was sanctioned in order to implement the Horticulture and rehabilitation of Podu Cultivation, preparation of detailed projects reports and monitoring at field level. This post was converted as Joint Director Projects and Planning vide G.O.Ms.No.213, Social Welfare Department, dated 2.11.91. Subsequently for Administrative convenience this post of Joint Director Projects is being utilised as Joint Director Planning and Monitoring and Education. The post is being continued since 1985. The Joint Director shall assist the Director/Commissioner of Tribal Welfare is the Next Superior post to the post of Joint Director. His subordinate staff is Deputy Director (Podu), Special Officer (Nutrition) and the concerned section Superintendents and Section Staff.

The Interaction of the post within the Department is detailed at Pages, 7 & 8.

2.5 JOINT DIRECTOR (PLANTATION OR AGRICULTURE):

The post of Joint Director (Plantation or Agriculture) was sanctioned in G.O.Ms.No.11, Social Welfare (D2) Department, dated 10.1.95. The post is being continued since 1995. The post of the Director/Commissioner of Tribal Welfare, is the next Superior post of Joint Director and assist the Director/Commissioner of Tribal Welfare, both in the office work and in the field work pertaining to Agriculture, Horticulture, I.FAD Project Work. His subordinate staff is Deputy Director (Plantation), Deputy Director (Podu), Deputy Director (Soil Conservation) and Horticulture Officers and the concerned section Superintendents and Section staff.

The Interaction of the post within the Department is detailed at pages 9&10.

2.6 JOINT DIRECTOR (COOPERATIVE AND MARKETING):

The post of Joint Director (Cooperative and Marketing) was sanctioned in G.O.Ms.No.11, Social Welfare (D2) Department, dated 10.1.95. The post is being continued since 1995. The post of Director/Commissioner of Tribal Welfare is the next Higher post, and he shall assist the Commissioner of Tribal Welfare/Director of Tribal Welfare, both in the office work and in the field work relating to implementation of IFAD Project, Central Monitoring Unit, IFAD Planning Unit, Technical wing, His subordinate staff is Deputy Director, and concerned section Superintendents and section staff.

The Interaction of the post within the Department is detailed at pages 10&11.

2.7 DEPUTY DIRECTOR:

Separate Director for Tribal Welfare was created in the year 1966 by bifurcating from the Director of Social Welfare in G.O.Ms.No.2710, Education Department, dated 14.11.1966. Accordingly the Director of Social Welfare, Andhra Pradesh, Hyderabad in his proceedings Rc.No.44598/66, dated 20.5.1967 transferred 29 permanent posts alongwith Director and Deputy Director etc. Thus the post of Deputy Director was a transferred post from the director of Social Welfare when bifurcated. The post is being continued since 1966. The Deputy Director shall assist the Joint Director and Director/Commissioner of Tribal Welfare. The post of Joint Director is the next Superior post to the post of Deputy Director. His subordinate staff is concerned section Superintendents and section staff i.e., Senior Assistant, Junior Assistant, Typist, Attender etc.

The Interaction of the post within the Department is detailed at pages 11&12.

2.8 DEPUTY DIRECTOR (PODU):

The post of the Deputy Director Podu was sanctioned in G.O.Ms.No.127, Social Welfare (D) Department, dated 28.6.1985 in order to implement the scheme for rehabilitation of Podu Cultivators in Tribal Areas. The implementation of Podu Rehabilitation Projects involved preparation of detailed project reports, implementation and monitoring at field level. Podu areas have to be contacted and motivated to take up cultivation of Horticulture and Social Forestry in Podu Lands. The post of Deputy Director was sanctioned in the time scale of Rs. 1050-1600 in the beginning. The post is being continued since 1985. The post of Joint Director is the next Superior post to the post of Deputy Director. His subordinate staff is concerned; section Superintendents, and section staff i.e., Senior Assistant, Junior Assistant, Typist, etc.

The Interaction of the Post within the Department is detailed at page 13&14.

2.9 DEPUTY DIRECTOR (MONITORING):

The post of Deputy Director Monitoring was sanctioned in G.O.Ms.No.137, Social Welfare Department dated 25.5.91. This post is being continued since 1991. The Deputy Director shall assist the Joint Director and Director/ Commissioner of Tribal Welfare. The post of Joint Director is the next Superior post to the post of Deputy Director. His subordinate staff is concerned section Superintendents and section staff i.e., Senior Assistants, Junior Assistants, Typist, etc.

The Interaction of the post within the Department is detailed at pages 14&15.

2.10 DEPUTY DIRECTOR (PLANTATION):

The post of the Deputy Director (Plantation) was sanctioned in G.O.Ms.No.137, Social Welfare (D) Department, dated 25.5.91. The post of Deputy Director Plantation was sanctioned in the time scale of rupees 2410-4050. This post is being continued since 1991. The post of Joint Director is the next Superior post and concerned Horticulture Officers, concerned section Superintendents and concerned section Staff are the subordinate lower rank posts to the post of Deputy Director.

The Interaction of the post within the Department is detailed at pages 16, 17 & 18.

2.11 DEPUTY DIRECTOR (SOIL CONSERVATION):

The post of Deputy Director (Soil Conservation) was sanctioned in G.O.Ms.No.137, Social Welfare (D) Department, dated 25.5.91. The Andhra

Pradesh Tribal Development Project was taken up with the help of funding from International Fund for Agricultural Development for a period of 7 years from 1991-92. The implementation of the project requires staff as project coordination of Tribal Cultural Research and Training Institute and ITDA. The post of Deputy Director was sanctioned in the time scale of Rs. 2410-4050 on deputation from Soil Conservation, Forest, Agriculture, Horticulture Departments. The post is being continued since 1991. The Deputy Director shall assist the Joint Director and Director/Commissioner of Tribal Welfare. The post of Joint Director is the next superior post to the post of Deputy Director. His subordinate staff is concerned section Superintendents and section staff i.e., Senior Assistants, Junior Assistants, Typists, etc.

The Interaction of the post within the Department is detailed at pages 18, 19 & 20.

2.12 RESEARCH OFFICER (MONITORING):

The post of Research Officer Monitoring was sanctioned in G.O.Ms.No.137, Social Welfare (D) Department, dated 25.5.91. The Andhra Pradesh Tribal Development Project was taken up with the help of funding for International Funds, for Agricultural Development for a period of 7 years from 1991-92. The implementation of the project requires staff as project coordination of Tribal Cultural Research and Training Institute and ITDA. The post of the Research Officer Monitoring was sanctioned in the scale of Rs. 1550-3050, and the method of placement will be drawn from Tribal Cultural Research and Training Institute. The post is being continued since 1991. The Deputy Director is the next Superior post to the post of Research Officer and lower rank post is Monitoring section cell and section staff.

The Interaction of the post within the Department is detailed at page 20, 21 & 22.

2.13 SPECIAL OFFICER (NUTRITION):

The post of Special Officer (Nutrition) was sanctioned in G.O.Ms.No.1245, LEN & TE Department, dated 2.11.1970, order to implement the scheme for Health and Nutrition in Tribal Areas. The post of Special Officer Nutrition was created in order to inspect the SNP feeding centres in the state and to inspect Health Institutions in the agency areas etc. for the proper implementation of Health care delivery in Scheduled areas. The post is being continued since 1970. The next Superior post is Joint Director and the lower rank post is Section Superintendents Programme Assistant and Section Staff.

The Interaction of the post within the Department is detailed at pages 25&26.

2.14 SPECIAL OFFICER (INSPECTION):

The post of Special Officer (Inspection) was sanctioned in G.O.Ms.No.1308, Revenue (TW I) Department, dated 3.12.1971, in the cadre of Secretary, Z.P., in order to inspect the Tribal Development Blocks in Agency Areas. The post is being continued since 1971. The Joint Director is the next Superior post to the post of Special Officer Inspection and lower rank post is concerned section Superintendents and Section Staff i.e., Senior Assistant, Junior Assistant, Typist, etc.

The Interaction of the post within the Department is detailed at pages 26&27.

2.15 ACCOUNTS OFFICER:

During the year 1978-79. one post of Assistant Accounts Officer was upgraded out of Two Assistant Accounts Officers posts in existence i.e., one post was sanctioned in the year 1968 vide G.O.Ms.No.1556, Education Department, dated 14.8.68, and another post of Assistant Accounts Officer was sanctioned when the Audit Cum Planning section was sanctioned during the year 1977-78. Out of these two Assistant Accounts Officer posts, one Assistant Accounts Officer post was upgraded into Accounts Officer.

It is a Deputation post from the Director of Treasuries and Accounts Department. This post is being continued since 1968. He shall assist the Director/Commissioner of Tribal Welfare in the budgetary and accounts of the Department. The Director of Treasuries and Accounts is the Head of the Department. His/Her subordinate staff is Assistant Accounts Officer, Concerned Section Superintendents, and section staff.

The Interaction of the post within the Department is detailed at pages 22, 23 & 24.

2.16 ASSISTANT ACCOUNTS OFFICER:

The post of Assistant Accounts Officer was sanctioned in G.O.Ms.No.1556, Education Department, dated 14.8.68 to look after as the Budget and Accounts of the Department. This post is being continued since 1968. The post of Accounts Officer is the next Superior post to the post of Assistant Accounts Officer. His subordinate staff is concerned Section Superintendents and concerned section staff.

The Interaction of the post within the Department is detailed at pages 24&25.

2.17 HORTICULTURE OFFICERS:

In G.O.Ms.No.127, Social Welfare (D) Department, dated 28.6.85, two posts of Horticulture Officers were sanctioned in the time scale of Rs. 750-1300 at State Level. These two Horticulture Officers are working on Deputation from the Director of Horticulture in the Commissioner of Tribal Welfare. This post is being continued since 1985. Deputy Director Horticulture and Joint Director are next Superior posts to the post of Horticulture Officers and lower rank post is concerned section Superintendents and section staff.

The Interaction of the post within the Department is detailed at pages 27, 28 & 29.

2.18 SPECIAL OFFICER (SCOUTING):

In G.O.Ms.No.1410, Revenue (TW III) Department, dated 29.12.71 sanctioned the employment of three Wardens in the scale of Rs.250-400 per month to be drawn on deputation from the Bharat Scouts and Guides. This post is being continued since 1971. The Deputy Director is the next superior post to the post of Special Officer Scouting. He will implement the Scouting Scheme in Field Level existing in the Educational Institutions of Tribal Welfare Department with the coordination of Bharat Scouts and Guides, Andhra Pradesh, Hyderabad.

The Interaction of the post within the Department is detailed at pages 28&29.

2.19 PROJECT OFFICER MADA AND PTG:

In G.O.Ms.No.581, Social Welfare (D) Department, dated 26.7.85 sanctioned the post of Project Officer for "Modified Area Development Approach" and "Primitive Tribal Groups" programmes in Mahaboob Nagar and Nalgonda Districts. Prior to the sanction of this post, there is no separate staff to implement the programme of MADA and PTG groups in ITDA and non-ITDA Districts. In ITDA districts, the work is attended by ITDA staff while the work in Non-ITDA district is looked after by the District Officers of Social Welfare Department, with the result proper attention is not given for implementation of the scheme. Among the Non-ITDA Districts, Mahaboobnagar and Nalgonda Districts contain large number of MADA pockets and they require special staff since they have to spend large amounts on the scheme of MADA and PTG and DRDA. Hence, Government sanctioned the post of Project Officer for MADA and PTG programmes at Nalgonda and Mahaboobnagar districts in the above said G.O. The post is being continued since 1985. The District Collectors is next superior post in the district level and Director (TW) is the Chief Controlling Officer in respect

of Budget, Administration, etc. is concerned. His subordinate staff is section Superintendents and Section staff.

2.20 DISTRICT TRIBAL WELFARE OFFICER :

The duties and functions of the District Tribal Welfare Officers in Non-ITDA's was sanctioned in G.O.Ms.No.70, Social Welfare (D) Department, dated 20.4.1988 in order to ensure better responsiveness and proper accountability in the Non-ITDA's the post was sanctioned in the time scale of Rs. 3310-6840. The P.O. ITDA is the next Superior post in the District Level and Director/ Commissioner of Tribal Welfare is the Chief Controlling Officer in respect of Budget, Administration etc. In the State Level pertaining to the post of DTWO in ITDA's and District Collectors in the Districts of Non-ITDA's, and Commissioner of Tribal Welfare is the Chief Controlling Officer in the State level are the next Superior posts to the post of DTWO. Superintendents, Concerned Section staff in the office, Wardens/Matrons, Deputy Wardens cum Head Masters, Teachers and Class IV staff in the Hostels and Ashram Schools are his lower level posts to the post of District Tribal Welfare Officers.

The following are the details of the G.O.'s in which the post of District Tribal Welfare Officers in non-ITDA's were sanctioned.

1. Govt. Memo No.768/A1/73-9, Education and Social Welfare Department, dated 29.11.73. The post of Additional District Social Welfare Officer (TW) Adilabad Transferred to Mahaboobnagar and re-designated as District Tribal Welfare Officer Mahaboobnagar. This post is being continued since 1973.
2. G.O.Ms.No.185, Social Welfare (D) Department, dated 21.7.78 upgradation of R.O.'s into DTWO's for 4 Districts i.e., Kurnool, Nellore, Chittoor, Guntur. These posts are being continued since 1978.
3. G.O.Ms.No.164, Social Welfare (D) Department, dated 14.10.80 sanctioned DTWO posts for 4 Districts i.e., Ananthapur, Karimnagar, Nizamabad, Nalgonda. These posts are being continued since 1980.
4. G.O.Ms.No.194, Social Welfare (D) Department, dated 8.12.81 sanctioned DTWO post in Hyderabad and Ranga Reddy Districts. This post is being continued since 1981.
5. G.O.Ms.No.196, Social Welfare (V) Department, dated 4.12.84 sanctioned DTWO post in Prakasam District. This post is being continued since 1984.
6. G.O.Ms.No.168, Social Welfare (D) Department, dated 25.7.85 sanctioned DTWO posts for 2 Districts i.e., Krishna and Medak District. These posts are being continued since 1985.

Chapter 3

FUNCTIONS TO BE DISCHARGED

3.0 THE FUNCTIONS TO BE DISCHARGED BY THE FUNCTIONARIES ARE CLASSIFIED INTO THREE KINDS NAMELY:

1. Desk Functions.
2. Field Functions.
3. Statutory Functions.

The following are the list of functions discharged by each post categorically.

3.1 DIRECTOR/COMMISSIONER OF TRIBAL WELFARE:

Desk Functions: He/She is the Head of the Tribal Welfare Department at State Level.

- b) TRICOR, Director of Tribal Cultural Research and Training Institute, Chief Engineer (TW), Girijan Cooperative Corporations are the integral parts of the Tribal Welfare Department.
- c) Commissioner of Tribal Welfare is the Ex-officio M.D., TRICOR, Head of the Director TCR & TI and also Chief Budget Controlling Officer to the Girijan Cooperative Corporation and Chief Engineer (TW).
- d) He/She will conduct review of all schemes at District Level and also at Commissionerate, State (Head Quarters) Level every month including "TRICOR" schemes for effective implementation of Tribal Welfare Schemes.
- e) Being the Head of the Department, he/she will supervise the correctness in preparation of Annual Actin Plan, Non-Plan and C.S.S. plan schemes and submit to Government for sanction.
- f) He/She will review the budget releases and expenditure of each District under his/her control every month.
- g) He will be the authority competent to write C.Rs to all the Joint Directors working under his/her control and countersign the C.Rs of District Officers written by the Collectors concerned.
- h) As a Head of the Department, he/she will pass the final orders in the files relating to disciplinary, Budgetary and Administrative matters in respect of Commissionerate as well as Districts.

- i) He/She will initiate new schemes through the Departmental Officers.
- j) He/She will attend State Level Meetings at Government Level and also attend coordination meetings with concerned Heads of the Departments connected with Sub-Plan Funds.
- k) He/She is the appointing authority for all the posts of class IV employees, Junior Assistants in the Commissionerate.
- l) He/She is empowered to transfer any employee to any place in the state as per zonal system.
- m) He/She is empowered to give promotions from Junior Assistants up to the post of 2nd gazetted category.
- n) He/She will release the budget to all the districts pertaining to all the schemes in the Department and review with expenditure with all the district officers every month including TRICOR schemes.
- o) He/She is empowered to take disciplinary action against the concerned gazetted and non-gazetted officers working under his/her control as per the reports received from the district officers concerned.
- p) He/She will take the responsibilities of getting the funds sanctioned from the State Government as well as from the Government of India in respect of plan, non-plan and C.S.S. schemes.
- q) He/She will play a prominent and responsible role in getting the Foreign Funds sanctioned, for the Development of Agriculture, Horticulture, Education and Health Programmes in the Scheduled Areas for the upliftment of Tribals.
- r) He/She will initiate for the formulation of new schemes, with latest technical methods.
- s) He/She will sanction Loans and Advances to all the staff working under his control.

FIELD FUNCTIONS:

- a) He/She is the State Level Touring Officer. He/She will conduct review of all schemes at District Level and also at Commissionerate state level every month including "TRICOR" schemes for effective implementation of Tribal Welfare Schemes.
- b) He/She will attend State Level Meetings at Government Level and also attend coordination meetings with the concerned Head of the Departments connected with Sub Plan Funds, as the Commissioner of Tribal Welfare is releasing funds to them.
- c) He/She will release the budget to all the districts pertaining to all the schemes in the Department and review with expenditure with all the district officers every month including TRICOR schemes.

- d) He/She will take up the responsibility of getting the funds sanctioned from the State Government as well as from the Government of India in respect of Plan, Non-Plan and C.S.S. Schemes. Further, he/she may tour outside the State for getting the funds sanctioned from Government of India with the permission of State Government.
- e) He/She will play a prominent and responsible role in getting the Foreign assisted projects, Funds sanctioned, for the Development of Agriculture, Horticulture, Education and Health Programmes in the Scheduled Areas for the upliftment of Tribals. Under IFAD Schemes, and if necessary he/she may go to Foreign Countries in order to get the Foreign assisted project Funds sanctioned on the instructions of State Government as well as Government of India.

STATUTORY FUNCTIONS:

He/She will conduct review in the Districts no the proper implementation of Protective Regulation Acts in Agency Areas with the concerned P.O's of ITDA's and S.D.C's appointed exclusively for the implementation of:

1. Land Transfer Regulation Act 1959 and 1971.
2. Money Lenders Regulation Act 1960.
3. Debt Relief Regulation Act 1970.
4. P.C.R. Act.
5. Provisions of the Panchayats (Extension to the Scheduled Areas) Act 1996 No.40 of 1996.

3.2 ADDITIONAL DIRECTOR (AGRICULTURE)

Desk Functions:

He/She shall assist the Commissioner of Tribal Welfare in the implementation of scheme of Agriculture in Andhra Pradesh Participatory Tribal Development project pertaining to:

- (a) Agriculture and Horticulture correspondence relating to and monitor the implementation of programmes, review, follow up of IFAD and non-IFAD Programmes.
- (b) Agriculture and Horticulture Plan.
- (c) Arable Crop Development.
- (d) Adaptive Research.
- (e) Soil and Water Conservation works.
- (f) Off-Farm activities under Agriculture and Horticulture.
- (g) Shifting cultivation.
- (h) Training programmes under Agriculture and Horticulture.

- (i) Any other work related to Agriculture and Horticulture.
- (j) HNTCs.
- (k) Satellite Nurseries.
- (l) School Horticulture/Nutritional Gardens.
- (m) Cashew Development (CSS and others).
- (n) TSP Horticulture.

He/She will also monitor the new methods and latest technologies from Agriculture and Horticulture Departments and implement the same in the Tribal Welfare Department.

FIELD FUNCTIONS:

1. As per the orders of the Commissioner of Tribal Welfare, he/she will conduct Field Inspections in the Districts relating to Horticulture and Monitoring the implementation of programme, review, follow up action of IFAD and Non-IFAD programmes.
2. He/She will visit HNTC's, Satellite Nurseries, School Horticulture/ Nutritional Gardens in the Districts.
3. He/She will also inspect the T.S.P. Horticulture Programmes, Off-farm activities and Horticulture Training Programmes under Horticulture.
4. He/She will conduct enquiries on any disciplinary cases against any one of the concerned subject Officers in the District or in the Commissionerate Level as per the orders of the Commissioner of Tribal Welfare.

STATUTORY FUNCTIONS:

No Statutory Functions are vested to this post. But he/she may conduct review on the proper implementation of Protective Regulation Acts in the Districts as per the instructions of the Commissioner of Tribal Welfare.

3.3 JOINT DIRECTOR:

DESK FUNCTIONS:

- a) He/She will assist the Commissioner of Tribal Welfare in all the correspondence of service matters of gazetted and non-gazetted officers, Administration and Personal Management, House-Keeping subjects in the Commissionerate and also assist the Commissioner of Tribal Welfare in dealing with all service matters of gazetted and Non-gazetted Officers working in ITDA's TRICOR, Girijan Cooperative Corporation, Engineering and Director, TCR & TI.

- b) He/She will look after the correspondence of the service matters of class IV employees other than Hostels and Ashram Schools.
- c) Deputation and Tenure Postings.
- d) Property Statements.
- e) Training Programmes for officers.
- f) Sanction of leave and other allowances etc.
- g) All miscellaneous issues relating to gazetted and Non-gazetted officers of the Department.
- h) He/She is also delegated with the powers of drawal of refundable advances from TRICOR in urgency not exceeding rupees 5000/- only if all previous advances have been adjusted and no amount is outstanding with the applicant.
- i) He/She is delegated with powers of sanctioning special grade increments to Non-gazetted Officers and class IV employees.
- j) He/She will assist the Commissioner of Tribal Welfare in dealing with the subjects.
 1. All disciplinary cases against gazetted and non-gazetted and class IV employees of this Department (Directorate, District Offices, Hostels and Ashram Schools) including court cases and allegations against them.
 2. Establishment of last grade employees of Hostels and Ashram Schools.
 3. All Service matters relating to Wardens/Matrons and Teachers and class IV employees including disciplinary proceedings and court cases and allegations against Hostels, Ashram Schools, Head Masters/Deputy Wardens etc. in the District.

FIELD FUNCTIONS:

1. He/She shall be a State-wide Touring Officer.
2. As per the instructions of the Commissioner of Tribal Welfare, he/she shall inspect the Tribal Welfare Hostels, Ashram Schools, Residential Schools and all other Educational Institutions under the control of the Tribal Welfare Department in the Districts.
3. He/She will also inspect the other Tribal Welfare Schemes in ITDA and Non-ITDA's for the effective implementation of the Tribal Welfare Schemes in Districts as assigned by the Commissioner of Tribal Welfare.
4. He/She will also attend the court cases and allegations against the concerned as per the instructions of the Commissioner of Tribal Welfare.
5. He/She will Inspect the District Offices as per the orders of the Commissioner of Tribal Welfare.

6. He/She will also follow the committees like S.T. and any other committees and delegations to coordinate with the schemes as per the orders of the Commissioner of Tribal Welfare.
7. As per the orders of the Commissioner of Tribal Welfare he/she will be an Enquiry Officer in any case of allegations against any employee in the Department.

STATUTORY FUNCTIONS:

No Statutory Functions are prescribed in the Job Chart, but he/she will look after the matters relating to Statutory Functions like implementation of the Protective Regulation Acts in Agency Areas as per the instructions of the Commissioner of Tribal Welfare.

1. Land Transfer Regulation Act 1959 and 1970 and as amended in 1971 and 1978.
2. Money Lenders Regulation Act 1960.
3. Debut Relief Regulation Act 1970.
4. P.C.R. Act.

He/She will attend the Statutory Meetings in the Districts as per the instructions of the Commissioner of Tribal Welfare.

3.4 JOINT DIRECTOR (PROJECTS AND PLANNING):

DESK FUNCTIONS:

- a) He/She will assist the Commissioner of Tribal Welfare on all the subjects files relating to:
 1. Primary Schools
 2. District Primary Education Project
 3. Innovation to improve quality of Education.
- b) Single Teacher Schools - Mid-day meals Scheme.
- c) Review of meetings of DTWO's and follow up action.
- d) Polytechnics, I.T.I's, Junior Colleges, Degree Colleges, etc.
- e) All matters relating to college Education, Technical Education.
- f) All matters relating to Hostels and Ashram Schools.
- g) Incentives like supply of N.T.Books, Note books, Dresses, etc.
- h) Best available schools, Admissions into Public Schools, R.K.Vidyalayas etc. and pre-matric scholarships.
- i) Post matric scholarships, book grants, scouting, sports, library and co-curricular activities.

Joint Director Projects and Planning was delegated with the powers of sanctioning of post matric scholarships outside states.

- j) Preparation of Annual Action Plan and Monitoring the Budget proposals, release of State Plan and non-plan budgets.
- k) Proposals and following of P.P.A.C., CEMB and D.C.C. releases of impact money, releases of Yanadi and PTG schemes, ITDA and PTG correspondence Land Purchase Schemes etc.
- l) Preparation of Annual Action Plan relating to CSS including ITDA and PTG. Monitoring the submission of proposals, releases of CSS and correspondence.
- m) Preparation of Annual Action Plan of Non-ITDA districts correspondence MADA and PTG action plan and correspondence.

All issues relating to Departments of Forest, Excise, Industries Action Plan of JFM Project and all other, externally assisted projects except IFAD, GCC, TRICOR, TSP preparations and Monitoring credit plan.

FIELD FUNCTIONS:

1. As per the instructions of the Commissioner of Tribal Welfare he/she shall inspect the Tribal Welfare Schemes ie., Hostels, Ashram Schools, Residential Schools and all other Educational Institutions under the control of the Tribal Welfare Department in the Districts. He will also inspect the schemes relating to Primary Education, Single Teacher Schools, Mid-day meals schemes.
2. He/She will review of Tribal Welfare schemes in the district and follow up action.
3. He/She will inspect and ensure correct sanctions of post matric scholarships Government Polytechnics, I.T.I.s, Junior Colleges, Degree Colleges, etc.
4. As per the orders of the Commissioner of Tribal Welfare, he/she may visit the Best available schools, admissions into public schools, R.K.Vidyalayas etc. and submits his/her reports regarding the proper utilization of the funds released for this purpose.
5. He/She will inspect SNP Centres, Community Irrigation Wells, I.C.D.S. Drinking Water Facilities, Roads and Infrastructure Developments, Monitoring of Engineering Works, Construction of Hostel Buildings, etc.

