

**GOVERNMENT OF TELANGANA**  
**SCHEDULED CASTES DEVELOPMENT DEPARTMENT**



**RIGHT TO INFORMATION ACT, 2005**

**INFORMATION HAND BOOK-2023**

**COMMISSIONER, SC DEVELOPMENT DEPARTMENT**

Damodaram Sanjeevaiah Sankshema Bhavan (DSS Bhavan)  
Opposite Chacha Nehru Park, Masab Tank, Hyderabad-28

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# **CHAPTER-1**

## **PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

### **[Section (1) (b) (1)]**

#### **BACKGROUND**

The Right to information Act 2005 No.22 of 2005 received the assent of the President of India on the 15<sup>th</sup> June 2005. The Act is to provide for setting out the practical regime of Right to Information for citizens to secure access to information under the control of Public Authorities, in order to promote transparency and accountability in the working of every public authority, the Constitution of a Central Information Commission and State Information Commissions for matters connected there which are incidental thereto.

#### **OBJECTIVE OF INFORMATION HANDBOOK**

Under Section 4 (1) (b) of the RTI Act 2005, casts an obligation on every Public Authority to publish information on 17 Modules referred to their in within the expiry of 120 days, from the date of enactment of the Act. Under Section 5(1),(2) of the Act., every Public Authority shall within 100 days of the enactment, designate Officers as Public Information Officers and Assistant Public Information Officers. To comply with the provisions of the Act, this Information Hand Book is published for the use of public. This Hand Book gives a good knowledge of functioning of Scheduled Castes Development (Here-after to be read as SCD) Department of Telangana State with its schemes, Rules and functioning style.

#### **a. VISION of the Organization**

“To bring the Scheduled Castes socially, educationally and economically on par with other developed communities and to achieve an egalitarian society”.

#### **b. MISSION of the ORGANIZATION**

“The mission of the department is to ensure better opportunities for the poor people belonging to Scheduled Castes to utilize educational facilitates, to



eradicate poverty and eliminate current inequalities that prevent the Scheduled Castes from realizing their full potential and thus establishing an egalitarian society”.

### **USERS OF THE HAND BOOK**

Citizens especially students of Scheduled Castes community, Civil Society Organizations, Non-Governmental organizations, Public Representatives, Officers and Employees of Public Authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc., are the users of this hand book.

### **ORGANISATION, FUNCTIONS AND DUTIES**

The Scheduled Castes Development Department is dedicated to the integrated and overall development of SCHEDULED CASTES. According to 2011 census, the scheduled caste's population in the state is 54.08 lakhs, which accounts for 15.45 per cent of the State's total population.

### **OBJECTIVES OF THE ORGANIZATION**

The main objectives of the Scheduled Castes Development Department are Educational advancement, Socio-economic development, protection of Scheduled Castes rights and implementation of schemes for Social Security. The SCD department is implementing prestigious schemes like Post Matric & Pre-Matric Scholarships, Kalyana Laxmi, Free Power to name a few.

### **ORGANIZATION:**

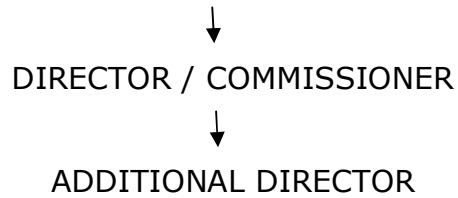
#### **Head Quarters Office:**

The Commissioner of Scheduled Castes Development Department is the Head of the Department. He / She is assisted by one Additional Director, two Joint Directors, three Deputy Directors, one Assistant Director and one Accounts officer who is the Drawing Officer and other supporting Staff.

The Organization Chart of the Commissionerate is shown in the Chart-I  
& II.

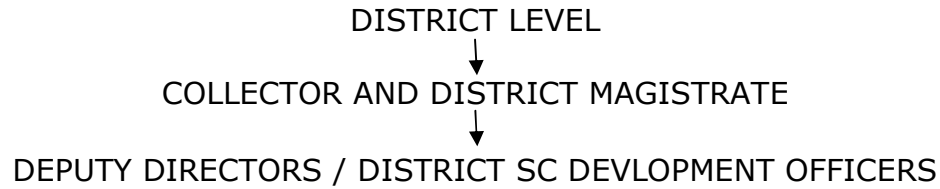
## CHART – I

### A. State Level



Joint Directors	2	Accounts Officer	1
Deputy Directors	3	Junior Accounts Officers	3
Assistant Director	1	U.D. Accountants	6
Research Officer	1	L.D. Accountants	3
Deputy Statistical Officer	1	Typists	2
Superintendents	6	Librarian	1
Senior Assistants	13	Record Assistants	1
Senior Steno	2	Office Subordinates	20
Asst. Statistical Officer	1	Shroff	1
Publicity Assistant	1	Drivers	2
Research Investigator	1		
Junior Assistants	4		
Junior Stenos	2		
<b>Total</b>	<b>79</b>		

## CHART – II



Sl. No	Category of post	No. of Sanctioned Posts in the State
1	Deputy Director	10
2	Assistant Director / District Social Welfare Officer	11
3	Assistant Accounts Officer	10
4	Assistant Social Welfare Officer, Typist cum Assistant, Watchman cum Helper	186
5	Superintendent	40
6	Warden/Matron Gr-I (HWO-Gr-I)	113
7	Warden/Matron Gr-II (HWO-Gr-II)	837
8	Senior Assistant, Senior Accountant	56
9	Junior Assistant/Typist/LD Steno	78
10	Assistant Teacher, SGB Teacher, Nurse, JACT, Care Taker, Store Keeper	23
11	Manager (New Garment Production Centre), Instructor, Asst. Cutter, Asst. Instructor (Dress Making Centre)	11
12	Driver	9
13	Record Assistant	12
14	Sevak, Watchman, Kamati, Cook, Night Watchman, Peon-cum-Watchman, Mazdoor, Kamgar, Farrash, Conductor etc.	2188
15	Shroff, Office Subordinate (District)	111
<b>Total</b>		<b>3695</b>

Sl. No	Posts of Department	No. of Sanctioned Posts
1	Commissionerate of SC Development Dept.,	79
2	District Offices of SC Development Dept.,	3695
3	Courts (PCR & POA)	358
4	SC ST Commission	14
<b>Total</b>		<b>4146</b>

## **Main Activities / Functions of the Public Authority**

### **(MAJOR PROGRAMMES / SCHEMES IMPLEMENTED)**

#### **1. DIRECTION AND ADMINISTRATION**

The expenditure under this Head comprises of pay and allowances of the staff and other office expenses of the Office of the Commissioner / Director, Scheduled Castes Development Department, State of Telangana and offices & institutions at the district level.

The Government of India in the Gazette Notification No.6, Dt:01.03.2014, published the A.P Reorganization Act, 2014. The GOI in the Gazette of India No.560, Dt: 04.03.2014 notified the June 2<sup>nd</sup>, 2014 as the Appointed Day for bifurcation of the erstwhile A.P into States of Andhra Pradesh and Telangana. All the assets i.e. movable, immovable, sanctioned posts, working staff and vacancies were divided at 58:42 ratios under the provision of A.P Reorganization Act.

The new State of Telangana, after reorganization of districts is consisting of 33 districts. viz., Adilabad, Komurambheem Asifabad, Mancherial, Nirmal, Karimnagar, Peddapally, Jagityal, Rajanna Sircilla, Hanamkonda, Warangal, Jangaon, Jayashankar Bhoopalapally, Mulugu, Mahabubabad, Khammam, Bhadradi Kothagudam, Nalgonda, Suryapet, Yadadri Bhongir, Hyderabad, Ranga Reddy, Vikarabad, Medchal Malkajgiri, Nizamabad, Kamareddy, Mahabubnagar, Narayanpet, Wanaparthy, Nagarkurnool, Jogulamba Gadwal, Medak, Sangareddy & Siddipet.

#### **(i) ASSISTANCE TO NODAL AGENCY FOR IMPLEMENTING SCHEMES UNDER SC SPECIAL DEVELOPMENT FUND:**

Government vide G.O. Rt. No. 375 Scheduled Castes Development (SCP) Department dt 30.06.2016 Established Sub-Plan Research Centre at Centre for Economic and Social Studies (CESS) to carry out studies & suggest mid-course corrections and vide G.O. Rt. No.602 Scheduled Castes Development (SCP) Department dt 20.12.2017 established Administrative Technical Support Unit (ATSU) at the office of Director, SC Development Department to assist Nodal Agency.

The Act envisages that each department shall host the documents as may be prescribed in public domain. The Act also envisages the maintenance of a web portal by the Nodal Agency and accordingly SCSTFMS portal has been established and maintained by the CGG.

## **(ii) HEAD QUARTERS OFFICE**

The Commissioner / Director, Scheduled Castes Development Department, Telangana, Hyderabad is the Head of the Department. He is assisted by an Additional Director, two Joint Directors, three Deputy Directors, an Assistant Director and an Accounts Officer, who is the Drawing and Disbursing Officer and other supporting Staff.

## **(iii) DISTRICT OFFICES**

The implementation of all Scheduled Castes Development Schemes is under the supervision of District Collectors in the districts with the assistance of the Deputy Director / Dist. Scheduled Castes Development Officer and other ministerial staff.

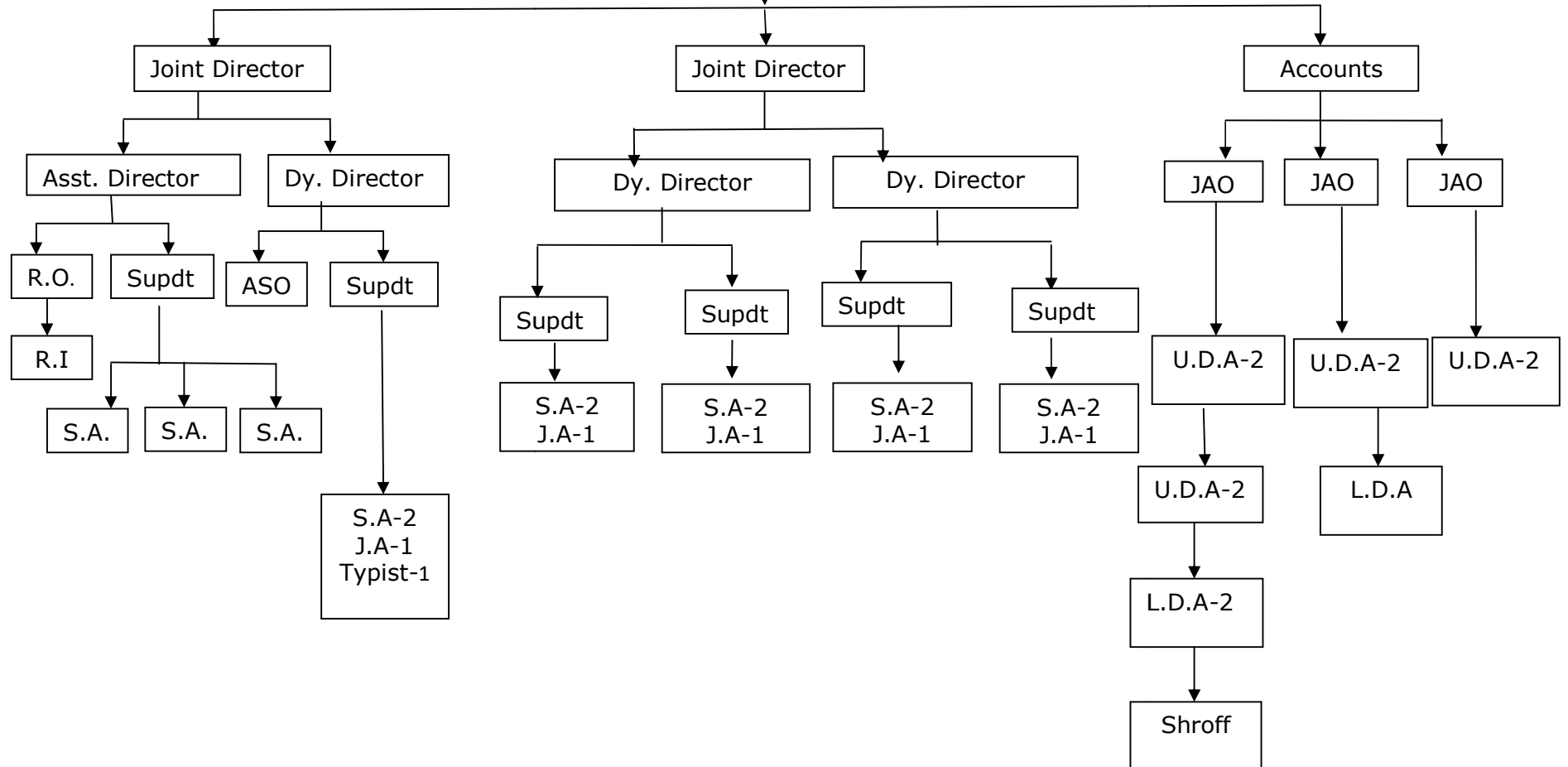
In addition, there are (61) Assistant Social Welfare Officers / Assistant SC Development Officers who are assisting the Deputy Directors / District SC Development Officers in the executive functions at the field level.

**Commissioner / Director**

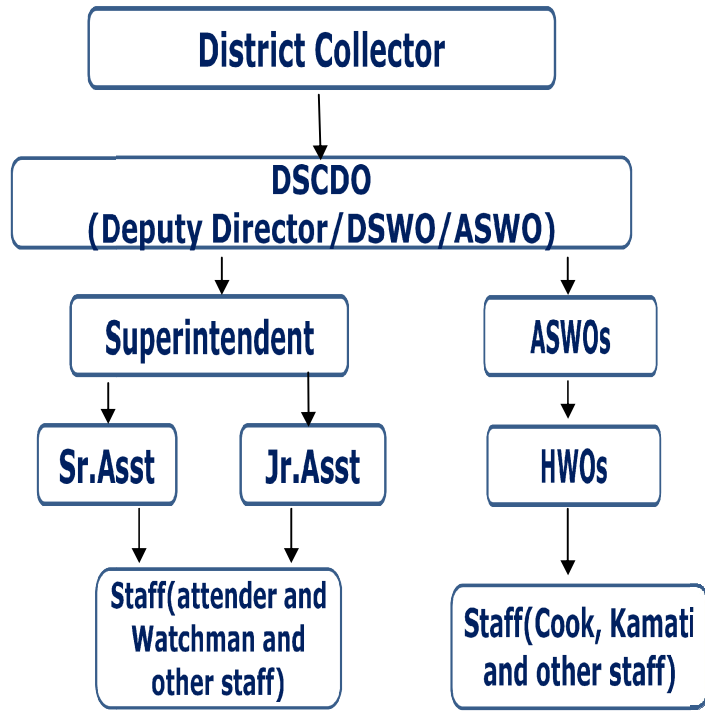
**Steno**

**Additional Director**

**Steno**



## ORGANOGRAM OF SCDD – DISTRICT LEVEL



## **2. EDUCATION**

### **(i) HOSTELS**

At present there are (648) Hostels and other S.C. Development institutions under the control of S.C. Development Department. During the year 2022-23, (465) Boys Hostels and (183) Girls Hostels were functioning in the State with a sanctioned strength of (44448).The caste composition of students in each hostel, intended to achieve social integration, is shown below:

Scheduled Castes	75%
Christians converted from SCs	2%
Backward Classes	12%
Scheduled Tribes	6%
Minorities	3%
OC / EBC	2%

Free lodging and boarding facilities are provided to these boarders. They are also provided with facilities like note books, study material, bedding material, trunk boxes, plates and glasses etc., at free of cost. Each hostel boarder is given 4 pairs of dresses every year. Government in G.O.Ms.No.34, SW (Edn.) Department, Dt. 23.05.2017 enhanced the rate of mess charges from Rs.750/- per month to Rs.950/- per month for boarders to VII class and from Rs.850/-pm to Rs.1100/-pm for boarders from VIII to X classes in SC Hostels and from Rs.1050/-pm to Rs. 1500/- per month per boarder for Post matric boarders of Welfare institutions.

Cosmetic charges for boarders in Scheduled Castes Development Hostels are being paid @ Rs.50/-pm per boarder for boys and Rs.55/-pm per boarder for girls up to VII Class and up to 11 years of age and Rs.75/- pm per boarders for girls from Class VIII to X Class from 2008-09. Hair cutting charges for boys are paid @ Rs.12/- pm per boarder.

### **(ii) SPECIAL HOSTELS**

To improve the results of the Scheduled Castes Development Hostels, it was felt necessary to introduce the system of supervisory studies in SC



Development Hostels. In each District Special Hostels are organized with strength of 100 boarders for each hostel for close monitoring and to achieve better performance. In these hostels, IX and X class boarders of all SC hostels in the district are pooled at one place and supervisory studies are organized by drafting the services of tutors to teach the boarders in Mathematics, Science, English and Hindi subjects at a monthly remuneration of Rs.1500/-per month per subject. Government have enhanced the honorarium to the Tutors in Special Hostels from Rs.500/- per month to Rs. 1,500/- per month per subject vide G.O.Ms.No.98, Social Welfare (Edn.I) Dept, dt: 30.12.2013. An additional amount of Rs.50/- per boarder per annum is paid to provide additional study material in special hostels.

Unit tests are organized in the special hostels with the help of special tutors once in every week to improve the academic performance of hostel boarders.

Special Hostels have been organized for boarders of 9<sup>th</sup> & 10<sup>th</sup> classes. During 2021-22, (10,558) boarders were enrolled in SCD Hostels in Telangana State.

SSC Results of boarders registered in SCDD Hostels is for the last three years is as follows:

S.No.	Year	No. of Students appeared	No. of students passed	Pass %
1	2019-20	9740	9740	100
2	2020-21	10093	10093	100
3	2021-22	7922	6967	87.94

### **(iii) ANANDA NILAYAMS**

In G.O.Ms. No.125, SW (Q2) Department, Dt.02-09-1997 Government have issued orders for starting of Integrated Institutions namely "Ananda Nilayams" by merging Government Orphanages and Vimukthi Hostels and to

provide all amenities to these students in the Ananda Nilayams on par with other hostels and also for re-deployment of staff from the orphanages. These Ananda Nilayams are started from 01-11-1997. Each Ananda Nilayam has 50 seats for orphan children and 50 seats for children of those engaged in unclean occupations. The children of Ananda Nilayams are eligible for all amenities on par with the Government Hostel Boarders. There are (30) Ananda Nilayams (20 for Boys and 10 for Girls) functioning in the State of Telangana.

#### **(iv) DELEGATION OF POWERS**

Government in G.O.Ms.No.126, SW (Q2) Department, Dt: 03-09-1997 decentralized the powers of administration by declaring the Hostel Welfare Officers as drawing and disbursing officers for specified items of expenditure while reconstituting the District Purchase Committee. Scales of expenditure have been prescribed for each item with a provision for cost escalation by 10% per annum in respect of dresses, bedding material, trunk boxes, replacement of furniture, etc., Government have also issued orders to incur the expenditure of all items at district level except dresses and bedding material which have to be approved by the State Level Committee by following norms prescribed by the Government from time to time.

#### **(v) POST MATRIC HOSTELS FOR COLLEGE STUDENTS**

Governments have sanctioned Post Matric Hostels (for college going students) for SC Boys and Girls with a sanctioned strength of 100 boarders per hostel. (206) Post Matric Hostels are functioning in the State of Telangana with an admitted strength of (23066) students during 2022-23. Out of which (101) are for college boys and (105) are for college girls. House rent, electricity charges, water charges and honorarium to Honorary Director etc. is provided from the budget. The mess charges @ Rs. 1500/- per student per month are being sanctioned by the S.C. Development Department at the Department attached hostel in lieu of MTF under Post-Matric Scholarships.

Government vide G.O. No.49, SC Development (Edn.) Department, dt: 8-01-2016 have issued expenditure norms and ceiling limit and delegate the financial and administrative powers to the concerned officer for ensuring greater accountability and reducing procedural delays for proper maintenance and effective monitoring of Department Attached College Hostels.

#### **(vi) CONSTRUCTION OF GOVERNMENT HOSTEL BUILDINGS**

Government is giving more emphasis and priority to Construction of Hostel Buildings for hostel boarders with an objective of providing all amenities in Scheduled Castes Development Hostels.

Hence, it is proposed to take up construction of Hostel buildings in a phased manner so as to provide Government Buildings for all hostels. At present, out of (854) S.C. Development Hostels, (680) are in Govt. Buildings and (174) are in private buildings. Further Integrated Welfare Hostel Complexes @400 boarders per complex are also taken up, duly merging all the SC / ST / BC Welfare Hostels which are in dilapidated / Private Buildings.

### **3. SCHOLARSHIPS**

#### **(i) POST - MATRIC SCHOLARSHIPS**

Residential and Non-Residential Scholarships are being awarded to all eligible Post-Matric students belonging to the Scheduled Castes at all levels of education. These scholarship amounts include maintenance charges of the students and all non-refundable fees payable to the institution. Government of India reimburses the amounts incurred in a year over and above the committed liability i.e. amount spent by the State Government during the last year of the previous Five Year Plan. Government have enhanced the income ceilings for the award of Post-Matric Scholarships from Rs.1.00 lakh per annum to Rs.2.00 lakhs for Professional and Non-Professional courses from the academic year 2011-12, vide G.O.Ms.No.60, SW (Edn.2) Dept., Dt.27-09-2011.

The procedure of sanction of Scholarships is made Online (e-PASS portal) from the year 2008-09; vide G.O.Ms.No.143, SW (Edn.2) Dept., Dt.15-

07-2008. The system of sanction of Scholarships has been improvised by making it totally online with 100% Aadhar enabled admissions and one-time bio-metric authentication and further cross verification with data base of SSC & Intermediate boards, CET data of professional and post graduation courses.

## **(ii) FINANCIAL ASSISTANCE FOR STUDIES ABROAD**

With a view to enable the benefit of higher education in foreign Universities to meritorious SC students thereby providing them an opportunity for better career prospects within country and abroad, Government have introduced the scheme of Ambedkar Overseas Vidya Nidhi, to provide Financial Assistance to SC Graduate students for pursuing P.G and Ph.D courses in the Universities / Institutes located abroad (USA, UK, Australia, Canada, Singapore, Germany, New Zealand, Japan, France and South Korea). State Government enhanced the grant from Rs.10.00 to Rs.20.00 lakhs vide G.O.Ms.No.22, dt.10.06.2016.

Under this scheme, each selected SC student shall be sanctioned Rs.20.00 Lakhs as grant in two installments. First installment of Rs.10.00 Lakhs on production of landing permit / I-94 i.e., Immigration card and the Second installment on production of 1<sup>st</sup> Semester results. Student can avail educational loan of Rs.5.00 Lakhs from any Nationalized Bank at prevailing rates of interest. Besides above, student shall be sanctioned one-way passage grant (economy class) for a maximum of Rs. 50,000/- and visa fee on production of valid documents. Student who got 60% marks or equivalent grade in foundation Degree in Engineering / Management / Pure Sciences /Agriculture Sciences/Medicine & Nursing /Social Sciences/Humanities are eligible for PG and Ph.D courses and must have valid score in the eligibility tests GRE / GMAT / PTE / TOEFL / IELTS.

- The students with family income (including the applicant) from all sources less than Rs.5.00 Lakhs are eligible.
- One child of the family shall be eligible under this scheme.
- 33% of the awards shall be earmarked for Women Candidates.

- Selection of the students shall be done by the State Level Scrutiny Committee under the Chairmanship of the Secretary to Govt, SCDD. The Commissioner is the Convener of the meeting and Commissioner of Technical Education, Govt. of Telangana, Secretary, TSCHE and the Vice-Chancellor, JNTU, Hyderabad are the members of the Committee.

### **(iii) SKILL UPGRADATION FOR PROFESSIONAL GRADUATES**

A policy decision was taken to provide financial assistance to SC students desirous of pursuing higher studies in Foreign Countries. Separate orders have been issued for this purpose. To seek admission in various Post Graduate Courses in reputed foreign Universities, students have to obtain good scores in tests of English proficiency such as TOEFL / IELTS and in General Aptitude Tests such as GRE / GMAT/ PTE or equivalent qualifying examinations.

Most of the SC students, due to their extreme backwardness, poor knowledge of English and other disabilities are often unable to perform up to the mark in these qualifying exams. Therefore, with a view to equip the students with requisite skills by providing them the benefit of coaching for these exams, it is proposed to facilitate coaching in TOEFL / IELTS / GRE / GMAT / PTE etc., in the existing & reputed coaching institutions to make possible admission of SC students in PG professional courses like Medicine, Engineering, Pharmacy, Nursing and for PG Courses in Pure Sciences, Humanities, Social Studies etc. in reputed foreign Universities by obtaining higher scores in the above said examinations.

Accordingly, Govt. G.O.Ms.No.55, SW (Edn.1) dept. Dt.29.06.2013, issued the guidelines with regard to "Coaching to SC students for eligibility test such as TOEFL / IELTS and GRE / GMAT and other for admissions in foreign Universities" w.e.f. 2013-14. SC graduates or final year students at graduation level whose family income is less than Rs.2.00 Lakh per annum are eligible.

#### **(iv) BOOK BANKS**

The scheme of Book Banks has been merged in the budget of Post Matric Scholarships by the Government of India. Book Banks are extended under the scheme to Professional courses like (1) Post-Graduate courses in Medical, Engineering, Agriculture and Veterinary (2) Law courses (3) Chartered Accountancy (4) MBA (5) Bio-sciences and similar courses. The cost ceiling per set is Rs. 7,500/- for Degree Courses in Medical / Engineering, Rs. 5,000/- for Degree Courses in Veterinary, Rs. 4,500/- for Degree Courses in Agriculture and Rs. 5,000/- for professional courses at PG level.

#### **(v) PRE-MATRIC SCHOLARSHIPS FOR STUDENTS BELONGING TO SCs STUDYING CLASS V TO VIII:**

To prevent the dropout rate among Scheduled Castes Children studying in primary and secondary education level, the State Government is continuing the Pre-Matric Scholarships scheme w.e.f 2013-14, for the SC students studying from Class V to VIII in Govt. schools and sanctioning scholarship @ Rs. 100/- per month for boys and Rs.150/- for girls for (10) months, from classes V to VIII in Government Schools.

#### **(vi) PRE-MATRIC SCHOLARSHIPS FOR IX & X CLASSES:**

This is a Centrally Sponsored Scheme for SC students with 60:40 of Central and State Share with an objective to support parents of SC children for education of their wards studying in classes IX and X so that the incidence of drop-out, especially in the transition period from the elementary to the secondary stage is minimized.

Under the scheme, students studying in Govt. Schools shall be made eligible for payment of Pre-Matric Scholarships as they represent the poorest of the poor communities. It is proposed to provide Scholarship @ Rs.3000/- per annum for both boys and girls for classes IX and X in Government /Schools run by Local bodies such as Mandal Praja Parishad, Zilla Praja Prarishad, Municipalities/ Municipal Corporations or any school aided by the Government.

In Telangana e-PASS online portal, services are given for online submission of applications, sanction and disbursements of Pre-Matric Scholarships. The Project Monitoring Unit (PMU) constituted for Post Matric Scholarships shall also monitor the scheme of Pre-Matric Scholarships. The scheme is being implemented with 100% Aadhar enabled.

**(vii) HYDERABAD PUBLIC SCHOOL:**

Under this scheme, SC students who are admitted in Hyderabad Public Schools at Begumpet & Ramanthapur in Hyderabad at 1<sup>st</sup> class and studying from 1<sup>st</sup> class to 12<sup>th</sup> class are provided with financial assistance of fee charged by the institutions ranging from Rs.1,15,000/- to Rs.4,20,000/- per annum per student depending on the class of study and whether he/she is a day scholar or hosteller. The income limit under the scheme is Rs.1,50,000/- per annum in rural areas and Rs.2,00,000/- in urban areas. The scheme is administered online and admission is done through lottery.

**(viii) BEST AVAILABLE SCHOOLS SCHEME:**

**Residential:** The main aim of the Scheme is to impart quality education to the SC students of classes V to X in order to enable them to withstand the competition on par with other students in general. The entry point is V class. The scheme is for the children of those who belong to the families of agricultural labourers, jogins, bonded labourers and orphans who are admitted in the best-selected schools having high standard of education with high reputation for discipline. Each student admitted under the scheme is sanctioned financial assistance of Rs.42,000/- per year w.e.f 2022-23. The income limit under the scheme is Rs.1,50,000/- per annum in rural areas and Rs.2,00,000/- in urban areas.