STATUTORY FUNCTIONS:

No Statutory Functions are prescribed in the Job Chart, but he/she will look after the matters relating to Statutory Functions like implementation of the following Protective Regulations Acts in districts Concerned as assigned by the Commissioner of Tribal Welfare.

1. Land Transfer Regulation Act. 1959 and 1970 as amended in 1971 and 1978.
2. Money Lender Regulation Act. 1960.
3. Debut Relief Regulation Act. 1970.
4. P.C.R. Act.

He/She will attend the statutory meetings also whenever need arises in the districts as well as in Head Quarters as per the instructions of the commissioner of TRIBAL WELFARE.

3.5 JOINT DIRECTOR (PLANTATION OR AGRICULTURE) :

DESK FUNCTIONS :

1. He/She shall assist the Commissioner of Tribal Welfare.
2. He/She will look after the correspondence relating to Horticulture and Monitoring the implementation of Programme, review, follow up action of IFAD and Non-IFAD programme.
3. Horticulture Plan, HNTC's, Satellite Nurseries, Schools Horticulture/ Nutritional Gardens.
4. T.S.P.Horticulture, Off-farm activities and Horticulture Training Programme under Horticulture.
5. Agriculture correspondence relating to and monitoring the implementation of programme, review, follow up action of IFAD and non-IFAD programmes.
 - a) Agriculture Plan.
 - b) Arable Crop Development.
 - c) Adaptive Research.
 - d) Soil and Water Conservation works.
 - e) Off-Farm activities under Agriculture.
 - f) Shifting Cultivation.
 - g) Training Programme under Agriculture etc.
6. Community Participation.
 - a) Village Liaison Workers.
 - b) Village Development Officers.
 - c) Development Coordinators.
 - d) Village Development Fund.
 - e) Village Tribal Development Association (V.T.D.A.)
 - f) Community Development Co-ordinators (C.D.C's)
 - g) Sericulture.

- h) Animal Husbandry.
- i) Pisciculture and Allied Programmes.
- j) GCC activities under I.FAD.
- k) Computer Cell.

FIELD FUNCTIONS:

1. As per the orders of the Commissioner of Tribal Welfare, he/she will conduct Field Inspections in the Districts relating to Horticulture and Monitoring the implementation of programme, review, follow up action of IFAD and Non-IFAD programmes.
2. He/She will visit HNTC's, Satellite Nurseries, School Horticulture/ Nutritional Gardens in the Districts.
3. He/She will also inspect the T.S.P.Horticulture Programmes, Off-farm activities and Horticulture Training Programmes under Horticulture.
4. He/She will conduct enquiries on any disciplinary cases against any one of the concerned subject Officers in the District or in the Commissionerate Level as per the orders of the Commissioner of Tribal Welfare.

STATUTORY FUNCTIONS:

No Statutory Functions are vested to this post. But he/she may conduct review on the proper implementation of Protective Regulation Acts in the Districts as per the instructions of the Commissioner of Tribal Welfare.

3.6 JOINT DIRECTOR (COOPERATIVE AND MARKETING)

DESK FUNCTIONS:

1. He/She will assist the Commissioner of Tribal Welfare in all the matters of implementation of IFAD, Project, Central Monitoring Unit, IFAD Planning Unit, Technical Wing, etc.
2. He/She will also look after the matters of:
 - a. Project Administration (APTDP and APPTDP).
 - b. Budget.
 - c. Annual work Finance and Plan.
 - d. Supervisory Missions.
 - e. Meetings and Visits.
 - f. Preparation of notes and coordination with IFAD.
 - g. Preparation of specific project proposals for Tribal Welfare Department.

FIELD FUNCTIONS

1. He/She is a State-wide Touring Officer.
2. He/She will conduct the review in the Field Level on all the Schemes pertaining to the proper implementation of IFAD Project, Central Monitoring Unit, Technical Wing, APTDP and APPTDP.
3. He/She will supervise the concerned Missions working under the IFAD scheme in the areas concerned.

STATUTORY FUNCTIONS:

No specific Statutory Functions are allotted to this post. But he/she may conduct review on the proper implementation of Protective Regulation Acts in the Districts as per the instructions of the Commissioner of Tribal Welfare.

3.7 DEPUTY DIRECTOR:

DESK FUNCTIONS:

1. He/She will assist the concerned Joint Director in all the files relating to his/her subjects concerned.
2. All disciplinary cases against gazetted and non-gazetted and class IV employees of this Department (Directorate & District Officers and Hostels, Ashram Schools) including court cases and allegations against them, and assist the Joint Director in the correspondence of service matters of:
 - a) Administration.
 - b) Personnel Management.
 - c) House keeping subjects in the Commissionerate and also in all the service matters of the staff working in ITDA's, TRICOR, GCC, GCPDC, Engineering and Director of TCR & II.
3. Class IV employees, other than Hostels and Ashram Schools.
4. Deputation and tenure postings.
5. Sanction of leave and other allowances.
6. All matters relating to separation of Tribal Welfare Department.
7. Training Programme for Officers.
8. Property Statements.
9. Correspondence regarding Telugu as Official language.
10. Submission of P.Rs and form VII, by the section Assistants.
11. Maintenance of Attendance Registers including sanction of CL/CCL's of Directorate employees and Attenders, Allwyn employees.
12. Staff continuation and sanction proposal for all staff of Directorate and Districts.

13. Maintenance of Roster for implementation of rule of Reservation.
14. All service matters and miscellaneous issues relating to non-gazetted staff and class IV employees of District Offices.
15. All service matters relating to Wardens, Matrons and Teachers (including disciplinary proceedings and court cases and allegations).

FIELD FUNCTIONS:

1. As per the orders of the Commissioner of Tribal Welfare and Joint Director he/she will conduct Field Inspections, on the subjects concerned.
2. He/She will inspect the District Offices, Hostels, Ashram Schools and other Educational Institutions in the District.
3. In case, if he/she is appointed as an Enquiry Officer by the Commissioner of Tribal Welfare on any allegations against any employee of the Department, he/she will go to concerned place and enquire and submits his/her reports to the Commissioner of Tribal Welfare for further action.

STATUTORY FUNCTIONS:

No Statutory Functions are vested to this post. But he/she may conduct review on the proper implementation of Protective Regulation Acts in the Districts as per the instructions of the Commissioner of Tribal Welfare.

3.8 DEPUTY DIRECTOR (PODU):

DESK FUNCTIONS:

1. He/She shall assist the Joint Director on all the correspondence files on the following subjects relating to Podu Cultivation in Agency Areas and Horticulture, Monitoring the implementation programme, review, follow up action of IFAD and Non-IFAD programmes.
2. T.S.P., Horticulture, Off-farm activities and Horticulture training programme under Horticulture etc.
3. Agriculture Correspondence relating to and monitoring the implementation of programme, review, follow up action of IFAD and Non-IFAD Programmes.
4. Agriculture.
5. Arable Crop Development.
6. Adaptive Research.
7. Soil and water conservation works.

8. Off-farm Activities under Agriculture.
9. Shifting Cultivation.
10. Training Programmes under Agriculture etc.
11. Community Participation.
 - a) Village Liaison Workers.
 - b) Village Development Officers.
 - c) Development Coordinators.
 - d) Village Development Fund.
 - e) Village Tribal Development Association (V.T.D.A.)
 - f) Community Development Co-ordinators (C.D.C's)
 - g) Sericulture.
 - h) Animal Husbandry.
 - i) Pisciculture and Allied Programmes.
 - j) GCC activities under IFAD.
 - k) Computer Cell.

FIELD FUNCTIONS:

1. As per the orders of the Commissioner of Tribal Welfare, the Deputy Director, Podu, will conduct Field Inspections on all the subjects relating to Podu Cultivation in agency Areas and Horticulture, Monitoring the implementation of programmes, review, follow up action of IFAD and Non-IFAD programmes.
2. T.S.P., Horticulture, Off-Farm Activities and Horticulture Training Programme under Horticulture etc.
3. Conduct Field inspections on Agriculture Fields on all the allied subjects as shown already in the Desk functions of Deputy Director.

STATUTORY FUNCTIONS:

No Separate Statutory Functions are vested to this post.

3.9 DEPUTY DIRECTOR (MONITORING)

DESK FUNCTIONS:

- a) ITDA and PTG programmes.
- b) Yanadi Development Programme.
- c) Chenchu Development Programme.
- d) Impact Money.
- e) Land Purchase Schemes.
- f) GCC, GCPDC, TRICOR.
- g) Electrification.

- h) Monitoring of Centrally Sponsored Schemes.
- i) Agriculture.
- j) Horticulture (HNTC Satellite Nurseries Plantation etc.)
- k) Soil Conservation.
- l) Sericulture.
- m) Pisciculture.
- n) MADA and PTG programmes.
- o) Monitoring of T.S.P. and plan programmes.
- p) Education.
- q) Infrastructure Development
- r) Irrigation (including CEAP etc.)
- s) All Engineering works including Roads, Buildings, Drinking Water and other items.
- t) Natural Calamities.
- u) Monitoring of Non-Plan Schemes.

FIELD FUNCTIONS

1. As per the orders of the Commissioner of Tribal Welfare and Joint Director he/she will conduct field inspections on the concerned subjects as shown already in the Desk functions.

STATUTORY FUNCTIONS

No Statutory Functions are attached to this post.

3.10 DEPUTY DIRECTOR (PLANTATION):

DESK FUNCTIONS:

1. He/She will assist the Joint Director on all the correspondence.
2. Project Administration (APTDP and APPTDP).
3. Budget.
4. Annual Work and Finance Plan.
5. Supervisory Missions.
6. Meetings and Visits.
7. Preparation of notes and coordination with IFAD.
8. Horticulture (all correspondence relating to and Monitoring the implementation of Programmes, review, follow up action of IFAD) and Non-IFAD programmes.
9. Horticulture Plan.
10. HNTC's.
11. Satellite Nurseries.
12. School Horticulture/Nutritional Gardens.

13. Cashew Development (CSS and others).
14. T.S.P.Horticulture.
15. Off-Farm Activities under Horticulture.
16. Training Programmes under Horticulture.
17. Any other work related under Horticulture.
18. Agriculture correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD and Non-IFAD programmes.
19. Agriculture plan.
20. Arable Crop Development.
21. Adaptive Research.
22. Soil and water conservation works.
23. Shifting Cultivation.
24. Any other work related to Agriculture.
25. Community Participation.
 - a) Village Liaison Workers.
 - b) Village Development Officers.
 - c) Development Coordinators.
 - d) Village Development Fund.
 - e) Village Tribal Development Association (V.T.D.A.)
 - f) Community Development Co-ordinators (C.D.C's)
26. Sericulture.
27. Animal Husbandry.
28. Pisciculture and Allied Programmes.
29. GCC activities under IFAD.
30. Computer Cell.

FIELD FUNCTIONS:

1. As per the orders of the Commissioner of Tribal Welfare and Joint Director, he/she will conduct Field Inspections on the concerned subjects as shown already in the Desk Functions.

STATUTORY FUNCTIONS

No separate Statutory Functions are vested to this post.

3.11 DEPUTY DIRECTOR (SOIL CONSERVATION):

DESK FUNCTIONS:

1. He/She will assist the Joint Director on all the correspondence files.
2. Project Administration (APTDP and APPTDP).
3. Budget.
4. Annual Work and Finance Plan.

5. Supervisory Missions.
6. Meetings and Visits.
7. Preparation of notes and coordination with IFAD.
8. Horticulture (all correspondence relating to and Monitoring the implementation of Programmes, review, follow up action of IFAD) and Non-IFAD programmes.
9. Horticulture Plan.
10. HNTC's.
11. Satellite Nurseries.
12. School Horticulture/Nutritional Gardens.
13. Cashew Development (CSS and others).
14. T.S.P.Horticulture.
15. Off-Farm Activities under Horticulture.
16. Training Programmes under Horticulture.
17. Any other work related under Horticulture.
18. Agriculture correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD and Non-IFAD programmes.
19. Agriculture plan.
20. Arable Crop Development.
21. Adaptive Research.
22. Soil and water conservation works.
23. Shifting Cultivation.
24. Training Programmes under Agriculture.
25. Any other work related to Agriculture.
26. Community Participation.
 - a) Village Liaison Workers.
 - b) Village Development Officers.
 - c) Development Coordinators.
 - d) Village Development Fund.
 - e) Village Tribal Development Association (V.T.D.A.)
 - f) Community Development Co-ordinators (C.D.C's)
27. Sericulture.
28. Animal Husbandry.
29. Pisciculture and Allied Programmes.
30. GCC activities under IFAD.
31. Computer Cell.

FIELD FUNCTIONS:

1. As per the orders of the Commissioner of Tribal Welfare and Joint Director, he/she will conduct Field Inspections on all the subjects relating to Soil Conservation.

2. Field Inspections related to Horticulture, IFAD and Non-IFAD Programmes and all other subjects shown in the Desk Functions of Deputy Director Soil Conservation will be conducted as per the orders of the Commissioner of Tribal Welfare.

STATUTORY FUNCTIONS

No separate Statutory Functions are vested to this post.

3.12 SPECIAL OFFICER (INSPECTIONS):

DESK FUNCTIONS:

1. He/She shall assist the Commissioner of Tribal Welfare in all the correspondence files on the following subjects.
2. APTAC, Legislative & Parliamentary Committees, House Committees, Assurance Committees, Girijan Samkshema Parishad, etc.
3. ITDA Governing Body Meetings follow up.
4. Single Line Administration.
5. All miscellaneous issues.
6. Review of Tour Diaries of Project Officers of ITDA.
7. Grievance petitions referred from C.M.'s Office, Minister's and representations of people (MLA/MPs).
8. Monthly monitoring of Periodical Reports on Office functioning, pending Court cases, pending references with subordinate offices pending references requiring action by the Government, LAQ's, LSQ's and RSQ's.
9. Review of Tour Diaries of TRICOR, TCR & TI, and Directorate Officers.
10. Review of Tour Diaries of DTWO's.
11. Incentives for inter-caste marriages.
12. Inspection of subordinate offices including ITDA's, O/o. DTWO, MADA, etc. and follow up.
13. Monitoring the performance and functioning of Liaison Officers.
14. Follow up of minutes of meetings.
15. Meetings and Conferences and Legislature Committees.

FIELD FUNCTIONS:

1. As per the orders of the Commissioner of Tribal Welfare, he/she will conduct Field Inspections on all the subjects.
2. APTAC, Legislative and Parliamentary Committees, House Committees, Assurance Committees, Girijan Samkshema Parishad, etc.
3. ITDA Governing Body Meetings follow up.
4. Inspection of Subordinate Offices including ITDA's, O/o. DTWO, MADA, etc. follow up.

5. Meetings and Conferences as assigned by the Commissioner of Tribal Welfare.

STATUTORY FUNCTIONS:

No separate Statutory Functions are vested to this post.

3.13 SPECIAL OFFICER (NUTRITION)

DESK FUNCTIONS:

1. He/She shall assist the Commissioner of Tribal Welfare in all the correspondence files on the following subjects.
2. Tribal Health project.
3. Health, Nutrition and Family Welfare.
4. Integrated Child Development Services (I.C.D.S.)
5. Habitat improvement programme, Housing Programme (JAY, SPH< RPH).
6. Drinking Water (RWS and ARWS).
7. Sanitation.
8. Village Development Committees.
9. Tribal Societies.
10. Coordination with Non Governmental Organizations.
11. Women Development Programmes.
12. J.R.Y., T.J.R.Y, E.A.S. etc.
13. Roads and Buildings and Infrastructure and Development Irrigation, Master Plan for irrigation.
14. Implementation of G.O.Ms.No.30, Social Welfare Department, dated 17.2.94 i.e., implementation for the allotment of works in Tribal Sub-Plan areas and other areas to be Local Village Development Committees/VDCs/Mahila Sanghams/Societies etc. by participation managements in ITDA's.
15. Compilation and Monitoring of all Engineering works and Coordination with Engineering wing.
16. All matters relating to Panchayat Raj and Rural Development Departments and Engineering works.
17. Natural calamities.

FIELD FUNCTIONS:

1. As per the orders of the Commissioner of Tribal Welfare, he/she will conduct field inspections on all the subjects.
2. Tribal Health projects.
3. Health, Nutrition and Family Welfare Centres.
4. I.C.D.S. under Tribal Welfare and in Tribal Areas.

5. Habitat improvement programme, Housing Programme (JRY, SPH, RPH).
6. Drinking Water (RWS and ARWS).
7. Sanitation.
8. Village Development Committees.
9. Tribal Societies.
10. Coordination with Non Governmental Organizations.
11. Women Development Programmes.
12. J.R.Y., T.J.R.Y., E.A.S. etc.
13. Any other Field functions as assigned by the Commissioner of Tribal Welfare.

STATUTORY FUNCTIONS:

No separate Statutory Functions are vested to this post.

3.14 ACCOUNTS OFFICER:

DESK FUNCTIONS:

1. He/She shall assist the Commissioner of Tribal Welfare in all the matters relating to:
2. Formulation of estimated of Plan and GIA (Non Plan) Budget.
3. Release of funds under plan and GIA (Non Plan) Budget.
4. Performance Budget.
5. Preparation of Number Statement of Plan and Non Plan Budget.
6. Appropriation of Accounts.
7. L.F. Audit Reports.
8. A.G.'s Audit Reports.
9. C.A.'s Reports.
10. Departmental Audit Reports.
11. Maintenance of Audit Reports in respect of D.T.W.O.'s, S.D.C. (TW) Offices of ITDA Districts and follow up action.
12. Maintenance of Loans Registers in respect of loans given by Government of Andhra Pradesh to autonomous bodies and corporations.
13. Maintenance of O.C. Registers together with allied correspondence.
14. Maintenance of all A.G. and Departmental Audit Reports in respect of all Non-ITDA DTWO Offices in the State and maintenance of A.G. and D.T.A. Audit Reports in respect of Commissionerate including IFAD Phase-I and Phase-II.
 - a) Krishna
 - b) Guntur
 - c) Prakasam
 - d) Nellore

- e) Chittoor
- f) Ananthapur
- g) Cuddapah
- h) Kurnool
- i) Hyderabad
- j) Ranga Reddy
- k) Mahaboob Nagar
- l) Karimnagar
- m) Medak
- n) Nizamabad
- o) Nalgonda
- p) Directorate (AG and DTA Audit Reports)
- q) IFAD assisted project Phase-I
IFAD assisted Project Phase-II

FIELD FUNCTIONS:

1. As per the Commissioner of Tribal Welfare, He/She will conduct Department Audit Inspections in all the Districts irrespective ITDA's and Non-ITDA's as assigned by the Commissioner of Tribal Welfare and submit reports to Commissioner of Tribal Welfare for further action.

STATUTORY FUNCTIONS:

No separate Statutory Functions are vested to this post.

3.15 ASSISTANT ACCOUNTS OFFICER:

DESK FUNCTIONS:

1. He/She shall assist the Commissioner of Tribal Welfare and Accounts Officer on all the related to his/her concerned subjects.
2. Maintenance of Service Registers of gazetted and Non gazetted Officers of the Directorate and District Tribal Welfare Officers.
3. Pay fixations.
4. Pension Cases.
5. Increments.
6. Administrative and establishment matters relating to Accounts staff.
7. Maintenance of Attendance Registers of Accounts wing.
8. Maintenance of Leave account of Accounts Staff.
9. Maintenance of consolidated poll and stock files.
10. Proposals of APGLI and GPF in respect of Directorate staff.
11. Preparation of Pay Bills.

12. Issue of LPC and Salary Certificates.
13. Supplementary Pay Bills and Surrender Leave salary Bills.
14. LTC.
15. Loans and advances together with their recovery watch registers.
16. Preparation of all contingent bills, A.C.Bills and D.C.Bills.
17. Recoupment of P.A. and maintenance of pdl. on P.A.
18. Preparation of Scholarship Bills.
19. Maintenance of cash book and subsidiary registers.
20. Encashment of cheques and disbursement of money Maintenance of Security Register.
21. Maintenance of Day Book.
22. Maintenance of Expenditure Statement Book.
23. Payment of Bills for Stationery, Furniture, etc.
24. Department Purchase Committees.
25. Payment of telephone bills and all bills like water, electricity, etc.

FIELD FUNCTIONS:

1. As per the orders of the Commissioner of Tribal Welfare, he/she will conduct Audit Inspections in all the ITDA's and Non ITDA Offices and submit reports to Commissioner of Tribal Welfare for further action.

STATUTORY FUNCTIONS:

No separate Statutory Functions are vested to this post.

3.16 RESEARCH OFFICER (MONITORING):

DESK FUNCTIONS:

1. He/She shall assist the Joint Director on all the correspondence files on the following subjects:
2. Project Administration.
3. Budget.
4. A.W.F.P.
5. Supervisory Missions.
6. Meetings and Visits.
7. Preparation of notes and coordination with IFAD.
8. Horticulture (all correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD and Non IFAD Programmes.
9. Horticulture Plan.
10. HNTC's.
11. Satellite Nurseries.

12. School Horticulture/Nutritional Gardens.
13. Cashew Development (CSS and other).
14. T.S.P. Horticulture.
15. Off Farm Activities under Horticulture.
16. Training programmes under Horticulture.
17. Any other work related under Horticulture.
18. Agriculture correspondence relating to and monitoring the implementation of programme, review, follow up action of IFAD and Non-IFAD programmes.
19. Agriculture plan.
20. Arable Crop Development.
21. Adaptive Research.
22. Soil and water conservation works.
23. Shifting Cultivation.
24. Training Programme under Horticulture.
25. Any other work related to Agriculture.
26. Community Participation.
 - a) Village Liaison Workers.
 - b) Village Development Officers.
 - c) Development Coordinators.
 - d) Village Development Fund.
 - e) Village Tribal Development Association (V.T.D.A.)
 - f) Community Development Co-ordinators (C.D.C's)
27. Sericulture.
28. Animal Husbandry.
29. Pisciculture and Allied Programmes.
30. GCC activities under IFAD.
31. Computer Cell.

FIELD FUNCTIONS:

1. As per the orders of the Commissioner of Tribal Welfare, he/she will conduct Field Inspections on the concerned subjects.
2. Field Inspections relating to Horticulture, IFAD and Non-IFAD Programmes.
3. HNTC's.
4. Satellite Nurseries.
5. School Horticulture/Nutritional Gardens.
6. Cashew Development (CSS and others).
7. T.S.P. Horticulture.
8. Off-Farm Activities under Horticulture.
9. Training Programmes under Horticulture.
10. Any other work related under Horticulture.

11. Agriculture correspondence relating to and monitoring the implementation of programmes, review, follow up action of IFAD and Non-IFAD programmes.
12. Agriculture plan.
13. Arable Crop Development.
14. Adaptive Research.
15. Soil and water conservation works.
16. Shifting Cultivation.
17. Training Programme under Agriculture.
18. Any other work related to Agriculture.
19. Pisciculture and Allied Programmes.
20. GCC activities under IFAD.
21. Computer Cell.

STATUTORY FUNCTIONS:

No separate Statutory Functions are vested to this post.

3.17 HORTICULTURE OFFICERS:

DESK FUNCTIONS:

1. He/She shall assist the Joint Director in all the matters relating to his/her concerned subjects.
2. Horticulture and Monitoring the implementation of programmes, review, follow up action of IFAD and Non-IFAD Programmes.
3. Horticulture Plan, HNTC's, Satellite Nurseries, School Horticulture/ Nutritional Gardens.
4. T.S.P. Horticulture, Off-Farm activities and Horticulture Training Programmes under Horticulture etc.
5. Agriculture correspondence relating to and monitoring the implementation of Programmes, review, follow up action of IFAD and Non-IFAD Programmes.
 - a) Agriculture plan.
 - b) Arable Crop Development.
 - c) Adaptive Research.
 - d) Soil and water conservation works.
 - e) Off-Farm activities under Agriculture.
 - f) Shifting Cultivation.
 - g) Training Programmes under Agriculture.
6. Community Participation.
 - a) Village Liaison Workers.
 - b) Village Development Officers.

- c) Development Coordinators.
- d) Village Development Fund.
- e) Village Tribal Development Association (V.T.D.A.)
- f) Community Development Co-ordinators (C.D.C's)
7. Sericulture.
8. Animal Husbandry.
9. Pisciculture and Allied Programmes.
10. GCC activities under IFAD.
11. Computer Cell.

FIELD FUNCTIONS:

1. As per the orders of the Commissioner of Tribal Welfare, he/she will conduct Field Inspections on the implementation of Horticulture and allied activities implementing in the Districts especially in ITDA areas.

STATUTORY FUNCTIONS:

No separate Statutory Functions are vested to this post.

Chapter 4

OPERATIONAL JURISDICTION OF EACH FUNCTIONARY

4.0 The operational jurisdiction of each Functionary when he/she enjoys delegated powers to take independent decisions and areas where he/she is only called upon to furnish information/data for facilitating decision at a Higher level.

4.1 COMMISSIONER OF TRIBAL WELFARE:

The operational jurisdiction of Commissioner of Tribal Welfare is entire State in which the Tribal Welfare Schemes and also IFAD assisted schemes are being operated. He/She is delegated with the powers of taking Independent decisions on the following matters:

1. As per the Andhra Pradesh Financial Code Appendix I, S.No.31, the Director/Commissioner of Tribal Welfare is declared as Head of the Department of Tribal Welfare (Article 6).
2. As per the Budget Manual the Commissioner of Tribal Welfare is delegated with the powers of control over expenditure.
 - a) Chief Controlling Officer (19-1-1)
 - b) Watching actuals (19-3)
 - c) Reconciliation of Figures (19-7-1)
 - d) Re-appropriation of Funds (20.4 and 20.5)
3. As per G.O.Ms.No.85, Social Welfare (TW SER.2) Department, dated 14.8.1998 the Commissioner of Tribal Welfare has been declared as appointing authority in respect of Superintendents, DTWO's, Senior Assistants in Tribal Welfare Department without prejudice to various O.A.S pending in A.P.A.T.
4. As per the FR and CCA Rules, the Commissioner/Director of Tribal Welfare being the Head of the Department is empowered to take disciplinary action on the subordinates.
5. He/she is not only a State-wide Touring Officer, but also tour to any other State as assigned by the Government, Social Welfare Department, for the development of the Department.
6. He/She may also conduct foreign visits and tours for getting the funds sanctioned under IFAD schemes from other Countries like Netherlands etc. with the approval of the government.

7. As Head of the Department, he/she is empowered to take independent decisions on any matters pertaining to the implementation of Tribal Welfare Schemes sanctioned by the Government.
8. As a Head of the Department, he/she will write CRs of Joint Directors working under his/her control and countersigns the CRs of District Officers written by District Collectors etc. working under his/her control.

4.2 ADDITIONAL DIRECTOR OF AGRICULTURE

The operational jurisdiction of Additional Director of Agriculture is entire State. As per the instructions of the Commissioner/Director of Tribal Welfare the Additional Director (Agriculture) will conduct inspections of Agricultural and Horticultural programmes in the field level in the Districts under the control of the Tribal Welfare Department and submit reports to the Commissioner/ Director of Tribal Welfare for necessary action. He/She will monitor new methods and technologies of his/her own Department in Tribal Welfare Department also.

The Additional Director of Agriculture was not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner/Director of Tribal Welfare and with the coordination of the Agriculture Department and called upon to furnish information/data for facilitating to take a final decision at higher level.

He/She may also tour any other State as assigned by the Commissioner/ Director of Tribal Welfare in order to streamline the developmental activities under Agriculture and Horticulture programme in field level especially in Agency Areas under IFAD assisted schemes duly after obtaining the Government orders in the matter. He may also be assigned with Foreign tour as proposed by the Commissioner/Director of Tribal Welfare duly after obtaining the Government Orders in the matter.

4.3 JOINT DIRECTOR

The operational jurisdiction of Joint Director is State level. As per the instructions of Commissioner/Director of Tribal Welfare, the Joint Director will conduct inspections of the District Offices, Hostels, Ashram schools, other Educational Institutions under the control of the Tribal Welfare Department and all other Tribal Welfare schemes in the Districts and submit reports to the Commissioner/Director of Tribal Welfare.

The Joint Directors were not delegated any powers to take any independent decision and areas except as assigned by the Director/Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher Level. He/She may also tour, any other State as assigned by the Commissioner of Tribal Welfare duly after obtaining the Government Orders in the matter.

He/She may also be assigned with Foreign Tour as proposed by the Commissioner of Tribal Welfare duly after obtaining Government Orders in this matter.

4.4 JOINT DIRECTOR (PROJECTS AND PLANNING):

The operational jurisdiction of Joint Director is State Level. As per the instructions of Commissioner of Tribal Welfare, the Joint Director will conduct Inspections of the District Offices, Hostels/Ashram Schools and other Educational Institutions under the control of the Tribal Welfare Department and all other Tribal Welfare Schemes in the Districts and submit reports to the Commissioner of Tribal Welfare.

The Joint Director Projects and Planning was not delegated any power to take any Independent decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher level.

He/She may also tour, any other State as assigned by the Commissioner of Tribal Welfare duly after obtaining the Government orders in this matter. He/She may also be assigned with Foreign Tour as proposed by the Commissioner of Tribal Welfare duly after obtaining Government Orders in this matter.

4.5 JOINT DIRECTOR (Plantation or Agriculture):

The Operational jurisdiction of Joint Director Plantation or Agriculture is entire State. As per the instructions of Commissioner of Tribal Welfare the Joint Director Plantation or Agriculture will conduct Inspections of Agricultural and Horticultural Programmes in the Field Level in the Districts under the control of the Tribal Welfare Department, submit reports to the Commissioner of Tribal Welfare for necessary action. He/She will monitor new methods and technologies of his/her own Department in Tribal Welfare Department also.

The Joint Director Plantation or Agriculture was not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner of Tribal Welfare, and with the Coordination of the Agriculture Department and called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She may also tour, any other State as assigned by the Commissioner of Tribal Welfare in order to streamline the Developmental activities under Agriculture and Horticulture Programmes in Field Level especially in Agency Areas under IFAD assisted schemes duly after obtaining the Government Orders in the matter, and he may also be assigned with Foreign Tour as proposed by the Commissioner of Tribal Welfare duly after obtaining Government Orders in the matter.

4.6 JOINT DIRECTOR (COOPERATIVE AND MARKETING):

The Operational Jurisdiction of Joint Director Cooperative and Marketing is State wide. As per the instructions of Commissioner of Tribal Welfare the Joint Director Cooperative and Marketing will conduct Field Inspections relating to IFAD assisted Projects APTDP and APPTDP.

The Joint Director Cooperative and Marketing was not delegated any powers to take any Independent Decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She may also tour, any other State as assigned by the Commissioner of Tribal Welfare in order to streamline the Developmental activities under the above Project duly after obtaining the Government Orders in this matter. He/She may also be assigned with Foreign Tour as proposed by the Commissioner of Tribal Welfare duly after obtaining Government Orders in the matter.

4.7 DEPUTY DIRECTOR:

The Operational Jurisdiction of Deputy Director is State Level. As per the instructions of Commissioner of Tribal Welfare, the Deputy Director will conduct Inspections of the District Offices, Hostels, Ashram Schools and all other Educational Institutions under the control of the Tribal Welfare Department and all other Tribal Welfare Schemes in the Districts and submit reports to the Commissioner of Tribal Welfare for further action.

The Deputy Director was not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She may also tour, any other State as assigned by the Commissioner of Tribal Welfare duly after obtaining the Government Orders in this matter. He/She may also be assigned with Foreign Tour as proposed by the Commissioner of Tribal Welfare duly after obtaining the Government Orders in this matter.

4.8 DEPUTY DIRECTOR (PODU):

The operational jurisdiction of Deputy Director, Podu is whole State. As per the instructions of Commissioner of Tribal Welfare, the Deputy Director Podu will conduct Inspections on the schemes under Rehabilitation of Podu Cultivations in Tribal Areas and monitoring at Field Level. Podu areas to be contacted and motivated to take up cultivation of Horticulture and Social Forestry in Podu Lands.

The Deputy Director was not delegated any powers to take any Independent Decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She may also tour, any other State or Foreign Countries as assigned by the Commissioner of Tribal Welfare duly after obtaining the Government Orders in this matter in order to streamline the Developmental activities under this scheme.

4.9 DEPUTY DIRECTOR (MONITORING):

The operational Jurisdiction of Deputy Director Monitoring is State Level. As per the instructions of Commissioner of Tribal Welfare, the Deputy Director Monitoring will conduct Inspections of schemes in the Districts pertaining to his/her subject and submit reports to the Commissioner of Tribal Welfare.

The Deputy Director was not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She may also tour, any other State as assigned by the Commissioner of Tribal Welfare duly after obtaining the Government Orders in this matter.

4.10 DEPUTY DIRECTOR (PLANTATION):

The operational jurisdiction of Deputy Director Plantation is State Level. As per the instructions of Commissioner of Tribal Welfare, the Deputy Director Plantation will conduct Inspections on the schemes pertaining to Plantation of Agricultural and Horticultural schemes in the agency areas of ITDA's and Non-ITDA's.

The Deputy Director was not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She may also tour, any other State as assigned by the Commissioner of Tribal Welfare duly after obtaining the Government Orders in this matter.

4.11 DEPUTY DIRECTOR (SOIL CONSERVATION):

The operational jurisdiction of Deputy Director Soil Conservation is State Level. As per the instructions of Commissioner of Tribal Welfare, the Deputy Director Soil Conservation will conduct Inspections on Soil Conservation Programmes in ITDA areas for proper implementation of Agriculture and

Horticulture Programmes and submit reports to the Commissioner of Tribal Welfare for further action.

The Deputy Director was not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She may also be deputed for study tours, to any other State as assigned by the Commissioner of Tribal Welfare duly after obtaining the Government Orders in this matter. He/She may be also assigned with Foreign Tour as proposed by the Commissioner of Tribal Welfare duly after obtaining Government Order in this matter.

4.12 RESEARCH OFFICER (MONITORING):

As per the instructions of Commissioner of Tribal Welfare, the Research Officer Monitoring will conduct Inspections in ITDA's in order to monitor and implement the Tribal Welfare Programmes in the Districts as well as in the Head Quarters and submit reports to the Commissioner of Tribal Welfare.

The Research Officer was not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher level.

4.13 SPECIAL OFFICER (NUTRITION):

As per the instructions of Commissioner of Tribal Welfare, the Special officer Nutrition will conduct Inspections of the District Offices, Hostels, Ashram Schools and all other Educational Institutions under the control of the Tribal Welfare Department and all other Tribal Welfare Schemes concerned to his/her subjects in the Districts and submit reports to the Commissioner of Tribal Welfare.

The Special Officer Nutrition was not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She may also tour, any other State as assigned by the Commissioner of Tribal Welfare duly after obtaining the Government Orders in this matter. He/She may be also assigned with Foreign Tour as proposed by the Commissioner of Tribal Welfare duly after obtaining Government Order in this matter.

4.14 SPECIAL OFFICER (INSPECTION):

As per the instructions of Commissioner of Tribal Welfare, the Special officer Inspection will conduct Inspections of the District Offices, Hostels, Ashram Schools and all other Educational Institutions under the control of the Tribal Welfare Department and all other Tribal Welfare Schemes in the Districts and submit reports to the Commissioner of Tribal Welfare.

The Special Officer Inspection was not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She may also Tour, any other State as assigned by the Commissioner of Tribal Welfare duly after obtaining the Government Orders in this matter. He/She may be also assigned with Foreign Tour as proposed by the Commissioner of Tribal Welfare duly after obtaining Government Order in this matter.

4.15 SPECIAL OFFICER (SCOUTING):

As per the instructions of Commissioner of Tribal Welfare, the Special officer Scouting will conduct scouting Programmes with the Tribal Students studying in Educational Institutions under the control of the Tribal Welfare Department with the coordination of Bharat Scouts and Guides.

The Special Officer Scouting was not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She will also organize participation of Tribal Scouts in Republic and Independence Day Celebrations in the State. The participation of State Troops outside the State and out of Countries also with the coordination of Bharat Scouts and Guides, Andhra Pradesh, Hyderabad as assigned by the Commissioner of Tribal Welfare duly after obtaining Government Orders in the matter.

4.16 ACCOUNTS OFFICER:

As per the instructions of Commissioner of Tribal Welfare, the Accounts officer will conduct Departmental Audit Inspections of the District Offices, Hostels, Ashram Schools and all other Educational Institutions under the control of the Tribal Welfare Department and all other Tribal Welfare Schemes in the Districts and submit reports to the Commissioner of Tribal Welfare.

The Accounts Officer was not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner of Tribal

Welfare and follows the instructions contained in the APFC, Budget and other connected Manuals and other Government Orders issued from time to time of the Department i.e., called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She may also tour, any other State as assigned by the Commissioner of Tribal Welfare duly after obtaining the Government Orders in this matter.

4.17 ASSISTANT ACCOUNTS OFFICER:

As per the instructions of Commissioner of Tribal Welfare, the Assistant Accounts officer will conduct Inspections of the District Offices, Hostels, Ashram Schools and all other Educational Institutions under the control of the Tribal Welfare Department and all other Tribal Welfare Schemes in the Districts and submit reports to the Commissioner of Tribal Welfare.

The Assistant Accounts Officer was not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She may also tour, any other State as assigned by the Commissioner of Tribal Welfare duly after obtaining the Government Orders in this matter.

4.18 HORTICULTURE OFFICERS:

As per the instructions of Commissioner of Tribal Welfare, the Horticulture officers will conduct Field Inspections with regards to the implementation of Horticulture Programmes in ITDA's and Non-ITDA Districts and also Hostels, Ashram Schools and all other Educational Institutions under the control of the Tribal Welfare Department and submit reports to the Commissioner of Tribal Welfare.

The Horticulture Officers were not delegated any powers to take any independent decisions and areas except as assigned by the Commissioner of Tribal Welfare and called upon to furnish information/data for facilitating to take a final decision at a Higher Level.

He/She may also tour, any other State as assigned by the Commissioner of Tribal Welfare duly after obtaining the Government Orders in this matter.

Government have prescribed job Chart for the officials working in ITDAs and District Tribal Welfare Officers in ITDA district vide G.O.Ms.No. 170, dated 28-11-1997, SW (T2) Department.

4.19 DEVELOPMENT OFFICER IN ITDAS

I. ADMINISTRATION :

1. To monitor all administrative matters of the ITDA (both within the office and in the Tribal Sub-Plan area) with the assistance of Administrative Officer / Manager / Superintendent (TW).
2. Sanction of casual leave to Manager /AO SOs.
3. Conduct of enquiries on administrative lapses of the subordinate offices under Single Line Administration entrusted by the Project Officer.
4. Allotment of Guest Houses, entrustment of specific job chart to the Ministerial staff within the office.
5. To monitor for effective enforcement of Single Line Administration within the Project area.
6. Allotment of pool vehicles

II. TOURS :

1. Every Development Officer shall tour atleast for 15 days in a month within 5 Night Halts covering approximately visits / inspections of (100) Institutions of all categories. He should submit his advance tour programme of the successive month to the Project Officer and get his approval one week in advance.

III. INSPECTIONS :

The composition of every (100) Institutions to be visited / inspected by Development Officer shall be :

- (1) 10 Nos. of Tribal Welfare Educational Institutions
- (2) 20 Nos. of CI Wells and Energisation programme
- (3) 10 Nos. of Land Development and other allied programmes
- (4) 10 Nos. of Horticulture / Agriculture plantations
- (5) 10 Nos. MI Schemes (Checkdam / MI Tanks etc.) and visit to Banks
- (6) 15 Nos. of ISB Sector Schemes / Infrastructure development
- (7) 10 Nos. of Tribal Welfare Engineering works programme / Engineering sub-division / Section Offices
- (8) 5 Nos. of PHC / Sub-Centre / ICDS Centre
- (9) 5 Nos. of GCC D.R. Depots / Chandoes / GCC Branch Offices
- (10) 5 Nos. of LTR & Protective Regulation cases

IV. PLANNING AND MONITORING :

1. To ensure timely preparation of Annual Plans keeping in view the guidelines communicated by the Government / Commissioner of Tribal Welfare from time to time.

2. To ensure proper planning and utilisation of funds for completion of all on-going programmes / spill over works so as to enable to derive full benefit of the programme by its completion.
3. To ensure timely grounding of the schemes by the Banks in respect of the schemes being implemented through Bans and to coordinate with the Banks for expeditious grounding of the schemes and rendering of accounts.
4. To coordinate with all the Line Departments of Tribal Sub-Plan in implementation of the TSP schemes for the benefit of tribals.
5. To coordinate with all the Sectoral Officers and Project Officials for implementation of various time-bound schemes within the stipulated period.
6. To monitor all Training programmes.
7. To monitor and update amount of advances and loans and submission report to Project Officer. every month.

V. REVIEWS & MEETINGS

1. To review the progress of implementation of Schemes in monthly meetings with all the MPDOs / Banks and Sectoral Officers and to put up review formats to the Project Officer.
2. To represent the Project Officer in the Meetings at Divisional Level / District Level wherever necessary as entrusted by Project Officer from time to time.

VI. ANY OTHER SUBJECTS / ITEMS AS ENTRUSTED BY THE PROJECT OFFICER.

4.20 DISTRICT TRIBAL WELFARE OFFICER IN ITDAS

1. District Tribal Welfare Officer in ITDA Districts in the Ex-Officio Asst. Project Officer of ITDA and functions under the overall control of Project Officer and all correspondence except D.O. Letters to and from him should be done in the name of Project Officer, ITDA.
2. He is the Programme Officer in the implementation of various Tribal Welfare Schemes / Programmes in the District. The Project Officer is the Subordinate controlling officer and funds are released and placed at his disposal for implementation of various Tribal Welfare Schemes.
3. He will be touring officer in the District and tour atleast 15 days in a month and inspect various Tribal Welfare Institutions viz., Hostels / Ashram Schools etc. He will also attend to inspection of the following Institutions :

- a) All Tribal Welfare Hostels
- b) All Tribal Welfare Ashram Schools
- c) All Best Available Schools
- d) All Residential Schools for STs and PTGs
- e) All Special Hostels opened for the Post-Matric ST students
- f) All student managed hostels in the Tribal Sub-Plan areas
- g) 10 Single Teacher Schools in a month
- h) 10% of ZPP High Schools / Government High Schools to check up distribution of incentives and also cross checking of the attendance of ST students
- i) 10% of MPP / Government Primary Schools and Aided Schools to verify distribution of incentives
- j) 10% of works taken up for Ashram Schools / Hostels / Residential Schools

Visits :

- a) 5% of NFF Centres in tribal areas
 - b) 5% of Adult Education Centres
 - c) 5% of Anganwadies
 - d) 5% of Junior Colleges
4. He will be the authority competent to admit the Boarders in Hostels on the advice of the Hotel Advisory Committee.
 5. He will sanction the Mess charges and bill of all Hostels, Ashram Schools and other Tribal Welfare Institutions and also sanction scholarship and implement other schemes.
 6. He will sanction Casual Leave to the NGOs in his office.
 7. He is the Appointing Authority for the post of Jr. Assistant and below cadre and Teachers in various Tribal Welfare Institutions. The appointments shall be made with the prior approval of the Project Officer and District Collector.
 8. He will watch the progress of construction as well as maintenance of hostel buildings and other institutions in coordination with Executive Engineer (TW) and give a report to Project Officer and Chief Engineer (TW) from time to time for follow-up action.
 9. He will supervise and post check the distribution of NT Books, Note Books, Dresses and Scholarships. He will be responsible for proper distribution of these items.
 10. He should ensure that all the Pdl. returns are sent to the Directorate / Collectorate punctually and regularly.
 11. He will initiate the CRs of Superintendents in his office and head of other Tribal Welfare Institutions.
 12. He should submit Evaluation Report, Concurrent Evaluation Reports whenever required.

13. He should attend to the items and works as entrusted by the Project Officer.
14. He should attend to the rehabilitation of the tribals who are victims of atrocities which come under the purview of Prevention of SC / ST Atrocities Act duly coordinating with the District Level Committee headed by the District Collector.
15. He should attend for preparation of School Health & Education Plans and their implementation as per the guidelines communicated from time to time.
16. He should closely monitor the functioning of ASWOs / ATWOs, Wardens, Matrons and Head Masters of Ashram Schools and their performance shall be reviewed in a monthly review meetings by devising formats covering all the aspects for review and to keep the record at DTWOs Office.
17. He should attend to the Caste and Community verification whenever required / entrusted.
18. He should monitor all the schemes under Economic Support Programme under TRICOR including NSFDC Schemes and Self-Employment Schemes like PMRY, NRY, etc.
19. He should monitor the progress of recovery of Margin Money of NSFDC soft and Term Loans sanctioned under various Economic Support Schemes.
20. Implementation of Cultural and Sports Scouting and Youth Welfare activities.

4.21 DISTRICT EDUCATIONAL OFFICERS IN ITDAS

(As per Proceedings Rc.No. 1377/IC-5/95-3, dated 28-10-1995 of Commissioner and Director of School Education, A.P., Hyderabad)

I. ACADEMIC FUNCTIONS :

1. Preparation of Annual Tour Programme for academic year and submission of Annual Tour Programme before 30th April, of every year to the Director of School Education / Project Director, ITDa
2. I) Inspection of the following Institutions :
 - a) 100% Tribal High Schools
 - b) Secondary Sections in Tribal Junior Colleges
 - c) Teacher Training Institutions (Tribal Sub-Plan)
 - d) A.P. Residential Schools for Tribal Children
 - e) 10% Hostels of Tribals
 - f) 20% of Upper Primary Tribal Schools : per month
 - g) 5% of Tribal Primary Schools
 - h) 25% Ashram Schools

- II) VISITS : PER MONTH
 - a) 15% all types of High Schools for Tribals
 - b) 20% of Upper Primary Tribal Schools
 - c) 25% of Tribal Primary Schools
 - d) 20% of Hostels for Tribal Children
 - e) 5% of NFE Centres in Tribal Agencies
 - f) 5% of Adult Education Centres
 - g) 25% of Anganwadies and Balvadis
- 3. Monthly Review of :
 - a) Inspection reports of Mandal Education Officers of Primary Schools
 - b) Consultative Committee meeting of Teachers (one Meeting)
 - c) Review of NFE Supervisors (once in a Month)
 - d) Tour diaries. Review of Pensions and Accounts in month
- 4. Organisation and conduct of academic courses for teachers, Headmasters and Mandal Educational Officers and NFE Supervisors.
- 5. Monthly review of the academic performance of teachers and fixing targets of achievement for schools and inspecting officers.
- 6. Submission of TIRs by 10th of every month to Director of School Education.
- 7. Publication of bulletins highlighting academic advancement under Tribal Sub-Plan.
- 8. Promoting action research project on innovative practices for the development education under Tribal Sub-Plan.
- 9. Promoting incentive schemes for teachers, Headmasters, students, etc.
- 10. Attending to the organisation and conduct of programmes activities of NCERT, Scouts and Guides, JRC, NCC, Sports and Games Sports Council Cultural affairs, children's organisation (Balala Academy) NSS, etc.
- 11. Conduct of Science Fairs, Maths Olympiad, NTS, etc.
- 12. Organising and conducting of panel inspection of high schools.
- 13. Organisation of School Complex Centres.
- 14. Improving the quality of education in ITDA Districts.
- 15. Conducting special coaching classes to talented tribal children for admission into Residential Institutions, Public Schools, Sainik Schools, etc.

II. ADMINISTRATION :

- 1. Submission of proposals to Director of School Education for the upgradation of U.P. Schools in High Schools.

2. Opening of the new Primary Schools in the needy Tribal Mandals.
3. Opening of Upper Primary Schools in the needy Tribal Mandals.
4. Granting recognition to Primary Schools.
5. Sponsoring proposals for granting recognition to U.P. Schools and High Schools to Regional Joint Director of Schools Education.
6. Conduct of enquiries and disposal off appeals of Headmasters and teachers of all tribal schools of all categories.
7. Assessment of the cadre strength of all categories of the institutions and prompt action for filling up the vacancies in consultation with the Project Officers of ITDAs.
8. Conducting consultative Committee meeting for teachers once in 3 months.
9. Supervision of Mid-Day Meals programme in the District (CAP).
10. Prompt payment of salaries sanction and disbursement of various kinds of scholarships.
11. Personnel managements i.e., appointment, transfers, promotions, pay fixations, disposal of all proposals regarding pensions of teachers and staff under his control, in consultation with ITDA Districts.
12. Inspection of offices of Mandal Educational Officers, NFE Supervisors and Tribal Sub-Plan area.
13. Attending all the meeting organised by the Project Director, ITDA.
14. Attending meetings of the Zilla Parishad and Mandal Development Officers.
15. To enlist community support for educational development in Tribal Sub-Plan by securing the involvement of local authorities and organisation.
16. Conduct of admission to TTIs under Tribal Sub-Plan.
17. Setting of grievances and problems of teachers by holding consultative meetings regularly.
18. Conduct review meeting with the Mandal Educational Officers and Deputy Educational Officer, School Complexes, etc., at in the case of the regular District Educational Officer.
19. Improvement of quality of education in the (SC, St areas) tribal areas by organising special coaching classes in schools, etc.

III. BUDGET & FINANCE :

1. Preparation and submission of correct number statements, budget estimates, revised estimates in time.
2. Holding of reviews at regular intervals or as specified regarding proper expenditure of plan and non-plan scheme and the maintenance of accounts.

IV. PLANNING AND STATISTICS :

1. Timely implementation of all Plan Schemes sanctioned by Government.
2. Collection of statistical Data necessary for :
 - a) Opening of new schools.
 - b) Improvement in Enrolment, Attendance etc.
3. Preparation of Village, Mandal and District Education Plans under Tribal areas.
4. Submission of Educational Statistical Returns with accurate and full details within the time schedule.

V. EXAMINATIONS :

1. Constitution of Common Examination Boards.
2. Planning examination for classes other than VII and X in accordance with the rules of common Examination Board.
3. Advances action for the conduct of VII Class common examination and X Class Public Examination like constitution of centres, appointment of departmental officers, custody of question papers etc.
4. Conduct of the above examinations and providing the required vigilance.
5. Organisation and conduct of spot valuation of answer scripts of the above examinations.
6. Tabulation, declaration of results and issue of certificates for the VII class common examination.
7. Advance action for the conduct of examination of teacher Training Institutes.
8. Supervision in connection with other miscellaneous examinations like Government Technical Examinations, Headmasters Accounts Test, Accounts Test for employees of local bodies, Hindi Examinations etc.

VI. TOURS :

1. Every District Educational officer must tour for 20 days in month with 10 night halts.

VII. MINIMUM MONTHLY PROGRAMME OF ACTION :

1. **INSPECTION** : Every District Educational Officer in the tribal area must fulfil the percentage of visits / detailed inspection of the month as per the targets fixed besides and "Panel Inspection".
2. **PROMPT SUBMISSION** of Inspection and visit reports within 3 days of Inspection / visits to the Director.
3. Organizing the 'Panel of Inspection' in the Mandal Zones and to entrust the job to the Deputy Educational Officer, organise five such annual

inspections in each division involving all the Mandal Educational Officers concerned.

B. Reviews :

1. Prompt submission of the minutes of the review meetings held with Deputy Educational Officer, Mandal Educational Officers, Headmasters, Consultative Committee and other I.T.D.A., Officials etc., besides appraising the periodical progress of implementation of plan schemes and details of expenditure incurred.