**Non-Residential:** The main objective of the scheme is to provide quality education to SC students by enabling them to join in reputed Best Available Schools from class I. Each student admitted under this scheme is being sanctioned financial assistance up to Rs.28,000/- per year from the year 2022-23.

Government has increased 1925 seats in Residential category and 1110 seats in non residential category in the year 2022-23. Total number of seats is 4935 (1900+3035) both for (Residential & Non Residential) for admission into these schools.

**(ix) SCHOLARSHIPS TO THE CHILDREN OF THOSE ENGAGED IN UNCLEAN OCCUPATIONS:**

The State Government is implementing the scheme of educational facilities to the children of those engaged in unclean occupations like tanning and flaying, families having traditional links with scavenging with matching grant from the Government of India. Under this scheme, hostel accommodation and other educational facilities are provided with the aid of scholarships to cover the educational needs of those children. The children under Vimukthi programme who need hostel facility are admitted in Ananda Nilayams.

An amount of Rs.3,500/- per annum per student is provided for all classes. Government of India have liberalized this scheme by removing restrictions on number of children eligible for scholarships and income ceiling.

**(x) FINANCIAL AID TO S.C. ADVOCATES:**

Under this scheme, 8 SC Law graduates are selected every year from each erstwhile district for undergoing training and seeking employment elsewhere after the training. The duration of the training period is 3 years. The selected candidates are attached to the law officers within the district like Govt. Pleader, Public Prosecutors, Asst. Public Prosecutors of District Courts.

The candidates selected by the Selection Committee are paid stipend @ Rs.1000/- P.M for three years, reimbursement of enrollment fee @ Rs.585/- each and Rs.6000/- towards purchase of law books and furniture (one time grant).



## **4. WELFARE, PROTECTION & SOCIAL SECURITY**

### **MACHINERY FOR PROTECTION OF CIVIL RIGHTS ACT, 1955 AND SC, ST (PREVENTION OF ATROCITIES) ACT, 1989**

The Scheduled Castes Development Department in Govt. of Telangana is monitoring the implementation of the Prevention of Atrocities (POA) Act, 1989 and Protection of Civil Rights (PCR) Act 1955 to curb atrocities on Scheduled Castes and Scheduled Tribes.

### **INSTITUTIONAL ARRANGEMENTS AND MECHANISM DEALING WITH THE IMPLEMENTATION OF SCs / STs POA ACT & PCR ACT:**

#### **(i) PCR CELL:**

PCR Cell has been created in CBCID exclusively to take care of cases under SC/ST Atrocities and PCR Acts. As per the SC/ST (POA) Act and Rules, Rule 8 speaks about setting up of SC & ST Protection Cell at the State Head Quarters under the charge of DGP/ IGP.

#### **(ii) ESTABLISHMENT OF SPECIAL COURTS IN TELANGANA STATE:**

The Government have also constituted and established (10) Special Sessions Courts to conduct trial of cases of atrocities on SCs/STs. Addl. Public Prosecutors (Grade-I) also have been appointed to deal with the (10) Special Sessions Courts to deal the atrocities on SCs/STs.

#### **(iii) MOBILE COURTS:**

The Government has also sanctioned 9 Mobile Courts to deal with the cases registered under the provisions of PCR Act, 1955 and each Mobile Court is headed by First Class Judicial Magistrate.

### **Steps taken for Effective Implementation of SC & ST (Prevention of Atrocities) Amendment Act, 2015:**

1. The significant features of the recent amendment of POA Act were communicated to all the Unit Officers for dealing the cases effectively by incorporating the amended sections properly.
2. The Director, TS RBVRR Police Academy, Himayatsagar, Hyderabad, was addressed to prepare a training module about newly amended SC & ST

(POA) Act, 2015 and conduct capsule training programme at TS RBVRR Police Academy to all SDPOs / ACPs, Telangana State for better investigation in SC & ST (POA) Act cases.

3. Awareness sessions were conducted to the SDPOs/IOs to impart knowledge about the recent amendment of POA (Amendment Act, 2016), with emphasis on the following aspects:

- The special provisions of law to fix up the responsibilities of the police personnel for prompt registration, investigation and completion of cases under POA Act are emphasized.
- Organizing campaigning at Unit / Sub-Division level to bring in awareness among the SCs / STs about the provisions of new amendment.
- To oversee the application of newly amended provisions by the SHOs / IOs while registering and investigating specific offences.

The Commission functioned up to 28.02.2021.

#### **Relief and Rehabilitation:**

- District Collectors are empowered to sanction & disburse the monetary relief on the occurrence of an atrocity.
- As per the guidelines of GoI, the State Government should transfer the Central share of funds received under a CSS to the SNA account along with the commensurate State share. Further, any scheme related expenditure should be incurred by the State Government from the SNA account only. The SNA reports in PFMS are configured to capture the fund flow / expenditure in accordance with the DoE's guidelines.
- Government have enhanced the compensation / relief measures to the victims of Atrocities, vide G.O.Ms.No.29, SW (POA) Dept., Dt 03-08-2016 in accordance with Amendment Act 2015 and Amendment Rules, 2016 by GOI.
- Further, in the G.O. Ms. No.13 SCD (POA) Dept., Dt.31-10-2019 the following guidelines are issued for implementing certain provisions of additional relief as shown at Sl. No. 46 & 47 of the G.O. Ms. No.29 SCD (POA.A1) Department, Dt.03-08-2016 is as follows:

<b>Sl. No.</b>	<b>Name of the offence</b>	<b>Minimum amount of relief</b>	<b>Implementing authority/ Method</b>
46	Additional relief to the victims of murder, death, massacre, rape, gang rape, permanent incapacitation and dacoity.	(i).a) Basic pension to the widow or other dependents of deceased persons belonging to a Scheduled Caste or a Scheduled Tribe amounting to five thousand rupees per month, as applicable to a Government servant of the concerned State Government or Union Territory Administration, with admissible dearness allowance.	The District Collector concerned sanction the pension to the dependents from the Monetary relief head of account /scheme.
		(i).b)and employment to one member of the family of the deceased,	Providing Government employment to one of the family members of the deceased as per his/her qualifications shall be made by the District Collector concerned in the District cadre posts.
		(i)c)and provision of agriculture land	Three acres of agriculture land shall be provided under Land Purchase Scheme of SC Corporation by the District Collector concerned.
		(i)d)Provision of house	A House under Double Bed Room Scheme shall be allotted by the District Collector concerned.
		(ii) Full cost of the education up to graduation level and maintenance of the children of the victims.	Orders shall be issued by District Collector for admission of the children in any of the SC/ST Residential schools &

		Children may be admitted to Ashram Schools, fully funded by the Government	Colleges as applicable.
		(iii) Provision of utensils, rice, wheat, dals, pulses, etc for a period of three months.	Sanction orders shall be issued by the District Collector and incur the expenditure from the Monetary Relief head / scheme.
47	Complete destruction or burnt house	Provision of a house	A house under any scheme implemented by the Govt. viz. double bedroom scheme, DWACRA etc shall be allotted by the District Collector concerned.

**Public Awareness is taken up under POA Act as follows:**

- Publicity and welfare camps against evils of untouchability and to increase awareness about the schemes for the welfare of Scheduled Castes are being conducted under Civil Rights day in the villages.
- Boards showing provisions under the Prevention of Atrocities Act 1989, are displayed in Police Stations and in the offices of Tahsildars, Mandal Development Officers and Mandal Revenue Officers.
- Workshops and awareness camps are sponsored by the Department on evils of untouchability and provisions of Prevention of Atrocities Act, 1989 and Protection of Civil Rights Act 1955.
- Dramas, Street plays and Kalajathas are being sponsored by the Department for increasing awareness on evils of untouchability.

**(vi) STATE COMMISSION FOR SCs AND STs:**

Government have enacted an Act No.9 called as the State Commission for Scheduled Castes and Scheduled Tribes Act, 2003, to safeguard the interests of the Scheduled Castes and Scheduled Tribes in the State. It is a

Constitutional body. Under Sub-section (1) & (2) of Section 11 of the Act the Commission is having the following powers.

- A) The Commission shall, while performing its functions under Section 12, have the powers of a Civil Court trying a suit and in particular, in respect of the following matters namely:
  - i) Summoning and enforcing the attendance of any person from any part of the State and examining him on oath;
  - ii) Requiring the discovery and production of any document;
  - iii) Receiving evidence on affidavits;
  - iv) Requisitioning any public record or copy thereof from any Court or office;
  - v) Issuing Commissions for the examination of witnesses or documents; and any other matter which may be prescribed.
- B) Any proceeding before the Commission shall deemed to be a judicial proceeding within the meaning of sections 192 and 228 of the Indian Penal Code and the Commission shall deemed to be a Court for the purpose of Section 195 of the Code of Criminal Procedure, 1973.
- C) The Commission shall have the power to requisition such information, document and seek such assistance as may be required from any department of the Government for the effective implementation of the provisions of this Act.
- D) With the constitution of the Commission and the active part taken by the Chairman and the members, several initiatives have been taken up for strengthening its activities. The Commission has taken up several sensitization programmes to contain atrocities on the weaker sections and revised the two vital programmes i.e., Civil Rights Day programme and regular conduct of DVMC to strengthen the implementation of the provision of the PCR & POA Acts.

The State Government have issued orders for constitution of Telangana State SC & ST Commission vide G.O. Ms No.9 SCD Dated 26-2-2018 and functioned up to 28-02-2021.

## **vii) INCENTIVES TO INTER CASTE MARRIED COUPLES:**

Government have been encouraging Inter Caste Marriage Scheme for social integration and social reform with an objective to eradicate caste system in the society. Under this scheme Govt. have increased the incentive award for Inter Caste Married Couples from Rs.10,000 to Rs.50,000 and further enhanced to Rs. 2,50,000/- vide G.O.Ms.No. 12 SCD (POA.A1) dept. Dt: 31.10.2019 as desired by the Government of India to encourage the Inter Caste Marriages to combat the evil of casteism in the society.

One of the beneficiary, bride or bridegroom must belong to SC Community and belongs to Telangana State. Inter caste Marriage couples must register their application in online before 1 year from the Date of Marriage.

Inter Caste Marriage couples must register their application in online website : [telanganaepass.cgg.gov.in](http://telanganaepass.cgg.gov.in) . Further, the ASWO / DSCDO has to verify the proposal within 15 days from the date of receipt of the application. The Joint Director /Deputy Director/ DSCDO of the district to which the SC spouse of the inter caste married couple belongs, will sanction the application.

The District officer will credit the amount in Bank in the form of Fixed deposit for a locking period of 3 years in the name of Inter Caste Married Couple.

## **(viii) REHABILITATION OF JOGIN WOMEN:**

The system of Jogins / Basavis is nothing but cruel exploitation of girls and women coming from the disadvantaged groups. There is a special legislation called the Devadasis (Prohibition and Dedication) Act, 1988 passed for abolishing this system. The basic objective of rehabilitation is to secure economic independence for the Jogin women, so that they would not be socially exploited and simultaneously to bring about social change.

**(ix) HOUSE SITES FOR WEAKER SECTIONS:**

- Distribution of house sites to the weaker sections is one of the social security programmes of the Govt.
- The Revenue Department acquires the private, ceiling, endowments, assigned and Govt. lands, and distribute to the SC, ST, BC, Minorities and other economically poor people at free of cost for house sites. The S.C. Development Department provides the budget for acquisition of private, assigned and endowments lands.
- In accordance with orders in G.O.Ms.No.224 Dt:09.06.1997 as revised in G.O.Ms.No.17 Dt:15.02.1990 and G.O.Ms.No.90, Dt:24.09.2001 of Social Welfare Department, the amounts provided for acquisition of land for house sites shall be utilized for distribution of house sites for different categories in the following ratio.

SC: 40% ST: 10% BC: 30% Minorities: 10% Others: 10%

- In G.O.Ms.No.92, Social Welfare (LA) Dept. Dt.29.12.2004, Govt. reintroduced the land purchase scheme without any time stipulation to purchase the lands for house sites.
- In case there is a problem to purchase land in a particular village, proposals may be initiated for passing consent awards adopting instructions issued in G.O.Ms.No.139, SW (LA.1) Dt.28.01.1998, where a Negotiations committee can fix the value of the land at 100% over and above the rate proposed by the LAO.
- Govt. in G.O.Ms.No.1391, Revenue (LA) Department dated 30-10-2007 have issued orders enhancing the ceiling limit to 200% empowering the Dist. level Negotiations Committee for amicable settlement of land acquisition cases relating to house sites in Urban areas and also for the lands acquired outside the urban limits for the use of urban beneficiaries.
- 2 BHK was introduced by govt. w.e.f. 18.05.2017, hence the acquiring of land is not in progress.

**(x) COMMUNITY HALLS / AMBEDKAR BHAVANS / STATUES:**

Government vide G.O.Ms.No.35, Dt.04.06.2013, have approved model plan and estimates for construction of community halls in SC colonies and construction of Ambedkar Bhavans in District Head Quarters as follows;

1. Gram Panchayat Level	Rs. 7.50 lakhs	} (Community Halls)
2. Mandal Head Quarters	Rs. 25.00 lakhs	
3. Municipalities / Revenue Division Head quarters	Rs. 50.00 lakhs	
4. District level	Rs. 100.00 lakhs	(Ambedkar Bhavans)

Government of Telangana is committed to the Welfare of Scheduled Castes. In pursuance of this object, Government of Telangana recognized the need for a good Community Bhavans for the conduct of the Day to Day Cultural & Social activities of the Scheduled castes.

Babu Jagjeevan Ram Bhavan was constructed at Road No.10, Banjara Hills, Hyderabad with a cost of Rs.24.02 crores.

Government have accorded administrative sanction for construction of (13) Ambedkar Bhavans with an estimated cost of Rs.21.41 crores from the year 2014-15 to till date.

So far, the Government have also accorded administrative sanction for construction of (900) SC Community halls across the State.

The Government have accorded administrative sanction for construction of multi floor Dr.B.R. Ambedkar Towers in place of existing Ambedkar Bhavan at Lower Tank Bund, Hyderabad with an estimated cost of Rs.50.00 crores and also decided to erect 125 feet tall statue of Dr.B.R. Ambedkar at Hill Rock area besides NTR Gardens with an estimated cost of Rs. 146.50 crores and the construction is under progress.



#### **(xi) TELANGANA SOCIAL WELFARE FUND:**

The Social Welfare Fund came into existence during 1975 vide G.O.Ms.No. 409 Emp. S.W (D) Department 16.05.1975. It is registered under the Registration of Societies Act on Dt.19.12.1975 vide registration No.1073 of 1975. The Council of the Social Welfare Fund consists of Principal Secretary to Government, SCDD as Chairman, Principal Secretary to Government, Finance Department and Principal Secretary to Government, Health, Medical and Family Welfare Department as Official Members. The Commissioner / Director, SCDD is the Member Secretary.

In view of the A.P. Reorganization Act 2014, a new Fund in the name of "Telangana Social Welfare Fund" was created w.e.f. 02.06.2014 vide G.O.Ms.No.61, Social Welfare (Bud) Dept., dt.31.5.2014 to provide assistance to Non-Governmental Organizations in (33) districts of Telangana State. The main objective of the Telangana Social Welfare Fund is to financially assist under grant-in-aid, encourage, help foster strengthen the registered Voluntary Organizations which are engaged in the Social Welfare activities like running Orphanages, Destitute homes / Welfare of Handicapped / Medical care/ Old Age Homes / Rehabilitation and Vocational Training to Mentally Retarded Children / TB and Leprosy patients and their children / Pre-school Education and similar institutions.

#### **5.TELANGANA STATE SCHEDULED CASTES STUDY CIRCLE**

The Telangana State Scheduled Castes Study Circle, Hyderabad organizes coaching programmes for SC, ST, BC and Minority candidates for Civil Services Examination conducted by the UPSC every year. The coaching programmes for Civil Services, Prelims-cum-Mains Exam is for a period of (10) months, a full time residential programme.

The candidates admitted into Study Circle are provided with the following facilities.

1. Stipend @ Rs. 2,250/- PM towards maintenance charges per candidate for Civil Services coaching from 2014-15 onwards to maintain students managed hostel.

2. Free residential accommodation to the candidates admitted for Civil Services coaching.
3. Book Grant of Rs.10,000/- worth books per candidate per course.
4. Personal allowance @ Rs. 750/- per month to Men & Rs. 1,000/- per month to women.
5. Medical expenses up to Rs. 400/- per month per candidate.

Telangana Study Circle, Hyderabad is the main branch which provides coaching in Civil Services Examinations conducted by the UPSC for IAS, IPS and other Group A and B of central services at its own building located at Road no 14, Banjara Hills, 250 candidates are admitted every year for Civil Services coaching.

Government have sanctioned (11) District Study Circle branches in the State of Telangana at Nalgonda, Warangal, Karimnagar, Mahaboobnagar, Nizamabad, during 2015-16, Adilabad, Khammam, Rangareddy, during 2016-17, Suryapet, Siddipet Districts, during 2017-18 and Jagityal during 2021-22 to impart free coaching for competitive examinations for State Services like Group-I / Group-II conducted by Telangana State Public Service Commission, and other Banking Services, RRB, SSC etc. as residential for a period of (5) months @ two batches in a year for (100) candidates in each batch.

After bifurcation of the State, 2245 candidates were provided coaching for UPSC Civil services exam of which (13) candidates selected for Civil Services and (398) candidates selected for various other state services like Asst. Commissioner, EPFO, Agricultural Officer, District Child Welfare Officer, Bank POs, Jr. Asst in intelligence Bureau, Income Tax, Loco Pilot Railways, Deputy Surveyor, Group-II, Sub-Inspector of Police, Police Constables, Asst. Commandant, RPF, Forest Beet Officer, Forest Range Officer, Junior Statistical Officer, Panchayat Secretaries, SGT, PGT, FCI, Singareni, Indian Navy, FBO, etc.

Since establishment of (11) district branches, (8604) candidates provided coaching for Group – I / II / Banking services, Gurukulam, Foundation Course, DSC (SGT) etc, of which, (891) got selected for various posts like Bank POs, Group-II, Sub-Inspector of Police, Police Constables, PGT, School Asst, Special Officer in KGBV, JAO, FBO, Postal, Railways, HWOs etc.

During the year 2022-23, in addition to the regular programmes at Hyderabad main branch and (11) District Study Circle branches, special coaching programmes have been organized for SI & Police Constables for a period of two months at (20) Police training centres for about (2360) SC candidates and Foundation Course (Groups) for a period of two months at (35) centres including Dharmapuri and Wardhannapet for about (2669) SC candidates.

Thus, the total candidates trained from 2015-16 to 2022-23 are (15878) for regular programmes organized for CSAT at Hyderabad main branch and regular Foundation Course for (5) months at District branches and crash course programmes organized during 2022-23.

## **6. VICTORIA MEMORIAL HOME–RESIDENTIAL SCHOOL FOR ORPHAN CHILDREN**

Victoria Memorial Home is an institution established in the year 1903 by Nizam Trust for the Welfare of orphan children. The S.C. Development Department is providing full grant-in-aid. The Social Welfare Department through the G.O.Ms.No.124, Social Welfare Dept, Dt: 28-7-1994, accorded sanction for conversion of the existing V.M. Home cum Residential school for orphans at Saroornagar, Hyderabad into Residential School consisting of primary sections from 1<sup>st</sup> to 5<sup>th</sup> class with a sanctioned strength of 500 students and High school sections from 6<sup>th</sup> to 10<sup>th</sup> class with a sanctioned strength of 400 students.

## **7. SC SPECIAL DEVELOPMENT FUND**

Government of Telangana has brought new Act in the name "Telangana Scheduled Castes and Scheduled Tribes Special Development Fund (Planning, Allocation and Utilization of Financial Resources) Act 2017" (Act No.18/2017).

The Act is aimed to ensure accelerated development of SCs and STs with emphasis on achieving equality, focusing on economic, educational and human development along with security and social dignity and promoting equity among SCs and STs. In accordance with section 3 of the SDF Act, the State Government shall earmark a portion of the total Pragathi paddu outlay of the State in proportion to population of SCs and STs in the State in every financial year to be called as the SC & ST Special Development Fund.

The SDF Act has got significant provisions for effective implementation.

### **Some of the important provisions are as follows:**

- In the earlier act there was a time limitation of 10 years. This has been removed in the new SDF Act.
- The Habitation is redefined as exclusively SC (or) ST population not less than 40% instead of "Combined population" for administrative convenience in order to avoid overlapping / duplication in implementation of habitation related schemes.
- Provision is made to use unspent balances in a financial year in the form of compensation in the next financial year.
- Provision is made for improved vigilance by way of constituting a committee consisting of Official and Non-Official members.

For the First time the Rules were drafted and guidelines were issued vide (G. O. Ms. NO. 53, SCD (SCP) Department, Dt:13.09.2017) for effective implementation of Special Development Fund.

The rules have clearly fixed the roles and responsibilities at each level. The following committees were constituted as per the rules.

- State Council chaired by Hon' ble Chief Minister with Ministers/Secretaries of Key Departments vide G.O Ms No.55 Dt: 29-9-2017.

- Nodal Agencies for SCSDF chaired by Hon' ble Ministers of SCDD along with Secretaries of key line departments vide G.O. Ms No 54, Dt: 22-9-2017.
- District Monitoring Committees chaired by District Collectors with District Officers of line departments and Hon' ble MPs / MLCs / MLAs of SC/ST communities as members.
- A State Level Committee to monitor the implementation vide G.O Ms. No. 62 Dated 18.10.2017.
- District Level Vigilance Committees to monitor the implementation at the District Level, vide G.O Ms. No. 63, dated 18.10.2017.

For the first time, meeting of the Nodal Agency of SCDD was held on 26.10.2017 after the new Act by the Hon'ble Minister for SCDD and Chairman Nodal Agency to review the expenditure under SCSDF.

Even before the issuance of Rules, review meetings were held regularly at various levels by Chief Secretary, Secretary (SCDD) with concerned Secretaries and HODs of concerned Departments in order to ensure effective implementation of SCSDF and STSDF.

In order to establish transparency & accountability, a separate web portal in the name SC ST Financial Monitoring System (SCSTFMS) to monitor the details of expenditure is started.

#### **PAYMENT OF ELECTRICITY BILLS OF SC HOUSEHOLDS CONSUMING 0-101 UNITS PER MONTH:**

Govt. in G.O.Ms.No.58, Social Welfare (SCP.I) Dept., dt.02.07.2013 issued orders for payment of electricity arrears & monthly bills of SC households in housing colonies consuming 0-50 units per month, further the Govt. in the G.O Rt. No. 342, SCD(SCP) Dept., Dated 24.08.2018 the consumption of 0-50 units slab rate increased to 0-101 units w.e.f. 01.09.2018. The scheme would not be applicable to SC families whose consumption is more than 101 units per month. Such households will have to pay the entire cost of the energy bill regardless of the actual consumption. The CGG has provided a web based application for generation of the bills and to make payment through online, to the accounts of the DISCOMs as per the data provided by the DISCOMs.

## **Crucial Welfare Fund:**

The State Government is implementing many schemes for welfare and development of Scheduled Castes. In certain situations, some needy persons/ Institutions may not be covered / benefitted under the ambit of the existing schemes due to certain rules/ regulations/ guidelines of the scheme. Those SC persons /Institutions who cannot be assisted in the existing schemes in any way will be financially assisted in emergency situations/ conditions. It is proposed to keep the Crucial Welfare Fund at the disposal of District Collectors/Commissioner/Director/ Government for sanction.

The objective of the scheme is to financially assist the needy and deserving Scheduled Castes persons/Groups/ Institutions in emergency situations in the fields of education and meritorious competitions of national & international sports events & other fields as decided by the Government from time to time. The Financial assistance shall cover the following circumstances (instances).

### **I. Education :**

- A) Presentation of research papers/ Attending Seminars by the Research scholars (M.Phil/Ph.D) at **National / International Level in Premier & accredited Institutes/ Universities (travel & stay Expenses, including VISA processing).**
- B) Awards for Excellence of SC Youth/ Students (Separately for Men/Women) in different fields at District Level competitions and above.
- C) Unforeseen medical expenditure for SC Hostel students (in cases such as snakebite, dog bite, accidents etc.)
- D) Emergency repairs pertaining to Water Supply / Sanitation in SC Hostels.
- E) Interview expenses, both travelling and stay expenses, for the SC Candidates who have cleared Civil Services main examination (For those not covered under Study Circles only).
- F) Financial assistance to the students/ youth who attend national and international fellowship programs not exceeding four weeks.
- G) Emergency payment in premier institutions of learning who are not covered under any scheme, but eligible. Moreover this can be adjusted later once they enroll in e-PASS scheme of Government of Telangana State.

- H) Provisions of Laptops and such other aids of education for outstanding/ and eligible students (who are not covered by TSWREIS) who join premier institutions.

## **II. Sports/ Games:**

Participation expenses (Travel & Stay) in recognised National level/ International Level sports/ games.

## **III. Administration (Recurring Expenses):**

- A) Administrative Legal Expenses in (SLP) cases pertaining to Supreme Court with the permission of the Government.
  - B) Expenses for conducting workshops/ trainings programmes at District and State Level by District Scheduled Castes Development Officers/ HODs.
  - C) Expenses related to evaluation/ Survey on implementation of schemes as and when required as entrusted by Government/ Head of the Department.
- IV.** Any other exigencies with the permission of the Government Sanction that enhance the lives of SCs individually or collectively.

## **8. KALYANA LAKSHMI PATHAKAM**

Government of Telangana envisioned the financial crisis being faced by the SC and ST families in performing their daughters marriage and with a view to alleviate financial distress in the families, the Government have decided to sanction a onetime financial assistance of Rs.51,000/- at the time of marriage to each SC and ST girl who belong to Telangana State. Accordingly, "**Kalyana Lakshmi Pathakam**" has been introduced vide G.O.Ms.No.12, SCD (POA.A1) Dept., Dt.24-09-2014 & G.O.Ms.No.14, SCD (POA.A1) Dept., Dt.21-10-2014 with effect from **2<sup>nd</sup> October, 2014.**

Government have enhanced the financial assistance from Rs.51,000/- to Rs.75,116/- vide G.O Ms.No.25, SCD (POA.A1) Dept., dt.12.05.2017 with effect from 01.04.2017.

Government have further enhanced the financial assistance from Rs.75,116/- to **Rs.1,00,116/-** vide G.O Ms.No.8, SCD (POA.A1) Dept., dt.03-04-2018 with effect from **01.04.2018.**

To get this financial assistance, the unmarried Girl should have completed 18 years of age at the time of marriage, combined income of the parents should not exceed Rs.2.00 Lakhs per annum and the marriage shall be on or after 2<sup>nd</sup> October, 2014. Applicants shall apply Online at website: <http://epasswebsite.cgq.gov.in>.

### **District Offices**

The implementation of all Scheduled Castes Development Department Schemes is under the supervision of District Collectors in the districts with the assistance of the Deputy Director/DSCDO for the welfare of S.Cs and monitoring the cases of atrocities on SCs and STs.

In addition, there are 61 Assistant Social Welfare Officers / Assistant SC Development Officers who are assisting the Dy. Directors / DSCDOs in the executive functions at the field level.

The Deputy Director (SCDD) is also assisted by the ministerial staff in Land Acquisition work for allotment of house-sites to weaker sections.



## **CHAPTER-2**

### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

**[Section 4(1) (b) (2)]**

The duties and responsibilities of each functionary in terms of financial, administrative, developmental etc., are generally fixed by the Government keeping in view of the various objectives, roles of the Department in the public interest for welfare of specific groups. It may be difficult to classify the functions of each staff member into water tight compartments as this type of classification leads to overlapping. But however, this type of broad classification is also necessary for efficient discharge of duties, responsibilities.

Feedback from field situation of various aspects at development is quite essential for purpose of monitoring and to evolve efficient system to deliver the benefits to target groups.