4.22 DEPUTY EDUCATIONAL OFFICERS IN ITDAS

(As per Proceedings RC.No.1377/IC-2/95-3, dated 28-10-1995 of Commissioner and Director of School Education, A.P., Hyderabad)

I. ACADEMIC FUNCTIONS :

1. Preparation of Annual Tour Programme for academic year and submission of Annual Tour Programme before 30th April, of every year to the Director of School Education / Project Director. ITDa
- 2.(i) Inspection of the following Institutions :
 - (a) 100% Tribal High Schools
 - (b) Secondary Sections in Tribal Junior Colleges
 - (c) Teacher Training Institutions (Tribal Sub-Plan)
 - (d) 10% Hostels of Tribals
 - (e) 20% of Upper Primary Tribal Schools
 - (f) 5% of Tribal Primary Schools : per month
 - (g) 25% Ashram Schools
- II) Visits : Per month
 - a) 15% all types of High Schools for Tribals
 - b) 20% of Upper Primary Tribal Schools
 - c) 25% of Tribal Primary Schools
 - d) 5% of NFE Centres in Tribal agencies
 - e) 5% of Adult Education Centres
 - f) 2% of Anganwadis and Balwadis
3. VISITS (ANNUAL PROGRAMME) :
 - a) 50 of surprise visits to Secondary, U.P. and Primary Schools annually.
 - b) Supervising and guiding the organisation of subject clubs in the schools and programmes of supervised study and remedial teaching.
 - c) Providing guidance in preparation and implementation of Institutions Plans.

- d) Encouraging teachers to undertake action research programmes.
- e) Organising conference, Seminars, workshops etc., of subject teachers with a view of improve their professional competence.
- f) Giving demonstration lessons and organising demonstration lessons by competent subject teachers, adopting modern techniques of teaching.
- g) Adopting at least one high school to develop it as a ode school (the selected Institution should not have been adopted by an of his prodecessors).
- h) Typing out innovations in selected schools
- i) Scrutinising Schools on the basis of their performance in curricular co-curricular and extra-curricular activities and bestowing more attention of the schools that are below the minimum level of achievement.
- j) Helping in the organisation of meetings/conferences at mandal level.
- k) Improving the quality of education of S.C., S.T., by organisation of special coaching classes in schools particularly in VII and X classes for the benefit of S.C., and S.T., students.

4. REVIEWS

- a) Monthly reviews of Mandal Educational Officers performance, inspections, etc.
- b) To attend District Educational Officers meetings / consultative Committee meetings, etc.
- c) To hold Zonal review meetings with the teachers and Headmasters particularly of schools (which scored 0% of result and when the percentage result in from 0 to 20%).
- d) To attend the Mandal Praja Parishad meetings.
- e) To attend to all the panel inspections conducted by the District Educational Officers.

II. ADMINISTRATION :

1. Submission of proposals to District Educational Officer for upgradation of U.P. Schools into High Schools and Primary Schools into U.P. Schools.
2. Opening of new Primary, Upper Primary / High Schools in his zone.
3. Conduct of enquiries on academic and administrative lapse of the Heads of Institutions / Mandal Educational Officers entrusted by the Authorities.

III. TOURS :

1. Every Deputy Educational Officer must tour for 20 days in a month with 10 night halts

NB: The Deputy E.O., should send his advance tour programme of the successive month to the District Educational Officer, one week in advance.

2. Planning programmes of annual Inspection and obtaining approval of the D.E.O., before the beginning of the academic year.
3. Issuing instructions and ensuring that all the institutions draw up institution plans before the commencement of the academic year.
4. Providing guidance in the prepare functioning of 'Parents Teacher Association' at the school and Samithi Level promotion of School Improvement Programme.
5. Visiting Mid-Day meals Centres.
6. Assisting the District Educational Officers in
 - a) The conduct of Common Examinations and Public Exams.
 - b) Organising district Science Faires, Sports Meets, Scouts, Rallies, Educational Week, etc.
 - c) Proper distribution of Nationalised Text Books.
7. Scrutinising applications for recognition and Grant-in-aid in respect of Non-Government Schools and requests for adhoc grants.
8. Maintaining essential Educational statistics.
9. Conducting enquiries on academic matters.
10. Enlisting Public Cooperation in utilising community resources for improvement of schools.

4.23 PROJECT SECTORAL OFFICERS, ITDAS

PAO, PHO, AD (Soil Conservation), AD (Sericulture), Extension Officer (Fisheries), AD / VO (AH)

1. The Sectoral Officer is the Gazetted Technical Assistant as per as his respective Sectoral Scheme is concerned to the Project Officer.
2. He is responsible for preparation of the Sectoral Action Plan comprising of Sectoral Schemes proposed under various fundings. This Sectoral Plan shall be prepared in consultation with the concerned Line Department of the District and also the concerned field Executive Machinery in the Tribal Sub-Plan areas and also appropriate Consultant / Consulting Agencies as prescribed by the Department as well as Project Officer from time to time.
3. He is responsible for taking advance action for procuring the required inputs for as per the seasonal calender for grounding various Sectoral

- Programmes as proposed in the Action Plan, duly following the Departmental Norms and government Orders in force from time to time.
4. He is responsible for coordinating and implementation of all proposed programmes as per the annual Action Plan through Agencies as decided and approved by the Governing Body of ITDA.
 5. He is responsible for maintaining the upto date record of the details of programme taken up Village-wise beneficiary-wise along with the details of all on-going programmes in the relevant registers.
 6. He is responsible for supervision of implementation of the programmes as Scheduled in the Action Plan and report his findings in writing to the Project Officer, ITDA from time to time and attend to the instructions issued by Project Officer, ITDA on the visit reports.
 7. He shall tour 20 days in a month with minimum 10 night halts and arrange for inspecting / visiting 25% of the schemes in a month.
 8. He is responsible for timely realisation of funds released under Tribal Sub-Plan and for furnishing of Utilisation Certificates to the responsible Heads of Departments by obtaining accounts from the concerned executing Agencies.
 9. He shall attend to the meetings, both at ITDA level and District level, as directed by Project Officer, ITDA from time to time.
 10. He shall submit his advance tour programme for the approval of Project Officer. ITDA duly communicating a copy of the tour programme to his concerned Head of the Departments of the District Office and also concerned field Agencies.

4.24 Executive Engineer (SMI)

1. The Executive Engineer shall coordinate with the Project Officer of ITDA on all technical matters in implementing various programmes under ITDA.
2. He is responsible for making surveys of all the M.I. sources available in the tribal areas of the District and to prepare the shelf of works in order of preference.
3. He is responsible to prepare the Action Plan for M.I. Sector basing on the indication of funds under all Schemes (SCA, MADA, PTD, DTG, IFAD, JRY, EAS, etc.).
4. He is responsible for timely execution of all the works sanctioned by ITDA duly observing the guidelines of G.O.Ms.No. 30 and other Departmental Norms.
5. He is responsible for preparation of estimates, getting technical sanction for all the works proposed for sanction by ITDA.

6. He is responsible for rendering of accounts with vouchers for the amounts released by ITDA, remittance of unspent amounts including interest accrued, furnishing of the Utilisation Certificates and getting audit of accounts by the respective audit parties as prescribed.
7. He is responsible for timely procurement of materials such as cement, steel, etc., by following the Government norms from time to time by taking advance action without hindrance to the expeditious execution of the works programme.

4.25 EXECUTIVE ENGINEER (TW)

1. The Executive Engineer is the Technical Advisor to the Project Officer and Technical Head of the Division and responsible for implementation of Tribal Welfare works programme consisting of construction of building, provision of drinking water, formation of roads, etc. He will be implementing the works programme in coordination with Project Officer, ITDA.
2. He is responsible for making survey and keeping the data with regard to no-source habitations (drinking water) uncovered villages by roads, requirement of buildings to the GVVKs, Ashram Schools and Hostels, Residential Schools, Anganwadi Centres, PHCs, Sub-Centres, Primary Schools, D.R. Depots, etc., in the tribal areas and to prepare the shelf of works under each sector in order of priority.
3. He is responsible for preparation of Action Plan for Tribal Welfare works programme basing on the indication of funds under all Schemes (SCA, MADA, PTG, DTD, IFAD, JRY, EAS, RWS, ARWS, MNP, VIMUKTI, Rural Roads, Educational Institutions Grant, etc.) and he has to propose those works in order of priority.
4. He is responsible for timely execution of all the works sanctioned duly observing the guidelines of G.O.Ms.No. 30 and other Departmental Norms.
5. He is responsible for preparation of estimates, getting technical sanction for all the works proposed for sanction before grounding of the scheme.
6. He is responsible for rendering of accounts with vouchers for the amounts released, remittance of unspent amount including interest accrued, furnishing of Utilisation Certificates and getting audit of accounts by the respective audit parties as prescribed.
7. He is responsible for timely procurement of materials such as cement, steel, etc., by following the Government norms prescribed from time to time well in advance without hindrance to the expeditious execution of the works programme.

8. He is the custodian of all the assets belonging to Tribal Welfare Department and is responsible for the upkeep and proper maintenance of the assets so created.
9. He shall follow the duties as prescribed in A.P. Works Departmental Code.

4.26 ADMINISTRATIVE OFFICERS IN ITDAS

1. All administrative matters of the ITDA including Single Line Administration
2. Organisation of all meetings.
3. Ensuring submission of all Monthly Progress Reports, periodicals and other notes for the meetings.
4. Monitoring all schemes sanctioned with reference to Annual Action Plan.
5. Sanction of Casual Leaves upto Sr. Assistant Category and forwarding authority for all types of leave of the subordinate staff.
6. Maintenance of vehicles and obtaining necessary sanctions from Project Officer, etc.
7. To consider for delegation of powers to the extent of issue of administrative sanction of routine staff advances such as Festival Advance / Spl. FA / Educational Loan, etc., passing TA bills, sanction of increments, etc.
8. Liasioning with Accounts section for monitoring budgetary releases, adjustment of advances, furnishing of UCs, etc.
9. Approval of reminders to the subordinate offices and District Offices.
10. Signing of fair copies of the letters intended to Higher Offices.
11. He shall be responsible for submission of all the reports, notes, etc., as per the periodicity on the stipulated dates.
12. He shall be responsible for attending the Monthly Meetings at Commissionerate of Tribal Welfare along with Monthly Review formats in full shape.
13. Liasioning with Commissionerate on Community Development Programmes and IFAD and non-IFAD Training Programmes.
14. He is the Coordinator of all properties of ITDA.
15. Sanction of petty charges to tribal patients.

4.27 OFFICE MANAGERS ITDAS

1. Office procedure, house keeping, office inspections, etc.
2. Signing fair copies intended to the subordinate offices.

3. Supervision of the Desk Assistants, looking after office establishment, estate Management schemes, TRICOR Programmes.
4. Attending to all protocol arrangements.
5. Receipts of tappals.
6. Sanction of Casual Leave to Class - IV employees.
7. The Office Manager is responsible for proper maintenance of Assets Register, Stock Registers (for all the purchases made by the ITDA) and to produce them to the Inspection / Audit parties whenever required.
8. He is responsible for proper maintenance of Record room.
9. He is responsible for proper maintenance of P.Rs by the Desk Assistants and checking up of the P.Rs on the stipulated dates by fixing a time schedule for the same.
10. He is responsible for proper maintenance of Stock Files by all the Desk Assistants / Assistants concerned and to check the same on the stipulated dates to ensure up to date maintenance.
11. He is responsible for proper maintenance of Inward / Outward Registers and to ensure despatch without any delay.
12. He is responsible for proper accountability for all the papers received by the office.

4.28 DM & HO (AGENCY), DY. DM & HO (A) AND ADDL. DM & HO

1. He is responsible for implementation of Medical and Health activities in the tribal areas.
2. He shall coordinate with DM & HO and ensure that Health Delivery System reaches tribal community.
3. He shall be responsible for implementation of Health Plan, A.P. Tribal Development Project assisted by IFAD.
4. To convene Monthly meetings of Medical Officers and paramedical staff for review of the works done by the medical staff and to sort out the problems of the staff, if any.
5. To monitor training programmes of Medical Officers / paramedical staff / Community Health Workers / ANMs.
6. To conduct random check-ups of PHCs / Sub-Centres / ICDS Centres.
7. To monitor procurement of medicines from DM & HO and replenishment of the drugs in the PHCs and in CHWs kit.
8. To coordinate for the effective implementation of UIP.
9. To send Monthly / Quarterly Progress Reports to the Commissioner of Tribal Welfare through Project Officer, ITDA for monitoring purpose.

10. To see that necessary drugs are be kept in the interior villages before the onset of monsoons.
11. To organise 'Swastha Meals' at nodal points with the help of Project Officer, ITDA.
12. To coordinate all the National Health Programmes.
13. Referring of the seriously ill / chronic patients to the District / State Level Hospitals for treatment.
14. To conduct meetings for CDPOs of ICDS for review of nutrition and immunisation activities in tribal areas.
15. To monitor the implementation of School Health Programme.
16. Monitoring of nodal point visits by Medical Officers.
17. To coordinate for successful implementation of the CHW Scheme.

4.29 ACCOUNTS OFFICER & ACCOUNTS WING IN ITDAS

(As prescribed in G.O.Ms.No. 34, Fin. & Plg. (FW.ADMN.I) Deptt., dated 23-01-1089 Read with Circular R.C.No. R1/5371/96, dated 28-05-1996 of the Director of Tribal Welfare, A.P., Hyderabad)

STATUS OF ACCOUNTS OFFICER IN ITDA :

The status of Accounts Officer in the ITDAs will be that of Deputy Head of Office irrespective of his pay or the pay of the pay of other officers in the Office and shall be designated as A.P.O. (Fin.). He will be Head of Finance Wing under the direct control of Project Officer, ITDA.

As a representative of Finance Department, the Accounts Officer will have right to express his opinion freely on all files involving financial implications. The Head of Office and other Departmental Officers should seek advise of Accounts Officer in all cases involving expenditure of Government money. The Accounts Officer may also offer advice of their own initiative wherever they consider that such advise is necessary to prevent the commission of any financial irregularity.

1. **FIXATION OF PAY :** Fixation of pay of the employees of the office is to be approved by the Accounts Officer in various pay scales promulgated by the Government under provision to Article 309 of the Constitution. His advise is to be taken in cases pertaining to fixation of pay on appointment, promotion, tec.
2. **INTERNAL CHECK :** As there are number of Hostels / Ashrams Schools / Residential Schools / Horticulture / Agriculture / Animal Husbandry and other Units and they are drawing / disbursing officers at least in respect of certain items, the Accounts Officer shall be inspecting their

accounts work and shall be able to guide them in maintenance of record required for Audit etc.

3. Disposal of inspection reports, draft paras pertaining to both A.G. Audit and Departmental Audit, the Accounts Officer / Accounts wing is responsible for timely compliance of Audit Inspection Reports, clearance of pending audit paras and to assist the Head of Office in prompt submission of replies to the audit paras including PAC matters.
4. **BUDGETTING**
 - a) The Accounts Officer has to see that number statements and revised / budget estimates are prepared and submitted to the Head of the Department. He shall also scrutinise the proposals for new expenditure.
 - b) The Accounts Officer shall assist the Head of Office in allotment of funds and control of expenditure to the subordinate offices.
 - c) The Accounts Officer is required to examine proposals for supplementary grants and ensure timely preparation of statement of savings and excess, if any, and to surrender the same to the Head of Department in time.
5. **MEMBER OF COMMITTEES** : The Accounts Officer is to be Member of the Purchase Committee where constituted, also of condemnation / disposal and auction committee. He shall tender advise regarding procedure to be adopted in these matters.
6. **STORE PURCHASE** : The Accounts Officer's advise shall invariably be obtained by the Head of Office in respect of purchase of articles.
7. **MAINTENANCE OF ACCOUNTS** : The Accounts Officer has to exercise control and ensure that complete accounts of the whole office is maintained. They are responsible to see that all the Grants released by the Head of Department / Government are adjusted to the P.D. Account by sending relevant bills to the District Treasury / Sub-Treasury in time and to bring the cases of delay to the notice of the Head Office.
8. **DISPOSAL OF PENSION CASES** : The Accounts Officer is responsible for watching expeditious submission of pension proposals, if any, within the office. For this purpose he should obtain periodical returns from all subordinate offices under the administrative control of Project Officer, ITDA and to pursue them at every stage till their finalisation.
9. **OTHER RESPONSIBILITIES**
 - a) He is required to tender advise on pension, leave and other establishment cases referred.
 - b) He shall be responsible for watching timely recoveries of Government / ITDA dues and to bring the reasons for delay to the notice of the Project Officer, ITDA periodically.

- c) He is responsible for proper operation of the Budget by keeping the expenditure within the grant, timely reconciliation of expenditure with the Treasury / Banks concerned and to comply with the directions and instructions issued by the Government in respect of budgetary control.
- d) He has to see that sanctions for grant of loan, assistance to the tribals, etc., for payment out of the Non-Government funds are issued according to the rules.
- e) **RECONCILIATION** : He is responsible for reconciliation of Departmental figures with Treasury figures and the Cash Book figures with that of Bank Pass Book figures and also to reconcile P.D. Account with Treasury / Bank and to prepare the reconciliation statements and to submit the same to the Head of the Department.
10. **ACCOUNTS BRANCHES** : The A.P.O. (Fin.) / A.O., shall be the immediate administrative and controlling authority for regulating the movement of officers and staff and the day to day work in the Accounts Branch of ITDA. In other words, the general responsibility for the work in the Accounts Branch shall be that of the A.O. / A.P.O. (Fin.) and should function under the general supervision of the Project Officer, ITDA as an assistant in Financial and Accounts matters.
 11. He is responsible for maintenance of records / registers, scheme-wise subsidiary ledgers pertaining to all schemes of ITDAs.
 12. Drawal of salary bills, contingent bill Schools / Hostels / Ashram Schools of ITDA, remittance through challans, cash book, recovery watch registers, etc., as may be required therein from time to time.
 13. He is responsible for settlement of advances pending with the ITDA (Sectoral Officers / Bank and other Executing Agencies) and furnishing Utilisation Certificates for the grants released and also maintenance of advance registers etc.
 14. Any other items as deemed fit by the Project Officer, ITDA with regard to financial and accounts matters.
 15. The Accounts Officer / A.P.O. (Fin.) being the Head of Accounts / Finance Wing shall be issuing work distribution internally.
 16. The A.P.O. (Fin.) shall be responsible to get the annual accounts including balance sheet proposed for ITDA and IFAD separately for submission to A.G. to take up audit.

4.30 MONITORING WINGS IN ITDAS

1. To ensure timely preparation of Annual Plans keeping in view the guidelines communicated by the Government / CTW time to time.
2. To assist in planning process and guide the Sectoral Officers to arrive at indicators for monitoring of plan implementation.

3. To keep up and update the data both infrastructure and beneficiary oriented for the entire project area, the key indicators of development of the area.
4. To conduct evaluation of the scheme implemented by undertaking 10% test check of the schemes grounded.
5. To ensure timely submission of various reports on the stipulated dates and to chalk out a plan of action for adherence the time schedule fixed by the CTW for submission of the reports.
6. To maintain calender of various reports to be submitted to all concerned.
7. To develop monitoring system to ensure effective monitoring various developmental activities being implemented in the project for the benefit of tribals, by subordinate officers.

DUTIES AND RESPONSIBILITIES OF PROJECT OFFICERS (PTG & MADA) SCHEMES OF MAHABUBNAGAR AND NALGONDA

1. Project Officer is the Head of the Office and implements PTG & MADA Schemes under the over all control of District Collector and attend all correspondence relating to PTG & MADA and other policy matter relating to Tribal Welfare Department.
2. He is the coordinating officer in implementation of PTG & MADA Scheme in the District with other departments.
3. He will be Chief Controlling Officer of the Budget and counter signing authority of TA bills of the staff working in office of the Project Officer.
4. He will tour in the district and inspect all Tribal Welfare Institutions including Hostels and Ashram Schools (He should submit the inspection reports to District Collector and also to Commissioner of Tribal Welfare).
5. He will receive and accompany all VIPs Committees, etc. He will also attend the District Level Committee Meetings.
6. He will scrutinize all the representations received from the tribals for sanction of subsidy under PTG & MADA.
7. He should ensure that all periodical returns are sent to the Commissionerate, Collectorate, Tribal Cultural Research and Training Institute, TRICOR, punctually and regularly.
8. He will sanction the Casual Leave of District Tribal Welfare Officer and staff working in the office of the Project Officer.
9. He will act as Secretary to the District Level Sub Committee constituted in G.O.Ms.No. 314, E & SW, dated 23-04-1976 by government to conduct the meeting for approval of the scheme to be taken up under PTG & MADA action plans.

10. He will supervise and test check the distribution of Nationalised Text Books, Note Books, Dresses and also Scholarships. He will also be responsible for distribution of these items along with District Tribal Welfare Officer.
11. He will maintain diary to the work turned out by him day to day in the month(s) and submit to District Collector and also to Commissioner of Tribal Welfare.
12. He will formulate action plans / perspective plans for PTG groups / MADA pockets, clusters, etc., with the approval of District Collector, District Level Committee and submit to Commissioner of Tribal Welfare for approval.
13. He will submit evaluation reports, concurrence evaluation reports whenever required.

JOB CHART OF DISTRICT TRIBAL WELFARE OFFICERS

1. District Tribal Welfare Officer in Non-ITDA districts is the Head of Office and functions under the over all control of District Collectors and all correspondence except DO letters to and from him should be done in the name of District Tribal Welfare Officer.
2. He is the coordinating officer in the implementation of various Tribal Welfare Schemes / Programmes in the District as the District Collector is the subordinate controlling officer and funds are released and placed at his disposal for implementation of various Tribal Welfare Schemes.
3. He will be touring officer in the District and tour at least 15 days in a month inspect various tribal welfare institutions viz., Hostels / Ashram Schools etc. He will receive and accompany all VIPs, committees, etc. He will attend the District Level Meetings.
4. He will be the authoring competent to admit the boarders in hostels on the advice of the hostel advisory committee.
5. He will sanction the mess charges and bills of all Hostels, Ashram Schools and other Tribal Welfare Institutions and also sanction scholarships and implement other schemes.
6. He will sanction CL and other leaves to the NGOs, in his office.
7. He is the appointing authority for the post of Jr. Assistant and below cadre and teachers in various Tribal Welfare Institutions. The appointment shall be made with the prior approval of the District Collector.
8. He will watch the progress of construction as well as maintenance of hostel building and other institutions and give a report to Collector and Chief Engineer (Tribal Welfare) from time to time for follow-up action.

9. He will supervise and test check the distribution of NT Books, Note Books, Dresses and Scholarships. He will be responsible for proper distribution of these items.
10. He should ensure that all the Pdl. Returns are sent to the commissionerate / Collectorate punctually and regularly.
11. He will initiate the CRs of Superintendents in his office and heads of other Tribal Welfare Institutions.
12. He will formulate Action Plans, Perspective Plans with the approval of District Collector for MADA Pockets, PTGs, areas where there pockets are existing or where there are no separate officers for those projects.
13. He will implement the reforms / schemes under poverty line schemes with the approval of District Collector of District Level Committee.
14. He should submit evaluation report concurrent evaluation reports whenever required.

DUTIES AND FUNCTIONS OF ASSISTANT TRIBAL WELFARE OFFICERS

1. The Assistant Tribal Welfare Officers should thoroughly inspect all the Hostels and other Institutions including Ashram Schools, Best Available Schools, located in their jurisdiction at least once in a month without fail as per the instructions given from time to time.
2. He / She is responsible for verification and processing of applications for Post Matric Scholarships and verification of disbursements and report un-disbursed amounts regularly. He will attend all post matric institutions once in a month on specific day and ensure disbursement of scholarships to the students in the presence of public representatives. He should strictly adhere to the instructions issued in G.O.Ms.No. 88, SWD, dated 08-06-1990 and Circular No. 10358/Q2/96-2, SW, dated 03-07-1996.
3. He / She is responsible for distribution of dresses, note books, work books, NT books to Hostlers and day scholars.
4. He / She will supply provisions, essential commodities to Government Hostels at the Hostel point / Ashram Schools point.
5. He / She will be responsible for enrolment of ST school going children in the schools and furnish monthly reports to the PO / DTWOs.
6. He / She will be responsible for collection and maintenance of basis data related to STs and other schemes pertaining to Tribal Welfare Department.
7. He / She will identify ST localities for provision of drinking water, electricity and other civic amenities.

8. He / She should submit his / her tour diaries along with progress reports to the DTWOs by 3rd of every month.
9. He / She will take action for giving publicity on removal of untouchability and implementation of PCR Act and prevention of Atrocities Act. He should take action to report cases of atrocities to the District administration immediately after occurrence.
10. He / She is responsible for detection and reporting of atrocities cases against ST and take follow-up action for relief and rehabilitation as per the instructions of the POs/ District Collectors.
11. He / She is responsible officer for verification social status of candidates and cases of inter-caste married couples referred to him.
12. He / She is the drawing officer for salaries of ATWO and his staff.
13. Assistant Tribal Welfare Officer should make special efforts to get applications for admission to hostels from deserving candidates, with the involvement of NGOs wherever possible.
14. He / She should convene Hostel Advisory Committee meetings by involving the parents.
15. He / She is responsible for monitoring of academic performance of the boarders and maintenance of the progress cards, health cards in the hostels, ashram schools and achieving good results in the public examinations. He should inspect hostels and ashram schools other institutions frequently and cover all institutions at least once in a month and submit inspection reports in the format prescribed to the DTWO every month. Inspections shall be critical and not routine. He should take follow-up action on the discrepancies noticed in the Hostel immediately which are within his capabilities and pursue with the higher authorities wherever necessary.
16. He / She should cross check school attendance of the Hostel boarders regularly and ensure that the Wardens verify the regularly the boarders attendance with the school attendance. If any deviation or bogus attendance is found it shall be report immediately to the DTWOs / POs to remove this and avoid the bogus claims.
17. He / She should maintain movement register in his office in which he should record his movement whenever he is on tour. The Warden / Matron who visit ATWOs headquarters should sign in the movement register kept in ATWO's office.
18. He / She should gather information on input date forms for hostels and scholarships management information system in the input formats and submit the same to the PO / DTWOs before 10th of every month.
19. The ATWOs shall assist the DTWOs in implementing the TRICOR Schemes and shall also monitor the recoveries under NSTFDC schemes.

DUTIES AND RESPONSIBILITIES OF HOSTEL WELFARE OFFICERS (WARDEN / MATRON)

1. The Hostel Welfare Officer (Warden / Matron) should invariably be present in the Hostel during the following hours :

6.00 AM to 9.00 AM
12.30 PM to 1.30 PM
5.30 PM to 9.00 PM

2. Daily Roll call of the boarders should be taken both in the morning and in the evening.
3. A Movement Registers for the entire staff including HWO (Warden/ Matron) should be maintained. Whenever, any staff member leaves the Hostel during the timings on which they are expected to be present in the Hostel, they should note the timings of leaving the hostel with reasons for leaving and also note the timings of return to the Hostel with signature. All the entries in the movement register should be tested by the HWO (Warden/Matron). The movement register for staff should be maintained in the following form :

Sl. No.	Name of the Staff Member	Designation	Date and time of leaving the Hostel	Whether permission obtained	Purpose
1	2	3	4	5	6

Signature of the Staff Member	Signature of Warden / Matron	Date & Time of Return	Signature of the Staff	Remarks of Warden / Matron	Signature of the Warden / Matron
7	8	9	10	11	12

4. HWO (Wardens/Matrons) should reside at place where the Hostel is located. Movement Register should be kept outside the lock and key during his/her absence so that they can be checked by the inspecting officers.
5. HWO (Wardens/Matrons) should maintain the following Registers :
1. Admission Register of the Boarders.

2. Attendance Register of the Boarders.
3. Attendance Register of the Staff.
4. Provision Stock and Issue Register.
5. Daily Purchases Register.
6. Permanent Articles Register.
7. Cash Book.
8. Treasury Bill Book.
9. Stock & Issue Registers of Dresses / NT Books, Note Books.
10. Visitors Register.
11. Movement Register of Warden / Matrons and other staff.
12. Movement Register of Boarders.
13. Acquittance Register.
14. Daily Menu Register.
15. Bills Register (Office copy of all bills sent).
16. Minutes Book of Hostel Advisory Committees.

The Attendance Register for the Staff and Boarders, Movement Register of Staff and Boarders, Visitors Register and Daily Menu Register should be kept outside the lock and key of the Warden during his/her absence from the Hostel. These Registers may be kept with one of the responsible staff members.

6. The boarders should not be allowed to go to their native places except for vacations and important festivals and till health of the boarder. In all such cases, where absence is inevitable they should obtain written permission of the HWO (Warden/Matron) otherwise they are liable for discharge from the Hostel. A movement register in the following proforma should be in the Hostel.

Sl. No.	Name of the Boarder	Class Studying	Date & Time of leaving the Hostel	Whether permission is obtained	Purpose
1	2	3	4	5	6

Signature of the Boarder	Signature of the Warden / Matron	Date & Time of Returning	Signature of the Boarder	Remarks of the Warden/ Matron	Signature of the Warden/ Matron
7	8	9	10	11	12

7. No parent or guardian of the boarder should be allowed to enter into the living rooms and allowed to stay as guests in the Hostel.
8. They should see that all the boarders are supplied with NT Books, Note Books, Clothing, Bedding material, plates and Glasses at the beginning of the academic year.
9. The cosmetic charges should be paid in cash to the boarders every month before 10th.
10. They should maintain progress reports of marks of each boarder and give coaching to the students every day in the night. They should give special attention to the academically weak students.
11. They should visit the schools and contact the Head Masters to know the regular attendance of the boarders in the schools.
12. They should form mess committee of the boarders and change them every alternative month.
13. A separate inspection register for the inspecting officers should be maintained and it should be made available to the inspecting officers to record their findings on the working of the Hostel. Follow-up action on the remarks of the inspecting officer should be sent to the Dy. Director immediately within a week.
14. They should display on the Notice Board, the Menu chart and they should note the items served daily with dates.
15. The boarders should be accommodated in the available rooms, class-wise, as far as practicable and their names and together with particulars of the class and school studying should be displayed in each room, and keep a duplicate copy in the office file.
16. They should issue daily provisions to the cook in the presence of the mess committee member and obtain signature of the book and also Mess Committee Member immediately in the appropriate column in the provision stock and issue register.
17. The HWO (Wardens/Matrons) should not resort to purchase or any items directly by them, except the items authorized by the District Purchase Committee communicated by the Dy. Director. The price paid for such items should not exceed the prevailing market rate.
18. They should not go to District Headquarters for getting the bills passed. They should send their bills to their respective Asst. Social Welfare Officers before 5th of every month, who in turn will get the bills cleared by the Dy. Director and return to them for encashment at Treasury.
19. They should enclose all the vouchers in original relating to food charges to the bills by keeping duplicate copies in the bill register.
20. They should attach an extract of attendance sheet of all the boarders with the average attendance and admissible expenditure, expenditure

- incurred on various items during the month and the balance of stocks carried forward for next month.
21. They should enforce duties and responsibilities of staff working in the Hostel.
 22. They should arrange Medical checkup of the boarders with the doctor appointed for the hostel if any or the Doctor available locally or nearby.
 23. They should arrange special coaching to the VII and X class boarders from the beginning of the academic year.
 24. They should serve invariably three meals per day at proper timings.
 25. They are responsible for keeping the Hostel premises clean and tidy and making proper lighting and water arrangements. The upkeep of the sanitary conditions of the lavatories and bathrooms should be ensured by them.
 26. They should display a chart showing the admissible items to the boarders on the Notice Board.
 27. They should arrange singing of prayer material and songs at the time of roll call both in the morning and evening.
 28. They should maintain kitchen garden in the premises of the hostel wherever possible by active involvement of the boarders and staff. They should grow trees in their premises of all Government Hostel buildings.
 29. They should convene Hostel Advisory Committee meeting every month and draw up the minutes.
 30. The HWO (Warden/Matron) are personally responsible for elimination of local students from the hostel. They should verify the bonafieds of every student given admission in the Hostel and bring to the notice the Asst. Social Welfare Officer and the Dy. Director, if there are any ineligible boarders in the Hostel as per rules. They should also introduce the system of identity cards to the boarders.

Chapter 5

MAJOR ENACTMENTS, RULES AND REGULATIONS & THE CRITICAL PROVISIONS OF THE ENACTMENTS

5. The Tribal Welfare is a constitutional responsibility on the part of the State as well as the Governments and the basic framework is defined in the V schedule of Constitution of India. The main objective of V schedule is towards peace and good governance in tribal areas. The components of the V Schedule are as follows :

Chapter 6

CRITICAL PROVISIONS OF THE ENACTMENTS

6.1 BASIC PROVISIONS OF V SCHEDULE OF GOI

1. SCHEDULED AREAS

The Scheduled areas are notified in the V Schedule of the Constitution of India in Andhra Pradesh extends over an area of 30203.44 Sq. Kms. and spread over districts of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Khammam, Warangal, Adilabad and Mahaboobnagar.

Under the V Schedule the Government may by public notification direct that any particular Act of Parliament or of the Legislature of the State shall apply or shall not apply to a schedule areas or any part of thereof in the State subject to such exceptions and modifications as he may specify in the notification. In pursuance of directive principles of State policy as enshrined in Article 46 of the Constitution the Governor of Andhra Pradesh in exercise of the powers under para 5 (2) of the Fifth Schedule of the Constitution made the following Protective Regulations and the critical provisions are explained at each case :

6.1.1. A.P. SCHEDULED AREAS LAND TRANSFER REGULATION - 1959

As land constitutes the principal source of livelihood to a vast majority of tribals in the State. The A.P. Scheduled Areas Land Transfer Regulation, 1959 was made to safeguard the interests of tribals in land in the scheduled areas of the State. The Regulation has been amended by amending Regulations of 1970, 1971 and 1978 in order to remove the lacunas and to render its implementations more effective.

Special Deputy Collector (Tribal Welfare) posts have been created at Elwinpenta in Vizianagaram district (whose jurisdiction extends over scheduled areas of Vizianagaram and Srikakulam districts) Paderu in Visakhapatnam district, Rampachodavaram in East Godavari district, K.R.Puram in West Godavari district and Utnoor in Adilabad district.

The Revenue Divisional Officer, Nagarkurnool in Mahabubnagar district is designated as Agency Divisional Officer for implementation of the Regulation in schedule areas of Mahabubnagar district. Besides these Special Deputy Collectors (TW) the Agency Divisional Officers of the concerned Agency

Revenue Division exercise concurrent jurisdiction to implement this Regulation.

6.1.2. THE ANDHRA PRADESH (SCHEDULE AREAS) LAND TRANSFER REGULATION 1959.

Land forms the principal means of livelihood for tribals. The development of tribals, therefore, linked with the development of their land. Many non-tribal immigrants in the Scheduled Areas have fraudulently alienated large areas of fertile land of tribals taking advantage of ignorance of the latter. The then Government of Madras Presidency enacted Agency Tracts Interests & Land Transfer Act, 1917 to check this illegal activity. Similarly, the Government of Hyderabad considered the need for special laws for protection of the rights of the tribal in the present Telangana Region of the State. The Tribal Areas Regulation, 1356 F was made. Since this was found to be not comprehensive, the Hyderabad Notified Tribal Areas Regulation, 1359 F replace this Regulation. This Regulation authorised the State Government to notify the tribal villages as Notified Tribal Areas. Social Service Officers were appointed as Assistant Agents in these areas who were to be subordinated to the District Collector being designated as Agents. This regulation provides for :

- i) Prohibiting the grant of 'pattas' over any land in Notified Tribal Areas to a non-tribal.
- ii) Vesting in the Agent or Assistant Agent all Civil and Revenue jurisdiction.
- iii) Prohibiting any person from engaging in the business of money lending without licence.

After constitution came into force the Agency Tracts in Andhra Region and the Notified Tribal Areas in Telangana Region are designated as Scheduled Areas. In exercise of powers conferred on him under Para 5 (2) of the Fifth Schedule of the Constitution, the governor of Andhra Pradesh made the Andhra Pradesh Scheduled Areas Land Transfer Regulation, 1959 repeating the Act of 1917. The Regulation of 1959 which came into force on 04-03-1959 was applicable to the Scheduled Areas of Andhra Region including the Bhadrachalam Division of Khammam district.

This was subsequently extended to the Scheduled Areas of Telangana Region with effect from 01-12-1963. This Regulation of 1959 was amended in 1970, 1971 and 1978. The Regulation 1959 as amended till 1976 provides:

- i) Any transfer of immovable property situated in Scheduled Areas by any person shall be absolutely null and void unless such transfer is made in favour of a Tribal or a Co-operative Society comprising of tribals.
- ii) Until contrary is proved any immovable property situated in Scheduled

Areas and in possession of non-tribals shall be presumed to have been acquired through a transfer by a tribal.

The Section 3 (3) (a) provides for mortgage of land in Scheduled Areas without possession to the Financial Institutions approved by the Government under Section 4, the Jurisdiction of ordinary Civil Courts have been debarred on all suits under this Regulation. Under Section 5 immovable property of tribals in Scheduled Areas can not be attached and sold in execution of a money decree. Under Section 6 (A) any person who acquires any immovable property in contravention of the provisions of this Regulation or continues in possession of such property shall be punished with rigorous imprisonment for a term extending upto one year or a fine upto Rs. 2,000/- or both. Under Section 6 (B) all the offences under this Regulation are declared as cognizable.

6.1.3. A.P. SCHEDULED AREA LAND TRANSFER (AMENDMENT) REGULATION, 1970

1. Regulation 1 of 1970 substituted sub-section (1) of Section 3 of Regulation I of 1959 so as to prohibit absolute transfer of immovable property in scheduled areas in favour of non-tribal irrespective of the fact whether the transferer is a member of a scheduled tribe or not, except in the cases of partitions or devolution by succession.
2. A statutory presumption has been drawn that until the contrary is proved any immovable property situated in the Scheduled Area and in possession of a person who is not a member of scheduled tribe shall be presumed to have been acquired by such a person or his predecessor in possession through a transfer made to him by a member of scheduled tribe. Thus onus of proof is cast on the non-tribal in occupation of the land in scheduled areas.
3. It also provides that where a tribal is unable to sell any land at a fair price to the tribal, he may offer it to Government who will take over the land free from all encumbrances on payment of compensation.

6.1.4 THE ANDHRA PRADESH REGULATION 2 OF 1970

This regulation provides for the ryotwari settlement of certain lands in the scheduled areas in Andhra are of the State of Andhra Pradesh in respect of which no ryotwari settlement has been effected. This regulation applies to the lands other than those comprised within the Muttas and Mahals governed by the regulation providing for the abolition thereof.

6.1.5. A.P. SCHEDULED AREA LAND TRANSFER (AMENDMENT) REGULATION, 1971

Regulation 1 of 1971 was made to enable mortgage without possession of any immovable property situated in the scheduled areas to any Co-operative

Bank or other Financial Institution approved by the State Government with the express condition that in the event of default, the property should be sold only to the tribals or co-operative societies consisting wholly of members belonging to scheduled tribes.

6.1.6. REGULATION 1 OF 1978

In spite of the absolute prohibition on transfer of land in favour of non-tribals, registration of sale transactions in scheduled areas in favour of non-tribals had come to notice of the Government. Further, it had also come to the notice of the Government that the lands restored to the tribals are being reoccupied by the non-tribals and being enjoyed by them without any interruption. The Regulation 1 of 1978 was brought about to provide for.

1. To prohibit registration of the documents in favour of non-tribals.
2. To declare all offences under this regulation as cognizable.
3. To punish with rigorous imprisonment up to 1 year or with fine up to Rs. 2,000/- or with both for acquiring any immovable property in contravention of the provisions of the Regulation or continue in possession of such property after a decree of ejectment.

6.1.7 2002

6.1.8 SAMATHA JUDGEMENT

6.1.9. ANDHRA PRADESH (SCHEDULED AREAS) MONEY LENDERS REGULATION, 1960

The main provisions of this Regulation are :

- * Money lending in Scheduled Areas without license is prohibited.
- * Money lender has to renew his license once in a year.
- * The Regulation stipulates that interest shall be simple and shall not exceed 12% if money is advanced against a pledge and if the loan is Rs. 25/- or less the rate of interest chargeable is 93/8 per annum and if the amount is more than Rs. 25/-, 6 1/2% per annum simple interest.

6.1.10 ANDHRA PRADESH (SCHEDULED TRIBES) DEBIT RELIEF REGULATION 1960

This Regulation provides for scaling down of debts incurred by members of scheduled tribes. The salient features of the Regulation are :

- All interest outstanding on 01-01-1957 on debts incurred before 01-01-1957 shall be deemed to be discharged and only the principal or such portion there of as may be outstanding may be payable.
- Where any member of Scheduled Tribe has paid to any creditor twice the amount of the principal such debt shall be deemed to be wholly discharged.

- Where the sum repaid falls short of the twice the principal, such amount only as would make up shortage shall be repayable.
- On debts incurred on or after 01-01-1957, interest shall be calculated upto commencement of this Regulation at 5% per annum simple.
- On debts incurred after commencement of this Regulation, interest rate shall not exceed 9% per annum simple, if it is a secured debt.
- 12% per annum simple interest, if it is an unsecured debt.

6.1.11. ANDHRA PRADESH (SCHEDULED TRIBES) DEBT RELIEF REGULATION - 1970

This Regulation provides further relief from indebtedness and renders all loans advanced by unlicensed money lenders null and void and unenforceable in any court. The Regulation also provides for sealing down of debts as follows :

- Amount of debt shall be limited to the amount of principal only. Principal or outstanding portion thereof is payable.
- No interest shall be payable.

Where any member of a scheduled tribe has paid to any creditor any amount in excess or equal to the amount of the principal shall be deemed to be wholly discharged.

Where the sums repaid by way of principal or interest or both fall short of the amount of the principal such amount as would make up the shortage shall be payable.

2. GOVERNORS REPORT (AGENCY ADMINISTRATION REPORT)

The para 3 or the V Schedule of the Constitution requires Governor of each State having Scheduled Areas to make a report to the President of India of on the Administration of Scheduled Areas. The agency administration reports are being furnished by the District Collectors to the Governor.

3. TRIBES ADVISORY COUNCIL

As per para 4 of the V Schedule of the Constitution, Tribes Advisory Council is being constituted from time to time. In the meeting held by these Councils, the tribal development situation is being reviewed at State Level and in the field. The APTAC was constituted vide G.O.Ms.No. 11, dated 03-02-2000, SW (TW.Edn.I) Department and the council is convened not less than two times a year and it is giving its advise on the matters of tribal interest as and when sought by Government of A.P.

4. ARTICLE 275(I)

Grants from the Union to certain States

Such sums as Parliament may by law provide shall be charged on the consolidated Fund of India in each year as grants-in-aid of the revenues of such States as Parliament may determine to be in need of assistance, and different sums may be fixed for different States.

The Grants received from the Government of India are being utilized in the State mainly for developing infrastructure in tribal areas, viz., BT Roads, construction of Residential Schools, additional accommodation and basic amenities to Tribal Welfare Girl's Institutions, teaching staff quarters and energisation of minor irrigation sources of tribals.

6.2 PCR ACT 1955 (ACT NO. 22 OR 1955)

The Protection of Civil Right Act, 1955 is an important piece of legislation introduced to abolish, eradicate the evil practice of untouchability from every activity of social life of the society. The State Government have taken up certain stringent measures for enforcement of the Act effectively. There are (22) Mobile Courts with First Class Judicial Magistrate (except Hyderabad district) established in the State to deal with the cases under PCR Act. The District Collector and Superintendent of Police are made responsible for the strict enforcement of the Protection of Civil Rights Act, 1955 in the districts. They initiate and exercise supervision over prosecution for the contravention of the provisions of the Act. The Government have also decided that a person shall be disqualified from becoming a member of any Corporation, Institution, Board of Directors, if any, Public Sector undertaking, Government Company, and Office of Village Officers if he is convicted of an offence under the PCR Act, 1955.

Apart from the SCs and STs cell functioning in the Social Welfare Department at Secretariat, Government have established a Special PCR Cell in the Police Department in the office of the Additional Director General of Police, CID, and an Officer of the rank of Inspector General of Police is incharge of the PCR Cell. The DSWO at the district level is incharge of PCR Act and will extend co-operation to the concerned authorities in the district in implementation of the Act.

6.3 SCs & STs (PREVENTION OF ATROCITIES) ACT, 1989 (ACT NO. 33 OF 1989)

In view of the increasing incidence of atrocities against members of Scheduled Castes and Scheduled Tribes, the Central Government have enacted the SCs and STs (Prevention of Atrocities) Act, 1989 to prevent

commissioning offences of atrocities against the members of SCs and STs to provide for Special Courts for the trial of such offences and for the relief and rehabilitation of victims of such offences. The Central Government also issued the rules ("Prevention of Atrocities Rules of 1955") for operationalisation of the Act.

The State Government have undertaken recording of number of main themes of songs on removal of untouchability both in Hindi and Telugu and printing of poster and pamphlets giving wide publicity about the evil practice and for putting an end to these inhuman activities. The SCs & STs (POA) Act, 1989, defined the term atrocity and provided for different punishment on the persons who committed atrocities. Government also provided for sanction of monetary and other relief to those SCs and STs who are victims of atrocities committed by a member of other communities.

To look after proper monitoring and review of the disposal of cases booked under PCR Act and SCs and STs (POA) Act, 1989 two Committees have been formed viz., at the State level committee headed by the Principal Secretary to Government, Social Welfare Department and at district level committee headed by the District Collector concerned. The District Collector and Sub Divisional Magistrate are competent to select and appoint the Advocates while fixing the appropriate fees to deal exclusively with the cases booked under SCs & STs (POA) Act if the victim so desires. The IGP (PCR Cell) is the head of the investigating agency for conducting investigations with offences reported under these Acts.

The Government in Social Welfare Department appointed a single member Commission with Justice K. Punnaiah, a retired Judge of A.P. High Court to inquire into the issues of untouchability and atrocities on SCs / STs and to suggest means to eradicate untouchability (vide G.O.Ms.No. 35, S.W. (POA) Dept., dated 21-04-1999). The Commission has been visiting various districts and places where the practice of untouchability is in vogue and atrocities are perpetrated on SCs and investing into the various leading to these crimes. The Report of the commission is awaited.

Compensation against atrocities against SCs / STs

Atrocities against SCs and STs, the scheme for Relief and Rehabilitation under the SCs / STs (Prevention of Atrocities Act, 1989), enactment of compensation vide G.O.Ms.No. 3, dated 16-01-1996, SW (H1) Department.

6.4 SINGLE LINE ADMINISTRATION

The tribals had to approach several Agencies for redressal of their grievances in developmental as well as regulatory matters, since several departments are working in the Sub-Plan areas independent of the ITDAs. This issue

was discussed in detail in the meeting held by the then Chief Minister on 14-06-1986 and it was considered necessary to introduce Single Line Administration in ITDA areas by bringing all the officers and staff working in tribal areas irrespective of their departments under the administrative control of the Project Officers of ITDAs. This is intended to facilitate better co-ordination among all the functionaries operating in Sub-Plan areas and to meet the needs of tribals who can look to the single agency for getting all their problems attended. The Government accordingly issued orders vide G.O.Ms.No.434, GAD, dated 14-06-1986. Government delegated more powers to Project Officers of ITDAs vide G.O.Ms.No. 274, GAD (Special.A) Department, dated 15-06-02 is as follows :

1. The Project Officers of ITDAs who are in the senior time scale of I.A.S., continue to be redesignated as Project Officer, ITDA and ex-officio Joint Collector (Tribal Welfare) and Additional District Magistrate.
2. The Project Officers of ITDAs holding the rank of Special Grade Deputy Collector of lower than senior time scale of I.A.S. Officers shall continue to be redesignated as Project Officer, ITDA and ex-officio Joint Collector (Tribal Welfare) and Additional District Magistrate.
3. Such of powers as now exercised by the Collector / Joint Collector / DRO as per G.O.Ms.No. 77, Revenue, dated 22-01-1968 shall be exercised by the Project Officers.
4. The Project Officers of ITDAs continue to be designated as Additional Agents to Government so far as Agency Areas are concerned.
5. All developmental programmes in Sub-Plan Areas shall be approved by the Project Officers of ITDAs.
6. All the Officers and Staff in Sub-Plan Areas connected with developmental regulatory functions shall be under the administrative control of the Project Officers.
7. In respect of Officers whose jurisdiction lies both inside and outside Sub-Plan Area, the Officers shall be responsible to Project Officers as far as ITDAs area is concerned.
8. The Project Officers are authorised to call for any record, review and inspect the works being executed by any Department in Sub-Plan Area.
9. All transfers and postings of Gazetted and highest Non-Gazetted personnel in regard to and within ITDA areas should be made in consultation with the Project Officer and personnel will be screened as per G.O.Ms.No. 11, Social Welfare Department, dated 13-01-1977.
10. In all recruitments in Sub-Plan Area, the Project Officer will be Chairman / Member of the Selection Committee.
11. a) The Project Officer will initiate the Annual Confidential Rolls working under his control. PO, ITDA shall also initiate the ACRs

- of the RDOs working in the sub-plan area, add remarks on the work of the officers in the Annual confidential Report of the Officers concerned.
- b) The PO, ITDA, shall counter sign the ACRs of MROs, MPDOs working in the sub-plan area.
 - c) The PO, ITDA, will add remarks on the work of the other officers also working in the sub-plan areas wherever necessary.
12. The powers exercised by the DEO and DM & HO in respect of administrative control namely, sanction of leave, initiating the ACRs and counter signing the TA bills etc., over the staff working in the sub-plan area.
 13. Further, Project Officers of ITDAs to exercise all the powers vested in the District Collectors so far as the Scheduled areas is concerned vide G.O.Ms.No. 193, dated 17-04-2002, Revenue (SER.I) Department.
 14. Streamlining of administration in Tribal Sub Plan areas to gear up implementation of development programmes, introduction of Single Line Administration, delegation of powers to the Project Officers of ITDAs, under para 5 (1) of the V Schedule to the Constitution of India, to exercise all the powers vested in the District collectors so far as Scheduled Areas are concerned under
 - a) AP Scheduled Areas Land Transfer Regulations 1959 (Regulation No.1 of 1959)
 - b) AP Scheduled Areas Money Lenders Regulation 1960 (Regulation No. 1 of 1960)
 - c) AP Scheduled Areas Debt Relief Regulation 1970 (Regulation No. II of 1960).
 - d) AP Scheduled Areas Debt Relief Regulation 1970 (Regulation No. III of 1970).
 - e) AP Mahals (Abolition and conversion into Ryotwari) Regulation 1969 (Regulation No. I of 1969)
 - f) AP Muttas (Abolition and conversion into Ryotwari) Regulation 1969 (Regulation No. II of 1969).
 - g) AP Scheduled Areas Ryotwari Settlement Regulation, 1970 (Regulation No. II of 1970).

6.5 VILLAGE TRIBAL DEVELOPMENT ASSOCIATION (VTDAS)

Constitution of Village Tribal Development Associations (VTDAs) in Tribal Sub-Plan areas of Andhra Pradesh for overall development of the tribal villages through the concept of Self help Groups vide G.O.Ms.No. 20, dated 31-03-1999 of SW (TW.Bud.I) Department.

6.6 PEOPLES' PARTICIPATION

Allotment of Works in Tribal Sub-Plan areas and other areas to the Local Village Development Committees (VDC/s Mahila Sangams/Societies/ Ayacutdars/Beneficiaries) have been provided for the benefit of the Scheduled Tribes vide G.O.Ms.No. 30, dated 17-02-1994 SW (V2) Department.

In partial modification of GO issued vide G.O.Ms.No. 30, dated 17-02-1994 SW (V2) Department, Government had issued a modification GO vide G.O.Ms.No. 90, dated 21-08-1998, SW (TW.Ser.II-1) Department entrusting of works on open tender basis as follows :

- All buildings having outlay of more than Rs. 5.00 lakhs.
- All minor irrigation works where the value is more than Rs. 10.00 lakhs
- All BT road works.
- All culverts / bridges having a span of more than 10 feet or 3 meters.