**Designation:** Director/Commissioner

**Powers:**

**a) Administrative:**

The Director / Commissioner of SCDD is the appointing authority for the posts of Superintendent, A.S.W.O, D.S.W.O., Asst. Director, Accounts Officer, Asst. Account Officer, Research Officer, Librarian and Publicity Assistant as per the provisions of the Ministerial Services Rules and G.O. Ms. No 12 & 13 SCD (Services) Dept ., dt. 16.08.2022.

He/She initiates disciplinary action on all the subordinate officers including the staff in the districts for administrative lapses, dereliction of duties, corruption cases under relevant provisions under T.S Civil Services (Classification, Control and Appeal) Rules, 1991.

Competent authority for suspension of Superintendents, ASWOs and D.S.W.Os and all other posts / staff appointed by him/her as per provisions of G.O. Ms. No 12 & 13 SCD (Services) Dept ., dt. 16.08.2022 in the entire State.

Appellate authority in respect of Hostel Welfare Officers and other non gazetted staff in the entire state under the provisions of Rule 34 of AP Civil Services (CCA) Rules 1991.

He/She is the pension sanctioning authority to all the Gazetted officers of the Department and other staff of the Directorate / Commissionerate.

**b) Financial:**

He/She is the chief controlling officer for the total budget allocated to the Department.

He/She is the competent authority to sanction the loans and advances to the employees working in the head office.

**c) Others:**

Sanction of leaves i.e. earned leave, medical, half pay leave, extraordinary leave etc.

**Duties:**

**a) Statutory:**

As the Head of the Department, the Director/Commissioner of SCDD has to discharge various duties and functions both at the State Level, Field Level and also while discharging duties, he/she consults the statutory rules and regulations.

The Department of Social Welfare is connected with the following Acts and Statutory rules and regulations.

- PCR Act. (Act.No.22 of 1955)
- S.C., ST (Prevention of Atrocities) Act, 1989.
- T.S Devadasis (Prohibition of dedication) Act., 1988

- The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013, No. 25 of 2013 date:18.09.2013, Ministry of Law and Justice, Government of India.
- Regulation of issue of Community Certificates Act 1993 (Act.16 of 1993)
- Rule of Reservation in Services (Act,24 of 1997)
- Telangana Scheduled Castes and Scheduled Tribes Special Development Fund (Planning, Allocation and Utilization of Financial Resources) Act 2017 (Act No.18/2017).
- The Director/Commissioner of SCDD is the Member at the State Level Review Committees constituted under the above Acts.
- The Nodal Officer under Rule (9) of POA Rules 1995 and review the work of District Vigilance and Monitoring Committees.
- ✓ Provides budget in the department from the Departmental budget for the Staff employed under the Acts., 1 to 3 above and he/she releases budget to the districts for rehabilitation of the victims of atrocities.
- ✓ Monitors and reviews the cases in the process of the implementation of the above Acts.
- ✓ Responsible for sending the review reports to the Government from time to time.
- ✓ Arranges pre scrutiny of Caste Certificates of the candidates seeking admission into various educational institutions under EAMCET etc., and services under State and Central Government as per the provisions of Regulation of issue of Community Certificates Act. 1993 & Rules.

**b) Administrative:**

- As the Head of the Department of SCDD, he/she has to control and guide in implementation of all kinds of developmental, welfare activities of the Department, keeping in view the overall objectives of the Department.
- Distributes the office work among the subordinate officers and staff in the Directorate/Commissionerate through written orders. He /she fixes physical and financial targets as per action plan of the Department or Government instructions from time to time.
- Scrutinizes proposals relating to planning, administration, execution of financial management and he/she is the final authority in passing orders on the files and on all policy matters in the light of Government Orders.
- Monitors the work and reviews the progress of implementation of schemes and programmes etc. The Director/Commissioner of SCDD is the Head of the Department and controls budget releases and monitors the expenditure as the Chief Controlling Officer of the Department.

- Gives guidelines and other instructions required in the smooth running of the office of the Commissioner of SCDD. He/She releases budget to M.D., TSCCDC and Secretary, TSW Fund and to various offices under PCR cell & TS SC, ST Commission.

**c) Others:**

- The Commissioner of SCDD is the inspecting Officer of various institutions functioning under the Department throughout the State and the Deputy Directors and Assistant Social Welfare Officers are inspecting officers in respective Districts/ Jurisdictions.
- Monitors the schemes of SC Development Department, reviews the budgetary allocations made for each scheme and expenditure incurred in the districts while on tours in the light of targets fixed to each district scheme wise and institution wise.
- Review the progress of implementation of schemes meant for scheduled Castes, Social security measures etc., and Special Development Fund.
- Soon after field visits, inspections, tour notes are circulated to concerned.
- Staff members to enable them take corrective and follow up action.
- He/she is appellate authority for any decision taken by his subordinate Officers.

**Designation:** Additional Director

**Powers:**

- He/She will have the administrative and financial powers as delegated by the Commissioner of SC Development Department.
- Is the Appellate Authority over the Public Information Officers under the provisions of Right to Information Act, 2005.

**Duties:**

**Administrative:**

- He / She is responsible for general administration of the Department looking after the establishment matters for both gazetted and non-gazetted at his/her level under the overall control and guidance of the Director/Commissioner of SC Development Department.
- He/She scrutinizes and processes the files submitted by the subordinate officers to him/her and submits them to the Commissioner for final orders.

- All routine files can be disposed off by him/her except important and policy issues, which may be put up by him/her to the Director/Commissionerate.
- He/She also reviews the pendency of files in all the sections of the Head office.
- He/She is in-charge of all subjects.
- He/She shall take action with regard to Human Resources Development of Hostel staff by organizing appropriate training programmes and evaluation of hostel and hostel staff. He/She will organize motivation programmes.

#### **Financial:**

- He/She will assess the demand in advance in respect of all schemes keeping in view of the priorities of the Government.
- He/She will supervise all the works related to Preparation of Budget estimates, Number Statements and Outcome Budget etc.,
- He/She will review the Budget Release Orders and Administrative Sanction Orders received from Government under all Head of Accounts.

#### **Others:**

- While on tours he/she inspects the SC development Department Institutions and offices of Deputy Directors and Assistant Social Welfare Officers.
- He/She is the protocol officer.

**Designation:** Joint Director (Administration, Vigilance, Hostels & SCSDf)

#### **Duties:**

##### **a) Statutory:**

- Exercises the functions of the Vigilance Officer for Directorate / Commissionerate of SC Development Dept. and its subordinate offices.
- He/She will have the administrative powers as delegated by the Director/Commissioner of SC Development Department.
- He/She is Treasurer of Telangana Social Welfare Fund.

##### **b) Administrative:**

- He/She responsible for general administration of the Department looking after the establishment matters of all gazetted officers and non gazette

officers working at the Districts level under the overall control and guidance of the Director/Commissioner of SC Development Department.

- He/She is the administrator for SCSDf.
- He/She scrutinizes and processes the files submitted by the subordinate officers to him/her and submits them to the Director/Commissioner for final orders.
- All routine files can be disposed of by him/her except important and policy issues, which may be put up by him/her to the Director / Commissioner.
- He/She also reviews the pendency of vigilance cases in the entire department.
- He/She is in-charge of all subjects related to Hostels.
- Will look after budget releases under all heads of Government hostels to the Districts and will monitor the expenditure on the hostels every month.
- He / She shall take action for admissions in hostels, maintenance, supply of materials and supply of articles, supply of cloth by TSCO, stitching of dresses to hostel boarders, improving academic performance of hostels, keeping the hostel boarders profile in the website etc.
- He / She shall take action with regard to Human Resources Development of Hostel staff by organizing appropriate training programmes and evaluation of hostel and hostel staff. He will organize motivation programmes,
- Career guidance of Hostel boarders by involving appropriate experts at field level.

**c) Others:**

- He/She is designated as Vigilance Officer of the Department.
- While on tours he/she inspects the SC development Department Institutions and offices of Deputy Directors and Assistant Social Welfare Officers.

**Designation:** Joint Director, (Planning & Monitoring, Scholarships, Social Justice and Land Acquisition)

**Duties:**

- He/She is the in-charge of preparation of Annual Action Plans, Five Years Plans, Specific problem oriented plans, coordination of Centrally sponsored schemes.

- Is responsible for maintenance of common data bank pertaining to SCs, their levels of development and all other statistical information useful for preparation of plans and project reports. He makes available relevant statistical data to all the concerned officers/sections. He also prepares statistical Hand book of SC Development Department for official use of the Department as well as the Government.
- Takes up review, consolidating of all the monthly progress reports from the District Officers regarding progress of implementation of various reports.
- He/She is responsible to prepare evaluation reports of schemes and annual reports every year.
- He/She deals with all subjects related to Post Matric and Pre-Matric Scholarships.
- He/She looks after Budget Releases under all scholarship heads to the Districts and monitors the Monthly Expenditure and submitting proposals to Government of India for getting grants under Centrally Sponsored Schemes.
- He/She deals with analysis of Post Matric Scholarships data, monitoring of website data on Post Matric Scholarships, communication of fee structure and list of colleges of all districts, CSS proposals etc.,
- He/She is also in-charge of Scholarships to Bright Students, Hyderabad Public Schools, Merit Up-gradation Scheme, Scholarships to children of those engaged in Unclean Occupations, permissions for out of State scholarships.

**Designation:** Deputy Director (Hostels & Land Acquisition)

**Duties:**

- He/She is the in-charge of all subjects related to Hostels.
- Look after budget releases under all heads of Government hostels to the Districts and will monitor the expenditure on the hostels every month.
- He/She shall take action for admissions in hostels, maintenance, supply of materials and supply of articles, supply of cloth by TSCO, stitching of dresses to hostel boarders, improving academic performance of hostels, keeping the hostel boarders profile in the website etc.
- Shall take action with regard to Human Resources Development of Hostel staff by organizing appropriate training programmes and evaluation of hostel and hostel staff.
- He/She will organize motivation programmes, Career guidance of Hostel boarders by involving appropriate experts at field level.

- Deals with all matters relating to Land Acquisition for house sites in all the districts in Telangana.
- In-charge of legal matters arising out of process of Land Acquisition for house sites for allotment to SCs and take suitable legal measures to overcome other legal impediments in acquisition.
- Attends to correspondence and proposals of construction of Ambedkar Bhavans, Community Halls in SC localities and also erection of Ambedkar statues and Babu Jagjivan Ram Statues in various towns, cities and other important places in the State.

**Designation:** Deputy Director (Scholarships)

**Duties:**

- Deals with all subjects related to Post Matric and Pre-Matric Scholarships.
- Looks after Budget Releases under all scholarship heads to the Districts and monitor the Monthly Expenditure and submitting proposals to Government of India for getting grants under Centrally Sponsored Schemes.
- Deals with analysis of Post Matric Scholarships data, monitoring of website data on Post Matric Scholarships, communication of fee structure and list of colleges of all districts, CSS proposals etc.,
- In-charge of Scholarships to Bright Students, Hyderabad Public Schools, Merit Up-gradation Scheme, Scholarships to children of those engaged in Unclean Occupations, permissions for out of State scholarships.
- He/She is in-charge of monitoring the progress of implementation of Protection of Civil Rights Act., 1955 and Prevention of Atrocities Act., 1989.
- Deals with release of relief and rehabilitation of victims of atrocities against SCs/STs and provision of incentives to couples of inter caste marriage.
- In-charge of verification of Social Status of SC candidates seeking admission into professional/ degree / PG courses and also admissions into State or Central services and their undertakings.

**Designation:** Deputy Director, (Establishment (Administration), Planning & ROR)

**Duties:**

He/She deals with the establishment matters of headquarters office (Except Gazetted Officers).



- In-charge of stationery, stores purchase, maintenance of Department vehicles, record room of the Directorate/Commissionerate.
- Obtains periodicals/reports in the concerned subjects and submit them to Government from time to time after obtaining orders/approval of the Additional Director/Commissioner of SC Development Department.
- He/She checks the personal registers/periodicals registers, reservations registers of the concerned subordinate staff and ensures up to date maintenance in the Directorate/Commissionerate.
- He/She is in-charge of preparation of Annual Action Plans, Five Years Plans, Specific problem oriented plans, coordination of Centrally sponsored schemes.
- Responsible for maintenance of common data bank pertaining to SCs, their levels of development and all other statistical information useful for preparation of plans and project reports. He/She makes available relevant statistical data to all the concerned officers/sections. He/She also prepares statistical Hand book of Scheduled Castes Development Department for official use of the Department as well as the Government.
- Takes up review, consolidating of all the monthly progress reports from the District Officers regarding progress of implementation of various schemes and appraise the Director/Commissioner of SC Development Department and other higher officials about the status of implementation of various schemes and periodical achievements.
- He/she is the Public Information Officer to discharge duties as per the provisions of Right to Information Act, 2005.
- Responsible to prepare evaluation reports of schemes and annual reports every year.
- Deals with follow up action regarding Rule of Reservation in recruitment of staff in various departments, State Government undertakings, etc., he brings to the notice of Director/Commissioner of SC Development Department / Government about violation of Reservation of rules by concerned Departments and initiate suitable action for compliance.
- Responsible for preparation of posters, booklets and other publicity material for creating awareness about protective legislation and implementation for dalits.

**Designation:** Assistant Director (Legal Cell and SCSDF):

**Duties:**

**Administrative:**

- Deals with the establishment matters of all the Gazetted Officers of Dept (except ASWOs) and non gazetted officers of the district offices.

- He/She is in-charge of all legal matters/cases of High Court of Telangana and other Courts and attends to all the relevant correspondence.
- He/She looks after the related work of SCSDf.
- Assists higher authorities /Government Pleader in preparation of draft affidavits, counter affidavits for furnishing in concerned courts after approval of Director/Commissioner of SC Development Department /Government Pleader / Government.
- Shall prepare and scrutinize draft agreements to be entered into by the Director/Commissioner with other parties.
- Deals with all the Vigilance cases of the Department.
- He/she is the Assistant Public Information Officer to discharge duties as per the provisions of Right to Information Act, 2005.

**Designation:** Accounts Officer (Accounts & Audit):

**Powers:**

- Drawing and disbursing Officer of salaries, contingent expenditure, expenditure on vehicles, telephone bills, TA bills and other miscellaneous items.
- Draws the funds as per the orders of Director/Commissioner of SC Development Department and place at the disposal of TSCCDC, TSW Fund and T.S. Study Circle.
- Responsible for the reconciliation of the accounts with the PAO. He/She has to maintain the following registers with the assistance of Junior Accounts Officer.
  - Budget Control Register
  - Treasury Bill Book Register
  - Cash Book
  - U.D. Pay Register
  - Contingency register
  - U.D. Contingency register
  - Party Cheque register
  - Permanent Advance Register
  - Acquaintance roll of permanent and temporary establishments etc.,
- He/She will sanction the annual grade increments of all the Directorate/Commissionerate staff.
- Pay fixation of all the Directorate/Commissionerate employees in case of promotions as well as PRC.

- He/She is the custodian of permanent advance of Rs. 10,000 for attending immediate expenditure.
- He/She is the custodian of Service Registers (SRs) of all the Directorate/Commissionerate employees and up-keeps the SRs at regular intervals.

**Duties:**

- Since he/she is the Stationary Officer, he/she is in-charge of preparation of Budget Estimates, releases of budget to the districts and monitor the expenditure in the office of the Director/Commissioner and in the districts scheme wise.
- Prepares supplementary estimates and also formulates re-appropriation proposals.
- Has to maintain budget control registers, budget monitoring registers indicating re- appropriation proposals etc.,
- Is basically responsible for the correct and efficient maintenance of the accounts in the department.
- Should ensure that the staff under him/her i.e., Junior Accounts Officers and his/her Assistants attend to other correspondence and financial matters properly and takes timely action.
- Shall reconcile the figures at state level and submit reports.
- Should check Personal Registers, Periodical Registers and budget registers on the scheduled dates and guides the staff properly as per rules.
- Prepares Number statements and furnish to the Government in the Finance Department.
- He/She is a Stationary Officer in-charge of the Accounts Wing of the office of the Director/Commissioner of SCDD. He/She goes on tour under specific instructions of the Director/Commissioner for inspection of institutions/offices and other schemes, on return from tours he/she submits his/her reports to the Director/Commissioner.
- He/She is in-charge of the Internal audit of the Accounts of the Office of the Deputy Director, SCDD in the districts, Offices of ASWOs and Institutions.
- At headquarters he/she attends to the audit reports of internal audit and he/she also looks after audit objections, Audit paras and CAG reports.
- He/She pursues with the concerned Officers in the Directorate/Commissionerate and also with the District Officers Viz., DDs/DSCDOs, AAOs, ASWOs to clear off audit objections and prepare notes for the Public Accounts Committee.
- Conducts internal audit of the offices of the Deputy Directors, ASWOs and Hostels and other institutions.

- He/She obtains the accounts data regarding the accounts i.e., allotment of budget, expenditure, drawl and disbursal, procedure followed in purchase of materials and genuineness of the expenditure incurred.
- Prepares audit reports in respect of each office and submit the internal audit reports to the Director/Commissioner through the Additional Director.

**Designation:** Junior Accounts Officer:

**Duties:**

**a) Statutory:**

- Subordinate to the Accounts Officer.
- JAOs have to be well acquainted with TS Financial codes, Treasury rules and other Government orders pertaining to budget, expenditure etc., they have to work only as per the statutory rules.

**b) Administrative:**

- Attends to the office work as entrusted to him/her by the AO. He/She supervises the work of Senior Accountant and Junior Accountants and submit the files to his/her immediate superiors like AO after proper scrutiny.
- Submit the Personal Registers and periodical registers to the AO.

**c) Others:**

- JAOs and Senior Accountants go on tours along with AO and assist him/her in conducting internal audit of the accounts of the offices of DDs/ASWOs and other SCDD Institutions. They prepare notes and submit them to the AO for further action.
- Staff in the Accounts branch work only under the guidance of the AO.

**Designation: Librarian:**

**Duties:**

- The Librarian has to maintain library of the office of Director / Commissioner of Social Welfare.
- Maintains stock registers of library books, catalogue / reports / newspapers, compendiums etc.
- He/She verifies the daily news-papers for the news published on the Department activities whether those are favourable or adverse and submit to the Director/Commissioner for the necessary action such as rejoinders in case of adverse news.

**Designation:** Deputy Director / DSCDO (District Level)

**Powers:**

- Appointing authority for the post of typist / Junior Assistants / JACTs and below cadre posts.
- Drawing and disbursing officer of the District office and HWOs in new district where as AAOs in erstwhile districts.
- Competent authority for promotion and transfers and disciplinary authority up to the cadre of Senior Assistant and below cadre.

**Duties:**

**a) Administrative:**

- ✓ ANNEXURE TO G.O.MS.NO.84 S.W. (BUD.I) DEPT.DT.18.9.2000.

**Job Chart of Deputy Directors (Social Welfare):**

- He/She is the Head of Office at district level.
- He/She is the budget controlling officer.
- He/She shall review expenditure every month and rationalize release of funds under various schemes.
- He/She is responsible to furnish monthly progress reports / periodicals for review towards implementation of various Social Welfare Schemes in the Districts.
- Shall discharge all other administrative functions as per service rules and orders earlier issued as head of the office.

**HOSTELS:**

- Shall inspect hostels in the presence of Asst. Social Welfare Officers especially during study hours and during prime time (Between 6.00 PM to 9.00 PM) and take all preventive and curative steps, if needed and initiate disciplinary action against the concerned.
- Shall make night halts in some Hostels and SC locality every month.

**SCHOLARSHIPS:**

- He/She shall sanction post / pre matric scholarships to the eligible SC students.
- Shall visit professional and other colleges and verify drawal and disbursement of post matric scholarships and watch receipt of acquaintances for previous payments.
- Shall review drawl and disbursement of pre-matric scholarships once in a quarter.

**b) Others:**

- Shall sanction incentive awards to inter-caste married couples.
- Declared as District Vigilance Officer for Scheduled Castes Development Department.
- Shall personally review Court Cases, Pensions Cases, Suspension cases every month.
- Shall review A.C.B. Cases, disciplinary cases and Vigilance Cases every month.
- Shall inspect Government Offices / Public Undertakings to verify the implementation of Rules of Reservation in services and maintenance of rosters.
- Shall review and monitor SCSDF once in a month with all departmental officers under the chairmanship of the District Collector and submit report to the Director/Commissioner.
- Shall visit the scene of occurrence of any atrocity on SCs and appraise the District Collector regarding the steps to be taken for relief and rehabilitation of the victims of atrocities.

**Designation:** Assistant Social Welfare Officers / Assistant SC Development Officer

**Powers:**

- Drawing and disbursing officer for the staff working under his control.
- He/She is the Public Information Officer under RTI act for ASWO office.
- He/She is the Appellate authority under RTI act for Hostels under his control.

**Duties:**

(CSW's Circular Rc.No.M1/14469/96 Dt.23-4-97)

- The Assistant Social Welfare Officers should thoroughly inspect all the Hostels and other institutions including Ashram Schools, Government Orphanages located in their jurisdiction at least once in a month without fail as per the instructions given from time to time.
- Responsible for verification and processing of applications for Post Matric Scholarships and Verification of disbursements and report undisbursed amounts regularly.
- He/She will attend all post matric institutions once in a month on specific day as prescribed and ensure disbursement of scholarships to the students in the presence of public representatives. He/She should strictly adhere to the instructions issued in G.OMs.No.80, SWD Dt.24.07.2002.
- Responsible for distribution of dresses, note books to hostellers.

- Supply provisions, essential commodities to Government hostels at the hostel point.
- Select beneficiaries under house sites to weaker sections and for acquisition of lands for house sites.
- Responsible for enrolment of SC school going children in the schools and furnish monthly reports to Deputy Director (SW).
- He/She will be Responsible for collection and maintenance of basic data related to Scheduled Castes and other schemes pertaining to Social Welfare Department.
- He/She will identify SC localities for provision of drinking water, electricity and other civic amenities.
- He/She should submit his/her tour diaries along with progress reports to the Deputy Director (SW) by 3<sup>rd</sup> of every month.
- He/She will take action for giving publicity on removal of untouchability and implementation of PCR and PoA Acts.,
- He/She should take action to report cases of atrocities to the District Administration immediately after occurrence.
- He/She is responsible for detection and reporting of atrocities cases against SCs/STs and take follow-up action for relief and rehabilitation as per the instructions of the Deputy Director (SW) / District Collector.
- He/She is responsible Officer for verification of Social status of candidates and cases of inter-caste married couples referred to him.
- He/She is the drawing officer for salaries of the staff including hostels in his jurisdiction.
- Assistant Social Welfare Officer should make special efforts to get applications for admission to hostels from deserving candidates, with the involvement of NGOs wherever possible.
- He/She should convene Hostel Advisory Committee meetings by involving the parents.
- He/She is responsible for monitoring of academic performance of the boarders and maintenance of the progress cards, health cards in the hostel and achieving good results in the public examinations.
- He/She should inspect hostels and other institutions frequently and cover all institutions at least once in a month and submit inspection report in the format prescribed to the Deputy Director (SW) every month.
- Inspections should be critical and not routine.
- He/She should take follow up action on the discrepancies noticed in the hostel immediately which are within his capabilities and pursue with the higher authorities for the remaining.

- He/She should cross check school attendance of the hostel boarders at random and ensure that wardens verify boarders attendance in the schools regularly.
- He/She should maintain movement register in his/her office in which he/she should record his movement whenever he/she is on tour. The Wardens/Matrons who visit ASWOs Head quarters should sign in the Movement Register kept in ASWO's Office.
- He/She should gather information on input data forms for hostels and Scholarships Management Information System in the input formats and submit the same to the Deputy Director (SW) before 10<sup>th</sup> of every month.

**Designation:** Office Superintendent

**Duties:**

- The Superintendent will exercise general supervision over the section both in regard to the work and discipline.
- He/She must periodically inspect the Personal Registers and see that they are punctually, neatly and properly maintained.
- Receiving of tappals, enter into the distribution register and distribute them to the concerned clerks who are to deal with them in the Section.
- Superintendents are responsible for the style and accuracy of the notes and proceedings from their sections and that they cannot throw that responsibility on their clerks. When a clerk's note is wrong or imperfect, a fresh note should be prepared and the other removed.
- It is also duty of Heads of sections to enforce to maintain economy in the use of stationary and to watch constantly for possibilities of saving and avoiding wastage.
- Heads of sections are responsible for examining the Stock files at frequent intervals and see that they are kept carefully and tidily and brought up-to-date.

**Designation:** Hostel Welfare Officer

**Powers:**

- The cosmetic charges and diet charges should be paid/distributed to the boarders every month before 10<sup>th</sup> as per G.O.Ms.No.126, Social Welfare Department
- He/She is the Public Information Officer under RTI act for Hostel.
- He/She is the drawing and disbursing officer for the staff working under his/her control.



## **Duties:**

### **(1) Head-Quarters Maintenance:-**

- a. The HWO should invariably stay in the Head Quarters and furnish their Residential address with Door number to the Assistant Social Welfare Officer.
- b. The HWO should not leave the Head Quarters even on holidays, without the permission of the Assistant Social Welfare Officer.

### **(2) Duty Hours:-**

- a. The HWO should invariably be present in the hostel during the following hours
  - 1) 6.00AM to 9.00 AM
  - 2) 12.30 PM to 1.30 PM
  - 3) 5.30 PM to 9.00 PM
- b. During lunch time, HWO shall visit the concerned school to monitor the proper implementation of Mid day meal for the hostel boarders. During school holidays, lunch should be provided at hostel.

### **(3) Daily Attendance Monitoring of Boarders:-**

- a. Daily roll call of the boarders should be taken both in the morning and in the evening and after closure of the attendance, the attendance register signed by the HWO every day.
- b. A Prayer session shall be held at the time to roll call.
- c. The boarders should not be allowed to go to their native places, except for vacation. Permission letters should be maintained whenever boarders are permitted to leave the hostel.

### **(4) Maintenance of Basic infrastructure, cleanliness and Greenery in Hostels:-**

- a. HWOs are responsible for ensuring adequate lighting and replacement of fused out bulbs and for regular water supply to the toilet blocks, kitchen and drinking water to the boarders.
- b. They are responsible for keeping the hostel premises clean and tidy. The up keep of the sanitary conditions of the lavatory and bathrooms should be ensured by them.
- c. They should maintain kitchen garden in the premises of the hostel wherever space is available with the active involvement of the boarders and staff. They should grow trees in the premises of all Government hostel buildings.

- d. They are responsible for safeguard of all materials given to the hostel. They should also take steps to prevent damage to hostel property.
- e. Any Major / Minor repairs required in the hostel should be brought to the notice of ASWO and District level Officials.

#### **(5) Distribution of Materials to Boarders:-**

- a. HWOs should ensure that all the boarders are supplied with Note Books, clothing, Bedding materials, plates and glasses as per the scale prescribed by the Government as and when, supplied by the department without any delay. In case of text books, they should coordinate with the HMs concerned to ensure that the hostel boarders get all the required text books. In case of any shortfall, it should be brought to the notice of higher authorities for taking necessary corrective action.
- b. Submission of Requirements, Indents, Periodical Reports as prescribed at District Level through ASWO concerned.

#### **(6) Maintenance of Registers:-**

- a. HWOs should maintain the following registers
  - i. Admission Register of the Boarders.
  - ii. Attendance (signature) Register of the Boarders.
  - iii. Attendance Register of the staff.
  - iv. Provision Stock and Issue Register.
  - v. Daily Purchase cum Vendors Acquaintance Register.
  - vi. Permanent Articles Register.
  - vii. Cash Book.
  - viii. Treasury Bill Register.
  - ix. Stock and Issue Register of Dresses/Note Books and Cosmetic Disbursement Registers.
  - x. Visitors Register.
  - xi. Movement Register of HWOs and other staff.
  - xii. Movement Register of Boarders.
  - xiii. Staff Salary Acquaintance Register.
  - xiv. Bills Register (Office copy of all bills sent).
  - xv. Minutes book of Hostel Advisory Committee.
  - xvi. Students Grievances Register.
  - xvii. Permanent Advance Register.
  - xviii. Library Books Register.
- b. A movement Register for the entire staff including HWO and boarders should be maintained in the format prescribed.
- c. The attendance register of the staff and boarders, movement register of staff and boarders, visitors register and Daily menu register should be kept outside lock and key during his/her absence from the hostel. These Registers may be kept with one of the responsible staff members and should be made available to the Inspecting Officers.