All the remaining works shall be executed only through Village Tribal Development Committees.

- 6.9 a) As per AP State and Subordinate Service Rules under Rule 22, the unit of appoints shall be 100 vacancies of which 15 shall be reserved for SCs and 6 shall be reserved for STs, 25 shall be reserved for BCs and the remaining appointments shall be made on the basis of open competition.
- b) Special reservation in favour of STs under V schedule of the constitution for recruitment to various posts located in scheduled areas.

Government of Andhra Pradesh have reserved various categories of posts located in the scheduled areas of the State in favour of local STs. The list of such posts and the extent of reservation is as follows :

S.No.	G.O.	POST
1.	G.O.Ms.No. 215, S.W. (S) Department, dated 23-08-1986	All posts of Salesman, Measures-cum-Watchman in D.R. Depots of GCC
2.	G.O.Ms.No. 272, S.W. (S) Department, dated 29-10-1996	All posts of Village Assistants in Scheduled Areas
3.	G.O.Ms.No. 272, S.W. (E) Department, dated 05-11-1986	All posts of Teachers in the Educational Institutions in Scheduled Areas (later supercede by G.O.Ms.No. 3 SW (TW.Edn.II) Dept. dated. 10-01-2000)

S.No.	G.O.	POST
4.	G.O.Ms.No. 46, S.W. (V) Department, dated 04-03-1987	All posts of Record Attenders in Scheduled Areas
5.	G.O.Ms.No. 62, S.W. (V) Department, dated 05-03-1987	All posts of Attenders in Scheduled Areas
6.	G.O.Ms.No. 62, S.W. (E) Department, dated 15-03-1987	All posts of Cooks, Kamatis, Watchman, Contingent employees in Government ST Hostels, Ahsram Schools and Residential Schools in Scheduled Areas
7.	G.O.Ms.No. 92, S.W. (V) Department, dated 21-04-1987	All the posts of Deputy Surveyors and Chairman in Survey Department
8.	G.O.Ms.No. 183, S.W. (V) Department, dated 27-07-1987	All the posts of Balavadi Teachers in Scheduled Areas
9.	G.O.Ms.No. 184, S.W. (V) Department, dated 27-07-1987	All the posts of Drivers in scheduled Areas
10.	G.O.Ms.No. 261, S.W. (V) Department, dated 11-11-1987	All the following posts in Forest Department in Scheduled Areas 1. Mali 2. Mali-cum-Watchma 3. Sweeper 4. Watchman 5. Waterman 6. Animal Keeper 7. Depot Watchers 8. Gate Keeper 9. Watcher-cum-Worker 10. Labourers 11. Deer Park Watcher 12. Chairman
11.	G.O.Ms.No. 262, S.W. (V) Department, dated 11-11-1987	All the posts of Nurses, Sevikas and Ayahs of Women Development & Child Welfare Department in Scheduled Areas

S.No.	G.O.	POST
12.	G.O.Ms.No. 268, S.W. (V) Department, dated 11-12-1987	All the posts of Operatives in Sericulture Department in Scheduled Areas
13.	G.O.Ms.No. 64, S.W. (V) Department, dated 04-04-1988	All the posts of the following categories in various Department
		ANIMAL HUSBANDRY DEPARTMENT
		1. Livestock Assistant
		2. Vet-Assistant
		3. Enumerator (VC)
		4. Field Assistant
		5. Lab Assistant (VA)
		6. Vet Vaccinator
		7. Village Level Worker
		8. Poultry Mastry (AMPOC)
		9. Shroff
		10. Carpenter
		11. Mastries
		12. Milk Recorder
		13. Salesman (Now in APSMPDC)
		14. Perk Salesman (Now in APSMPDC)
		15. Feed Distribution Asst. (Now in APSMPDC)
		16. Roneo Operator
		17. Blaksmith
		18. Attender
		19. Shepherd
		20. Flock Man - Grade II
		21. Cattle Attendant
		22. Kamati
		23. Postmorton Attendant
		24. Animal Attendant
		25. Sweeper-cum-Postmortum Attendant
		26. Cleaner
		27. Plant Attendant
		28. Grazier
		29. Milk Vendor
		30. Durg Oussain (Woman)
		31. Bullman
		32. Bull Attendant
		34. Poultry Servant

S.No.	G.O.	POST
		35. Flockman - Grade I
		36. Laboratory Attender
		37. Flockman - Grade III
		AGRICULTURE DEPARTMENT
		1. Carpenter
		2. Field Assistant
		3. Laboratory Assistant
		4. Binder
		5. Helper
		6. Chainman
		7. Ploughman
		8. Van / Lorry / Tractor Driver, Cleaner
		9. Mali / Malan / Sweeper
		10. Scavanger
		CO-PERATIVE DEPARTMENT
		1. Roneo Operator
		2. Watchman
		Marketing Deparmtne
		1. Watchman
		2. Shroff
		3. Roneo Operator
		FISHERIES DEPARTMENT
		1. Fishery Guard
		2. Petty Yard Officer
		3. Cold Storage Attender
		4. Watchman
		5. Chowkeedar
		6. Lascar
		7. Cleaner (Fish Farm), Cleaner
		8. Cold Storage Helper
		9. Mashalche
		10. Gardener
		11. Aquarium Boy
		12. Sweeper
		13. Water Supplier
		14. Maistri
		HORTICULTURE DEPARTMENT
		1. Field Assistant
		2. Mali
		3. Lab Assistant

S.No.	G.O.	POST
		4. Messengers 5. Watchman
		AGRICULTURE MARKET COMMITTEES
		1. Bid Clerks
14.	G.O.Ms.No. 68, S.W. (V) Department, dated 16-04-1988	All the following categories of posts in Medical and Health Department 1. Block Extension Educator 2. Pharmacist - Grade I 3. Staff Nurse 4. Medical Demonstrator 5. Health Visitors 6. Sanitary Inspectors 7. Health Inspectors (Senior) 8. Lady Health Visitor Supervisor 9. Non-Medical Demonstrator 10. Vocational Instructor 11. Family Planning Extension Educator 12. Health Inspector (Junior) 13. Pharmacist - Grade II / Pharmacist Supervisor 14. Auxillary Nurse / Mid Wife 15. Vaccinator 16. Basic Health Worker / Surveillance Worker/Surveillance Inspector Grade II 17. Health Assistant 18. Sanitary Inspector (AP) 19. Dayas 20. Postmortum Attendant 21. Roneo Operator 22. X-Ray Operator 23. Darkroom Attendant 24. Ward Boy / Ward Attendant 25. Postmortum Boys INDIAN MEDICAL & HOMEOPATHY DEPARTMENT 1. Auxillary Nursing Midwife 2. Dayas 3. Massagist 4. Theatre Attender

S.No.	G.O.	POST
		5. Nursing Orderlies 6. Attender / Museum Curator 7. cook 8. Ploughman 9. Sweeper / Farash
15.	G.O.Ms.No. 69, S.W. (V) Department, dated 03-05-1990	All the posts of the following categories in Panchayat Raj Department in Scheduled Areas 1. Surveyors 2. Lascars GRAM PANCHAYATS 1. Clerks 2. Births and Deaths Registration-cum-vaccinator and Health Assistant 3. Maternity Assistant 4. Bill Collector Grade II 5. Births and Deaths Registrar M.P.P. AND Z.P.P. 1. Health Visitors 2. Maternity Assistant
16.	G.O.Ms.No. 76, S.W. (V) Department, dated 14-05-1990	100% of the following categories of posts in Scheduled Areas under Forest Development Corporation 1. Field Man 2. Driver 3. Attender 4. Watchman
17.	G.O.Ms.No. 267, S.W. (V) Department, dated 17-12-1988	All the posts of Sub Assistnts in Agriculture and Horticulture Departments in Scheduled Areas
18.	G.O.Ms.No. 50, S.W. (V) Department, dated 04-03-1987	50% of the posts of Excise Constables in Scheduled Areas
19.	G.O.Ms.No. 76, S.W. (V) Department, dated 14-05-1990	50% of the following categories of posts in Scheduled Areas under Forest Development Corporation

S.No.	G.O.	POST
20.	G.O.Ms.No. 109, S.W. (V) Department, dated 17-06-1988	1. Assistant Plantation Manager (DPMs) 2. Plantation Assistants (ADM) 3. Junior Supervisor
21.	Memo No. 2421/ARM.2/86-1, Education, dated 24-07-1987	75% of the posts of Police Constables in Scheduled Areas
22.	G.O.Ms.No. 97, SW (TW.Edu.) Department, dated 18-10-2001	Preference to STs in appointment of organisers in Adult Education Centres in Scheduled Areas

All the direct recruitment post of Junior Plant Attendants (JPAs) and Mazdoor posts in operation and Maintenance, Establishment of Power Generation Plants under AP Power Generation Corporation ltd., in scheduled areas of AP shall be filled up only by local ST candidates.

Chapter 7

IN CASE OF ANY HELP IS REQUIRED, WHOM TO APPROACH INTRA DEPARTMENTAL AND INTER DEPARTMENTAL

7. In case of any help required the following agencies may be approached for necessary action :

7.1 POLICY MATTERS

The Secretary to Government, Social Welfare (Tribal Welfare) is the authority for help in respect of policy matters pertaining to Tribal Welfare Department.

7.2 POLICY /ADVISE

On matters of advise concerning policy where the interest, of the tribals in the State is involved, the AP Tribal Advisory Council is the authority for necessary action. A representation addressed to the Minister for Tribal Welfare / Chairperson, or Secretary to Government or commissioner / Director of Tribal Welfare / Convener would do.

7.3 ON SERVICE MATTERS, SCHEMES, BUDGET AND DAY TO DAY ADMINISTRATION

On matters concerning the services, budget and implementation of schemes and on matters of day to day administration, Commissioner of Tribal Welfare to be approached.

7.4 ON CULTURE, CASTE STATUS AND OTHER LEGAL ISSUES AND LEGAL AID CONCERNING SOCIAL JUSTICE TO TRIBALS

On matters concerning the culture, caste status and other legal issues concerning social justice to tribals the Director, TCR & TI, Hyderabad to be approached.

7.5 AT THE DISTRICT LEVEL

Both in ITDA districts as well as in non-ITDA district the District Collector is the authority to be approached for help in all matters pertaining to Tribal Welfare since he is the Collector, Tribal Welfare. In ITDA districts he is also the Chairman of ITDA.

7.6 AT THE ITDA LEVEL

At the ITDA level, Project Officer, ITDA, is the single line administrator and he has to be approached for intra-departmental and inter-departmental help in all matters pertaining to Tribal Welfare.

7.7 WEBSITE

The Department is having website and any help may be sought for on-line by accessing the following site :

<http://www.aptribes.com>

Chapter 8

ADMINISTRATIVE AND ACCOUNTABILITY

The Commissioner of Tribal Welfare is accountable to the concerned Government Department in respect of Administration etc.

In case of Joint Directors and Deputy Directors and other Subordinate Officers working in the Commissionerate they are accountable to Commissioner of Tribal Welfare in Administrative and other aspects pertaining to the Tribal Welfare Department concerned. With regard to the District Officers, working under the control of the Commissioner of Tribal Welfare, the District Officers is accountable to the Next Higher Authority i.e., Project Officer in ITDA/s and District Collector in Non-ITDA Districts and but also accountable to the Head of the Department i.e., Commissioner of Tribal Welfare. In case of any omissions and Commissions, orders from the Government, Concerned Departments will be obtained in the case of the Head of the Department and Head of the Department i.e., Commissioner of Tribal Welfare will give orders to their subordinate officers.

Chapter 9

QUANTIFICATION OF WORK AND ASSESSMENT

Under the Quantification of work out put the following aspects are expected:

- 9.1 The Commissioner of Tribal Welfare will release the Budget to all the Districts keeping in view of the last years expenditure for each District as per the Additional amounts and surrenders of each District submitted at the fag-end of the last year.
- 9.2 Basing on the requirement, Budget will be released in 4 quarters to each and every District.
- 9.3 Every month, review of each District, including ITDA's and TRICOR will be reviewed on the expenditure and other relevant information submitted in the prescribed Proforma keeping in view of the qualification of work out put.
- 9.4 Time bound Programmes will be fixed for the schemes like supply of Note Books, Text Books, Dresses, Bedding Material etc.
- 9.5 Targets for each scheme will also be fixed for Economic Support Schemes.
- 9.6 Under Maintenance of Hostels, Purchasing of provisions, such as Rice, Kirana, Oils, Vegetables, etc. will be made on the basis of existing Boarders in the Hostel everyday maintaining attendance of each boarder F. N. & A.N. and giving the provisions according to the sanctioned measurements ie., rice, Dal, Vegetables, Oils, etc., All these items not exceeding rupees to each boarder.
- 9.7 According to the above calculation, Rice Provisions, Oils, Kirana for each Hostel for each month by matron warden will be calculated and submitted to the District Tribal Welfare Officer. The District Tribal Welfare Officer in turn will submit indent for all the Hostels in the Districts under his control for supply of provisions etc. to the selected agency, selected by the purchasing committee consisting of Collector, Joint Collector, Deputy Director (Social Welfare), DTWO, DBCWO etc. and supply the required provisions for the Hostel through them. After the receipt of budget from the Head of the Department duly after obtaining the D.T.A.'s authorisation bills will be presented to the D.T.O. for sanction and the bills will be paid to the concerned agency for the supply of provisions etc. after getting the bills passed.

- 9.8 With regards to the sanction of scholarships in the Districts, application forms from all the S.T. students studying in various Educational Institutions such as Junior Colleges, Degree Colleges, Engineering Colleges and I.T.I.'s and other professional colleges in the Districts will be received through the Principals of the concerned colleges for sanction on or before the last date prescribed for submission of scholarship application forms. The ASWO's concerned in the District after thorough verification and submitting their applications will forward to the District Tribal Welfare Officers Office for sanction. The District Tribal Welfare Officer will sanction the renewals and fresh scholarships separately to all the S.T's studying from various Educational Institutions in the Districts duly after satisfying their genuineness and eligibility. The District Tribal Welfare Officer will also visit the Educational Institutions whenever he felt necessary. Budget will be released to all such Educational Institutions as per the amounts sanctioned by the Head of the Department to the concerned.
- 9.9 Like wise Budget, for Best Available Schools, Inter Caste Marriages and for other schemes will be released to the Districts concerned as per the proposals sent by the District Officers concerned and review of progress will be taken up by the Commissioner of Tribal Welfare with the District Officers every month on every scheme pertaining to Tribal Welfare Department. The District Officers in turn will sanction the amounts as per the students studying in the Educational Institutions in the Districts duly after satisfying their eligibility and genuineness.
- 9.10 Accordingly free supply of note books, text books and dresses for all the S.T. students studying in various Educational Institutions and S.C., S.T. and B.C. Hostels and Residential schools in District will be made basing on the number of S.T. students studying in various Educational Institutions. Bills will be paid to all the concerned Government Agencies like Andhra Pradesh State Trading Corporation with regards to Note Books, Andhra Pradesh Handloom Corporation etc. in respect of Dresses in the Tribal Welfare Educational Institutions.
- 9.11 With regards to IFAD assisted scheme under Agriculture, Horticulture the concerned District Sectorial Officers monthly targets will be fixed and review will be made in Districts as well as in the Head Office every month.
- 9.12 Review under TRICOR will also be made every month, with regard to the Targets fixed under 50% Subsidy, 20% Margin Money, 30% Bank loan provided under the Economic Upliftment of the S.T. beneficiaries and Recovery of Loans under 20% Margin Money will be made from the loans sanctioned.

Chapter 10

PERIODICAL REPORTS AND STANDARD FORMATS

10.1 LIST OF PERFORMANCE INDICATORS

Sl. No.	Format Number	ITEM	Periodicity	Reporting Officer
1.	2.	3.	4.	5.
	I.	ANNUAL ACTION PLAN		
1.	1.	Plan and Non-Plan (Releases & Expenditure)	Monthly	DTWO/PO
2.	2.	Monthly Progress report on ITDA, MADA, PTG, DTG Clusters	Monthly	PO
3.	3.	Financial position of ITDA	Monthly	PO
	II.	EDUCATION		
4.	1.	Quantitative Indicators	Quarterly	DTWO
5.	2.	Qualitative Indicators	Quarterly	DTWO
6.	3.	Midday Meal Programme	Monthly	DTWO
7.	4.	Other Issues	Quarterly	DTWO
	III.	LAND ISSUES		
8.	1.	Progress of implementation of Land Transfer Regulation	Quarterly	SDC
9.	2.	Appeals pending before the agent	Quarterly	SDC
10.	3.	Revision petition under LTR pending before the Govt.	Quarterly	SDC
11.	4.	Number of cases pending in the High Court and Supreme Court	Quarterly	SDC
12.	5.	Verification of the possession of Land restored to tribals under LTR	Quarterly	SDC
13.	6.	Stage of section 6-A cases under LTR	Quarterly	SDC
	IV.	AGRICULTURE AND HORTICULTURE		
14.	1.	Progress of Soil conservation works executed during the year	Monthly	P.O.
15.	2.	Demonstration plots introducing improved HYV/New varieties	Monthly	P.O.
16.	3.	Organization of seed production sites (IFAD)	Monthly	P.O.
17.	4.	Supply of inputs	Monthly	P.O.
18.	5.	Horticulture Development-Area covered (Plantation)	Monthly	P.O.

19.	6.	HNTC - Plant Production	Monthly	P.O.
20.	7.	Horticulture Development (Phy & Fin)	Monthly	P.O.
21.	8.	Production & distribution of plant material	Monthly	P.O.
		V. FORESTRY		
22.	1.	Joint Forest Management-VSS formed	Monthly	P.O.
23.	2.	Joint Forest Management - VSS works taken up	Monthly	P.O.
		VI. INFRASTRUCTURE		
24.	1.	Financial statement for irrigation sector	Monthly	P.O.
25.	2.	MI Tanks/Diversion Structures/Lift Irrigation/Tube wells and Bore Wells/CI Wells (Physical)	Monthly	P.O.
26.	3.	Ayacut Development	Quarterly	P.O.
27.	4.	Electrification of villages/Hamlets	Quarterly	P.O.
28.	5.	Employment Assurance Scheme (EAS) in the TSP areas	Quarterly	P.O.
		VII. TRAINING PROGRAMMES		
29.	1.	Progress of training programmes under APTDP/APPTDP and other programmes	Monthly	P.O.
30.	2.	Training of tribal youth for employment	Quarterly	P.O.
		VIII. G.C.C.		
31.	1.	DR Depot-wise position regarding supply of daily requirements	Monthly	MD, GCC
32.	2.	Society-wise position regarding procurement of Minor Forest produce	Monthly	MD, GCC
		IX. MEDICAL AND HEALTH, WOMEN WELFARE		
33.	1.	Children Immunised	Monthly	P.O.
34.	2.	Pregnant Women Assisted	Monthly	P.O.
35.	3.	Malaria / TB cases detected	Monthly	P.O.
36.	4.	Drug utilisation and requirement	Quarterly	P.O.
37.	5.	CHWs training	Monthly	P.O.
		X. ESTABLISHMENT		
38.	1.	Vacancy position	Monthly	PO/DTWO
		XI. TRICOR - Booklet		
39.	1.	Bank-wise performance	Monthly	PO/DTWO
40.	2.	Progress under PMRY	Monthly	PO/DTWO
		XII. IFAD		
41.	1.	Monitoring of reimbursement claims	Monthly	P.O.
42.	2.	Regular CMU reports (Inclu. HQ) of APTDP and APPTDP	Monthly	P.O.

FORMAT - I.1

NAME OF THE DISTRICT:
 REPORTING MONTH:
 REPORTING OFFICER: DTWO
 REPORTING YEAR:

STATEMENT SHOWING THE PROGRESS OF RELEASES AND EXPENDITURE ON PLAN AND NON-PLAN

SL. NO.	NAME OF THE SCHEME	UNIT	PLAN							NON - PLAN				REMARKS					
			1	2	3	4	5	6	7	8	9	10	11		12	13	14	15	16
			AMOUNT RELEASED TILL THE END OF THE MONTH	DTA AUTHO- RISATION RECEIVED FOR THE AMOUNT	EXPTR DURING THE MONTH	EXPTR TILL THE END OF THE MONTH	PHYSICAL ACHIEVE- MENT DURING THE MONTH	PHYSICAL ACHIEVE- MENT TILL THE END OF THE MONTH	AMOUNT RELEASED TILL THE END OF THE MONTH	DAT AUTHO- RISATION RECEIVED FOR THE AMOUNT	EXPTR DURING THE MONTH	EXPTR TILL THE END OF THE MONTH	PHYSICAL ACHIEVE- MENT DURING THE MONTH	PHYSICAL ACHIEVE- MENT TILL THE END OF THE MONTH					
1.	A. ESTABLISHMENT																		
	1.	Headquarters Office																	
	2.	District Offices																	
	3.	Engineering Establishment																	
	4.	Revenue Establishment																	
	5.	Monitoring units of ITDAs																	
	6.	TCR & TI (HQrs)																	
	7.	Regional Offices																	
		Total :																	
	B. ECONOMIC DEVELOPMENT																		
	1.	Agriculture																	
	2.	Animal Husbandry																	
	3.	Cottage Industries																	
	4.	Training for Tribals for empl. and unemployment relief																	

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	5.	Coffee	Plantation												
	6.	Horticulture													
	7.	Rehabilitation	of Tribal Podu												
		Cultivaters													
	8.	Financial	Assistance to TRICOR												
		for Margin	Money												
	9.	Rehabilitation	of poor Yanadies												
		and other	Tribals in Non-ITDA areas												
	10.	Development	of tribals under												
		Art.275(1)	of Constitution.												
	11.	IFAD - Phase-I													
	12.	IFAD - Phase-II													
	Total :														
	C.	ASSISTANCE TO PUBLIC SECTOR													
		AND OTHER UNDERTAKINGS													
	1.	Financial	assistance to CCC												
	2.	Managerial	Subsidy to TRICOR												
	3.	Loans	for repayment of NSFDC loans												
	Total:														
	D.	EDUCATON													
	1.	Schools													
	2.	Ashram	Schools												
	3.	Hostels													
	4.	Supply	of text books, slates etc.												
	5.	Post	Matric Scholarships												

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	6. Scouting														
	7. Pre Matric Scholarships														
	8. Pre Examination Training														
	9. Residential Schools														
	10. Childhood Education														
	11. Buildings for Educational institutions														
	12. Buildings for PETCs														
	Total:														
	E. HEALTH														
	1. Hospitals & Dispensaries														
	2. Public Health														
	3. Hospitals & Dispensaries (Under control of Dir. Health & Family Welfare)														
	4. Nutrition Programme (Mid day Meals)														
	Total :														
	F. HOUSING														
	1. Housing														
	2. Upgradation of standards of Tribal adm. provision of infrastructural facilities in tribal areas														
	Total :														

	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
G. OTHER SCHEMES															
1. Community Radio Sets															
2. Family & Child Welfare Centres															
3. Promotion of intercaste marriages															
4. Monetary Relief and Legal Aid to the victims of atrocities															
5. Investment subsidy to tribal entrepreneurs															
6. Buildings for TCR & TI															
Total :															
H. DEVELOPMENT OF DENOTIFIED TRIBES															
1. Schools															
2. Post Matric Scholarships															
3. Public Health															
Total:															
Grand Total:															

The project officers of ITDA are requested to report the progress of releases and expenditure under Plan and Non-Plan schemes other than educational programmes also without fail.

REPORTING MONTH : DTWO
 REPORTING OFFICER :
 REPORTING YEAR :

STATEMENT SHOWING THE RELEASES AND EXPENDITURE ON PLAN AND NON-PLAN RELATING TO TRIBAL WELFARE DEPARTMENT

SL. NO.	NAME OF THE SCHEME	UNIT	PLAN						NON - PLAN				REMARKS	
			AMOUNT RELEASED TILL THE END OF THE MONTH	EXPTR. DURING THE MONTH	EXPTR. TILL THE END OF THE MONTH	PHYSICAL ACHIEVEMENT DURING THE MONTH	PHYSICAL ACHIEVEMENT TILL THE END OF THE MONTH	AMOUNT RELEASED TILL THE END OF THE MONTH	EXPTR. DURING THE MONTH	EXPTR. TILL THE END OF THE MONTH	PHYSICAL ACHIEVEMENT DURING THE MONTH	PHYSICAL ACHIEVEMENT TILL THE END OF THE MONTH		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	
1. DIST. ADMINISTRATION (D.T.W.O.)														
011	PO													
012	PE													
013	HRA													
014	OA													
015	EEL													
017	LTC													
021	DW													
022	CC													
030	DA													
041	TA													
045	TTA	CHEVENS												
051	SPT													
052	TC													

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
054	EC												
056	OOE												
057	MOV												
061	RENTS												
491	GOV												
	TOTAL												
2. T.WASHRAM SCHOOLS													
012	PE												
013	HRA												
014	QA												
015	EEL												
017	LTC												
021	DW												
022	CC												
030	DA												
041	TA												
045	TTA												
051	SPT												
053	WC												
054	EC												
056	OOE												
057	MOV												
061	RENTS												

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
640	EXPTR. OF CONDUCT OF TOUR												
660	DIET												
240	M & SUPPLY												
	TOTAL												
3. T.W.HOSTELS													
012	PE												
013	HRA												
014	OA												
015	EEL												
017	LTC												
021	DW												
022	CC												
030	DA												
041	TA												
045	TTA												
051	SPT												
053	WC												
054	EC												
056	OOE												
061	RENTS												
062	R.TAX												
334	OTHER PAY												
640	EXPTR. OF CONDUCT OF TOUR												

	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
660 DIET														
240 M & SUPPLY														
TOTAL														
4. OTHER SCHEMES														
1. PRE MATRIC SCHOLARSHIPS (IN KIND)														
2. POST MATRIC SCHOLARSHIPS														
3. BEST AVAILABLE SCHOOL SCHOLARSHIPS														
4. BOOK GRANT ITI & POLYTECHNIC														
5. INTERCASTE MARRIAGE														
6. SPECIAL INCENTIVES TO S.T.														
BOARDERS OF HOSTELS & ASHRAM SCHOOLS														
7. COMMUNITY RADIO SETS														
8. SPECIAL NUTRITION PROGRAMME														
9. SPECIAL COACHING TO XTH CLASS														
FAILED CANDIDATES														
10. STITCHING CHARGES														
11. PRE MATRIC SCHOLARSHIPS TO														
ITI STUDENTS														
12. MERIT SCHOLARSHIPS														
13. LIBRARY BOOKS														
14. SPECIAL HOSTELS														
TOTAL														

SIGNATURE & DATE

FORMAT - I.2

Reporting Officer :
Periodicity :
Reporting month / Year :

**MONTHLY PROGRESS REPORT ON I.T.D.A., M.A.D.A., P.T.G., D.T.G. & CLUSTERS
(SPECIAL CENTRAL ASSISTANCE)**

Sl No	Sector Scheme	Financial		Target as per Action Plan		Total outlay as per Action Plan			No of units sanctioned out of Col (6)		No of units grounded upto the month under report		Expr incurred during the month			Expr incurred upto the month under report (Cumulative)						
		Balance as on 1.4.97	Amount released during the year	Total amount available	No of Units targeted	No of Families	Total	sub-sidy	Margin Money	I F	During the month	Upto the month under report Cumulative	No of Units benefited	No of families	Sub-sidy	Margin money	I F	Total	Sub-sidy	Margin Money	I F	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

Rs. in lakhs

Note: In respect of the Land based schemes area targetted and coverage must be specified invariably.

FORMAT - I.3

REPORTING OFFICER : P.O.
REPORTING MONTH :
DISTRICT :

ABSTRACT - FINANCIAL POSITION

Sl. No.	Item of fund	Opening Balance	Releases		Adjustments out of Releases		Advances Reimbursement		Director Expenses		Cash Balance	REMARKS
			4.	5.	Target	Achiev.	Item	Amount	Amount	Balance		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.		

TOTAL:

STATEMENT SHOWING THE INFORMATION OF THE SCHEMES (PLAN & NON-PLAN)
DURING THE YEAR _____

QUANTITATIVE REPORT

Sl. No.	Name of the Scheme/Work	Unit	Target for the year	Achiv. & Periodicity				Total Achiv	Remarks
				I Qr.	II Qr.	III Qr.	IV Qr.		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
1.	ENROLMENT								
a.	Single teacher schools	No. of Children against the vacancies existing as on reopening date							
b.	Hostels	— do —							
c.	Ashram Schools	— do —							
d.	Residential Schools	— do —							
e.	Best Available Schools	— do —							
II.	Materials & Supplies	No. of boarders							
a.	NT Books	No. of boarders							
b.	Note books	No. of boarders							
c.	Dresses	No. of boarders							
d.	Plates & Glasses	No. of boarders							
e.	Trunk boxes	No. of boarders							

	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
	f.	Bedding material	No. of boarders							
	g.	NT Books	No. of day scholars							
	h.	Note books	No. of day scholars							
	i.	Dresses	No. of day scholars							
	j.	Plats & Glasses	No. of day scholars							
	k.	Trunk boxes	No. of day scholars							
	l.	Bedding material	No. of day scholars							
	m.	LPG	No. of institutions							
	n.	Games equip.	No. of institutions							
	o.	Libraries	No. of institutions							
	p.	Laboratories	No. of institutions							
	q.	Medical kits	No. of institutions							
	III.	School Horticulture	No. of institutions covered							
	a.	Maintenance of old gardens	No. of institutions covered							
	b.	New gardens	No. of institutions covered							
	c.	Kitchen gardens	No. of institutions covered							
	IV.	Personnel Management								
	a.	Filling up vacancies	No. of vacancies filled							
	i.	Wardens/Matrons	No. of vacancies filled							
	ii.	Teachers	No. of vacancies filled							
	iii.	Ministerial	No. of vacancies filled							
	iv.	Class IV	No. of vacancies filled							
	b.	Finalisation of pension proposals	No. of cases							

EDUCATION FORMAT - II.2

 Reporting Officer : DTWO / POS
 Periodicity : Qrly
 Reporting month/year :

QUALITATIVE REPORT

Sl. No.	Name of the Scheme/Work	Unit	Target for the year	Achiv. & Periodicity				Total Achiv	Remarks
				I Qr.	II Qr.	III Qr.	IV Qr.		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
I.	Inspections	No. of inspections							
a.	Hostels	No. of inspections							
b.	Ashram Schools	No. of inspections							
c.	Residential Schools	No. of inspections							
d.	Best available schools	No. of inspections							
e.	Spl. Hostels	No. of inspections							
f.	Student managed hostels	No. of inspections							
g.	Attached hostels	No. of inspections							
h.	Res. Jr. Colleges	No. of inspections							
II.	Training Programmes	No. of candidates training during the year							
a.	Cooks	—do—							
b.	School horticulture	—do—							
c.	Warden/matron	—do—							
d.	Teachers in Primary schools	—do—							
e.	Subject specialists in secondary schools	—do—							
f.	Scouting	—do—							
g.	Community elders/NECs	—do—							

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
III.	Special measures	No. of events							
a.	Enrollment drives	No. of events							
b.	Interschool results	No. of events							
c.	National Festivals	No. of events							
d.	School health Campaigns	No. of events							
IV.	Staff Grievance Redressal	No. of petitions received & disposed							
V.	Monitoring	No. of meetings							
a.	Monthly meetings with wardens/Matrons	No. of meetings							
b.	Monthly meeting of HMS/MEOs	No. of meetings							
c.	Hostel Advisory Committee meetings	No. of meetings							

Format - II.3

MID DAY MEAL PROGRAMME

Name of the District :
 Reporting Officers :
 Reporting period :
 Periodicity : Monthly

S.No.	Total No. of Schools	No. of schools where Midday Meals is introduced			No. of review meeting held with the Mothers committees & Teachers			No. of students as per village survey month		Attending as on 15th of previous month		Attending as on 15th of this month						
		GVVK	Maabadi	Others	Total	By P.O.	By DRO	Others	Total	Boys	Girls	Boys	Girls					
1.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.

EDUCATION
 EDUCATION FORMAT - II.4

Reporting Officer : DTWO / POS
 Periodicity : Qrly
 Reporting month/year :

OTHER ISSUES

Sl. No.	Name of the Scheme/Work	Unit	Target for the year				Achiv. & Periodicity		Total Remarks	
			1 Qr.	2 Qr.	3 Qr.	4 Qr.	III Qr.	IV Qr.	Achiv	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	
I.	Audit reports	Total no. of Audit paras outstanding at the beginning of the year								
a.	A.G.	Total no. of Audit paras outstanding at the beginning of the year								
b.	Internal Audit	Total no. of Audit paras outstanding at the beginning of the year								
II.	Reconciliation statements	No. of reconciliations to be undertaken with treasury								

Name of the District :
 Reporting Quarter :
 Reporting Officer :

PROGRESS REPORT ON IMPLEMENTATION OF A.P. SCHEDULED AREAS LAND TRANSFER REGULATION, 1959, FOR THE QUARTER ENDING _____

Total No. of cases till last quarter							
No. of Tribal Occupancies as per ADangal/K.Pahani							
Extent in acres		Cases detected during the quarter under report	Extent in acres	Total No. of cases (1+3)	Total Extent in acres (2+4)	Cases disposed till last quarter	
2.	3.	4.	5.	6.	7.	8.	

cases disposed during the quarter under reporting		Total cases disposed		Cases dropped		Cases decided in favour of tribals		Cases decided in favour of non-tribals	
No.	Extent in acres	No.	Extent in acres	No.	Extent in acres	No.	Extent in acres	No.	Extent in acres
9.	10.	11.	12.	13.	14.	15.	16.	17.	18.

FORMAT - III.2

Name of the District :
 Quarter ending :
 Reporting Officer :

APPEALS PENDING BEFORE THE AGENT

Sl. No.	No. of appeals filed before the Agent during the year		No. of appeals which stay was granted		No. of appeals decided in favour of non tribal by agent during the year		No. of appeals decided in favour of tribals by the agent during the year		No. of appeals pending before the agent as on date	
	No.	Extent	No.	Extent	No.	Extent	No.	Extent	No.	Extent
1	2	3	4	5	6	7	8	9	10	11

FORMAT - III.3

Name of the District :
 Quarter ending :
 Reporting Officer :

REVISION PETITIONS UNDER L.T.R. PENDING BEFORE THE GOVERNMENT

Sl. No.	Name of the District	No. of Revision petitions filed before the Government	Extent involved in acres	No. of Revision petitions disposed of	Extent involved in acres	No. of Revision petitions which stay was granted	Extent in acres	No. of Revisions pending	Extent involved in acres	REMARKS

FORMAT-III.4

Name of the District :
 Quarter ending :
 Reporting Officer :

NO. OF W.P./S.W.A./C.A.S./SLPS. PENDING IN THE HIGH COURT AND SUPREMENT COURT

Sl. No.	File No. of S.D.Cs office.	W.P/W.A./C.A/ SLP.No: & date	Name of the petitioner/appellant and address	Respondent/Defendent name and address	Result of the petition WA/CA.
1.	2.	3.	4.	5.	6.

FORMAT-III.5

Name of the District :
 Quarter ending :
 Reporting Officer :

VERIFICATION OF THE POSSESSION OF THE LANDS RESTORED TO TRIBALS UNDER L.T.R.

Sl. No.	Name of the District Mandal	Extent of land restored to tribals under LTR.	No. of beneficiaries	No. of restored cases verified till the end of last quarter	Extent covered in acres during quarter under report	Cases verified during quarter	Extent covered in acres	No. of cases in which land reoccupied by the tribals	Extent covered in acres	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

Name of the District :
 Quarter Ending :
 Reporting Officer :

STAGE OF SECTION 6-A CASES UNDER L.T.R.

Sl. No.	Name of the District	No. of cases in which action under Sec.6-A of LTR. was taken into the end of last quarter	Extent involved in acres	No. of cases involved in action under Sec.6-A of LTR. was taken during the quarter under Report	Extent cases in acres registered with police	No. of cases which prosecution was launched	Disposal of Prosecution			
							No. of cases convicted	No. of cases acquitted	Total No. of cases disposed	
1.	2.	3.	4.	5.	6.	7.	8.	9(i)	9(ii)	9(iii)

Reporting Officer :
Reporting month/year :
District :

**PROGRESS OF SOIL CONSERVATION EXECUTED DURING THE YEAR 1997-98
UNDER NON-IFAD, IFAD PROGRAMME SEPARATELY**

(Rs. in lakhs)

SL. NO.	ITEM OF WORK	UNIT	TRAGET FOR THE YEAR		AMOUNT RELEASED	PROGRESS OF BACKLOG WORKS		PROGRESS OF WORKS UNDER ACTION PLAN		PROGRESSIVE TOTAL	NO.OF BENEFICIARIES
			PHY	FIN		PHY	FIN	PHY	FIN		
			*1	*2	TOTAL	&1	&2	TOTAL	PHY	FIN	
1.	Graded Bunding	Hect.									
2.	Stone Terracing	Hect.									
3.	Bench Terracing	Hect.									
4.	Stone Checks	No.									
5.	Rock Fill Dams	No.									
6.	Brush Wood Dams	No.									
7.	Diversion Drains	Mtrs.									
8.	Land. Deve.	Hect.									
*1.	Spill over work upto	& 1									
*2.	Action Plan	& 2.									

AGRICULTURE
FORMAT - IV.2

NAME OF THE DISTRICT :
REPORTING MONTH :
REPORTING OFFICER :
REPORTING YEAR :

DEMONSTRATION PLOTS - INTRODUCING IMPROVED/H.Y.V./NEW VARIETIES

Sl. No.	Target for the year (IFAD)		Nature of Demonstration	Unit Cost per plot	No. of plots organized	Actual yield obtained		REMARKS
	Physical	Financial				Control	Demo.plot	
1.	2.	3.	4.	5.	6.	7.	8.	9.

FORMAT - IV.3

NAME OF THE DISTRICT :
REPORTING MONTH :
REPORTING OFFICER :
REPORTING YEAR :

ORGANIZATION OF SEED PRODUCTION SITES (IFAD)

Sl. No.	Target for the year		Unit Cost per plot	Plots established	Yield per plot	Quantity of Seed exchanged	Quantity Procured by ITDA/GCC			
	Physical	Financial						No.	Extent	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

AGRICULTURE
FORMAT - IV.4

Reporting Officer :
Reporting month/year :
District :

**MONTHLY PROGRESS OF SUPPLY INPUTS SEEDS/FERTILIZERS/PESTICIDES/P.P.EQUIPMENT/
IMPLEMENTS FOR CROP PRODUCTION UNDER DIFFERENT SCHEME (IFAD, SCA, TSP, etc.)**

Sl. No.	Scheme	Crop Acreage	Area Under HYV	Requirement		Quality Produced		Q. Supplied		Financial		Financial				
				Kareif	Rabi	Variety	QTY	Source	QTY	Date of procurement	D.M.	Total	Out- lay	Relea- ses	Total	Expr. during month
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.

1. I.F.A.D.

2. S.C.A.

3. T.S.P.

4. OTHERS (Specify)

Name of the District :
 Reporting month :
 Reporting Officer :

HORTICULTURE
 FORMAT - IV.5
 Name of the CROP:

AREA COVERED UNDER HORTICULTURE PLANTATION

Sl. No.	Name of the Scheme	Area to be planted during 1997-98 in Hct		Requirement of grafts/layers/Seedlings		Availability of grafts/layers/seedlings		Area covered during the month in Hects		Total Area Covered in Hects		Out lay ses in Rs.		Relea- MM Loan Total		Expenditure during the month		
		Fresh Gap-filing & in old plantation	Total	Fresh gap-filing	Total	HNTC	Sate- Others	Total	Fresh Gap filling	Total	in Hects	Rs.	Sub- MM Loan	Total	Rs.	20.	21.	22.
1.	APTDP																	
2.	APPTDP																	
3.	SCA																	
4.	DTG																	
5.	TSP (HORTI)																	
6.	CSS (CASHEW)																	
7.	EAS																	
8.	JFM																	
9.	MADA																	
10.	ANY OTHER SCHEME																	

FORMAT - IV.6

Reporting Officer :
 Reporting month/year :
 District :

DETAILS OF PLANT MATERIAL PRODUCTION AND DISTRIBUTION FROM H.N.T.C.

Sl. No. of HNTC	Name of the species	Requirements of seedlings		No. of plant material produced		No. of plants supplied		No. of plants received from Satellite nurseries		Total No. of plants available on farm	Out- lay	Amt. rele during the month	Expr.	Income during the month	Remarks		
		HNTC	Sate-llite Nurseries	During the month	Total	Far- mers	Sate-llite Nurseries	Sate-llite Nurseries	Sate-llite Nurseries	on farm							
1.	2.	3.	4.	5.	6.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.
24.																	

Reporting month :
 Reporting Officer : P.O., ITDA
 Reporting Year :
 Name of the District :

HORTICULTURE DEVELOPMENT

Sl. No.	Name of the scheme/ Name of the funding Agency	Name of the species covered under plantation & other activities	Physical (Area in Hect)		Financial (Rs.in lakhs)		Extent of previous years plantations maintained				Total Expdtr.	
			Target	Achi.	Previous Area available for maintenance	Target	Achi. (on new plantation)	Year of plantation	Physical area in Hect. available as on date	Details of gap filling		Expdtr. incurred for maintenance
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
1.	APTDP											
2.	APPTDP											
3.	SCA (ITDA)											
4.	EAS											
5.	PTG											
6.	TSP (HORT.)											
7.	CSS - Cashew											
8.	JFM											
9.	Other schemes if any											
			TOTAL :									

Note: In column No.3 other activities includes sat.nurs.nutrition gardens & other Horticultural programmes if any.

FORMAT - IV.8

Reporting Officer :
Reporting month/year :
District :

PRODUCTION AND DISTRIBUTION OF PLANT MATERIAL FROM SATELLITE NURSERIES

Sl. No.	Total number of Satellite Nurseries Established since inception	No. of units actually working	No. of benefi. involved	Spe- cies	No. of plant material produced during the month	Cumulative number of plant material produced upto end of month	No. of plant material supplied to farmers	Balance avai- lable	Total Expr. incurred	Income recei- ved	Remarks		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.

FORMAT - V.1

Name of the District :
Reporting Month :
Reporting Officer : PO, ITDA
Reporting Year :

ANDHRA PRADESH JOINT FORESTRY MANAGEMENT

VSS FORMED

Sl. No.	No. of VSS formed as on 1st April of this year	No. of Tribal families in the V S S villages	Extent of forest land protected by VSS	Expenditure incurred
1.	2.	3.	4.	5.

TOTAL

SIGNATURE
P.O., ITDA

FORMAT - V.2

ANDHRA PRADESH JOINT FORESTRY MANAGEMENT

VSS - TRIBALS BENEFITTED

Name of the District :
 Reporting Month :
 Reporting Officer : PO, ITDA
 Reporting Year :
 (Rs. in laksh)

Sl. No.	Name of VSS/Work taken up	Estimated cost	Expdtr.	Progress of work Physical Achievement	No. of tribals benefitted
1.	2.	3.	4.	5.	6.

TOTAL :

FORMAT - VI.1

NAME OF THE DISTRICT :
 REPORTING MONTH :
 REPORTING OFFICER : P.O.

FINANCIAL STATEMENT FOR _____ IRRIGATION SECTOR

Sl. No.	Programme	Amount available at the end of last month	Amount received till end of the month	Total amount available (3+4)	Expenditure	Balance	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

1. S.C.A.
2. P.T.G.
3. MADA/PTG
4. M.W.S. OF J.R.Y.
5. E.A.S.
6. I.J.R.Y.
7. DRDA sponsored Schemes
8. APTDP/APPTDP
9. TSP of M.I. Sector
10. TSP of P.R. Sector

SIGNATURE
 P.O., ITDA

NAME OF THE DISTRICT :
 REPORTING MONTHLY :
 REPORTING OFFICER : P.O., ITDA
 REPORTING YEAR :

**INFRASTRUCTURE
 IRRIGATION ACTION PLAN
 MI TANKS / DIVERSION STRUCTURES / LIFT IRRIGATION /
 TUBE WELLS & BORE WELLS / CI WELLS (PHYSICAL)**

Sl. No.	Programme	No. of spill over balance as on 1st April this year	Work load this year		No. completed		No. in progress	No. not started		
			No. Ayacut expected to be developed (in Hts)	No. Ayacut developed (in Hcts)	No. Ayacut developed (in Hcts)	No. of benef.				
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
1.	S.C.A.									
2.	P.T.G.									
3.	M.W.S OF J.R.Y									
4.	E.A.S.									
5.	IJRY									
6.	DRDA sponsored schemes									
7.	APTDP/APPTDP									
8.	TSP of M.I.Sector									
9.	TSP of P.R. Sector									

FORMAT - VI.3

NAME OF THE DISTRICT :
 REPORTING MONTH :
 REPORTING OFFICER : P.O., ITDA
 REPORTING YEAR :

AYACUT DEVELOPMENT DURING THE YEAR _____

Sl. No.	Name of the Scheme	Ayacut expected to be developed	No. of Beneficiaries	Ayacut actually developed during the year	Expenditure incurred for ayacut development (Rs. in Lakhs.)	Source of funding	Total ayacut developed so far	Remarks if any
1.	2.	3.	4a.	5.	6.	7.	8.	9.
1.	M.I. Tanks							
2.	Diversion structures							
3.	L.I. Schemes							
4.	Open wells (C.I Wells/L.A. Wells)							
5.	Tube Wells/ Bore wells							
6.	Any other							
		TOTAL						

SIGNATURE
 P.O., ITDA

FORMAT - VI.4

Name of the District :
 Reporting Officer : P.O., ITDA
 Reporting Quarter/Year :

ELECTRIFICATION OF VILLAGES / HAMLETS

Sl. No.	Total No. of S.T. Villages/ Hamlets	No. of villages/ houses electrified as on 1st April of this year	No. of S.T. Villages/hamlets targetted to be electrified during the year with conventional lines	No. of S.T. Villages/ hamlets electrified upto the end of the month	Balance of S.T. Villages/ Hamlets to be electrified	Remarks
1.	2.	3.	4.	5.	6.	7.

FORMAT-VI.5

Name of the District :
 Reporting month :
 Reporting Officer : P.O., ITDA

EMPLOYMENT ASSURANCE SCHEME (EAS) IN THE TSP AREA

Sl. No.	Amount available as on 1st April of this year	Releases during the year	Total amount available	Expenditure incurred during the month	Cumulative expr.	No. of works taken up	No. completed	Expr. Incurred	Labour Involved			Mandys Generated
									M	F	T	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.

SIGNATURE
 P.O., ITDA

FORMAT - VII.1

Name of the ITDA :
 Reporting month :
 District :

PROGRESS OF TRAINING PROGRAMMES UNDER APTDP/APPTDP AND OTHER PROGRAMMES

Sl. No.	1	2	3	4	5	6	7	8
	NATURE OF TRAINING PROGRAMME	SECTOR/ SCHEME OF THE TRAINING	DURATION OF THE TRAINING	NUMBER	RESOURCE PERSONS RESPONSIBLE FOR CONDUCTING TRAINING PROGRAMME	SOURCE OF EXPD. INCURRED FUNDING (RS. IN LAKHS)		
1.	TECHNICAL TRAINING							
(A)	FARMERS TRAINING							
1.	Satellite Nursery Farmers							
2.	Farmers of New Plantations							
3.	Farmers of 2nd year and 3 year plantations							
4.	Farmers of grown up plantations							
5.	Farmers of Demo Plots							
6.	Seed Production Farmers							
7.	Farmers of Dry land practices							
8.	Farmers of Irrigation Agriculture							
9.	Farmers of Cash/commercial crops							
10.	Farmers of Soil Conservation							
11.	Ayacutdars of Small Scale Irrigation							
12.	Sericulture Farmers							
13.	Farmers of Tassar Culture							
14.	Beneficiaries of Live Stock							
15.	Persons incharge of breeding bulls							
16.	Agro services for Tribal Youth							
17.	Others (Specify)							

1	2	3	4	5	6	7	8
(B)	HEALTH AND NUTRITION						
1.	Women Groups of VTDA						
2.	Women Development Organiser and Anganwadi Workers						
3.	Training to indigeneous practitioners						
4.	Training to Dais of (trained/untrained)						
5.	Training to VLWs/ACs/DCs/CDCs/CDPOs/ICDS						
6.	Others (Specify)						
(C)	PROJECT MANAGEMENT						
1.	PRA Exercises to all Project Managers/MROs/MDOs/Forest Officials/MLEOs						
II.	ORIENTATION TRIANING						
(A)	COMMUNITY MOBILISATON						
1.	Leaders of VTDA						
2.	Representatives of Thrift Societies						
3.	Representatives of Grain Banks						
4.	VLWs/WDCs/VDO(W)						
5.	Others (Specify)						
(B)	EDUCATION						
1.	Maabadi/GVVK Teachers						
2.	Wardens, Dy.Wardens & Matrons						
3.	Student Leaders/Captains						
4.	Others (Specify)						
(C)	PROJECT MANAGEMENT						
1.	VLWs, VDOs, Sub Assts. VDCs, MROs, MDOs						
2.	Gender Sensitization to all Project staff						
3.	Others (Specify)						

1	2	3	4	5	6	7	8
(D)	COMMUNITY LEADERS						
1.	Traditional leaders, Youth leaders VTDA Presidents & Mahila Mandal Leaders						
2.	ZPTC, MPTC, MTTC Members/Presidents MPs and Sarpanches						
III.	WRAPUP / EXCHANGE SESSIONS						
(A)	COMMUNITY MOBILISATION						
1.	Representatives of Women Self Help groups, presidents and Secretaries of Thrift and Credit Societies						
(B)	PROJECT MANAGEMENT						
1.	PAO, AD(SC), EE (MI), CDC, AAO, MDOs, CDPOs, MROs, Addl. DM & HD and Monitoring staff						
2.	Inspection workshop PHO, PAO, AD, (SC), SO, CDCS, ADCs & Monitoring Assts.						
3.	Workshop on consumption and Development credit - Managers of Commercial Banks Coop.Banks, GOC, AO, CDCs, Selected farmers & presidents of Mahila Mandals Others (Specify)						
IV.	STUDY TOURS						
1.	Study tours of Officers to important NGOs and other places (specify)						

FORMAT - VII.2

Reporting Officer :
Reporting month/year :
District :

TRAINING OF TRIBALS FOR EMPLOYMENT AND UN-EMPLOYMENT RELIEF

Sl. No.	O.B. as on 1st April of the year	Amounts Released	Expenditure incurred	Training Programmes conducted (Course wise) (details)	Duration	No. of S.T. candidates trained (completed)	No. of S.T. candidates got success
1.	2.	3.	4.	5.	6.	7.	8.

G.C.C. FORMAT - VIII.1

Reporting Officer :
Reporting month/year :
District :

D.R. DEPOT - WISE POSITION REGARDING SUPPLY OF DAILY REQUIREMENTS

Sl. No.	Society/ Depot	No. of ration cards	Normal quota as per ration (Qts)	Quantity actually lifted during the month (Qts)	% to the quota	Quantity actually distributed during the month	% to lift	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

TOTAL:

N.B.: Please furnish information on all DRs other than essential commodities also.

Reporting Officer :
Reporting month/year :
District :

FORMAT - VIII.2

SOCIETY - WISE POSITION REGARDING PROCUREMENT OF MINOR FOREST PRODUCT

Sl. No.	Name of the Society	M.F.P. item	Unit	Procurement till the end of reporting month			Remarks	
				During 2000-2001	During 1999-2000	During 1998-99		
1.	2.	3.	4.	5.	6.	7.	8.	9.