**(7) Cosmetic charge to the Boarders:-**

- a. The cosmetic charges should be drawn and distributed to the eligible boarders every month before 10<sup>th</sup>.

**(8) Academic Responsibilities of HWO:-**

- a. They should maintain progress reports of marks of each boarder for the tests conducted in the hostel school and give coaching to the students every day in the night. They should give special attention to the academically weak students.
- b. They should visit the schools and contact the Head Masters to know the regular attendance of the boarders in the schools and obtain daily school attendance of the hostel boarders from the Head Masters and keep a record to that effect.
- c. In respect of Special Hostels, the Hostel Welfare Officers should monitor the studies of 10<sup>th</sup> class boarders fortnightly by conducting weekly tests and evaluation. They should target for 100% results in 10<sup>th</sup> class examination with constant co-ordination of Head Masters and Teachers concerned of the respective schools.
- d. They should arrange special coaching to the boarders from the beginning of the academic year and pay remuneration to the tutors regularly.

**(9) Menu Implementation:-**

- a. There should be a Mess Committee of the boarders and change them every alternate month. Mess committee should be involved in implementation of the prescribed menu.
- b. They should display on the notice board, the menu chart and they should note the items served daily with dates.
- c. They should issue daily provisions to the cook in the presence of the Mess Committee member and obtain signatures of the cook and also Mess Committee member immediately in the appropriate column of the Provision Stock and Issue register.
- d. They should serve invariably three meals per day at proper timings. On school working days, when mid-day meal is expected to be served in the schools, two meals per day have to be served. The food served should be freshly cooked for every session. Under no circumstances left-over food of previous session or day shall be served.
- e. The HWOs should not purchase any dietary items directly from the open market, except the items authorized by the District Purchase Committee as communicated by the Joint Director / Deputy Director. The price paid for such items should not exceed the prevailing market rate.

**(10) Class wise allocation of boarders in rooms and display of names:-**

- a. The boarders should be accommodated in the available rooms, class wise as far as practicable and their names together with particulars of the class and school studying should be displayed with dates.

**(11) Inspection Register and follow up action on inspection remarks:-**

- a. 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 taken within a week.

**(12) Financial Responsibilities:-**

- a. The Joint Director / Deputy Director will release budget for each hostel. HWO should submit bills to the Sub-Treasury Officer before 10<sup>th</sup> of every month as per the guidelines issued in GO No.126 SW Dept., dated 03-09-1997. The school attendance signed by the Head Master for all working days and hostel attendance on all public holidays in a month signed by the HWO should be enclosed to the diet charges bill along with the particulars in the format as prescribed.
- b. They should enclose all the vouchers in original relating to food charges to the bills by keeping duplicate copies in the bill register. One copy of the Diet charges bill with check memo should be submitted to the ASWO every month along with a statement of reconciled expenditure signed by the sub-treasury officer.

**(13) Enforcing job chart of Class-IV staff in hostel:-**

- a. They should enforce duties and responsibilities of staff working in the hostels and are responsible for discharging their prescribed duties.

**(14) Health of boarders:-**

- a. They should arrange medical checkup of the boarders with the help of P.H.C Doctors every month and maintain boarders health card. Prompt action should be taken whenever boarders fall sick to take them to the nearest Government Hospital / qualified doctor. Any negligence on the part of HWO in this regard will be viewed seriously.
- b. They should maintain first aid box to treat the ill boarders in case of emergency, before the boarders are taken to the nearest doctor.

**(15) Hostel Advisory Committee:-**

- a. They should convene Hostel Advisory Committee meeting chaired by the Presidents, Mandal Praja Parishath of the TS High School as per

G.O.Ms.No.35 SW (Edn.2) Dept, dt.27-4-2010 on 2<sup>nd</sup> Monday of every month involving other members of the Committee, write up the minutes and send them to ASWOs concerned.

**(16) Admissions in hostels:-**

- a. Every HWO shall make the best efforts to fill up the vacant seats in the hostel as per the prescribed caste ratio. They shall visit all the SC colonies in their Jurisdiction, contact the parents, explain the facilities in the hostels and motivate the parents to admit the eligible students in the hostel.
- b. The HWOs are personally responsible for elimination of local students from the Hostel. They should verify the eligibility of every student before giving admission in the hostel and bring to the notice of the ASWO and the Deputy Director, if there are any lapses as per rules.
- c. They shall obtain approval of the Advisory Committee on admissions made as per the procedure prescribed.

**(17) Hostel Management System (e-HMS):-**

- a. Hostel Welfare Officer shall make the following changes in the Hostel Management System (e-HMS).
  - i. Yearly entries: Registration of students (Renewal & Fresh), Rental details, vendor registration, staff details and regular and Outsourcing and daily wages (if any), the district minimum wage as notified for the district, Tutors (giving details of subject, name, bank account number, address, mobile number).
  - ii. Monthly Entries: Medical bills, office and local purchases, cosmetic bills, electricity charges, water charges; generation of monthly indents to the Civil Supplies Corporation through the district officers.
  - iii. Daily entries: Attendance of students, staff and tutors, issues and purchases of stocks for the day by giving details of voucher numbers, date & amount and description of item.
- b. Hostel Welfare Officer shall be responsible for the accuracy of above data entered in the system.
- c. The HWO at the end of the month shall generate the bills through the SW hostels website and present it to the treasury for passing the bill online. After generation of TBR Number in the e-hostel package, the Hoard Copy of the Bill should be submitted in the Treasury.
- d. Detailed guidelines for the supply of the essential commodities have already been issued vide G.O.Ms.No.51, social Welfare (Edn.1) Department Dt. 17.05.2014. All Hostel Welfare Officers shall give details of the closing balances of stock as on the last day of the month by 1<sup>st</sup> of

the month to enable the indents for rice, palm Oil, sugar, Dal and Pulses from the Civil Supplies Corporation by the District Welfare Officers.

- e. They should furnish the periodical reports as prescribed by the JD/DD(SW) through ASWO concerned.

**(18) Display of posters in hostels:-**

- a. They should display a chart showing the admissible items to the boarders on the notice board.
- b. Class wise, Social Status wise data of boards in the hostel should be displayed.
- c. Names of the higher authorities along with their phone numbers should be displayed so that in case of any grievance the boarders can access higher authorities.

**(19) Parents' meeting:-**

- a. HWOs should conduct meeting with all parents, at least once in a quarter, so that the progress of the boarders can be explained to them.

**(20) Conducting extracurricular activities:-**

- a. They are responsible for conducting extracurricular and co-curricular activities for hostel boarders for all round development of the boarders.

**(21) Pre-matric Scholarship Scheme-Role of the HWOs (G.O.Ms.No.54 SW (Edn.1) Dept, dt.24-05-2014:-**

- a. The HWOs are responsible for implementing the scheme in the schools allotted to them by the district office and mapped to the HWO login in the e-PASS website.
- b. Awareness camps have to be held in the schools allotted on the scheme amongst the eligible SC students.
- c. They should coordinate with HMs to facilitate the online filling of applications by all eligible SC students.
- d. They should coordinate with Revenue Authorities to obtain Mee Seva caste and income certificates for the students seeking pre matric scholarships.

- e. They should facilitate the opening of bank account for student.
- f. The HWO, in whose jurisdiction the school is located shall be the verification Officer for all students' applications received from the school under Pre-Matric Scholarship Scheme. The prescribed guidelines issued for verification of applications should be followed.

**(22) Co-ordination with other departments under SCSDF:-**

- a. They shall be responsible for coordination with other Departments for implementation of schemes sanctioned under SC Special Development Fund as per instructions issued from time to time on those schemes.

## **CHAPTER – 3**

### **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS [Section 4(1) (b) (3)]**

#### **PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

Head Quarters – Commissioner of SC Development Department

Decision making and Channels of Supervision:-

The currents are received in the office in Inward Section. Each new current will be assigned a number through e-office and handed over in the concerned section. The Junior Assistant / Senior Assistant of the section will put up the file along with rule position to the Superintendent. The Superintendent submits the files to the Asst. Director / Dy. Director / Joint Director / Additional Director. The Additional Director (SCDD) will submit the file to the Commissioner of SCDD. The Commissioner of SCDD will take a decision on the matters related to Budget, Policy and Service matters. The Addl. Director (SCDD) will take decision on routine matters.

Accountability:

All the Officers of SC Development Department have to follow the Rules set by the Government and responsible for implementation of the schemes.



**Channel of submission of files and Level of officers involved in decision making**

Sl. No	Subjects on which the decision is to be taken	Section	Process of execution and Designation of the officers involved in decision making					Remarks
			Circulating Officer	First Level Officer involved in decision making	Second Level Officer involved in decision making	Third Level Officer involved in decision making	Final decision making officer	
1	Service Matters of all Gazetted Officers of the Department	A	Superintendent	Dy. Director / Asst. Director	Joint Director	Addl. Director	Commissioner	Govt., Rules and instructions are to be followed.  Policy decisions are taken by the Director/ Commissioner on the recommendations of the circulating officers
2	Service Matters of Non-Gazetted Officers working in the Districts	A	Superintendent	Dy. Director / Asst. Director	Joint Director	Addl. Director	Commissioner	
3	Vigilance Cases	A	Superintendent	Dy. Director / Asst. Director	Joint Director	Addl. Director	Commissioner	
4	Maintenance of Pre matric Hostels / Ananda Nilayams	C	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	
5	Maintenance of Post matric Hostels	C	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	
6	Construction of Hostel Buildings/Integrated Hostels	C	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	

7	Additional facilities to the students of SC hostels	C	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	Provisions and Guidelines issued vide G.O.Ms. No. 8, SCD (Edn.) dept dt: 24-02-2018.
8	Post-matric scholarships	D	Superintendent	Dy. Director	Joint Director	Addl. Director	Commissioner	
9	Pre-matric scholarships	E	Superintendent	Dy. Director	Joint Director	Addl. Director	Commissioner	
10	Ambedkar Overseas Vidhya Nidhi	E	Superintendent	Dy. Director	Joint Director	Addl. Director	Commissioner	
11	Skill up-gradation	D	Superintendent	Dy. Director	Joint Director	Addl. Director	Commissioner	
12	Best available Schools	E	Superintendent	Dy. Director	Joint Director	Addl. Director	Commissioner	
13	Hyderabad Public School	E	Superintendent	Dy. Director	Joint Director	Addl. Director	Commissioner	
14	Financial Assistance to SC advocates	D	Superintendent	Dy. Director	Joint Director	Addl. Director	Commissioner	
15	Admission of SC meritorious students in corporate colleges	D	Superintendent	Dy. Director	Joint Director	Addl. Director	Commissioner	
16	Pre-matric scholarship to the children of those engaged in unclean operations	E	Superintendent	Dy. Director	Joint Director	Addl. Director	Commissioner	
17	Construction of community halls and Ambedkar bhavans	E	Superintendent	Dy. Director	Joint Director	Addl. Director	Commissioner	
18	Erection of Statues of Dr. BR Ambedkar, Dr. Babu Jagjivan Ram	E	Superintendent	Dy. Director	Joint Director	Addl. Director	Commissioner	
19	Acquisition of house sites for weaker sections	E	Superintendent	Dy. Director	Joint Director	Addl. Director	Commissioner	
20	Service matters of ASWOs / ASCDOs	F	Superintendent	Asst. Director	Joint Director	Addl. Director	Commissioner	

21	Service matters of HWOs	F	Superintendent	Asst. Director	Joint Director	Addl. Director	Commissioner	
22	Service matters of class IV of employees of hostels	F	Superintendent	Asst. Director	Joint Director	Addl. Director	Commissioner	
22	Kalyana Lakshmi	G	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	
23	Promotion of Inter caste marriages	G	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	
24	Special Criminal courts under the provisions of PCR and POA Acts	G	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	
25	Caste verification	G	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	
26	Monetary relief and legal aid to the victims of atrocities	G	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	
27	Rehabilitation of Jogin women	G	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	
28	Publicity on welfare schemes	H	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	
29	Implementation of RTI act	H	Superintendent	Asst. Director /APIO	Dy. Director or/PIO	Addl. Director/Appellate Authority	Commissioner	As per the Provisions of the RTI Act 2005 and the other orders issued by the Govt. from time to time.
30	Study Circles	H	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	
31	Planning	H	Superintendent	Asst. Director	Dy. Director	Addl. Director	Commissioner	

32	Service matters of Directorate/Commissionerate staff (other than gazetted)	K	Superintendent	Asst., Director	Joint Director	Addl. Director	Commissioner	As per the Ministerial Service Rules 1998 and General Subordinate Service Rules and Last Grade Service Rules 1992.
33	Maintenance of computers	K	Superintendent	Asst., Director	Joint Director	Addl. Director	Commissioner	
34	Maintenance of Stores	K	Superintendent	Asst., Director	Joint Director	Addl. Director	Commissioner	
35	Maintenance of motor vehicles	K	Superintendent	Asst., Director	Joint Director	Addl. Director	Commissioner	
36	Backlog vacancies	K	Superintendent	Asst., Director	Joint Director	Addl. Director	Commissioner	As per the Orders and the instructions from the Govt. from time to time
37	Birthday Celebrations of Dr. BR Ambedkar and Dr. Babu Jagjivan Ram	K	Superintendent	Asst., Director	Joint Director	Addl. Director	Commissioner	As per the Orders and the instructions from the Govt. from time to time
38	The prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013	K	Superintendent	Asst., Director	Joint Director	Addl. Director	Commissioner	

39	Implementatio n of SC Special Development Fund	SCSDF	Superintende nt	Assistant Director	Deputy Director	Addl. Director	Commi ssioner	As per the Telangana State Scheduled Caste and Scheduled Tribes Special Development Fund (Planning, Allocation and Utilization of Financial Resources) Act 2017.
40	Providing of free power to SC households consuming less than 50 units	SCSDF	Superintende nt	Assistant Director	Deputy Director	Addl. Director	Commi ssioner	
41	Assistance to nodal agency for implementing SCSDF	SCSDF	Superintende nt	Assistant Director	Deputy Director	Addl. Director	Commi ssioner	
42	Crucial Welfare Fund	SCSDF	Superintende nt	Assistant Director	Deputy Director	Addl. Director	Commi ssioner	
43	Budget related issues	Budget	Junior Accounts Officer	Accounts Officer	Addl. Director		Commi ssioner	
44	PAC and audit paras	Budget	Junior Accounts Officer	Accounts Officer	Addl. Director		Commi ssioner	
45	Preparation of bills and DTA reconciliation	Bills	Junior Accounts Officer	Accounts Officer				
46	Preparation maintenance of cash book and records	Bills	Junior Accounts Officer	Accounts Officer				
47	Sanction of pensions, Pay fixation and release of increment	N	Junior Accounts Officer	Accounts Officer	Addl. Director		Commi ssioner	As per the pension rules and FRs
48	Sanction of loans and advances	N	Junior Accounts Officer	Accounts Officer	Addl. Director		Commi ssioner	
49	Service matters of Accounts branch	N	Junior Accounts Officer	Accounts Officer	Addl. Director		Commi ssioner	
50	Maintenance of service registers	N	Junior Accounts Officer	Accounts Officer				As per the provisions content in the FR and other services

## **District - Deputy Director/DSCDO (SCDD):**

### **Decision making and Channels of Supervision:**

At District level in each Deputy Director's/ DSCDO's office, the files will be put up by the concerned Junior Assistants/Senior assistants/Superintendents to the Deputy Director (SCDD) / District Scheduled Castes Development Officer on the schemes implemented at District Level. The Dy. Director (SCDD) / DSCDO is the sanctioning authority for Post Matric Scholarships. He also takes decision on the schemes implemented at District Level with the approval of the District Collector. The Assistant Social Welfare Officers are the scrutinizing and recommending authorities for sanction of Post Matric Scholarships. They also supervise hostels and take up social status verifications.

The Hostel Welfare Officers will look after the administration of hostels.

### **Accountability:**

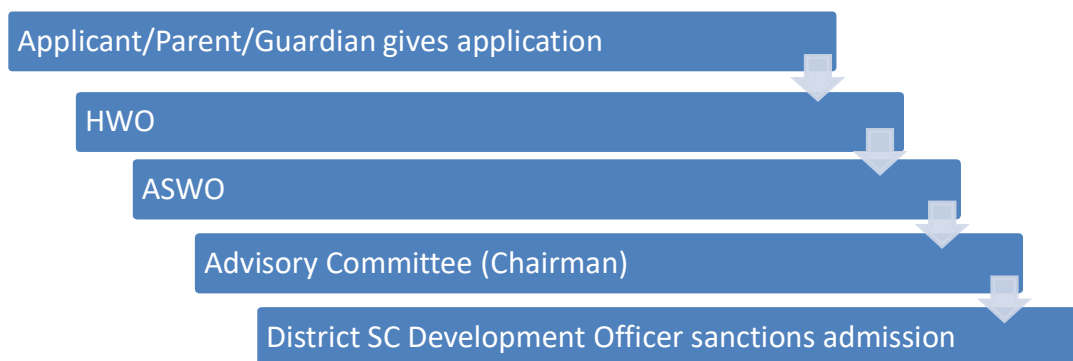
All the Officers of Social Castes Development Department have to follow the Rules set by the Government and responsible for implementation of the Schemes.

### **1. Sanction of Admissions into a SC Hostel:**

#### **Guideline/Direction, if any**

Refer chapter 12

#### **Process of Execution:**



#### **Designation of the officers involved in decision making.**

HWO, DSCDO, Advisory Committee (Chairman-President MPP/RDO concerned)

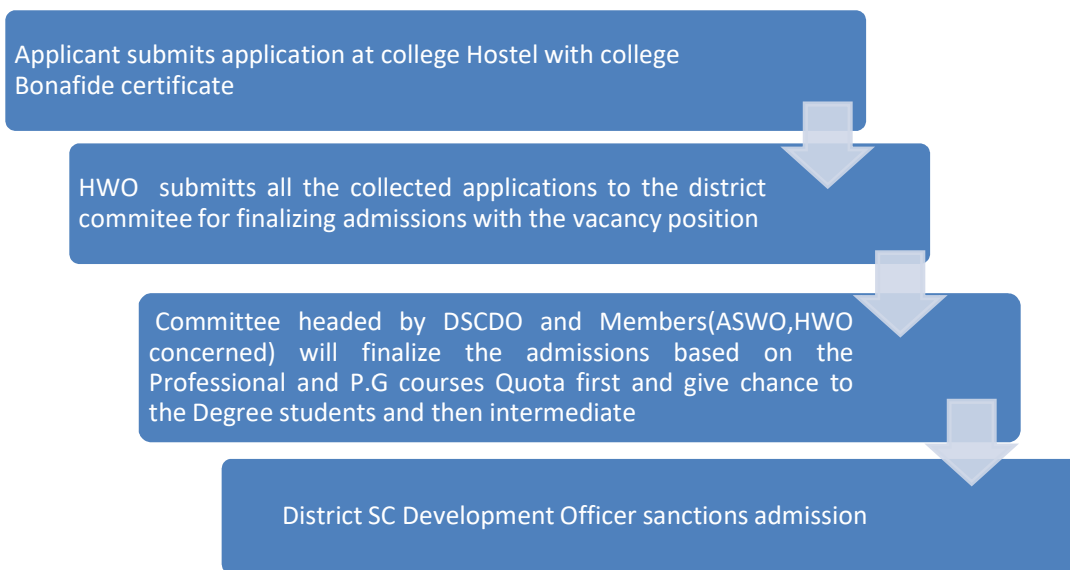
**If not satisfied by the decision, where and how to appeal.**

District Collector

**2. Sanction of Admissions into SC College Hostel:**

**Guideline/ Direction, if any:** For Boys/Girls who completed SSC, Income of Parents not exceeding of Rs.1.50 lakhs (Rural areas) and Rs.2.00 lakhs (Urban Areas) (Refer chapter 12).

**Process of Execution:**



**Designation of the officers involved in decision making.**

HWO, DSCDO, Advisory Committee (Chairman-RDO concerned)

**If not satisfied by the decision, where and how to appeal.**

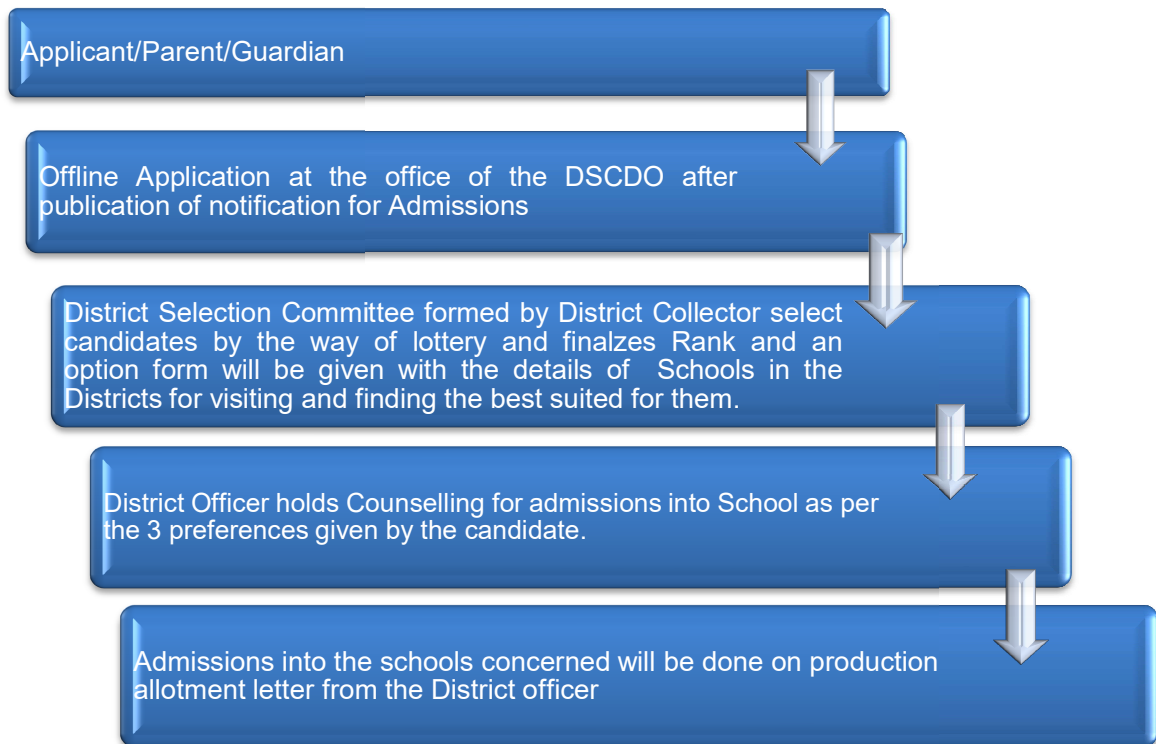
District Collector

**3. Admissions into Best Available Schools:**

**Guidelines/Direction, if any**

Refer chapter 12

## Process of Execution:



## Designation of the officers involved in decision making.

District Collector, District Selection Committee, DSCDO (of the concerned district)

## If not satisfied by the decision, where and how to appeal.

Commissioner, SC Development Department.

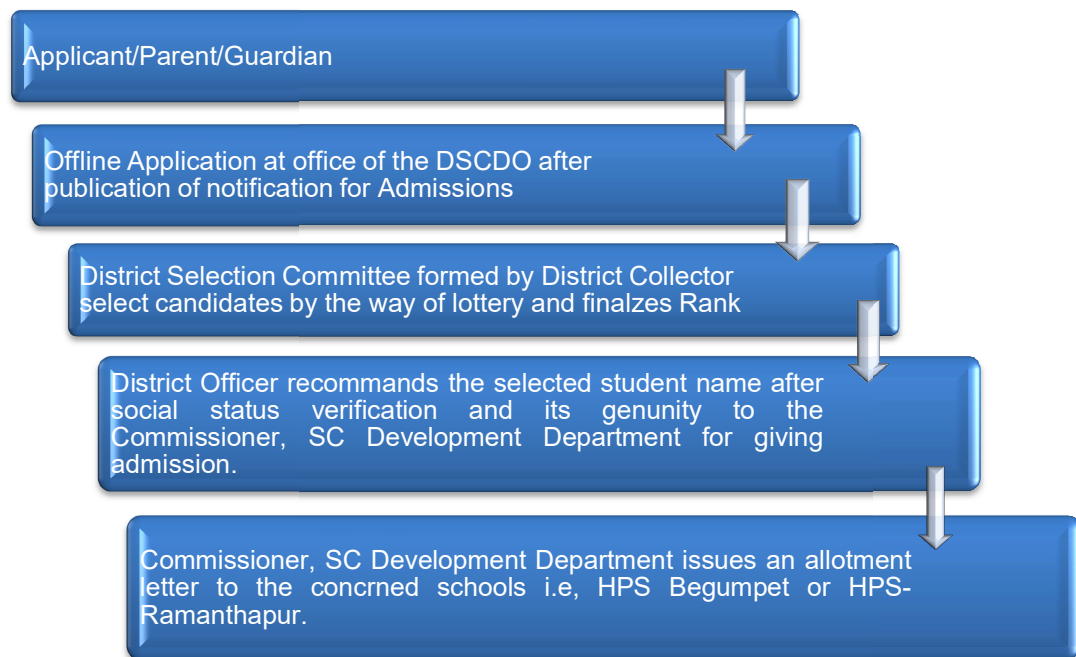
## 4. Admissions into a Hyderabad Public School (HPS- at Begumpet and Ramanthapur) for admission into 1<sup>st</sup> class:

### Guideline/Direction, if any

1. Must be a SC
2. Must be completed UKG from any recognized school.
3. Must be completed 4 years but not completed 5 years.  
(Refer chapter 12 for more details)



### Process of Execution:



### Designation of the officers involved in decision making.

District Collector, District selection Committee, DSCDO (of the concerned district)

### If not satisfied by the decision, where and how to appeal.

Commissioner, SC Development Department

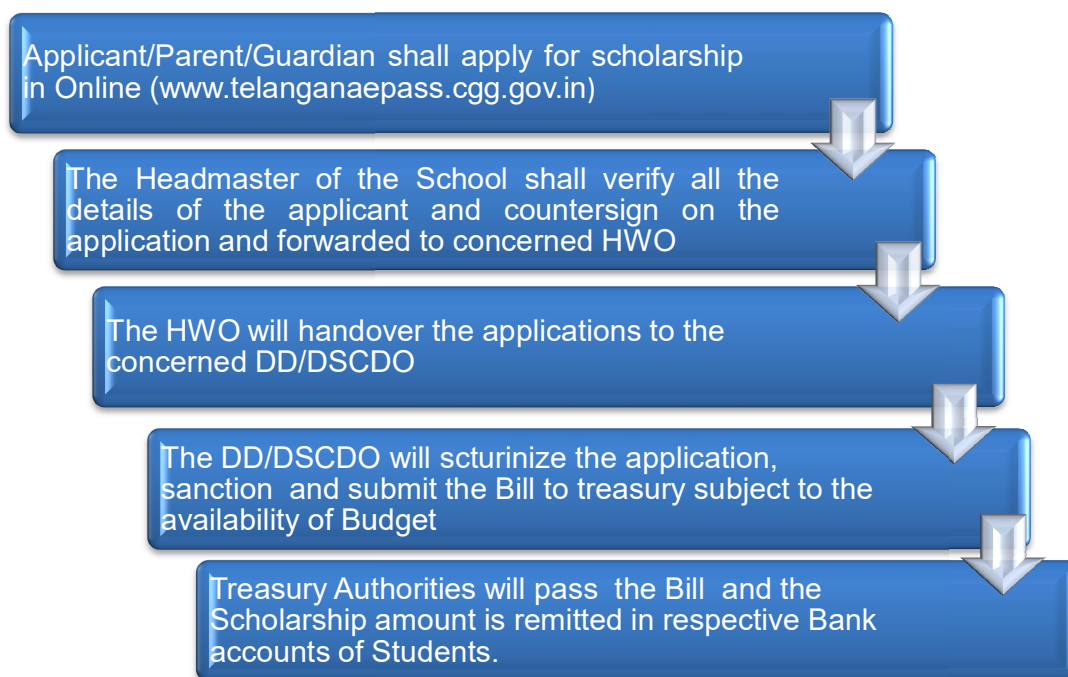
### 5. Pre Matric Scholarships (New Scheme):

#### Guideline/Direction, if any

1. Must be a SC
2. Must be studying in ZP/UPS/MPS/Municipal/Aided Schools
3. The Scholarship is sanctioned to 5<sup>th</sup> class to 8<sup>th</sup> class students @Rs.1000/ and Rs.1500/- per annum to Boys and Girls respectively.
4. Income of Parents not exceeding of Rs.2.00 Lakhs
5. The Joint Account of student and parent.

(Refer chapter 12 for more details)

## Process of Execution:



## Designation of the officers involved in decision making.

Head Master, HWO, DD/DSCDO.

## If not satisfied by the decision, where and how to appeal.

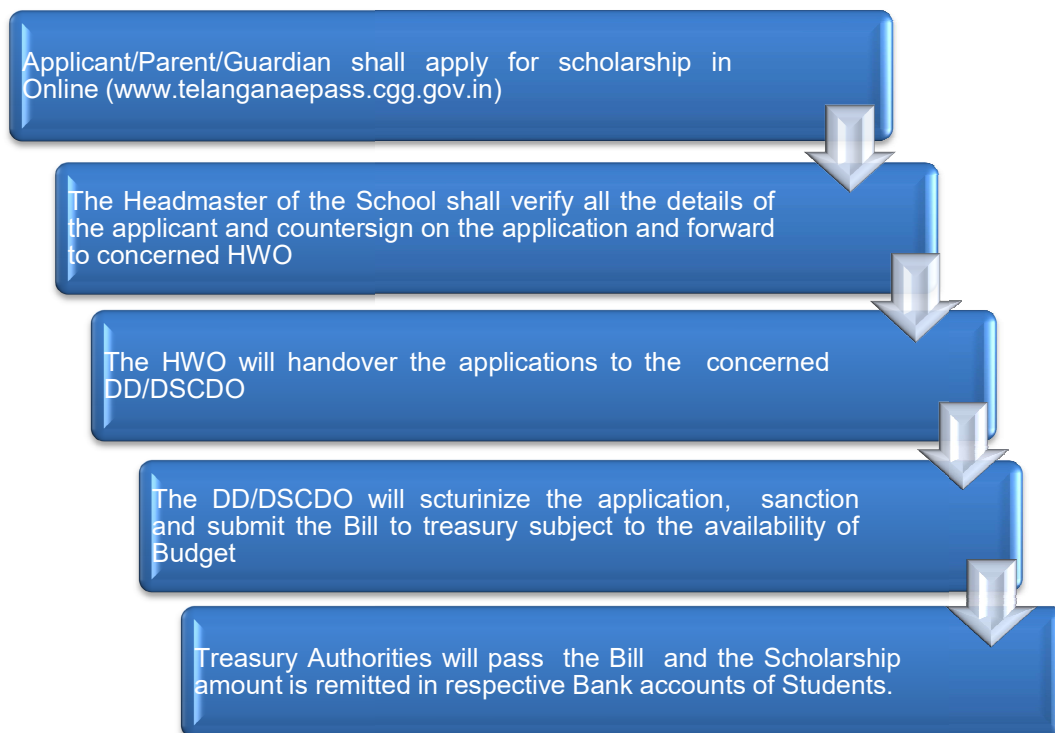
DD/DSCDO, Collector.

## 6. Pre Matric Scholarships to IX and X students:

### Guideline/Direction, if any

1. Must be a SC
2. Must be studying in ZP/Municipal/Aided Schools
3. The Scholarship is sanctioned to 9<sup>th</sup> to 10<sup>th</sup> class students @Rs. 3000/- per annum.
4. Income of Parents not exceeding of Rs.2.00 Lakhs
5. The Joint Account of student and parent  
(Refer chapter 12 for more details)

## Process of Execution:



## Designation of the officers involved in decision making.

Head Master, HWO, DD / DSCDO.

## If not satisfied by the decision, where and how to appeal.

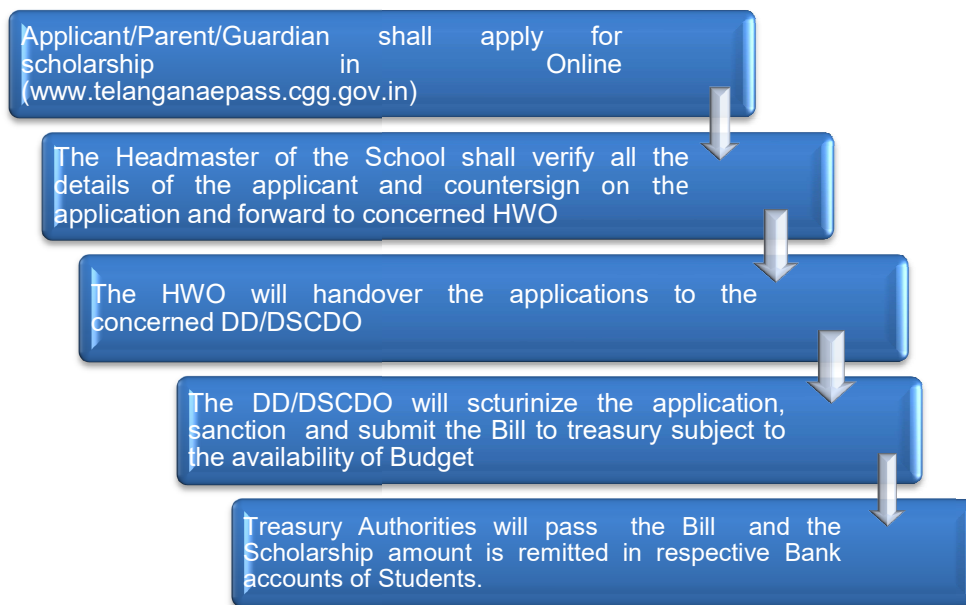
DD / DSCDO, Collector.

## 7. Pre Matric Scholarships to children of parents engaged in Unclean Occupations:

### Guideline/Direction, if any

1. Either of the Parent or both must be engaged in unclean occupation such as sweeper, scavenger, tanner, cobbler etc.,
2. Must be studying in Government/Local body or recognized Private Schools.
3. The Scholarship is sanctioned to 1<sup>st</sup> class to 10<sup>th</sup> class students @ Rs.3000/- per annum.
4. There is no income Limit.
5. The parents obtained Unclean Occupation certificate from concerned Panchayat Secretary / Municipal Commissioner is required.
6. The Joint Account of student and parent.  
(Refer chapter 12 for more details)

### Process of execution:



### Designation of the officers involved in decision making.

Head Master, HWO, DD/DSCDO.

### If not satisfied by the decision, where and how to appeal.

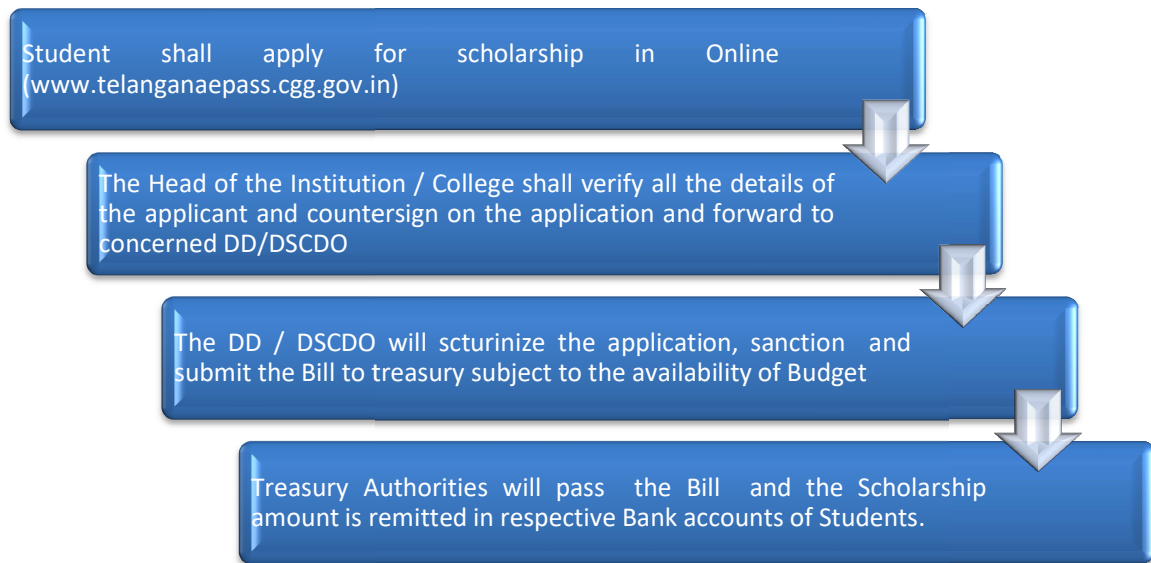
DD / DSCDO, Collector.

## 8. Post Matric Scholarships (Reimbursement of Tuition Fee and Maintenance charges):

### Guideline/Direction, if any

1. Must be an SC / BC-C.
  2. Must be studying in Govt./recognized institutions/ colleges.
  3. The scholarship is sanctioned to those who are pursuing all academic courses after qualifying the SSC.
  4. Income of Parents not exceeding of Rs.2.00 lakhs.
  5. The Bank Account of student is required.
- (Refer chapter 12 for more details)

### Process of Execution:



### Designation of the officers involved in decision making.

Head of the Institution / College, DD / DSCDO.

### If not satisfied by the decision, where and how to appeal.

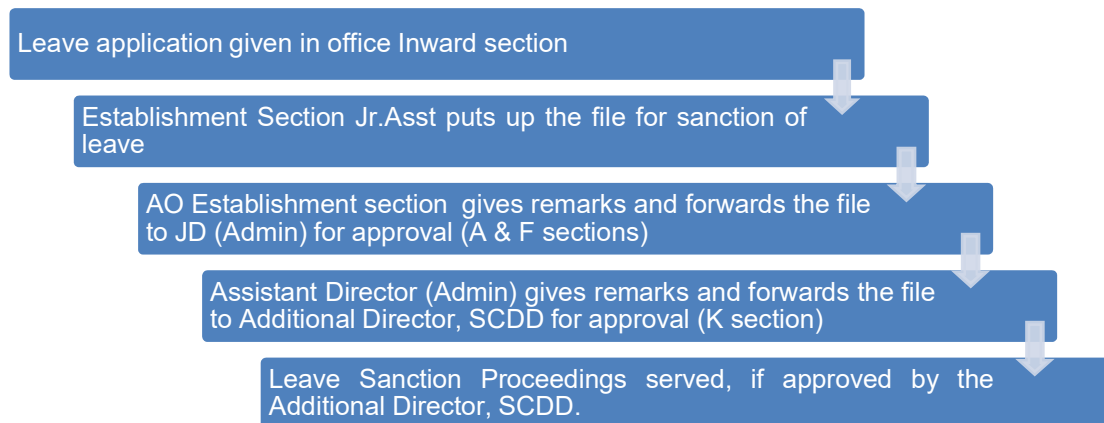
DD / DSCDO, Collector.

## 9. Sanction of leave to employees:

### Guideline/Direction, If any

TS Leave Rules

### Process of Execution:



**Designation of the officers involved in decision making.**

Jr. Asst, Superintendent, Assistant Director, AO, JD (Admin.) and Commissioner, SCDD.

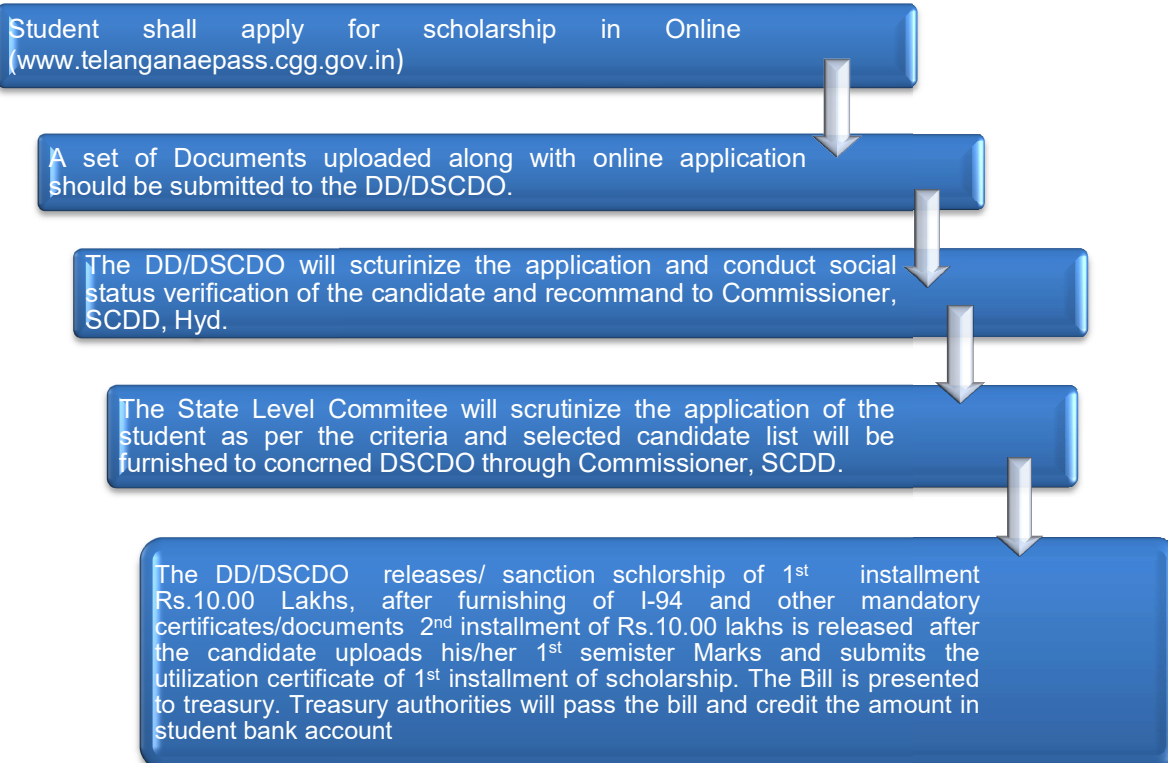
**If not satisfied by the decision, where and how to appeal.**

Commissioner, SCDD

**10. Financial Assistance to SC Students to pursue studies Abroad (Ambedkar Overseas Vidya Nidhi (AOVN)):****Guidelines/Direction, if any**

1. Must be a SC.
2. Native of Telangana.
3. Countries eligible under the scheme are USA, UK, Australia, Canada, Singapur, Germany, New Zealand, Japan, France and South Korea.
4. 60% of Marks or equivalent grade in Degree for pursuing P.G Courses and P.G Course for studying Ph. D Courses.
5. Student should have TOEFL (60)/ IELTS (6.0) / GRE (260),GMAT(500)/ PTE (50).
6. Students should have valid passport and appropriate VISA where student intends to study.
7. Admission letter from accredited University/Institution abroad.
8. One candidate per family is only eligible.
9. Income Limit of the Parents is Rs. 5.00 Lakhs P.A.
10. a) Rs.20.00 Lakhs towards Tuition fee, living expenses etc.,  
b) One way flight charges maximum of Rs. 50,000/- and VISA fee.  
(Refer chapter 12 for more details)

## Process of Execution:



## Designation of the officers involved in decision making.

DSCDO/DD, Director, State level Committee.

## If not satisfied by the decision, where and how to appeal.

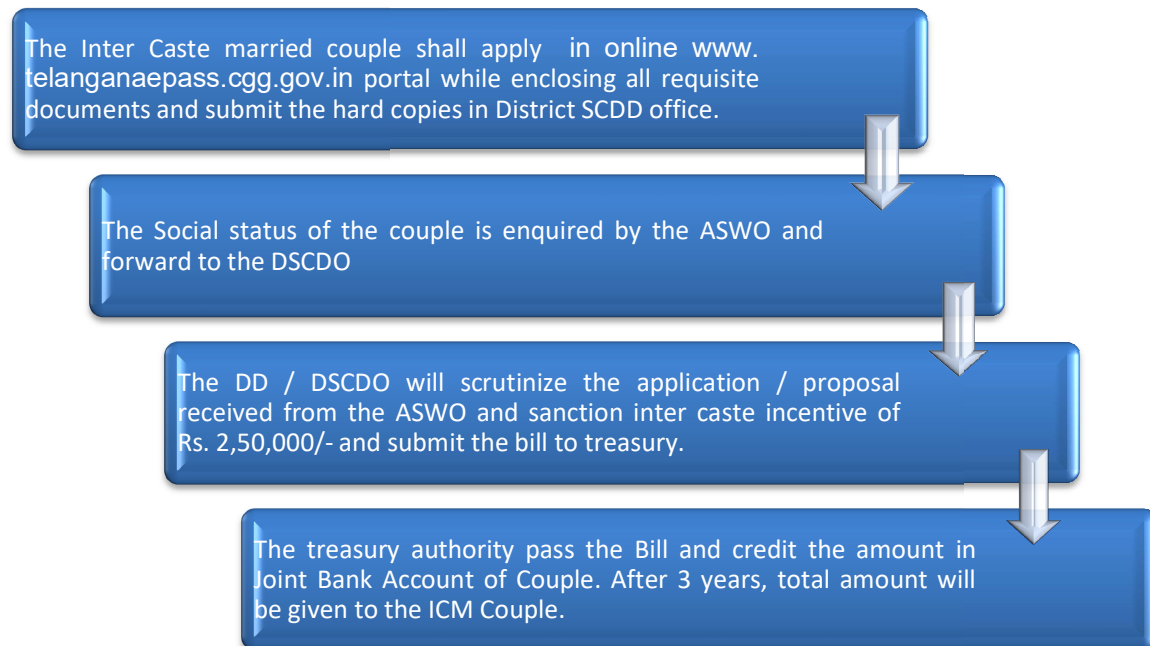
Commissioner, SCDD.

## 11. Promotion of Inter Caste Marriage:

### Guideline/Direction, if any:

1. One of the couple shall belongs to SC
  2. Native of Telangana
  3. No Income Limit
  4. Must register before 1 year from the Date of Marriage.
  4. Incentive award of Rs.2,50,000/-
  6. The Joint account of the couple.
- (Refer chapter 12 for more details)

### **Process of Execution:**



### **Designation of the officers involved in decision making.**

ASWO, DD / DSCDO.

### **If not satisfied by the decision, where and how to appeal.**

DD / DSCDO / Collector.

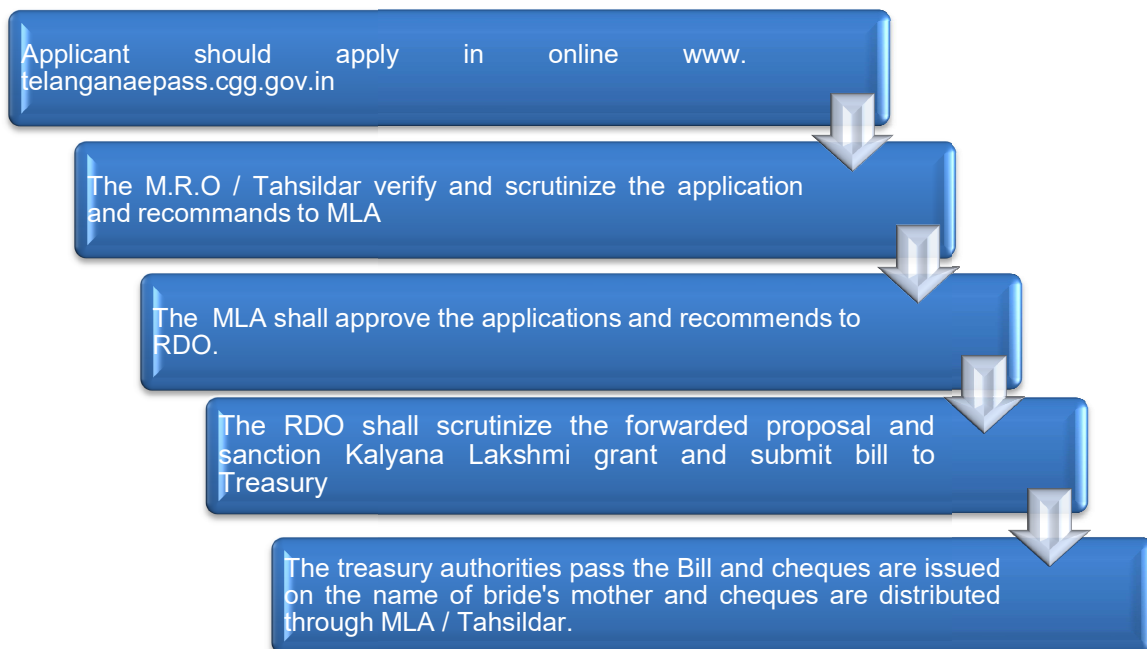
## **12. Kalyana Lakshmi Scheme:**

### **Guideline/Direction, if any:**

1. Unmarried girl belongs to SC community
2. Native of Telangana
3. The Girl should have completed 18 years age.
3. Income Limit of the parents is not exceeded Rs.2.00 lakhs per annum.
4. Rs.1,00,116/- grant is sanctioned under this scheme w. e. f. 01.04.2018.
6. Amount credited in the bride's Mother bank account.



### **Process of Execution:**



### **Designation of the officers involved in decision making.**

MRO / Tahsildar / RDO.

### **If not satisfied by the decision, where and how to appeal.**

RDO / Collector.

## CHAPTER – 4

### NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

#### [Section 4(1) (b) (4)]

SC Development Department has set the following targets, standards and response time for delivery of the services:

##### 1. Hostels:

1	Notification for admissions	June
2	Advisory committee meetings and finalisation of admissions	July
3	Supply of Note Books	Before July
4	Supply of Dresses	Each 4 Pairs
5	Disbursement of cosmetic charges	Every Month

##### 2. Post-Matric Scholarships:

1	Notification for fresh Post-matric Scholarships	June
2	Drawl and disbursement of 1 <sup>st</sup> & 2 <sup>nd</sup> quarters Renewal Scholarships (Subject to availability of funds)	Between April to June
3	Convening of Scholarships committee meeting and sanction of fresh Scholarships	by June
4	Drawl and Disbursement of 1 <sup>st</sup> spell fresh Scholarships (Subject to availability of funds)	Between July and September
5	Drawl and Disbursement of 3 <sup>rd</sup> quarter renewal & 2 <sup>nd</sup> spell fresh Scholarships	Between July & Sep

##### 3. Ambedkar Overseas Vidya Nidhi Financial Assistance:

1	Notification for fresh Overseas Scholarships	June/July and January/February
2	Interviews with the applied Candidates	Feb/March & Aug /Sep.
3	Advisory committee meetings and finalisation of Scholarships	April & October
4	Drawl and disbursement of 1 <sup>st</sup> Instalment (Rs.10.00 lakhs) (Subject to availability to funds)	After Landing Permit / I-94 (immigration Card)
5	Drawl and disbursement of 2 <sup>nd</sup> Instalment (Rs.10.00 lakhs) (Subject to availability to funds)	After Production of 1 <sup>st</sup> Semester Results

#### **4. Coaching to SC students appearing for various Competitive Examinations:**

Notifications for:

- a. Civil Services (Prelims & Mains)
- b. IES/IFS
- c. ICET
- d. Groups Examinations of TSPSC

#### **5. Administration of Justice (Law Graduates):**

1	Issue of Notification	June
2	Selection Committee meeting and selection of candidates	Dist. Collector in a District

#### **6. Financial Incentive to Inter Caste Married Couples Rs.2,50,000/-:**

Conducting of enquiry and sanction of Incentive	30 days after filing of application
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#### **7. Kalyana Lakshmi Pathakam:**

Conducting of enquiry and sanction of Incentive	30 days after filing of application
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#### **8. Service Matters of the appointing authority**

Sl. No.	Function/service	Norms/standards of performance set	Time frame
1	Sanction of leaves of all kinds	Leave Rules & FR	3 days
2	Sanction of Loans and Advances	Loans and Advances	15 days
3	Forwarding of pension Papers	Pension Rules	7 days
4	Sanction of Increments and Regularization of Services	F.R. Min. Ser. Rules & S.S.S. Rules	10 days
5	Pay Fixation and claims	RPS Rules	10 days
6	Action on meetings conducted	--	10 days
7	Administrative and Technical sanctions	--	10 days
8	Enquiry and Disciplinary actions	As per Rules	10 days
9	Other Petitions like Hostels, Scholarships	General Rules	10 days

**I. Availability of Forms and Information / Details of services provided to each client group**

Various forms/Services relating to the Department may be obtained as given below:

1	Hostel Admission Forms-Pre matric	Online through e-PASS by concerned HWO
2	Hostel Admission Forms -Post-matric Scholarship Applications	Online through e-PASS website <a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>
3	Overseas Scholarships	Online through e-PASS website <a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>
4	Application Form for Coaching Programme in Study Circles	Online through website <a href="http://tsswstudycircles.cgg.gov.in">http://tsswstudycircles.cgg.gov.in</a>
5	Kalyana Lakshmi Forms	Online through e-PASS website <a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>
6	Inter caste marriage forms	Online through e-PASS website <a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>

**In case of non compliance of time-lines as prescribed above, the following officers should be approached for redressal of grievances**

Sl. No.	Name of the Scheme	Name & Designation of the Officer	Phone no.	Mail ID	Supervising officer	Phone no.
1	Post Matric Scholarships	B. Srinivas Reddy, JD	73311 20942	commr_sw@telangana.gov.in	Commissioner	040-23391362
2	Pre Matric Scholarships	B. Srinivas Reddy, JD	73311 20942	commr_sw@telangana.gov.in	Commissioner	040-23391362
3	Ambedkar Overseas Vidhya Nidhi	B. Srinivas Reddy, JD	73311 20942	commr_sw@telangana.gov.in	Commissioner	040-23391362
4	Skill Up-gradation	B. Srinivas Reddy, JD	73311 20942	commr_sw@telangana.gov.in	Commissioner	040-23391362
5	Hyderabad Public School	B. Srinivas Reddy, JD	73311 20942	commr_sw@telangana.gov.in	Commissioner	040-23391362
6	SC Advocates	B. Srinivas Reddy, JD	73311 20942	commr_sw@telangana.gov.in	Commissioner	040-23391362
7	Hostels	T.Akhilesh Reddy, DD	9505124122	commr_sw@telangana.gov.in	Commissioner	040-23391362
8	Kalyana Lakshmi	T.Akhilesh Reddy, DD	9505124122	commr_sw@telangana.gov.in	Commissioner	040-23391362
9	Incentive to Inter caste Married Couples	T.Akhilesh Reddy, DD	9505124122	commr_sw@telangana.gov.in	Commissioner	040-23391362
10	Monitory Relief to the Victims of atrocities on SCs and STs	T.Akhilesh Reddy, DD	9505124122	commr_sw@telangana.gov.in	Commissioner	040-23391362
11	Construction of Community Halls	B. Srinivas Reddy, JD	73311 20942	commr_sw@telangana.gov.in	Commissioner	040-23391362

## CHAPTER-5

### RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

#### [Section 4 (1) (b) (5)]

The following Rules and Manuals prescribed by the Government are followed by the Employees in discharging their duties and functions

Sl. No.	Name / Title of the Document	Type of the Document	Details in Brief
1	The District Office Manual <a href="http://www.apct.Gov.iryapportal/others/Distofficemanual.pdf">http://www.apct.Gov.iryapportal/others/Distofficemanual.pdf</a>	Manual	This was introduced in all the HODs and district offices vide G.O.Ms. No. 1825 G.A. (O & M) Dept. dt: 26-12-1959. It mainly deals with the general procedures and systems to be followed for conducting routine work in Govt. Offices
2	The Fundamental Rules	Rules	These rules came into force with effect from 1-1-1992 and apply to all Govt. servants paid from the consolidated fund of the State. It deals with Statutory rules regarding recruitment and regulates the pay and allowances and probation, increments, leaves, transfers etc.
3	The TS CS (CCA) Rules 1991	Rules	These rules came into effect from 1-10-1992 and apply to all State Govt. employees. This rules deals with suspensions, penalties, appeals etc.,.
4	TS State and Sub-ordinate service rules 1996	Rules	This rules apply to all State and sub ordinate services and deals with the procedures to be followed with regard to appointments, promotions confirmations, probations, seniority etc., of the employees
5	The Conduct Rules 1964	Rules	These rules are framed to regulate the conduct of the Govt. servant to see the interest of the Govt. as well as to safeguard the interest of the public and also to observe certain standards in dealing with public also in their private life
6	Ministerial Service Rules	Rules	These rules relate to service matters such as unit and method of appointment, promotions of all the ministerial staff like typists, Junior Assistants, Senior Assistants, Superintendents etc.,.
7	General Sub Ordinate Service Rules	Rules	These rules applicable to the posts of record assistants, lift operators, shroffs, Xerox operators, drivers and deals with their service matters

8	Revised Pension Rules 1980	Rules	These rules govern the sanction of pensionary benefits such as pension, family pension, gratuity, commutation etc.,
9	Social Welfare State Service Rules	Rules	These rules are issued vide GO Ms No. 13 SCD (Services) dept. dt:16-08-2022.
10	Social Welfare Sub ordinate Service Rules	Rules	These rules are issued vide GO Ms No. 17 SCD (Services) dept. dt:13-09-2022.
11	Last grade Service Rules 1992	Rules	These rules are issued vide G.O.Ms No. 565 GA (Services C) Dept. dt: 24-10-1992 and apply to all the last grade service employees such as Office, subordinates, Jamadar, sweepers, watchmen etc.,

The Social Welfare Department is the Nodal Agency for implementation of the following Acts and Rules which aim at protecting the interests of the Scheduled Castes and other weaker sections.