HEALTH - FORMAT - IX.1

Reporting Officer : P.O.
Reporting month/year :
District :

CHILDREN IMMUNIZED

Sl. No.	Name of PHC	No. of children	
		Less than 5 years	5 years and above
1.	2.	3.	4.

FORMAT - IX.2

Reporting Officer :
Reporting month/hear :
District :

ASSISTANCE PROVIDED TO PREGNANT WOMEN

Sl. No.	Name of PHC	No. of landless Agrl. labourers	No. of pregnant women in the PHC area	No. of pregnant women provided assistance	Amount disbursed	No. of pregnant women attended by CHWs
1.	2.	3.	4.	5.	6.	7.

FORMAT - IX.3

Reporting Officer :
Reporting month/hear :
District :

MALARIA / T.B. CASES DETECTED

Sl. No.	Name of PHC	No. of cases detected	No. of localities Anti-Malaria sprayed	No. of Anti-Malaria campaigns conducted	TB Cases treated in PHC	Cases referred to Dist. Hospitals	Cases referred to State Hospitals	
1.	2.	3.	4.	5.	6.	7.	8.	9.

FORMAT - IX.4

QUARTERLY DRUGS UTILIZATION & REQUIREMENT REPORT

(To be submitted by M.O.s to Project Officer)

ITEM	Quantity supplied during last quarter	Quantity used	Balance Drugs	Quantity of Drugs Required	Remarks
ANTIBIOTICS					
1.					
2.					
3.					
I.V.FLUIDS					
1.					
2.					
3.					
4.					
ANTACIDS					
1.					
2.					
3.					
VITAMIN					
1.					
2.					
ANTIHISTAMINICS					
1.					
2.					

ITEM	Quantity supplied during last quarter	Quantity used	Balance Drugs	Quantity of Drugs Required	Remarks
CORTICOSTEROIDS					
1.					
2.					
3.					
OINTMENTS					
1.					
2.					
3.					
ANTI PYRETIC					
1.					
2.					
3.					
EYE & EAR DROPS					
1.					
2.					
SOLUTIONS FOR EXTERNAL USE					
1.					
2.					
ANTI ASTHMATIC					
1.					
2.					
3.					

FORMAT IX.5

Reporting Officer :
Month/Year :

PROFORMA FOR C.H.Ws. TRAINING (MONTHLY)

Name of the ITDA _____

Sl. No.	Name of the Mandal	Number of watershed villages in the mandal	Number of watershed villages having the ICDS centres	No. of Water-shed villages havintg the sub-centres.	No. of CHWs sanctioned under IFAD	No. of CHWs identified by the respective VTDA	Whether norms prescribed for selection of the CHWs followed or not
1.	2.	3.	4.	5.	6.	7.	8.

No. of CHWs given training	No. of CHWs given kits after the training	No. of CHWs in position after the training	No. of CHWs not join (Specify reasons)	If the CHWs training is not yet started reasons thereof	Remarks
9.	10.	11.	12.	13.	14.

FORMAT X.1 - ESTABLISHMENT

Name of the District :
 Reporting month/year :
 Reporting Officer : P.O.

STATEMENT OF VACANCY POSITION

Sl.No.	Category	Sanctioned Posts	Filled Posts	Vacant Posts	REMARKS
1.	2.	3.	4.	5.	6.

NOTE: Furnish separately for IFAD, ITDA establishment, ITDA jurisdiction enclosed details of category of posts to this statement.

FORMAT - XI.1

Name of the District :
 Reporting Officer :
 Reporting month :

TRICOR

STATEMENT SHOWING THE DETAILS OF S.T. CASES SANCTIONED, GROUNDED AND NOT GROUNDED

S.No.	Name of the Bank/Branch	Year	Sanctions		Grounded		Pending grounding with Banks				
			No.	Amount	No.	Amount	No.	Amount			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

Name of the District :
 Reporting month :
 Reporting Officer :

FORMAT - XI.2

**TRICOR
 PROGRESS UNDER PRIME MINISTER ROJGAR YOJNA**

Sl. No.	No. of youth trained in ITIs and Polytechnics	No. of youth trained since inception under Entrepreneurial Dev. Programme	Target for the district under PMRY	No. of applications received for assistance under PMRY	No. recommended to the Banks	No. sanctioned	Number grounded	Total amount disbursed	Per Capita Investment of the Scheme cost	Remarks if any
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

FORMAT - XII.1

Name of the District :
 Reporting Month/Year:
 Reporting Officer :

MONITORING OF REIMBURSEMENT CLAIMS

AS PER MPR TOTAL EXPD. AS ON	REIMBURSEMENT CLAIMS SUBMITTED AS ON	GAP	PLAN OF ACTION TO CLEAR GAP		
			M/Y	M/Y	M/Y
During the month	During the month		T	T	T
Cumulative	Cumulative		T	T	T

Chapter 11

REGISTERS TO BE MAINTAINED

DISTRIBUTION REGISTER - FORM

(Amended in G.O.Ms.No.638, Rev., Dt.5-5-1965, B.P.Press 4/65, Dt.25-6-1965)

Serial Number	DATE	Sufficient description of communication or enclosure (outside number, if any)	Section letter and clerks	Clerk's initials
(1)	(2)	(3)	(4)	(5)

1.	DISTRIBUTION REGISTER	This 'Tappal Clerk' will enter against each paper in the Distribution Register the letter of the section to which the paper relates, and the number of the clerk concerned. The Officer opening the tappal will initial the register after each batch of entries in it. The tappal clerk is responsible for seeing that the clerk who has to deal with the paper acknowledges it in the Distribution Register, and also enters its serial number in the Personal Register, in the later to enable it to be traced more easily if necessary.
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PERSONAL REGISTER - FORM

Serial Number	Current Number	Date of receipt by Clerk	(1) Title (Main head underlined) : (2) From Whom: (3) Outside Number and Date:	Submitted by Clerk
(1)	(2)	(3)	(4)	(5)

Returned to Clerk	Reference issued to whom and Date	Reply or Fresh current received from whom, Number and Date	Date of receipt by clerk	Nature (RD, F, L, or N) and date of disposal
(6)	(7)	(8)	(9)	(10)

2. PERSONAL REGISTERS	<p>Each Subject clerk will maintain Personal Registers individually. There will be one set of current number for all the Sections. A number is assigned as stated above to each clerk and this clerk's number must be marked on all notes, drafts and references, after the Section Letter thus - "No. A 1-2260-20", Where "A" is the Section Letter, "1" is the Clerk's Number, "2260" the "Current Number" in the Personal Register, and "20" the year. The Clerk's number must not be marked on disposals - whether on the actual communications issued, or on the files themselves in the record room. The reason for this is that the Clerk's number is merely intended to facilitate the distribution and tracing of pending correspondence. It is not intended to determine the position of the file in the records after disposal.</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Cases of the previous year remaining undisposed on the 1st of April should be entered in the pages at the commencement of the Register, sufficient blank pages being left for the purpose at the beginning of the year. 2. When reminders are issued their dates would be entered in 'red ink' in column no.8 of the Personal Register.
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FAIR COPY REGISTER - FORM

Serial Number	Number of description with date of approval of the 'draft'	Date of receipt of Superintendent	Number of pages (Single Line Spacing)		Designation of Typist to whom allotted
			Estimate	Actual	
(1)	(2)	(3)	(4)	(5)	(6)

Date of Receipt by Typist	Date of receipt of Fair Copy from Typist	Date of Signature of Fair Copy	Date of Despatch	Initials of the Fair-Copy Superintendent
(7)	(8)	(9)	(10)	(11)

3.	FAIR-COPY REGISTER	<p>Fair-Copy Register is maintained in the 'current section'. It is the business of the Superintendent, Fair-Copying Section, to see that the current number with the date of approval of each draft sent to be fair copied, is at once entered in the Register, and that the dates on which it is given to the Typist, returned to the Superintendent, signed and despatched, are promptly and correctly entered in the appropriate columns of this Register. No other despatch register is to be maintained for communications to be sent by post. The old despatch register maintained under the disposal number system was of no use whatever either to prevent the loss of papers or to fix responsibility for such loss, while its maintenance involved a great deal of writing and merely delayed despatch.</p>
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4.	DESPATCH BY POST AND LOCAL DELIVERY BOOK (C.F.-61 REVISED)	<p>Despatch by Post and Local Delivery Book is to be used only for communications to be delivered by hand. The several columns of the register explain themselves. Column 3 of the Register need not be filled up in offices in which the fair copy register is being maintained.</p>
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CONFIDENTIAL PAPERS REGISTER

Confidential papers should not pass through an office in the usual course. Only head of the office and a few trustworthy clerks (whose name should be noted) should deal with such papers. Confidential papers should pass from hand to hand either by personal delivery or under sealed cover.

The entries in the ordinary office registers and diaries should be made from slips furnished by the confidential clerk who deals with the paper, and should be very general, being sufficient merely to render it possible for the papers to be traced and referring to a separate register. This separate register should be kept by the confidential clerk and should be in the same room and contain the same particulars as the general register kept for ordinary correspondence.

Signature (Name of the Head of Office)	Date
Signature (Name of the Confidential Clerk)	Name of the Confidential Office

ANNUAL/HALF-YEARLY CONFIDENTIAL REPORT ON NON-GAZETTED OFFICERS AND MINISTERIAL STAFF FOR THE YEAR / HALF YEAR ENDING.....

NAME _____ POST HELD _____
 DATE OF BIRTH _____ DATE OF ENTRY INTO GOVT. SERVICE _____

PRESENT GRADE / AND PAY

1. Knowledge of
 - (a) Branch of Section :
 - (b) Department :
2. Personality, Conduct and Character :
3. Power fo taking responsibility :
4. Initiative :
5. (a) Judgement :
- (b) Accuracy :
6. Tact and Temper :
7. Power of supervising staff :
8. Zeal and industry :
9. Health :
10. Attendance :
11. Capacity to note and draft :
12. Fitness for promotion or confirmation :
13. Punishments censures or special commendations in the period under report :
14. Date of communication to the offer of any advertise remarks since last report :
15. Indebtedness (if indebted, the extent of personal responsibility for incurring the debts) :
16. Is he confirmed in this post? If not, what is his substantive post. :
17. Has he cross the Efficiency Bar in the present grade? If so, date :

General remarks (inlcuding a statement on discipline, integrity, reliability and any other special qualifications not inlcuded above).

DATE:	SIGNATURE (Reporting Officer) Rank
Remarks by Countersigning Office:	SIGNATURE (Head of Department) Date:

DAILY STAMP ACCOUNT - FORM

(Amended in G.O.Ms.No.638, Rev., Dt.5-5-1965, B.P.Press 4/65, Dt.25-6-1965)


VALUE OF STAMPS		
Received Rs. Ps.	Spent Rs. Ps.	On Hand Rs. Ps.

5.	DAILY STAMP ACCOUNT REGISTER	The total value of the stamps on each batch of letters sent to the post, and the total daily expenditure and balance at the end of the day is to be entered in the Daily Stamp Account Register. The Superintendent, Fair-Copying Section, is responsible for the correctness of the entries and of the balance. No attempt is to be made to enter the value of the Stamps affixed to each letter, as was done in the old despatch register. This is a mere waste of time. Such entries are never likely to be accurate, and there is no possible means of checking them. Hence there is no use in making them.
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PERIODICAL REGISTER - FORM

Serial Number	Name of Periodical	Date due and from whom due	Date of receipt	Outgoing Date due and to whom due	periodical Date of despatch and replies to reminders	Remarks (here enter reminders)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

6.	PERIODICAL REGISTERS	Each subject clerk should maintain a Periodical Register for returns due to and from him. The clerk, in filling up the heading of this Register at the beginning of the year, should leave sufficient space to allow the complete entries for the year being inserted under one heading. This is particularly
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		<p>necessary in the case of returns which are received from a large number of subordinates and at comparatively short intervals, e.g., monthly or fortnightly. In such cases a number of pages may be required. The following prescribed format shows as economical way of entering a monthly return received from a number of subordinate offices. Printed or types slips might be pasted in the Periodical Register for this purpose, if manuscript takes up too much space.</p>
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REGISTER OF PAPERS ISSUED FROM AND RETURNED TO THE RECORD ROOM

Serial Number of the requisition and date of receipt (1)	Number and date of the disposal or other of the document required (2)	Date of issue from the record (3)	Current Number, if any, for which taken: otherwise purpose for which taken (4)	Signature and designation of the clerk taking (5)
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Initial of the Record-Keeper or Assistant delivering (6)	Date of return (7)	Signature and designation of the Clerk returning (8)	Initials of Record-Keeper or Assistant Receiving (9)	Remarks (10)
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7.	RECORD ISSUE REGISTERS	Record Assistant will maintain Stationery Indent Register and Stationery Issue Registers separately.
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8. STOCK FILES

Permanent files of important orders should be maintained for ease of reference and must be carefully kept up-to-date. Whenever an important order is received or issued containing general instructions on one of the subjects for which a stock file is maintained, the head of the section that deals with that subject will see that the original order is put into the appropriate Stock File and that a slip containing a reference to the page of the file where the order is to be found is at the same place in the record file. If an order filed in a stock file is superseded by another or when an order becomes obsolete the head of the section that deals with the subject will see that the order which has been superseded or the one that has become obsolete as the case may be is removed from the stock file and placed in the record file.

Each Stock file have a Table of Contents prefixed to it giving the number, date of each paper filed, its title, and the page in the file where it will be found. The pages of these files must be neatly numbered in red ink. When stock files are put up for reference, they are not to be flagged. The passage to which reference is invited will be indicated in the margin of the note in the usual way by quoting the page of the stock file where it occurs and also the number and paragraph of the Government Order etc.

When a latter order modifies an earlier order, with a reference to the page of the file where the latter is to be found. Heads of Sections are responsible for examining these files at frequent intervals and seeing that they are kept carefully and tidily and brought up-to-date.

<p>9. DAILY ATTENDANCE REGISTER</p>	<p>An Attendance Register in the prescribed form will be kept in the custody of the Sarishtadar. Clerks must initial it as soon as they come to office. It will be closed 10 minutes after the office opens and will be laid before the Sarishtadar with the Casual Leave and Late Attendance Reports. Daily Attendance Registers for Gazetted Officers and Non-Gazetted Officers and Class-IV Employees, Drivers, Daily Wage Workers are being maintained separately.</p>
<p>10. LATE ATTENDANCE REGISTER</p>	<p>If any clerk does not attend office punctually, the word "LATE" will be entered against his name in the column for that date; if he comes later on, the hour at which he arrives should be entered by the Sarishtadar.</p> <p>On the first of each month the attendance register will be submitted to the Head of the Department. Forfeiture of a day's Casual Leave will ordinarily be the penalty for every three days' late attendance without permission. The number of days Casual Leave so forfeited shall be deducted from the Casual Leave Account. The deduction shall be made from time to time during the calendar year deducting a day's Casual Leave after every 3 days of late attendance without permission whether it be within the same month or not. If in any case the Casual Leave has already been exhausted the amount of Casual Leave which has to be forfeited by a defaulter should be debited to Compensatory Leave account, if there is any such leave to his credit in the current year, or carried forward and debited to the next year's Casual Leave account.</p>
<p>11. CASUAL LEAVE REGISTER</p>	<p>Registers for Gazetted Officers and Non-Gazetted Officers and Class-IV Employees, Drivers, Daily Wage Workers are being maintained separately.</p>

In addition to the above, the following Registers are also maintained for administrative convenience.

Sl. No.	Description of the Register
1.	VEHICLES LOG-BOOKS Concerned vehicle Drivers will maintain Log Books individually.
2.	DISCIPLINARY CASES REGISTER Administrative Section will maintain 'Disciplinary Cases Register'
3.	COURT CASES REGISTER A separate register for the Court cases is being maintained in the concerned section.
4.	ESTABLISHMENT REGISTER A separate register is being maintained by Administrative section for Establishment matters.
5.	REGISTER FOR LAQ's, LSQ's AND ASSURANCES Separate Registers for LAQ's, LSQ's and Assurances is being maintained by concerned section.
6.	REGISTER FOR D.O. LETTERS AND GOVERNMENT LETTERS Separate Registers for D.O. Letters and Government letters is being maintained.
7.	CONSOLIDATED OFFICE ORDERS REGISTER A separate register is being maintained in Administration Section.
8.	DISPOSAL DESTROY REGISTER The Record Assistant will maintain Disposal Destroy Register.
9.	CALL BOOK REGISTER The Record Assistant will maintain Call Book Register.
10.	REGISTER FOR TELEGRAMS ETC. Telephone Operator will maintain a separate Register.
11.	REGISTER FOR TELEPHONE MAINTENANCE - do -
12.	REGISTER FOR XEROX MAINTENANCE Xerox Operator will maintain a separate Register.
13.	STAFF MOVEMENT REGISTER
14.	COMPUTER MAINTENANCE REGISTER
15.	CONSOLIDATED PERIODICAL REGISTER

The following Registers are maintained in the Accounts branch as prescribed in the Treasuries & Accounts Manual at paras from 28-5-12 to 28-5-29.

Sl. Description of the Register No.	
1. PERMANENT ADVANCE REGISTER	
2. PAY BILL REGISTERS	Plan, Non-Plan (Permanent and Temporary), Staff Pay Bill Registers are being maintained by Accounts Section.
3. UNDISBURSED PAY REGISTER	
4. DAILY CASH BOOK REGISTERS	Daily Cash Book Registers are being maintained by Accounts Section.
5. NON-GOVERNMENT CASH BOOK REGISTERS	
6. BUDGET CONTROL REGISTER	
7. TREASURY BILL REGISTER	
8. L.T.C. ADVANCE WATCH REGISTER	
9. T.A. ADVANCE REGISTER	
10. T.A. BILL COUNTER SIGNATURE REGISTER	
11. ACQUITTANCE REGISTER	
12. DAY BOOK	
13. INCREMENT SANCTION REGISTER	Accounts branch will maintain the Incremental Sanction Register.
14. INCREMENT WATCH REGISTER	
15. G.P.F. LOAN RECOVERY REGISTER	
16. G.P.F. LOAN WATCH REGISTER	
17. H.B.A. LOAN WATCH REGISTER	

18. H.B.A.RECOVERY REGISTER	
19. MARRIAGE ADVANCE WATCH REGISTER	
20. MARRIAGE ADVANCE RECOVERY REGISTER	
21. MOTOR CAR, CYCLE, SCOOTER ADVANCE SANCTION REGISTER	
22. MOTOR CAR, CYCLE SCOOTER ADVANCE RECOVERY WATCH REGISTER	
23. REGISTER OF A.C.BILLS AND D.C.BILLS	
24. REGISTER FOR GOVERNMENT VEHICLES	
25. WATCH REGISTER FOR DISPOSAL OF PENSION CASES	
26. REGISTER FOR RECONCILIATION	

Chapter 12

FORMS OF CORRESPONDENCE, CERTIFICATES

FORM-III

SERIAL NUMBER

S.C.

S.T.

B.C.

DISTRICT CODE :

MANDAL CODE :

VILLAGE CODE :

EMBLEM

CERTIFICATE NUMBER

COMMUNITY, NATIVITY AND DATE OF BRITH CERTIFICATE

- 1) THIS IS TO CERTIFY THAT Sri/Smt./Kum _____ Son/Daughter of Sri _____ of Village/Town _____ Mandal _____ District _____ of the State of Andhra Pradesh belongs to _____ Community which is recognised as SC/ST/BC under:

The Constitution (Scheduled Castes) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

G.O.Ms.No.1793, Education, dated 25-9-1970 as amended from time to time (BCs), SCs, STs list (Modification) Order, 1956, SCs and STs (Amendment) Act, 1976.

- 2) IT IS CERTIFIED THAT Sri/Smt.Kum. _____ is a native of _____ Village/Town _____ Mandal _____ District of Andhra Pradesh.
- 3) IT IS CERTIFIED THAT the place of birth of Sri/Smt.Kum _____ is _____ Village/Town _____ Mandal _____ District of Andhra Pradesh.
- 4) IT IS CERTIFIED THAT the date of birth of Sri/Smt.Kum. _____ is Day _____ Month _____ Year (in words) _____ as per the declaration given by his/her father/mother/guardian and as entered in the school records where he/she studied.

SIGNATURE:

DATE:

NAME IN CAPITAL LETTERS:

DESIGNATION :

(SEAL)

EXPLANATORY NOTE: While mentioning the community, the Competent Authority must mention the sub-caste (in case of Scheduled Caste) and sub-tribe or sub-group (in case of Scheduled Tribes) as listed out in the SCs and STs (Amendment) Act, 1976.

Chapter 13

POSSIBLE AREAS OF INTERFACE WITH PUBLIC AND OTHER DEPARTMENTS

The following schemes are being implemented in Tribal Welfare Department with possible areas of interface with Public and other Departments.

Schemes	Interface Depts.
1. Education :	
Hostels, Ashram Schools, Residential Schools, S.T.Primary Schools, Special Hostels	In Tribal Welfare Department The Joint Director (Projects and Planning) assisted by Deputy Directors are looking after the subjects of Tribal Welfare Department.
Sanction of Scholarships to ST's in Educational Institutions Govt. and Aided like Govt.Junior Colleges, Degree Colleges,	Education Department
Engineering Colleges, Polytechnics, ITI's and other professional courses	Department of Technical Education
Sanction of Post Matric Scholarships Sanction of Pre Matric Scholarships Admissions of ST Boys in Public Schools, Begumpet Ramanthapur, R.K.Vidyalayas and in Best Available Schools in the Districts Free Supply of Text Books and Note Books Dresses	Higher Education Department, School Education, Z.P. Schools in Mandal level Employment & Training Best Available Aided Schools of Education Department Andhra Pradesh State Trading Corporation AP Handloom Corporation

2. Health:

Mobile Medical Units	Medical and Health
Dispensaries in Tribal Areas	Department,
PHC's	Preventive Medicine
ANM's and Para Medical staff working in the dispensaries in Agency Areas under Tribal Welfare Schemes	Medical and Health
Admission ST Patients under the scheme of Impact Money	Department NIMS, Osmania and other Hospitals

3. Community Development Schemes:

I.C.D.S.	
Community Development Schemes like Anganwadi, Balwadi and other Women Development and Child Welfare schemes in Tribal Areas	Women Development and Child Welfare Department

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| 4. Energisation | AP Transco in Districts/Govt. Energy Dept./ APSIDC |
| 5. Infrastructure | Chief Engineer (TW) |
| 6. Irrigation in Tribal Areas | Chief Engineer (Minor Irrigation) APSSIDC |
| 7. Communications | Chief Engineer (R&B) |
| 8. Drinking Water, JRY, TJRY and EAS etc. | P.R.Rural Water Supply in Coordination & ARWS |
| 9. Housing Programme | Housing Department in Govt and District Offices of AP Housing Board, Water Sections, Housing Corporation |
| 10. Health, Nutrition and Family Welfare | LEN & TE Department and WD & CW Dept. in Government Level |

- | | |
|---|---|
| <p>11. Agriculture
Soil and Water Conservation Works
Arable Crop Development
Shifting Cultivation
Off Farm Activities under Agriculture & Horticulture</p> <p>Horticulture HNTC's
Satellite Nurseries
Cashew Development
T.S.P.Horticulture</p> <p>Animal Husbandry Schemes</p> | <p>With Commissioner of Agrl. The Addl. Director Agrl. will coordinate the following TW Schemes with the assistance of Joint Director (Plantation), DD (Podu), DD(M), DD(Plan) DD (Soil Conservation), RO (M), Horticulture Officers.</p> <p>Director of Horticulture
Andhra Pradesh Agriculture University</p> <p>Director of Animal Husbandry</p> |
|---|---|

In addition to this Tribal Welfare Department is having possible areas of interface with Public and other Departments in respect of Tribal Sub-Plan as detailed below:

1. Agriculture
2. Horticulture
3. Animal Husbandry
4. Dairy Development
5. Fisheries
6. Forest
7. Ware-housing
8. Andhra Pradesh Agriculture University
9. Cooperation
10. Marketing
11. I.R.D.P.
12. I.R.D.E.P.
13. N.R.E.P./J.R.Y.
14. Land Reforms
15. Crucial Balancing Investments
16. Medium Irrigation
17. Minor Irrigation (PWD)
18. A.P.S.I.D.C.
19. Minor Irrigation (P.R.)
20. Ground Water
21. A.P.S.E.B. (TRANSCO; GENCO)
22. N.E.D.C.A.P.

23. Industries.
24. A.P.S.S.I.D.C.
25. Khadi and Village Industries.
26. Sericulture.
27. A.P.S.F.C.
28. Roads (PWD)
29. Roads (PR)
30. Science and Technology.
31. School Education.
32. Higher Education.
33. Adult Education.
34. Sports and Games.
35. Youth Services and Yuva Shakthi
36. Technical Education.
37. Libraries.
38. Indian Medicine and Homeopathy.
39. Medical and Health.
40. RWS and Sanitation.
41. Andhra Pradesh Housing Board.
42. Weaker Section Housing.
43. U.D.Housing.
44. Nehru Rojgar Yojana
45. Information and Publicity.
46. Andhra Pradesh Film Development Corporation.
47. Employment and Training.
48. Social Welfare.
49. Women Development and Child Welfare.
50. Travel and Tourism Corporation.

The Andhra Pradesh State Trading Cooperative Finance Corporation will provide loans to the ST's with 50% subsidy, 30% Bank Loan and 20% M.M. As such there is possible area of Interface with Nationalised Banks in providing 30% Bank Loan, like-wise the Girijan Cooperative Corporation will be having possible area of interface with Tribals in purchasing the Minor Forest Produces, and Market the same to the Public with the Marketing and other Departments.

Under IFAD Schemes, Tribal Welfare Department is implementing the Andhra Pradesh Participatory Tribal Development Project with the assistance from IFAD, Rome with Co-Financing from Royal Government of Netherlands. The main objective of this scheme is to promote Agricultural and Horticultural Programmes in Tribal Agency Areas with the Coordination of the Agriculture and Horticulture Departments.

यदैव विद्यया करोति श्रद्धयोपनिषदा
तदैव वीर्यवत्तरं भवति

**Duty performed
with Knowledge, Faith and Devotion,
becomes really effective**

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