- 1) The Protection of Civil Rights Act, 1955:
- 2) Prevention of Atrocities against Scheduled Castes and Scheduled Tribes Act, 1989.
- 3) The Bonded Labour System (Abolition) Act, 1976.
- 4) TS Devadasis (Prohibition of Dedication) Act,1988
- 5) Special provisions of Reservations in services for SCs issued vide G.O.Ms No.5 SW (ROR.1) Department dated 14-02-2003, G.O. Ms. No. 21 SW (ROR.1) dated 18-03-2003 and G.O.Ms No.2 (ROR.1) Department dt: 9-1-2004.
- 6) Regulation of issue of Integrated Community certificates for SCs and STs and OBCs (Act.No.16) issued vide G.O Ms. No.59 dated 2002.
- 7) The Telangana Scheduled Castes and Scheduled Tribes Special Development Fund (Planning, Allocation and utilization of Financial Resources) Act 2017" (Act No.18/2017).
- 8) Rules and Regulations for sanction of Post Matric Government of India Scholarships.
- 9) Recruitment Rules governing service conditions of the employees of Social Welfare Department.

## CHAPTER-6

### A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

[Section 4 (1) (b) (6)]

#### **A. OFFICE OF THE COMMISSIONER, SC Development Dept.**

SI. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
<b>I</b>	<b>Reports of Commissions / Committees Reports</b>			
1	Commission recommendations	Justice Sri P. Ramachandra Raju Commission Report on Categorization of Scheduled Castes	Document will be available on payment of Xerox charges to the PIO/APIO, III floor, Commissionerate of SC Development Department, Sankshema Bhavan, Masab Tank, Hyderabad	Library/Supt. G- Section in Commissione rate
2	Commission recommendations	2. Justice K. Punnaiah Commission, Report on implementation of PCR and POA Acts		
3	Commission	Smt. Usha Mehra Commission report on categorization of SCs into A, B, C, D		
3	Committee	House Committee Report on implementation of Post Matric Scholarships		Library/Supt. D Section in Directorate
4	Committee	House Committee Report on functioning of Hostels		Library/Supt. C Section in Directorate
5	Commission	Sri. V. Raghunadha Rao – One Man Commission Report in respect of problems being faced by Jogins, Basavi, Devedasi and their children		Library/Supt. G Section in Directorate
<b>II</b>	<b>Registers</b>			
7	Registers	Tappal Distribution Register	Document will be available on payment of Xerox charges to the	All superintendents and JAOs in Commissione rate
8	Registers	Personal Registers		All Assistants of Commissione rate
9	Registers	Stock Files		
10	Registers	Periodical Registers		



11	Registers	Inward Register for Tappals	PIO/APIO, III floor, Commissionerate of SC Development Department, Sankshema Bhavan, Masab Tank, Hyderabad	Sr. Assts./Jr. Asst in-charge of Tappals Section
12	Registers	Outward/Dispatch Register		Sr. Assts./Jr. Asst incharge of outward Section
13	Registers	Attendance Register of staff		Sr. Asst. K Section of Commissione rate
14	Registers	Late Attendance Register		Sr. Asst. K Section of Commissione rate
15	Registers	Establishment Registers		Supt. I/c of Establishmen t in Commissione rate
16	Registers	Cadre wise Roster registers for appointment by promotion, by transfer		Sr. Asst. in-charge of establishment section
17	Registers	Cadre wise Roster registers for appointment by direct recruitment	Document will be available on payment of Xerox charges to the PIO/APIO, III floor, Commissionerate of SC Development Department, Sankshema Bhavan, Masab Tank, Hyderabad	Sr. Asst. in-charge of establishment sections
18	Registers	Stores Register		Store Keeper/Jr.As st. K Section in Commissione rate
19	Registers	Casual Leave Register		Senior Assistant of Establishmen t Section in Commissione rate
20	Registers	Log Book		Driver
21	Registers	Cash Book (Form 5 APTC Vol.I)		JAOs/Account ants in Commissiona rate
22		List of cheques cashed (Form 73 of APTC)		
23		Register of cheques		
24		Treasury Bill Book (Form 70 of APTC)		

25		Permanent Advance Register (Form 89 of APTC)		
26	Registers	U.D Pay Register (Form 20 of APTC Vol.I)		
27		Register of Contingent Charges (Form 7 of APFC)		
28		Periodical Increment - Watch Register		

#### **B. OFFICE OF THE DEPUTY DIRECTOR / DSCDO**

1	Tappal & Dispatch Register	Junior Assistant
2	P.R.& Periodical Register	Sr. Assts / Junior Assts
3	Attendance Register of the staff	Sr. Asst in-charge of Estt.
4	Scheme wise budget control Register	Sr. Asst. / Jr.Asst. I/c of the subject
5	Store Register	Store Keeper / Jr. Assts

#### **C. ASSISTANT SOCIAL WELFARE OFFICER:**

1	P.R.& Periodical Register	Typist cum Clerk
2	Stores register for all materials Received & dispatched to the Hostels / Institutions	Typist cum Clerk
3	Treasury Bill Book	Typist cum Clerk
4	Minutes Book of Advisory Committee	Typist cum Clerk

#### **D. HOSTEL WELFARE OFFICERS OF HOSTELS AND INSTITUTIONS**

- Admission Register of the boarders
- Attendance (Signature) Register of the boarders
- Attendance Register of the staff
- Provisions, Stock & Issue Register
- Daily Purchase cum Vendors Acquittance Register
- Permanent Articles Register
- Cash Book

- Treasury Bill Register
- Stock & Issue Register of Dresses / Note Books and Cosmetic disbursement Register
- Visitors Registers
- Movement Register of HWOs and other Staff
- Movement Register of Boarders
- Staff Salary Acquittance Register
- Bills Register (Office copy of all bills sent)
- Minutes Book of Hostel Advisory Committee
- Students Grievances Register
- Permanent Advance Register
- Register for Library Books

## CHAPTER – 7

### **PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

**[Section 4(1) (b) (7)]**

Dr. Babu Jagjeevan Ram and Dr.B.R.Ambedkar Jayanthi Celebrations will be held yearly on 5<sup>th</sup> April and 14<sup>th</sup> April respectively in the State Headquarters and also in Districts. In this celebrations SC individuals / Public and organizations will participate and their views and suggestions will be taken into consideration.

In every District the public will submit the representations if any in Grievance redressal cell to the Collector on every Monday. All Department Heads shall attend and the instructions will be received from the Collector for redressing the Grievances.

#### **a) District Vigilance and Monitoring Committee:**

As per Govt. Memo.No.3953/SCD.POA.A1/2014-3, dated 02-03-2016 the District Level Vigilance and Monitoring Committee is constituted as shown below:

- |     |  |   |                     |
|-----|--|---|---------------------|
| (a) | District Magistrate<br>(Collector of Dist)   | : | Chairman            |
| (b) | Member of Parliament and<br>Member of State Legislative Assembly and<br>Member State Legislative Council   | : | Member (s)          |
| (c) | Superintendent of Police   | : | Member              |
| (d) | Joint Director/Dy. Director of<br>S.C.Dev. Dept of the district  | : | Member<br>Secretary |
| (e) | Three group "A" Officers/Gazetted<br>Officers of the State Government belonging<br>to the SCs and the STs, not more than<br>non-official members belonging to the SCs<br>and the STs | : | Member (s)          |
| (f) | Not more than 3 members from the<br>categories other than the SCs and the STs<br>having association with Non-Government organizations.   | : | Member (s)          |

The District Level Vigilance and Monitoring Committee shall meet at least once in three months. The Committee will review the implementation of the Provisions of the POA Act, relief and rehabilitation facilities provided to the victims and Prosecution of the cases under the Act and pursued vigorously and brought up before the Court. The Committee also supervises the investigation of the cases of atrocity and role of different officers/agencies responsible for implementing the provisions of the Act and various reports received by the District Administration.

**b) Sub-Divisional Level Vigilance & Monitoring Committee**

As per Govt. Memo.No.3954/SCD.POA.A1/2014, dated 13-02-2016 the Sub-Division Level Vigilance and Monitoring Committee is constituted as shown below:

- |   |                   |
|---|-------------------|
| 1. Sub-Collector/Asst. Collector/ RDO   | :Chairperson      |
| 2. MLAs/MLCs (from the sub-divisional)  | :Member (s)       |
| 3. Elected Members of Panchayat raj Institutions<br>(MPP/ZPTC) belonging to SCs/STs   | :Member (s)       |
| 4. Deputy Superintendent of Police  | :Member           |
| 5.Tahsildar   | :Member (s)       |
| 6.MPDO  | :Member Secretary |
| 7.Not more than two Non-official members<br>belongs to SCs/STs  | :Member           |
| 8.Not more than two Non-official members from<br>the categories other than SC/ST having<br>association with Non-Government Organizations. | :Member(s)        |

The Sub-Division Level Vigilance and Monitoring Committee shall meet at least once in three months. The Committee will review the implementation of the Provisions of the POA Act, relief and rehabilitation facilities provided to the victims and Prosecution of the cases under the Act and pursued vigorously and brought up before the Court. The Committee also supervises the investigation of the cases of atrocity and role of different officers/agencies responsible for implementing the provisions of the Act and various reports received by the Sub-Division Administration.

## CHAPTER – 8

### A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

[Section 4(1) (b) (8)]

The SC Development Department has the following committees for better administration and implementation of various schemes and statutory functions at State level, District level and Sub Division level.

1. Prevention of Atrocities on SC&STs
2. Rule of Reservation
3. The welfare of the Jogins
4. The Welfare of the families engaged in Unclean Occupations
5. SCSDF Act

#### **1. PREVENTION OF ATROCITIES ON SC&STs**

##### **a) State level Vigilance & Monitoring Committee:**

As per G.O.Ms.No. 53, SCD (POA.A1) Department Dt. 03.12.2016 Government have Constituted an Adhoc State Level High Power Vigilance and Monitoring Committee as follows:

1	Minister, SC Development Department	Chairman
2	Special Chief Secretary / Prl. Secretary / Secretary, SC Development Department.	Member
3	Special Chief Secretary / Prl. Secretary / Secretary, Tribal Welfare Department.	Member
4	Special Chief Secretary / Prl. Secretary / Secretary, BC Welfare Department	Member
5	Special Chief Secretary / Prl. Secretary / Secretary, Minority Welfare Department.	Member
6	Special Chief Secretary / Prl. Secretary / Secretary, Department for Women, Children, Disabled and senior Citizens	Member

The above High Power Committee shall meet at least twice in a calendar year in the months of January and July to review the implementation of the provisions of the SC/ST (POA) Act, 1989, relief and rehabilitation

facilities provided to the victims, prosecution and persuasion of the cases under the Act and role of different officers and agencies responsible for implementing the provisions of the act and various reports received by the State Government.

**b) District Vigilance and Monitoring Committee:**

As per Govt. Memo.No.3953/SCD.POA.A1/2014-3, dated 02-03-2016 the District Level Vigilance and Monitoring Committee is reconstituted as shown below:

1.	The Collector and District Magistrate	Chairman
2.	Members of Parliament and Members of State Legislative Assembly and Members of State Legislative Council	Member (s)
3.	Superintendent of Police	Member
4.	Joint Director/ Deputy Director of S.C. Development Dept. of the district	Member Secretary
5.	Three group "A" Officers/Gazetted officers of the State Government belonging to the SCs and the STs, not more than non-official members belonging to the SCs and the STs	Member (s)
6.	Not more than 3 members from the categories other than the SCs and the STs having association with Non-Government organizations.	Member (s)

The District Level Vigilance and Monitoring Committee shall meet at least once in three months. The Committee will review the implementation of the Provisions of the POA Act, relief and rehabilitation facilities provided to the victims and prosecution of the cases under the Act and pursued vigorously and brought up before the Court. The Committee also supervises the investigation of the cases of atrocity and role of different officers/agencies responsible for implementing the provisions of the Act and various reports received by the District Administration.

**c) Sub-Divisional Level Vigilance & Monitoring Committee:**

As per Govt. Memo.No.3954/SCD.POA.A1/2014, dated 13-02-2016 the Sub-Division Level Vigilance and Monitoring Committee is constituted as shown below:

1. Sub-Collector/Asst. Collector/ RDO	Chairperson
2. MLAs/MLCs (from the sub-divisional)	Member (s)
3. Elected Members of Panchayat raj Institutions (MPP/ZPTC) belonging to SCs/STs	Member (s)
4. Deputy Superintendent of Police	Member
5.Tahsildar	Member (s)
6.MPDOs	Member Secretary
7.Not more than two Non-official members belongs to SCs/STs	Members
8.Not more than two Non-official members from the categories other than SC/ST having association with Non-Government Organizations	Member(s)

The Sub-Division Level Vigilance and Monitoring Committee shall meet at least once in three months. The Committee will review the implementation of the Provisions of the POA Act, relief and rehabilitation facilities provided to the victims and Prosecution of the cases under the Act and pursued vigorously and brought up before the Court. The Committee also supervises the investigation of the cases of atrocity and role of different officers/agencies responsible for implementing the provisions of the Act and various reports received by the Sub-Division Administration.



## **2. RULE OF RESERVATION:**

### **a) State Level Committee:**

(G.O. Ms.No.106, Social Welfare (L1) Department, dated 02-08-1997)

A State Level Committee to review the implementation of the Rule of Reservation Policy and ensure its effective implementation is constituted with the following members:

1	Commissioner (SCDD)	Chairman
2	Commissioner Tribal Welfare	Member
3	Commissioner, B.C. Welfare	Member
4	Director, Women Dev. & Child Welfare	Member
5	Director, Employment & Training	Member
6	Secretary, TSPSC	Member
7	Secy. TS College Service Commission	Member
8	Director, Sainik Welfare Board	Member
9	Additional Director/Joint Director from the office of the Chairman	Member
10	The Liaison Officers appointed in Various offices of all the HODs	Members

The above State Level Committee will review the minutes / reports received from the Dist. Collectors regarding the functioning of Dist. Level Committee mentioned above on 21<sup>st</sup> July and 21<sup>st</sup> January every year.

The State Level Committee will then furnish the minutes of their review to the Government in SCDD by 31<sup>st</sup> July and 31<sup>st</sup> January every year and to the Secretariat Departments concerned with the implementation of the Rule of Reservation such as B.C. Welfare Department, Women Development & Child Welfare Department and Home Department.

### **b) Dist. Level Committee:**

(G.O.Ms.No.105, S.W.(L1) Department, dated 02-08-1997)

A District Level Committee will review the implementation of the Rule of Reservation Policy and ensure its affective implementation at district level is constituted with the following members.

1	District Collector	Chairman
2	District Revenue Officer	Convener
3	Deputy Director (SCDD)/DSCDO	Member
4	Dist. Tribal Welfare Officer	Member
5	Dist. Backward Class Welfare Officer	Member
6	Dist. Women & Child Welfare Officer	Member
7	District Employment Officer	Member
8	District Sainik Welfare Officer	Member

The Committee would meet every six months and review the implementation of the Rule of Reservation.

The minutes of these meetings will be communicated by the Dist. Collectors to the respective Heads of Departments, regarding SCs to the Commissioner of Social Welfare, STs to the Commissioner of Tribal Welfare, BCs to the Director of B. C. Welfare and about the reservation of women physically handicapped to the Director of Women Development and Child Welfare and Director, Sainik Welfare regarding Ex-servicemen and also to the Head of the Department who is concerned with that particular unit officer which is reviewed.

### **3. Telangana Social Welfare Fund:**

a) The Government constituted Social Welfare Fund for providing assistance to the Voluntary Organizations to intensify and expand their activities. The corpus of the Fund will consists of contribution from the Government and donations from the Public or Private Charitable institutions and other Philanthropic Organizations and Individuals.

The fund shall be administered by a Committee at the State Level consisting of the following as per G.O. Ms. No. 36, Scheduled Castes Development (Coordination) Department, dt.20.07.2018.

1	Secretary / Prl. Secretary / Spl. Chief Secretary to Govt. Scheduled Castes Development Department	Chairman
2	Secretary / Prl. Secretary / Spl. Chief Secretary to Govt. Finance Department	Member
3	Secretary / Prl. Secretary / Spl. Chief Secretary to Govt. Health, Medical & Family Welfare Department	Member
4	Commissioner / Director, Scheduled Castes Development Department	Member Convener / Secretary

b) Government have constituted a State Level Multi Disciplinary Grant-in-aid Committee for supporting voluntary organizations to recommend all the cases to GOI for sanction of aid to Non-Governmental Organizations both for on-going as well as new cases with the following members as per G.O. Ms.No.11, Scheduled Castes Development (Bud.LA) Department, dt.20.04.2016.

1	Spl. Chief Secretary / Principal Secretary / Secretary to Govt., Scheduled Castes Development Department	Chairperson
2	Spl. Chief Secretary / Principal Secretary / Secretary to Govt., Rural Development, Telangana State	Member
3	Spl. Chief Secretary / Principal Secretary / Secretary to Govt., School Education Telangana State	Member
4	Dr.P.Hanumanth Rao, Founder & Chairman, SWEKAR, Picket, Opp: Jubilee Bus Depot, Secunderabad	Member
5	Sri. Nimmaiah, PEACE, 1-5-12/2, Near Govt. Junior College, Bhongir (P&M), Nalgonda District	Member
6	Sri K.Lakshmi, General Secretary, Centre for Development Action, Reg. Office H.No.1-3-10, 1 <sup>st</sup> Floor, Ambedkar Road, Beside Indian Gas Office, Sirpur-Kaghnagar, Adilabad District 504296	Member
7	Commissioner /Director, Scheduled Castes Development Department	Member / Secretary

#### **4. Crucial Welfare Fund:**

Sanction Procedure:

- Up to Rs. 2.00 lakhs-District Level Committee headed by district Collector.
- Rs. 2.00 to Rs. 5.00 lakhs- The State Level Committee-Commissioner, SCDD.
- Above Rs. 5.00 lakhs- Government
- The fund shall be administered by a Committee at the State Level consisting of the following members:

1	Commissioner, SCDD	Chairperson
2	Secretary, TSWREIS	Member
3	VC & MD, TSCCDC Ltd.	Member
4	Expert from University	Member
5	One expert from Sports Department.	Member

Committee at the District Level consisting of the

1	District Collector	Chairperson
2	DD, SW/DSCDO	Member
3	RCO	Member
4	Executive Director, SC Corporation	Member
5	Any other invitee i.e. Collector deems fit for scrutiny.	Member

### **5. Ambedkar Overseas Vidya Nidhi:**

Ambedkar Overseas Vidya Nidhi will be sanctioned to SC Students every year and is opened to all eligible SC student graduates to pursue post graduate studies at abroad. The selection of students shall be conducted by a State Level Screening Committee constituted by Government with the following members:

(G. O. Ms. No.54 Social Welfare (EDN.2) Department dt: 28.06.2013)

1	Principal Secretary to Govt., SCDD	Chairman
2	Secretary, Telangana State Council of Higher Education	Member
3	Vice-Chancellor, JNTU	Member
4	Commissioner, Technical Education	Member
5	Commissioner, SCDD	Convener

### **6. Best Available Schools:**

The best available schools-non residential / residential scheme is to provide 100% quality education to SC students in the district itself, particularly in rural areas, best institutions in the district are selected for the purpose.

The schools fulfilling the norms prescribed for the best available schools have to be selected by a District Level Committee and subsequently by a State Level Committee consisting of the following members:

(G. O. Ms. No.52 Social Welfare (EDN.2) Department dt: 23.05.2014)

(G. O. Ms. No.101 Social Welfare (EDN.2) Department dt: 31.05.2008)

**District Level Committee:**

Collector	Chairman
Joint Director/Deputy Director (SCDD/DSCDO)	Member Convener
District Educational Officer	Member
Convener Principal TSSW Residential Schools Society at District level	Member

**State Level Committee:**

Commissioner / Director, SCDD	Chairman
Commissioner/Director, Tribal Welfare	Member
Commissioner/Director, School Education	Member
Commissioner/Director, BC Welfare	Member
Secretary, TSWREIS	Member

**7. Scheduled Castes Special Development Fund (SCSDF):**

- a) Constitution of State Council for Scheduled castes Special Development G.O.Ms No. 55 SCD(SCP) Department, dt 29.09.2017:

1	Chief Minister	Chairman
2	All Cabinet Ministers	Members
3	Chief Secretary to Government	Member
4	Chairman SC. Finance Corporation	Member
5	Special ChiefSecretary, SC Development Department	Member-Convener
6	Principal Secretary, Finance Department	Member
7	Prl. Secretaries of the Departments concerned - got allocation under SCSDf/STSDf	Members

b. Scheduled Castes Development (SCP) Department G.O.Ms.No.53, dated 13.09.2017.

The composition of the Nodal Agency shall be as below.

Minister for SC Development Department / Minister for Tribal Welfare	:	Chairman
Special Chief Secretary, SC Development Department / Principal Secretary, Tribal Welfare	:	Member Convener
Special Chief Secretary, Energy Department	:	Member
Principal Secretary, Panchayat Raj & Rural Development	:	Member
Principal Secretary, Housing	:	Member
Secretary, Finance (Special Development Fund)	:	Member
Principal Secretary, Planning	:	Member
Principal Secretary, Industries	:	Member
Principal Secretary, Health, Medical and Family Welfare	:	Member
Principal Secretary, Women Development and Child	:	Member
Principal Secretary, Agriculture	:	Member
Principal Secretary, Animal Husbandry	:	Member
Principal Secretary, Irrigation	:	Member
Principal Secretary, T.R & B	:	Member
Principal Secretary, MA&UD	:	Member
Principal Secretary, Education	:	Member
Commissioner, SC Development Department/ Commissioner Tribal Welfare	:	Member
Secretary, TSWREIS/Secretary Tribal Welfare Gurukulam	:	Member
Chairman S.C Finance Corporation	:	Member
Chairman S.T Finance Corporation	:	Member
VC&MD, TSCCDC Ltd., /MD TRICOR	:	Member
Secretaries of Departments having allocations under SCSDF/STSDF	:	Members

## **8. Crucial Welfare Fund:**

G.O.Rt.No.281, Scheduled Castes Development (SCP) Department,  
dated:30.06.2018.

1. Headed by Director/Commissioner, SCDD
2. Secretary, TSWREIS
3. VC & MD, TSCCDC Ltd
4. Team experts one from University
5. Team experts one from sports

### **Committees only at District Level**

#### **I) District Purchase Committee:**

(G.O.Ms.No.126,SW(Q2) Dept., Dt. 03-09-1997).

The Dist. Purchase Committees are constituted for procuring all items as required by SW hostels, other institutions run by the S. W. Dept., with following composition.

Dist. Collector	:	Chairman
Joint Collector	:	Vice-Chairman
Dy. Director (SCDD)	:	Member
Executive Director, DSCSC Society	:	Member
Dist. Supply Officer	:	Member
General Manager DIC	:	Member

The Joint Collector shall function as Chairman in the absence of Collector. The Committee is empowered to constitute sub-committee as per need for verification of the items supplied, with reference to the specifications/samples already approved by the Dist. Purchase Committee.

#### **II) Hostel Advisory Committee for Admissions**

(G.O.Ms.No.35, SW(EDN.1) Dept., dated 29-04-2010)

The function of the Committee will be advisory in respect of admissions into hostels and general functioning of the hostels with the following.

1) Presidents, Mandal Praja Parishad	: Chairman
2) Revenue Divisional Officer/Sub-Collector	: Co-Chairman
3) MLC, MLA and MP	: Members
4) District Social Welfare Officers (SC/BC) & DTWO	: Members
5) Mandal Development Officers	: Members
6) Mandal Revenue Officers	: Members
7) One representative of Education Department at Divisional Level	: Members
8) Asst. Social Welfare Officer (Headquarters)	: Convener

### **Functioning of the Hostel Advisory Committee shall be as follows:**

- a) The nature and functions of the Committee will be supervisory in respect of admissions into a Scheduled Caste, Scheduled Tribe and Backward Class Hostels and general functioning of the Hostels.
- b) The Committee shall also review the functioning of the Hostel Review Committee with Assistant Social Welfare Officers.
- c) The Committee shall meet at least once in 3 months. The Proceedings of the Committee shall be approved by the Chairman and follow up action taken by the Assistant Social Welfare Officer.
- d) No T.A. and D.A. will be payable to non-official members.

### **District Monitoring Committee under SCSTDF:**

The Composition of the District Monitoring Committee under SCSTDF shall be as below,

District Collector	: Chairman
Hon'ble M.P/MLC/MLAs from SC/ST	: Members
ITDA Districts	
1) Project Officer, ITDA/ District Tribal Development Officer	: Member Convener
2) District Scheduled Castes Development officer	: Member Convener

### **Non ITDA Districts**

1) Joint Collector	: Member Convener
2) District Tribal Development Officer	: Member Convener
3) District Scheduled Castes Development Officer	: Member Convener



4) Chief Planning Officer	: Member
5) District Educational Officer	: Member
6) District Medical & Health Officer	: Member
7) District Agricultural Officer	: Member
8) District Animal Husbandry officer	: Member
9) Executive Engineer, Irrigation	: Member
10) Executive Engineer, R&B	: Member
11) Executive Engineer, RWS	: Member
12) Executive Engineer, PR	: Member
13) Divisional Engineer, TS SPDCL/TS NPDCL	: Member
14) Executive Engineer, Tribal Welfare	: Member
15) District Welfare Officer, (Women & Disabled)	: Member
16) District Rural Development Officer	: Member
17) General Manager, Industries	: Member
18) Other District Officers will be invited as per allocations made during the year	: Member

### **III. Crucial Welfare Fund:**

District Level Committee comprising

1. Headed by District Collector,
2. DDSW/DSDO,
3. RCO,
4. Executive Director, SC Corporation
5. Any other invitee i.e. Collector deems fit for scrutiny.

Minutes Document may be obtained on payment of Xerox charges to the Librarian, fourth floor, Commissionerate of SC Development Department, Sankshema Bhavan, Masab Tank, Hyderabad in case of State level Committees and in case of District level Committees, the Document may be obtained from the District Officers.

## CHAPTER – 9

### Directory of Officers and Employees [Section 4(1) (b) (9)]

#### COMMISSIONERATE OF SC DEVELOPMENT DEPARTMENT

Sl. No	Name of the Employee Smt. & Sri	Designation	Ph.No		Fax	Email	Address
			Office	Mobile			
1	P. Srinivas Rao	Research Officer	040-23391362	9100979980	040-23392001	<a href="mailto:commr_sw@telangana.gov.in">commr_sw@telangana.gov.in</a>	Commissionerate of Scheduled Castes Development Department, 3rd Floor, DSS Bhavan, Masab Tank, Hyderabad
2	Md. Aleem Uddin	Supdt	-DO-	9100979976	-Do-		
3	P. Blawanth Rao	Pub. Asst.	-DO-	8977009371	DO-		
4	G. Bala Swamy Reddy	Supdt	-DO-	9121107796	DO		
5	Christopher Augistine	Supdt	-DO-	8978486788	DO		
6	E.Rathnakar Rao	Supdt	-DO-	9100979975	DO		
7	Saritha	Supdt	-DO-	8977009374	DO		
8	Md. Arif	Supdt	-DO-	8977009370			
9	Gulam Vasif	Sr-Asst	-DO-	8897596423	DO		
10	N.Sanjeeva	Sr-Asst	-DO-	9848724389	DO		
11	Md. Jareena Begum	Sr. Asst.	-DO-	9703578807			
12	R.Sai Harshavardhan	Sr-Asst	-DO-	9493311888	DO		

13	A.Kalyan Ramanand	Sr-Asst	-DO-	9989861427	DO		
14	S.Prithvi Raj	Jr-Asst	-DO-	8328307566	DO		
15	D.Sherli	Jr-Asst	-DO-	7331132919	DO		
16	N.John Praksah Reddy	Typist	-DO-	9866889935			
17	M.P.Vasanth Kumar	Typist	-DO-	7989453687			
18	J.Alwal	Record Asst.	-DO-	9848096933	DO		

### **DEPUTY DIRECTORs / DSCDOs AT DISTRICT LEVEL**

S. N	District	Name	Designation	Mobile No.	Email. Id	Address
1	Adilabad	B.Sunitha Kumari	DSCDO (Officiating)	94414 24004	dscdoadb@gmail.com	Opp: District Court, Behind Bus Depot, Adilabad District
2	Mancherial	P. Ravinder Reddy	DSCDO	94418 74738	dscdomncl2016@gmail.com	Kumarambheem, ZPSS Gudipet, Mancherial District
3	Nirmal	V. Rajeshwar Goud	DSCDO (Officiating)	84659 13859	dscdonirmal@gmail.com	H. No. 7-2-96, 2nd Floor, Near Gandhi Park, Ibrahim Bah, Opp: R&B Guest House, Nirmal District
4	Komarambheem Asifabad	G. Sajeevan	DSCDO (Officiating)	98668 53227	<a href="mailto:dscdokomuram@gmail.com">dscdokomuram@gmail.com</a>	Opp: Sub-Collector Office, Jankapur, Asifabad District
5	Nizamabad	B.Shahsikala	DSCDO	99638 60770	<a href="mailto:dscdonizambad@gmail.com">dscdonizambad@gmail.com</a>	II - floor, Pragati Bhavan, Collectorate, Nizamabad

S. N	District	Name	Designation	Mobile No.	Email. Id	Address
6	Kama Reddy	G.Rajitha	DSCDO	83175 64118	<a href="mailto:dscdokamareddy@gmail.com">dscdokamareddy@gmail.com</a>	Collectorate Building, Kamareddy District
7	Khammam	K. Satyanarayana	Deputy Director (SCDD)	98499 03669	ddscddkhm@gmail.com	Samkshema Bhavan DRDA Complex, Burhanpuram, Khammam
8	Bhadradri Kothagudem	D.Anasurya	DSCDO	99491 94110	<a href="mailto:dscdobhadradri@gmail.com">dscdobhadradri@gmail.com</a>	NK Nagar, Near Nageshwara Theatre, Opp: Yashoda Hospital, Chunchupally GP, Bhadradri Kothagudem District
9	Hyderabad	P. Yadaiah	Deputy Director (SCDD) (DD)	98499 05999	<a href="mailto:dydir_sw_hyd@telangana.gov.in">dydir_sw_hyd@telangana.gov.in</a>	Block -M3, II floor, Manoranjani Complex, Ajantha Gate, Exhibition Grounds, Nampally, Hyderabad
10	Warangal	G. Jeeva Ratnam	DSCDO (FAC)	98499 01411	<a href="mailto:dscdowarangal@gmail.com">dscdowarangal@gmail.com</a>	II floor, Pragati Bhavan, Collectorate, Hanamkonda, Warangal
11	Hanumakonda	B.Nirmala	DSCDO	96763 59439	dydir_sw_wgl@telangana.gov.in	II floor, Pragati Bhavan, Collectorate, Hanamkonda, Warangal
12	Jaya shankar Bhupalpally	D.Sunitha	DSCDO	99088 43340	dscdojayashankar@gmail.com	Hall No. 8, Govt. ITI Building, Behind TSRTC Depot, (Bhupalapally) Acharya Jayashankar District
13	Mahabubabad	R. Sanyasaiah	DSCDO (Officiating)	91212 39300	<a href="mailto:dscdomahabubabad@gmail.com">dscdomahabubabad@gmail.com</a>	Beside Fire station, near Hanuman Temple, SC Boys Ananda Nilayam premises, Mahabubabd District
14	Janagaon	Cornilous	DSCDO (Officiating)	99085 57606	<a href="mailto:dscdojangaon@gmail.com">dscdojangaon@gmail.com</a>	Near ZPHS, Dharmakancha, Janagaon District

S. N	District	Name	Designation	Mobile No.	Email. Id	Address
15	Karimnagar	P.Nathaniel	DSCDO	91776 05511	dydir_sw_krmn@telangana.gov.in	Collectorate Complex, Karimnagar
16	Jagityal	Raj Kumar	DSCDO (Officiating)	91777 98847	dscdojgtl@gmail.com	Dharror Camp, Jagityal District
17	Peddapally	M.Nagileshwar	DSCDO	97040 11827	<a href="mailto:dscddpeddapally@gmail.com">dscddpeddapally@gmail.com</a>	Pragathinagar, Near Ayyappaswamy Temple, Peddapalli District
18	Rajanna Sircilla	P.Mohan Reddy	DSCDO (Officiating)	94410 14695	dscdoscr@gmail.com	O/o the DSCDO, Rajanna Sircilla District
19	Mahabub nagar	V.Pandu	Deputy Director (FAC) (SCDD)	94401 96293	<a href="mailto:dd-scd-mbn-ts@gov.in">dd-scd-mbn-ts@gov.in</a>	I - floor, Ambedkar Bhavan, Collectorate, Mahaboobnagar
20	Nagar Karnool	K. Ramlal	DSCDO (Officiating)	73863 22626	scddngkl@gmail.com	O/o DSCDO, Nagarkurnool District
21	Wanaparthy	A.Nushitha	DSCDO (Officiating)	94410 30602	scddwnp@gmail.com	O/o DSCDO, KDR Nagar, Wanaparthy District
22	Jogulamba Gadwal	M.Swetha Priyadarshini	DSCDO (Officiating)	99668 07493	scddgdwl@gmail.com	Bheemnagar, Near ST Hostel, Gadwal District
23	Medak	G. Vijaya Lakshmi	DSCDO (Officiating)	98499 06017	<a href="mailto:dscdomedak@gmail.com">dscdomedak@gmail.com</a>	Integrated Collectorate Complex, Royal Degree College Campus, Medak
24	Siddipet	Ch.Kavitha	DSCDO	92478 12221	dscdosiddipet@gmail.com	Integrated Collectorate Complex, Siddipet
25	Sanga Reddy	A.Jagdish	DSCDO (in-charge)	98660 81939	dscdosangareddy@gmail.com	I – Floor, Integrated Collectorate Complex, Potireddy palli X Road, Sanga Raeddy
26	Ranga Reddy	J. Rama Rao	Deputy Director (SCDD) (DD)	98499 05999	<a href="mailto:dscdorangareddy@gmail.com">dscdorangareddy@gmail.com</a>	Room.No.F16 and F.17(1 <sup>st</sup> floor), Collectorate complex, Kongarkalan (V), Ibrahimpatnam(M), Rangareddy District-501510

S. N	District	Name	Designation	Mobile No.	Email. Id	Address
27	Vikarabad	N.Mallesham	DSCDO (Officiating)	98493 18540	<a href="mailto:dscdovikarabad@gmail.com">dscdovikarabad@gmail.com</a>	Room No. 7, Collectorate Campus, Bhurguapally, Vikarabad District
28	Medchal Malkajgiri	G. Vinod Kumar	DSCDO	88869 99705	<a href="mailto:dscdomedchal@gmail.com">dscdomedchal@gmail.com</a>	Near Hasvitha College, Collectorate Complex, Medchal (Malkajgiri) District
29	Nalgonda	Salma Banu	Deputy Director (SCDD)	94909 57032	<a href="mailto:dscdonlg@gmail.com">dscdonlg@gmail.com</a>	Samkshema bhavan (A), 1st Floor, Miryalaguda Road, Nalgonda
30	Yadadri Bhuvanagiri	M.Jayapal Reddy	DSCDO	95508 82474	<a href="mailto:dscdoyadadribhuvanagiri@gmail.com">dscdoyadadribhuvanagiri@gmail.com</a>	Old Municipality office, Bhongir, Yadadri District
31	Suryapet	K. Dayananda Rani	DSCDO (Officiating)	98485 03644	<a href="mailto:ddscddsuryapet@gmail.com">ddscddsuryapet@gmail.com</a>	Govt. SCDD Boys Hostel, Kudakuda, Suryapet District
32	Narayanpet	Kanya kumari	DSCDO (Officiating)	91824 75219	<a href="mailto:scddnrpt@gmail.com">scddnrpt@gmail.com</a>	Adarsha hills, Monappagutta, Collectorate Complex, Narayanpet District
33	Mulugu	P. Bhagya lakshmi	DSCDO (Officiating)	91820 11314	<a href="mailto:Mulugu33SC@gmail.com">Mulugu33SC@gmail.com</a>	1st Floor, Room No. 5, Sankshema Bhavan, Opposite District Forest Office, Collectorate Raod, Mulugu (v)&(M) Mulugu District

## CHAPTER- 10

### The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations [Section 4(1) (b) (10)]

#### SALARIES OF THE EMPLOYEES FOR THE MONTH OF FEBRUARY-2023 O/o COMMISSIONER OF SC DEVELOPMENT DEPARTMENT, TS, HYD (Rs.)

Sl. No	Name	Employee id	Designation	Scale of pay	Basic pay	Monthly remuneration (gross)	Net pay
1.	B.Srinivas	As per G.O.Ms.No.52, SCDD(SC P), dt.03.12.2016	Chairman, SC Corporation	-	100000	150000	149800
2.	Dr.Yogita Rana	2042201	Commissioner	144200-218200	167200	275880	214660
3.	D.Uma Devi	2577651	Additional Director	96890- 158380	176830	257030	146440
4.	B.Srinivas reddy	2549018	Joint Director	76830- 151000	115270	167912	141317
5.	M.Lakshmi Meera Devi	2501572	Accounts Officer	58850- 137050	96890	141361	89913
6.	P.V.Sravan Kumar	2547718	Assistant Director	54220- 133630	87510	127842	85669
7.	S.Subbalakshmi	2547801	Deputy Director	54220- 133630	78820	115217	88491
8.	K.Kishan	1347672	Deputy Director	46060- 98440	137050	199329	149479
9.	J.Rama Devi	1620965	Deputy Director	67300-143890	87510	127772	99024
10.	J.Shylaja	1503487	Research Investigator	58850- 137050	99310	144846	94332
11.	Md.Jareena Begum	1604845	Senior Assistant	32810 - 96890	51320	75161	51732
12.	R.Sai Harshavardhan	1955081	Senior Assistant	32810 - 96890	44680	65558	56044

13.	D.Mahesh Kumar	2547806	Shroff	22240 - 67300	42300	62180	47138
14.	P.J.Swapna	2567011	Junior Accounts Officer	42300- 115270	57220	83988	55190
15.	Md.Siddiq Mohiuddin	2575952	Junior Accounts Officer	28940-78910	28940	49774	43498
16.	M.Srinivas	2576026	Junior Accounts Officer	42300- 15270	55720	81828	58750
17.	K.Ganapathi	2589761	Senior Accountant	33750-99310	47240	69245	53663
18.	A.Kalyan ramanand	2600141	Senior Assistant	32810 - 96890	38890	57100	50952
19.	M.Rajani	4500279	Assistant Statistical Officer	36750- 106990	40000	58458	52147
20.	S.Pruthvi Raj	4500979	Junior Assistant	24280 - 72850	24280	35568	31424
21.	D.Sherli	4504899	Junior Assistant	24280 - 72850	24970	36812	29585
22.	M.Kanyakamba	1506215	Deputy Statistical Officer	28940 - 78910	55410	95049	32209
23.	Saritha	1725017	Superintendent	42300- 115270	63840	93553	76034
24.	N.Sanjeeva	1903897	Senior Assistant	32810 - 96890	67300	96728	81498
25.	J.Alwal	2547724	Record Assistant	27130 - 80960	67300	100635	82045
26.	Md.Arif	2547732	Superintendent	42300 -115270	65570	96074	60478
27.	P.Balwanth Rao	2547739	Superintendent	42300- 115270	118230	172175	121135
28.	Christopher Augustine	2547742	Superintendent	42300- 115270	96890	141361	122000
29.	E.Rathnakar Rao	2547743	Superintendent	42300- 115270	63840	93583	63954
30.	V.John Prakash Reddy	2547744	Typist	26410 - 78820	60480	88353	43032
31.	G.Bala swamy Reddy	2547751	Superintendent	42300- 115270	92050	134350	88179
32.	Md.Aleemuddin	2547778	Superintendent	43490- 118230	99310	144846	107326
35.	M.P.Vasanth Kumar	2554956	Typist	26410-78820	47240	68985	47499



36	D.Anjaiah	2544901	Office Subordinate	21580 - 65570	54220	79368	51931
37	C.Murali	2547740	Office Subordinate	22240- 67300	74840	109525	84390
38	Md.Yousuf	2547745	Office Subordinate	21580 - 65570	52720	77238	44722
39	P.Ramesh	2547746	Office Subordinate	22240 - 67300	74840	109565	63115
40	K.Narender	2547749	Office Subordinate	22240 - 67300	57220	83988	57709
41	A.Rama Chander Pamar	2547750	Office Subordinate	22240 - 67300	74840	109565	85117
42	A.Girish Kumar Panchal	2547753	Office Subordinate	22240 - 67300	57220	70285	44472
43.	G.Krishna	2547761	Office Subordinate	22240 - 67300	57220	83988	66244
44	Gulam Dastagir	2547765	Office Subordinate	22900 - 69150	74840	109485	57502
45	M.Aruna	2547769	Office Subordinate	21580 - 65570	41110	60296	45073
46	S.Prabhakar Reddy	2559806	Office Subordinate	22240 - 67300	57220	84018	60233
47	Abdul Rasheed	2565363	Office Subordinate	19640 - 60480	35720	52294	45983
48	C.Srinivas	2565364	Office Subordinate	19000 - 58850	38890	56860	32703
49	S.Ramesh	2565370	Office Subordinate	22240 - 67300	57220	84018	63022
50	M.Narsing Rao	2574720	Office Subordinate	21580 - 65570	35720	52294	44814
51	Nargis Fathima	2590093	Office Subordinate	19000 - 58850	30210	44358	40017
52.	S.Goutham Babu	4507289	Office Subordinate	19000 - 58850	19000	27964	24969

## CHAPTER – 11

### The Budget Allocations (Particulars of Plans, Proposed expenditures and reports on disbursement made)

[Section 4(1) (b) (11)]

#### Status of Pragati Paddu Schemes Implementation and Expenditure in the SC Development Department for the year 2022-23

(Rs. In Lakhs)

Sl. No	Scheme Details	Head of Account	BE Schemes (Pragathi Paddu) (2022-23)	BRO (2022-23)	Expenditure (2022-23)
1	Head Quarters office	2225-01-001-25-SH(01)	300.00	225.00	6.91
2	District Offices	2225-01-001-25-SH(03)	132.00	99.00	15.74
3	Govt. hostels/ Ananda Nilayams ( Pre- Matric )	2225-01-277-25-SH(07)	10269.00	7701.75	2914.98
4	Special criminal courts under PCR& POA ACT	2225-01-800-25-SH(05)	70.00	0.00	0.00
5	Assistance to TS study circle	2225-80-800-25-SH(27)	1500.00	1125.00	750.00
6	TS SCST Commission	2225-01-800-25-SH(07)	50.00	37.50	5.17
7	Contribution to Social welfare fund	2235-60-200-25-SH(07)	200.00	150.00	150.00
8	Assistance to Nodal Agency for implementing SC Sub plan	2225-01-001-25-SH(04)	360.00	270.00	146.52
9	Educational Development Infrastructure (Construction of Hostel Buildings, Study Circles, VM Homes)	4225- 01- 277- 25-SH(74)	100.00	0.00	125.94
10	Social Development Infrastructure (Construction of Community Halls Ambedkar Bhavans, Erections of Statues)	4225- 01- 800- 25-SH(07)	2500.00	0.00	5477.45
11	Scholarships (Post) /MTF	2225-01-277-25-SH(04)	16264.00	12198.00	6816.60
12	Scholarships Post /RTF	2225-01-277-25-SH(05)	37863.00	28397.25	20218.32
13	Pre-Matric Scholarship for Quality Education(BAS/HPS/Pre metric V to X )/ Unclean Occupation/ Merit Up gradation )	2225-01-277-25-SH(33)	6885.00	5163.75	1789.23

14	Professional Educational Support Scheme (Studies aboard skill up-gradation SC advocates Book banks)	2225-01-277-25-SH(34)	4500.00	3375.00	2311.65
15	Additional Facilities to the Students of Sc Hostels.	2225- 01- 277- 25 -SH(22)	3000.00	3000.00	504.73
16	Post Matric Hostels for College Students	2225-01-277-25-SH(10)	5404.56	4053.42	1396.04
17	Promotion of Inter-Caste marriages	2235- 60- 200- 25-SH( 05)	2400.00	0.00	0.00
18	Acquisition of House sites for weaker sections under Indiramma Programme	2225 -01- 283- 25- 08	150.00	221.63	10.34
19	Rehabilitation of Jogin Women	2235- 02- 104- 25-SH( 08)	0.00	0.00	0.00
20	Kalyana Lakshmi	2225-01-800-25-SH(13)-	40046.40	40046.40	21228.19
21	Providing Free Power to SC House holds	2225-01-800-25-SH(08)	4200.00	3150.00	240.76
22	Monetary Relief and Legal Aid to the Victims of Atrocities on SCs	2225-01-800-25-SH(04)	1800.00	1513.00	1098.44
23	Crucial welfare fund	2225-01-102-25-SH(06)	2500.00	2500.00	250.71
<b>Centrally Sponsored Scheme</b>					
24	Special criminal courts under PCR & POA ACT	2225-01-800-12-SH(05)	142.05	0.00	0.00
25	Post Matric Scholarships	2225-01-277-12-SH(09)	700.00	86.66	130.00
26	Pre-Matric Scholarship for Quality Education( IX & X) / Unclean Occupation/ Merit Upgradation)	2225-01-277-12-SH(10)	214.85	147.33	0.00
27	Monetary Relief	2225-01-800-12-SH (04)	66.69	0.00	146.05
28	Promotion of Inter Caste Marriage	2235-60-200-12-SH (06)	66.69	0.00	0.00
	<b>Sub Total SCDD</b>		<b>141684.24</b>	<b>113460.69</b>	<b>65733.77</b>
<b>SC Corporation</b>					
29	Economic support schemes and LPS	2225- 01- 102- 25- 04	10000.00	7500.00	0.00
30	Managerial subsidy to TSSCCDC	2225- 01 -190 - 25 -08	4000.00	3000.00	0.00
31	Special Central Assistance to SC Component Plan( SC Corporation )	2225- 01- 793- 12- 05	1500.00	3376.29	2520.00

32	Gudumba Effected person	2225- 01- 102- 25- 05	0.00	0.00	0.00
33	Loans to SC Development Corporation	6225-01-800-00-07-001-000	0.00	0.00	0.00
34	Telangana Dalit Bandhu		1770000.00	1770000.00	200000.00
	<b>Sub Total SC Corporation</b>		<b>1785500.00</b>	<b>1783876.29</b>	<b>202250.00</b>
	<b>Grand Total SCDD</b>		<b>1927184.24</b>	<b>1897336.98</b>	<b>268253.77</b>

## Nirvahana Paddu

Rs. In Lakhs

Sl. No	Scheme Details	Head of Account	Establishment (Nirvahana Paddu) (2022-23)	Releases (2022-23)	Expenditure (2022-23)
1	Head Quarters office	2225-01-001-00-SH(01)	782.63	782.63	579.76
2	District Offices	2225-01-001-00-SH(03)	3723.30	3723.30	2922.29
3	Govt. hostels/ Ananda Nilayams (Pre- Matric	2225-01-277-00-SH(07)	17110.15	17110.15	12021.81
4	Special criminal courts under PCR& POA ACT	2225-01-800-00-SH(05)	2471.71	2471.71	2100.10
5	Special criminal courts under PCR& POA ACT(CSS)	2225-01-800-12-SH(05)	115.32	0.00	0.00
6	TS SC,ST, Commission	2225-01-800-00-SH(08)	364.90	364.90	150.55
7	Post Matric Hostels for College Students	2225-01-277-00-SH(10)	3912.50	3912.50	1427.87

## Budget Estimates under Pragati Paddu Schemes & Nirvahana Paddu in the SC Development Department for the year 2023-24

(Rs. In Lakhs)

Sl. No	Scheme Details	Head of Account	BE Schemes (Pragathi paddu) (2023-24)
1	Head Quarters office	2225-01-001-25-SH(01)	400.00
2	District Offices	2225-01-001-25-SH(03)	239.60
3	Govt. hostels/ Ananda Nilayams ( Pre- Matric )	2225-01-277-25-SH(07)	11043.00
4	Special criminal courts under PCR& POA ACT	2225-01-800-06-SH(05)	112.00
5	Assistance to TS study circle	2225-80-800-25-SH(27)	1600.00
6	TS SCST Commission	2225-01-800-25-SH(07)	50.00
7	Contribution to Social welfare fund	2235-60-200-25-SH(07)	300.00
8	Assistance to Nodal Agency for implementing SC Sub plan	2225-01-001-25-SH(04)	460.00
9	Educational Development Infrastructure (Construction of Hostel Buildings, Study Circles, VM Homes)	4225- 01- 277-25-SH(74)	1032.44
10	Social Development Infrastructure (Construction of Community Halls Ambedkar Bhavans, Erections of Statues)	4225- 01- 800-25-SH(07)	3000.00
11	Scholarships (Post) /MTF	2225-01-277-25-SH (03 & 04)	17000.00
12	Scholarships Post /RTF	2225-01-277-25-SH (05 & 06)	42787.38
13	Pre-Matric Scholarship for Quality Education(BAS/HPS/Pre metric V to X ) / Unclean Occupation/ Merit Up gradation )	2225-01-277-25-SH(33)	8124.30
14	Professional Educational Support Scheme (Studies aboard skill up-gradation SC advocates Book banks)	2225-01-277-25-SH(34)	6500.00
15	Additional Facilities to the Students of Sc Hostels.	2225- 01- 277- 25 -SH(22)	4000.00
16	Post Matric Hostels for College Students	2225-01-277-25-SH(10)	6175.00
17	Promotion of Inter-Caste marriages	2235- 60- 200-06-SH( 05)	2400.00
18	Acquisition of House sites for weaker sections under Indiramma Programme	2225 -01- 283- 25- 08	150.00
19	Rehabilitation of Jogin Women	2235- 02- 104-25-SH( 08)	0.00
20	Kalyana Lakshmi	2225-01-800-25-SH(13)-	50000.00
21	Providing Free Power to SC House holds	2225-01-800-25-SH(08)	4200.00
22	Monetary Relief and Legal Aid to the Victims of Atrocities on SCs	2225-01-800- 06-SH(04)	1800.00
23	Crucial welfare fund	2225-01-102-25-SH(06)	2500.00

<b>Centrally Sponsored Scheme</b>			
24	Special criminal courts under PCR & POA ACT	2225-01-800-12-SH(05)	142.05
25	Post Matric Scholarships	2225-01-277-12-SH(09)	826.00
26	Pre-Matric Scholarship for Quality Education( IX & X )/ Unclean Occupation/ Merit Upgradation )	2225-01-277-12-SH(19)	253.52
27	Monetary Relief	2225-01-800-12-SH (04)	66.69
28	Promotion of Inter Caste Marriage	2235-60-200-12-SH (06)	66.69
	<b>Sub Total SCDD</b>		<b>165228.67</b>
<b>SC Corporation</b>			
29	Economic support schemes and LPS	2225- 01- 102- 25- 04	10000.00
30	Managerial subsidy to TSSCCDC	2225- 01 -190 -25 -08	4000.00
31	Special Central Assistance to SC Component Plan( SC Corporation )	2225- 01- 793- 12- 05	1500.00
32	Gudumba Effected person	2225- 01- 102- 25- 05	0.00
33	Loans to SC Development Corporation	6225-01-800-00-07-001-000	0.00
34	Telangana Dalit Bandhu		1770000.00
	<b>Sub Total SC Corporation</b>		<b>1785500.00</b>
	<b>Grand Total SCDD</b>		<b>1950728.67</b>

## Nirvahana Paddu

(Rs. In Lakhs)

Sl. No	Scheme Details	Head of Account	Establishment (Nirvahana Paddu) (2023-24)
1	Head Quarters office	2225-01-001-00-SH(01)	777.02
2	District Offices	2225-01-001-00-SH(03)	4082.77
3	Govt. hostels/ Ananda Nilayams (Pre- Matric	2225-01-277-00-SH(07)	17195.92
4	Special criminal courts under PCR& POA ACT	2225-01-800-00-SH(05)	2944.09
5	Special criminal courts under PCR& POA ACT(CSS)	2225-01-800-12-SH(05)	115.46
6	TS SC,ST, Commission	2225-01-800-00-SH(08)	388.62
7	Post Matric Hostels for College Students	2225-01-277-00-SH(10)	3912.50

**SC Development Department**  
**SCSDF Department Wise Allocations for 2022-23**

(Rs. In Lakhs)

<b>Sl. No.</b>	<b>Name of Department</b>	<b>BE</b>	<b>BRO</b>	<b>Expenditure</b>	<b>% of Expenditure on BE</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1	Employment and Training, HOD	1.05	3.04	3.04	290.21
2	Department of Ayurveda, Yoga, Unani, Siddha & Homoeopathy (AYUSH), HOD	1.23	3.04	3.04	247.72
3	Commissioner, Health and Family Welfare	214.17	356.21	303.21	141.58
4	Director, Public Health and Family Welfare	77.20	77.20	95.79	124.08
5	Secretary, Telangana Social Welfare Residential Educational Institutions Society	1063.80	1242.75	1439.08	135.28
6	Project Director, SAMAGRA SHIKSHA	127.53	165.96	135.30	106.09
7	Planning, Secretariat Department	432.60	260.72	495.13	114.46
8	Director, Women Development and Child Welfare Department	119.54	176.99	152.19	127.32
9	Commissioner, Panchayath Raj Department	550.22	749.91	550.43	100.04
10	Energy, Secretariat Department	1785.00	2231.25	1636.25	91.67
11	Commissioner, Civil Supplies Department	792.36	792.36	875.03	110.43
12	Commissioner and Director, Agriculture Department	2238.83	1568.62	1587.27	70.90
13	Director, Medical Education	151.36	131.26	134.37	88.78

14	School Education Department	55.25	77.84	50.38	91.18
15	Commissioner, Rural Development Department	2462.60	2257.30	1724.93	70.05
16	Director, Animal Husbandry Department	26.46	23.05	13.49	50.98
17	Commissioner, Scheduled Castes Development Department	1416.84	1381.97	882.62	62.29
18	Collegiate Education, HOD	5.15	2.30	2.30	44.56
19	VC & MD, TSCCDC Ltd.,	17855.00	17848.76	5206.58	29.16
20	Commissioner, Industries Department	630.30	317.58	106.28	16.86
21	Engineer in Chief Buildings, & CRF HOD	61.80	0.00	4.00	6.46
22	Engineer-in-Chief, General & Panchayat Raj Department	98.94	0.00	5.99	6.06
23	Municipal Administration and Urban Development, Secretariat Department	270.64	0.00	10.00	3.70
24	Commissioner, Horticulture Department	121.69	4.52	3.62	2.97
25	Commissioner and Director, Municipal Administration Department	90.38	44.27	22.50	24.90
26	Director, Ground Water Department, HOD	1.20	0.00	0.00	0.00
27	Engineer-in-Chief, Rural Water Supply & Sanitation Department	154.56	8.79	0.00	0.00
28	Managing Director, Weaker Section Housing Programme	2104.50	0.00	0.00	0.00
29	Fisheries, HOD	0.00	6.03	6.77	



30	Health, Medical & Family Welfare Department, Secretariat Department	0.00	3.36	3.36	
31	Industries And Commerce, Secretariat Department	0.00	0.97	0.97	
32	PRINCIPAL CHIEF CONSERVATOR OF FOREST, HOD	0.00	1.41	1.41	
<b>Total Allocated to Departments</b>		<b>32910.16</b>	<b>29737.44</b>	<b>15455.29</b>	<b>46.96</b>
<b>Non Divisible Infrastructural works</b>					
33	Irrigation	649.40		395.00	60.82
34	Transport	378.19		159.16	42.08
<b>Non-Divisible Works Total</b>		<b>1027.60</b>	<b>0.00</b>	<b>554.16</b>	<b>53.93</b>
<b>Grand Total</b>		<b>33937.76</b>	<b>29737.44</b>	<b>16009.45</b>	<b>47.17</b>

**SC Development Department**  
**SCSDF-Department Wise Allocations for 2023-24**

(Rs. in Lakhs)

<b>Sl. No.</b>	<b>Name of Department</b>	<b>State Sector Schemes</b>	<b>Centrally Sponsored Schemes</b>	<b>Matching State Share for Centrally Sponsored Schemes</b>	<b>Total</b>
1	Commissioner and Director, Agriculture Department	250392.92	4651.75	3125.92	258170.59
2	Commissioner, Horticulture Department	4540.00	1853.37	1235.59	7628.96
3	Director, Animal Husbandry Department	2045.00	291.49	309.44	2645.93
4	Commissioner, Rural Development Department	216649.85	25161.64	9071.75	250883.24
5	Commissioner, Panchayath Raj Department	54089.99	1500.00	0.00	55589.99
6	Energy, Secretariat Department	204000.00	0.00	0.00	204000.00
7	Commissioner, Industries Department	83465.71	1.00	1.00	83467.71
8	Engineer in Chief Buildings, & CRF HOD	0.00	12400.00	0.00	12400.00
9	Planning, Secretariat Department	185400.00	0.00	0.00	185400.00
10	Commissioner, Civil Supplies Department	85294.50	0.00	0.00	85294.50

(Rs. in Lakhs)

<b>Sl. No.</b>	<b>Name of Department</b>	<b>State Sector Schemes</b>	<b>Centrally Sponsored Schemes</b>	<b>Matching State Share for Centrally Sponsored Schemes</b>	<b>Total</b>
11	School Education Department	2562.35	3020.48	2013.65	7596.48
12	Project Director, SAMAGRA SHIKSHA	0.00	10432.71	6955.13	17387.84
13	Collegiate Education, HOD	0.00	309.11	206.07	515.18
14	Director, Medical Education	15135.78	0.00	0.00	15135.78
15	Department of Ayurveda, Yoga, Unani, Siddha & Homoeopathy (AYUSH), HOD	0.00	87.59	35.03	122.62
16	Director, Public Health and Family Welfare	7719.72	0.00	0.00	7719.72
17	Commissioner, Health and Family Welfare	11812.45	6491.46	6202.76	24506.67
18	Engineer-in-Chief, Rural Water Supply & Sanitation Department	0.00	7727.81	7727.81	15455.62
19	Managing Director, Weaker Section Housing Programme	195000.00	15449.92	0.00	210449.92
20	Commissioner and Director, Municipal Administration Department	7415.14	9397.49	5306.04	22118.67

(Rs. in Lakhs)

Sl. No.	Name of Department	State Sector Schemes	Centrally Sponsored Schemes	Matching State Share for Centrally Sponsored Schemes	Total
21	Municipal Administration and Urban Development, Secretariat Department	10815.00	1700.12	0.00	12515.12
22	Commissioner, Scheduled Castes Development Department	159561.72	1354.95	4312.00	165228.67
23	VC & MD, TSCCDC Ltd.,	1784000.00	1500.00	0.00	1785500.00
24	Secretary, Telangana Social Welfare Residential Educational Institutions Society	119586.91	0.00	0.00	119586.91
25	Employment and Training, HOD	0.00	104.65	0.00	104.65
26	Director, Women Development and Child Welfare Department	4461.00	4253.41	4253.41	12967.82
27	Engineer-in-Chief, General & Panchayat Raj Department	5000.00	2936.57	1957.71	9894.28
28	Director, Ground Water Department, HOD	120.00	0.00	0.00	120.00
<b>Total Allocated to Departments</b>		<b>3409068.04</b>	<b>110625.52</b>	<b>52713.31</b>	<b>3572406.87</b>

(Rs. in Lakhs)

Sl. No.	Name of Department	State Sector Schemes	Centrally Sponsored Schemes	Matching State Share for Centrally Sponsored Schemes	Total
<b>Non- Divisible Infrastructural works</b>					
29	Transport	36972.02			36972.02
30	Irrigation	65669.40			65669.40
	<b>Non-Divisible Works Total</b>	<b>102641.42</b>	<b>0.00</b>	<b>0.00</b>	<b>102641.42</b>
<b>Grand Total</b>		<b>3511709.46</b>	<b>110625.52</b>	<b>52713.31</b>	<b>3675048.29</b>

## CHAPTER – 12

### THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES [Section 4(1) (b) (12)]

#### SCHEME WISE GUIDELINES POST MATRIC SCHOLARSHIPS

1	Name of the Scheme	Post-Matric Scholarships RTF & MTF
2	Head of Account	<p>2225-01-277-25-05-340</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities  01 – Welfare of SCs  277 – Education  25 – State Sector Schemes  05 – Scholarships Post(RTF-Professional Courses)  340 – Scholarships and Stipend</p> <p>2225-01-277-25-04-340</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities  01 – Welfare of SCs  277 – Education  25 – State Sector Schemes  04 – Scholarships Post(MTF-Professional Courses)  340 – Scholarships and Stipend</p>
3	Description of the Scheme	To appreciably increase the gross enrolment ratio in higher education of SC students with a focus on those from the poorest households, by providing financial assistance at post matriculation or post secondary stage to enable them to complete their education.
4	Eligibility criteria	<p>(i) Students of Telangana belonging to SC category</p> <p>(ii) Should cover within age limit prescribed</p>
5	Who is eligible	Those pursuing post matriculation or post secondary courses in recognized institutions / Universities / Colleges in India.
6	Income Limit	Rs.2.00 lakhs from all sources of the family.
7	Amount eligible / benefit amount	Fees compulsorily payable by students to institutions
8	Any reservation applicable	No
9	If yes, prescribe %	Does not arise
10	Where to get application form	Online

11	How to apply for the scheme	Register in e-PASS website
12	Online / Manual	Online
13	If online web portal / address	<a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>
14	To whom to apply	DSCDOs concerned.
15	Where to apply	Online
16	Sanctioning Authority	DSCDO concerned District
17	Scrutiny / check slip	1) Bonafide certificate of previous year study (2) Income & Caste certificates from Mee-seva (3) CET Allotment orders for Professional courses (4) Copy of Bank Pass Book showing account Number (5) Aadhaar Number (6) Educational qualification certificates
18	Procedure for sanction including web navigation	(1) Student to apply in online with all required documents for Fresh / Renewal. (2) Aadhar & Bank A/c of fresh students will be verified and confirmed by DSCDO (3) The college authorities forward renewal applications by observing the factors (a) 75% attendance (b) Pass/promoted certificate of previous year study (c) Continuation of the course (d) In respect of fresh applications - CET allotment orders, bank account No., Aadhaar Number, Income & Caste certificates by the College authorities and after Bio-matric Aadhaar authentication forward the i) Applications to the concerned DSCDO login and barcode generated hard copy also. ii) Read the barcode of PMS application, verify the eligibility and sanction of the scholarship. iii) The eligible applicants will be sanctioned MTF to student and RTF will be sanctioned to college. iv) DSCDO will subsequently submit the bill to Treasury to pass the bill and to credit the MTF amount to the concerned student accounts and RTF amount to the concerned college account.
19	In case of grievance, where to complain	Online in e-PASS/DSCDO concerned

20	Follow up action after sanction if any	<p>(1) Hard copies of the students should be maintained</p> <p>(2) Remittance of challan record should be maintained</p> <p>(3) U.Cs should be collected from concerned colleges</p> <p>(4) Budget &amp; reconciliation figures of expenditure should be maintained so as to show the same on demand by Audit persons.</p>
21	Connected G.Os	<p>1) G.O.Ms.No.90, SW (Edn.2) Dept., dt.30-7- 2002.</p> <p>2)G.O.ms.No.143, Social Welfare (Edn.2) Department, dt.15-7-2008.</p> <p>3)G.O.Ms.No.66, Social Welfare (SW Edn.2) Dept., dt.8-9-2010.</p>



## AMBEDKAR OVERSEAS VIDYA NIDHI

1	Name of the Scheme	Ambedkar Overseas Vidya Nidhi
2	Head of Account	<p>2225-01-277-25-34-340</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities  01 – Welfare of SCs  277 – Education  25 – State Sector Schemes  34 – Professional Educational Support Scheme  (Studies aboard, skill up-gradation, SC advocate, Book banks)  340 – Scholarships and Stipend</p>
3	Description of the Scheme	Providing financial assistance to students for pursuing higher studies in abroad.
4	Eligibility criteria	<ul style="list-style-type: none"> <li>Students of Telangana belonging to SC category</li> <li>Eligible Countries: USA, UK, Australia, Canada, Singapore, Germany, New Zealand, Japan, France and South Korea.</li> <li>60% of Marks or equivalent grade in qualifying examination.</li> <li>Having a valid score in TOEFL/IELTS/GRE/GMAT with the following minimum scores. <ol style="list-style-type: none"> <li>1.TOEFL – 60</li> <li>2.IELTS – 6.0</li> <li>3.GRE – 260</li> <li>4. GMAT – 500</li> <li>5. P.T.E. – 50</li> </ol> </li> <li>Should have passport and got VISA</li> <li>Admission letter from foreign University/ Institution.</li> <li>One student per family.</li> </ul>
5	Who is eligible	Students who have completed graduation with 60% of marks.
6	Income Limit	Rs.5.00 lakhs per annum from all sources of family
7	Amount eligible / benefit amount	<ol style="list-style-type: none"> <li>1. Rs. 20.00 lakhs towards tuition fee, living expenses etc (or) actual claimed in I-20 (whichever is less).</li> <li>2. Flight charges for a maximum of Rs.50,000/- or actuals whichever is less.</li> <li>3. VISA fee.</li> </ol>
8	Any reservation applicable	No

9	If yes, prescribe %	Does not arise
10	Where to get application from	Online
11	How to apply for the Scheme	Click on Overseas Scholarship services icon in e-PASS website and upload the necessary documents and certificates in the website. A set of the documents uploaded along with online application should be submitted to the concerned District SC Development Officer.
12	Online / Manual	Online
13	If online web portal / address	<a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>
14	To whom to apply	Commissioner, SC Development Department
15	Where to apply	<a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>
16	Sanctioning Authority	District SC Development Officer.
17	Scrutiny / Check slip	The Dist SC Development Officer shall scrutinize the application registered in the e-PASS website and conduct social status verification of the candidate whether he/she is eligible or not.
18	Procedure for sanction including web navigation	<p>As per the guidelines issued by the Govt. the State Level Screening Committee consisting of the following members, shall select the students intending to pursue their studies in abroad.</p> <ol style="list-style-type: none"> <li>1) Principal Secretary/Secretary(SCDD) - Chairman</li> <li>2) Secretary, Telangana State Council of Higher Education - Member.</li> <li>3) Vice Chancellor, JNTU - Member.</li> <li>4) Commissioner of Technical Education - Member.</li> <li>5) Commissioner/Director (SCDD) - Convener.</li> </ol> <p>After the selection by the SLSC, the Commissioner (SCDD) issues necessary instructions to the concerned Dist SC Development Officer for sanction of financial assistance to the eligible candidates subject to furnishing of I-94 and other mandatory certificates/documents and confirms the candidature in e-PASS website.</p> <p>The Dist SC Development Officer after receipt of documents and necessary certificates verifies the same in the e-PASS website and issues sanction proceedings for sanction of Rs.10.00 lakhs as 1<sup>st</sup> installment.</p> <p>The second installment of Rs.10.00 lakhs is released after the candidate uploads his 1<sup>st</sup> semester marks and submits the utilization certificate.</p>

		The VISA and Air ticket fees are also sanctioned. The payment of financial grant is made online through e-PASS website.
19	In case of grievance, Where to complain	O/o the District SC Development Officer.
20	Follow up action after sanction if any	(1) Hard copies certificates and documents of the candidates should be maintained. (2) Remittance of utilization certificate should be maintained. (3) Budget & reconciliation figures of expenditure should be maintained.
21	Connected G.O.s	G.O.Ms.No.54, SW (Edn.) Dept dt.28-6-2013. G.O.Ms.No.22 SCD (Edn.) Dept, dt.10-6-2016 G.O.Ms.No.66 SCD (Edn.) Dept, dt. 9-11-2017. G.O.Ms.No.74 SCD (Edn.) Dept, dt. 19-12-2017. G.O.Ms.No.2 SCD (Edn.A1) Dept, dt. 05-02-2021.

## SKILL UP-GRADATION

1	Name of the Scheme	"Coaching to SC students for Eligibility Tests such as (GRE/GMAT/TOEFL/IELTS) for Admission in Foreign Universities" (Skill Up-gradation)
2	Head of Account	2225-01-277-25-34-340 2225 - Welfare of SCs, STs, OBCs and Minorities 01 - Welfare of SCs 277 - Education 25 - State Sector Schemes 34 - Professional Educational Support Scheme (Studies abroad, skill up-gradation, SC advocate, Book banks) 340 - Scholarships and Stipends
3	Description of the Scheme	Providing coaching to SC students in English proficiency such as GRE / GMAT / TOFEL / IELTS or equivalent qualifying exams for getting admissions into various post graduate courses in foreign universities
4	Eligibility criteria	Graduates and students studying Final year of qualifying examination
5	Who is eligible	Students of Telangana belonging to SC category
6	Income Limit	Rs.2.00 lakhs per annum
7	Amount eligible / benefit amount	GRE Rs.9,000/- for 100 hours. GMAT Rs.23,000/- for 100 hours. TOEFL Rs.5,000/- for 60 hours. IELTS Rs.4,200/- for 60 hours.
8	Any reservation applicable	No
9	If yes, prescribe %	Does not arise
10	Where to get application form	Online
11	How to apply for the Scheme	The student shall register application in the e-PASS website for providing coaching for TOEFL/IELTS and GRE/GMAT. After registration the student should download the application and submit to the institution to which the candidate intends to pursue his coaching for TOEFL/IELTS & GRE/GMAT
12	Online / Manual	Online
13	If online web portal / address	<a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>
14	To whom to apply	Institution
15	Where to apply	<a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>
16	Sanctioning Authority	District SC Development Officer

17	Scrutiny / Check slip	<p>The institute shall verify all the certificates like caste, income and nativity etc. of the candidate and confirms the admission of the candidate into the institution in the e-PASS website.</p> <p>The institution shall confirm the attendance of the candidate who has attended the coaching for 50 hours in the e-PASS website and send the names of all such candidates to the concerned District SC Development Officer for taking necessary further action in the matter.</p>
18	Procedure for sanction including web navigation	<p>The District SC Development Officer on receipt of the list of eligible candidates who have completed 50 hours of coaching in the Institute located in their concerned district shall verify the attendance of the candidates and confirm the same in the e-PASS website.</p> <p>After confirmation of the candidate the District SC Development Officer shall sanction the first installment to the Institution located in their district to the eligible candidates who admitted in the Institute as per the guidelines.</p> <p>After the institute conducts mock test the 2<sup>nd</sup> installment shall be released to the Institute.</p>
19	In case of grievance, Where to complain	O/o the District SC Development Officer.
20	Follow up action after sanction if any	<p>(1) Hard copies certificates and documents of the candidates should be maintained.</p> <p>(2) Remittance of utilization certificate should be maintained.</p> <p>(3) Budget &amp; reconciliation figures of expenditure should be maintained.</p>
21	Connected G.O.s	G.O.Ms.No.55 SW (Edn.1) Dept, dt.20-6-2013

## BOOK BANK SCHEME

1	Name of the Scheme	Book Bank
2	Head of Account	2225-01-277-25-34-340  2225 – Welfare of SCs, STs, OBCs and Minorities 01 – Welfare of SCs 277 – Education 25 – State Sector Schemes 34 – Professional Educational Support Scheme (Studies abroad, skill up-gradation, SC advocate, Book banks) 340 – Scholarships and Stipends
3	Description of the Scheme	Supply of Essential Text Books and Book Banks to students studying professional courses
4	Eligibility criteria	No criteria
5	Who is eligible	Those belonging to SC category pursuing professional courses i.e. Medical / Homeopathy / Dental / Engg./ Veterinary / Agri./ Poly / MBA / B.Ed. / Fine arts/B. Pharmacy.
6	Income Limit	No limit
7	Amount eligible / benefit amount	A set of books worth Rs.7500/-Medical & Engineering. Rs.5000/- for Veterinary, Rs.4500/- for Agriculture. Rs.2400/- for Diploma courses Rs. 2000/- for others
8	Any reservation applicable	No
9	If yes, prescribe %	Does not arise
10	Where to get application form	No need
11	How to apply for the scheme	Put an application to Principal of the college
12	Online / Manual	Manual
13	If online web portal / address	----
14	To whom to apply	Principal of the concerned college
15	Where to apply	At college

16	Sanctioning Authority	Concerned District SC Development Officer
17	Scrutiny / check slip	
18	Procedure for sanction including web navigation	<p>The DSCDO should constitute the District Level Committee to identify the books, which are more useful to the students pursuing courses specified in G.O.Ms.No.123, SW (Q2) Dept, dt. 28.07.1994.</p> <p>The district Officer with the help of purchase committee will call for short tender/sealed quotations for offering maximum discount from the publishers/supplier and finalize the order with the approval of the District Purchase Committee depending on the availability of funds released to the DSCDO.</p>
19	In case of grievance, where to complain	DSCDO of concerned district.
20	Follow up action after sanction if any	<ol style="list-style-type: none"> <li>1. The DSCDO should verify whether the received books are entered in a separate register by the college authorities.</li> <li>2. The DSCDO should inspect the colleges, to whom the books are supplied to arrange those books in their library separately to provide to the SC students of their college.</li> </ol>
21	Connected G.Os	<ol style="list-style-type: none"> <li>1) G.O.Ms.No.123, SW (Q2) Dept, dt. 28.07.1994.</li> <li>(2) Circular RC.No.Q2/4821/2002, dt. 07.10.2002</li> </ol>

## PRE-MATRIC SCHOLARSHIPS FOR IX – X

1	Name of the Scheme	Pre-Matric Scholarships to SC students for IX & X Class
2	Head of Account	<p>2225-01-277-25-33-340 (State)</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities  01 – Welfare of SCs  277 – Education  25 – State Sector Schemes  33 – Pre-matric Scholarship for Quality Education  (BAS/HPS/Pre- matric V to X)/Unclean Occupation/Merit Up gradation.  340 – Scholarships and Stipends</p> <p>2225-01-277-12-19 (Central)</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities  01 – Welfare of SCs  277 – Education  12 – Centrally Sponsored Schemes  19 – Pre Matric Scholarships IX &amp; X (RVD)  340 – Scholarships and Stipends</p>
3	Description of the Scheme	To minimize the incidence of drop-out especially in the transition from the elementary to the secondary stage and to improve participation of SC children in Class IX and X of the Pre-matric stage, so that they perform better and have a better chance of progressing to the Post-matric stage of education
4	Eligibility criteria	<ul style="list-style-type: none"> <li>• The school going children who are pursuing their studies regularly in Govt. School or in school run by Local Bodies such as Zilla Praja Parishad, Municipalities, Municipal Corporations or any school aided by the Govt.</li> <li>• The applicant shall produce Caste certificate issued through Mee-Seva. He/She should not be getting any other centrally funded Pre-Matric Scholarship.</li> <li>• Scholarship shall be given to the student only once in any class.</li> <li>• If a student has to repeat a class, he/she shall not get scholarship for that class for a second (or subsequent) year.</li> </ul>
5	Who is eligible	9 <sup>th</sup> and 10 <sup>th</sup> students.
6	Income Limit	The children whose parental income is below Rs.2.00 lakhs per annum are eligible.



7	Amount eligible / benefit amount	Rs. 3000 per annum for day scholar students
8	Any reservation applicable	No
9	If yes, prescribe %	Does not arise
10	Where to get application form	The students should register their names through online
11	How to apply for the Scheme	<a href="https://telanganaepass.cgg.gov.in">Desirous students shall apply in https://telanganaepass.cgg.gov.in</a>
12	Online / Manual	Online
13	If online, web portal / address	<a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>
14	To whom to apply	SC Development Department
15	Where to apply	<a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a> (online)
16	Sanctioning Authority	District SC Development Officer (SCDD)
17	Scrutiny / Check slip	<p>The Head Master of the school shall verify all the details of the application and countersign the application.</p> <p>He shall also certify that the student is not receiving any other scholarship from the State or Central Govt.</p> <p>All the applications shall be forwarded to local Hostel Warden of the SC Development Dept.</p> <p>The Hostel Welfare Officer in whose jurisdiction the school is located shall be the verification officer. He shall verify all applications and students from whom applications are received through the school under the scheme.</p>
18	Procedure for sanction including web navigation	<p>Scholarship applications of only such students who have been verified by HWO and hard copies received shall be processed for scholarships.</p> <p>District SC Development Officer, shall process the applications for payment of pre-matric scholarships to the student accounts.</p>
19	In case of grievance, Where to complain	District SC Development Officer
20	Follow up action after sanction if any	<p>(1) Hard copies of the students should be maintained.</p> <p>(2) Remittance of challan record should be maintained.</p> <p>(3) Budget &amp; reconciliation figures of expenditure should be maintained.</p>
21	Connected G.O.s	<p>G.O.Ms.No.47 SW (Edn.2) dept, dt.31-12-2012</p> <p>G.O.Ms.No.15 SW (Edn.2) dept, dt.29-11-20219</p>

## PRE- MATRIC SCHOLARSHIPS FOR V - VIII

1	Name of the Scheme	Pre-Matric Scholarships to SC Students from V to VIII Class
2	Head of Account	2225-01-277-25-33-340  2225 – Welfare of SCs, STs, OBCs and Minorities 01 – Welfare of SCs 277 – Education 25 – State Sector Schemes 33 – Pre-matric Scholarship for Quality Education (BAS/HPS/Pre matric V to X)/Unclean Occupation/Merit Up gradation. 340 – Scholarships and Stipends
3	Description of the Scheme	The main objective of the scheme is to curb the high dropout rate among the SC children by providing a modest incentive to school going SC children
4	Eligibility criteria	The school going children who are pursuing their studies regularly in Govt. School or in school run by Local Bodies such as Mandal Praja Parishad, Zilla Praja Parishad, Municipalities, Municipal Corporations or any school aided by the Govt.  Scholarship shall be given to the student only once in any class.  If a student has to repeat a class, he/she shall not get scholarship for that class for a second (or subsequent) year.
5	Who is eligible	Students studying from V to VIII class.
6	Income Limit	The children whose parental income is below Rs.2.00 lakhs per annum are eligible.
7	Amount eligible / benefit amount	Scale of Scholarships for Day scholars: Rs.100/- per month for Boys and Rs.150/- per month for Girls. The Scholarship will be payable for 10 months in an academic year.
8	Any reservation applicable	No
9	If yes, prescribe %	Does not arise
10	Where to get application form	The students should register their names through online
11	How to apply for the Scheme	Desirous students shall apply in 'https://telanganaepass.cgg.gov.in
12	Online / Manual	Online
13	If online web portal / address	https://telanganaepass.cgg.gov.in

14	To whom to apply	SC Development Department
15	Where to apply	Website: <a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a> (online)
16	Sanctioning Authority	Dist SC Development Officer (SCDD)
17	Scrutiny / Check slip	<ul style="list-style-type: none"> <li>The Head Master of the school shall verify all the details of the application and countersign the application.</li> <li>He shall also certify that the student is not receiving any other scholarship from the State or Central Govt.</li> <li>All the applications shall be forwarded to the local Hostel Warden of the SC Development Dept.</li> <li>The Hostel Welfare Officer in whose jurisdiction the school is located shall be the verification officer. He shall verify all applications and students from whom applications are received through the school under the scheme.</li> </ul>
18	Procedure for sanction including web navigation	<ul style="list-style-type: none"> <li>Scholarship application of such students who have been verified and hard copy received shall be processed for sanction scholarships.</li> <li>District SC Development Officer, shall process the applications for payment of Pre-matric scholarships to the student accounts.</li> </ul>
19	In case of grievance, Where to complain	Dist SC Development Officer
20	Follow up action after sanction if any	<p>(1)Hard copies of the students should be maintained.</p> <p>(2)Remittance of challan record should be maintained.</p> <p>(3)Budget &amp; reconciliation figures of expenditure should be maintained.</p>
21	Connected G.O.s	G.O.Ms.No.57 SW (Edn.2) dept, dt.2-7-2013

## **SCHOLARSHIPS TO THE CHILDREN OF THOSE ENGAGED IN UNCLEAN OCCUPATIONS**

1	Name of the Scheme	Scholarships to the children of those engaged in Unclean occupations
2	Head of Account	<p>2225-01-MH-277-25-SH-33-340 (State)</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities</p> <p>01 – Welfare of SCs</p> <p>277 – Education</p> <p>25 – State Sector Schemes</p> <p>33 – Pre-matric Scholarship for Quality Education (BAS/HPS/Pre matric V to X)/Unclean Occupation/Merit Up gradation.</p> <p>340 – Scholarships and Stipends</p> <p>2225-01-MH-277-12-SH-19 (Central)</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities</p> <p>01 – Welfare of SCs</p> <p>277 – Education</p> <p>12 – Centrally Sponsored Schemes</p> <p>19 – Pre Matric Scholarships IX &amp; X (RVD)</p> <p>340 – Scholarships and Stipends</p>
3	Description of the Scheme	<p>The main objective of the scheme is providing scholarships to the students of those parents engaged in unclean occupations.</p> <p>To uplift the families which had traditional links with the erstwhile practice of manual scavenging.</p>
4	Eligibility criteria	<ol style="list-style-type: none"> <li>1. Under this scheme the scholarships are sanctioned to cover the educational needs of the Non-residential children.</li> <li>2. These facilities are provided to the children of those actually engaged in scavenging of dry latrines and other unclean occupations like tanning and flaying which are traditionally considered as unclean and sweepers.</li> <li>3. The identification of all the eligible beneficiaries has to be based on unclean occupation and not on caste / Religion basis.</li> <li>4. The unclean occupation certificate shall be issued by the concerned Municipal Health Officer/Panchayat Secretary.</li> </ol>
5	Who is eligible	Children of those working as Public Health Worker/ Sanitation workers/ Sweepers etc., working in Municipalities & Gram Panchayats on contract/part time/ Daily wage/ Full time
6	Income Limit	There is no income ceiling for sanction of scholarships under this scheme.

7	Amount eligible / benefit amount	Scholarship: Class I to X - Rs.225/- P.M. (w.e.f. 2018-19) & Adhoc Grant Rs.750/- P.A. for day boarders
8	Any reservation applicable	No
9	If yes, prescribe %	Does Not arise
10	Where to get application form	O/o the District SC Development Officer
11	How to apply for the Scheme	The students should register their names in the O/o the District SC Development officer after due notification issued by the respective districts in the local news papers calling for applications.
12	Online / Manual	Online
13	If online web portal / address	telanganaepass.cgg.gov.in
14	To whom to apply	SC Development Department
15	Where to apply	O/o the Dist SC Development officer
16	Sanctioning Authority	District SC Development Officer.
17	Scrutiny / Check slip	The District SC Development Officer scrutinize the application received from the wards with respect to occupation of the parent i.e. whether the parent is engaged in unclean occupations.
18	Procedure for sanction including web navigation	<ol style="list-style-type: none"> <li>1. The Head Master of the school shall verify all the details of the application and countersign the application. He shall also certify that the student is not receiving any other scholarship from the State or Central Govt.</li> <li>2. All the applications shall be forwarded to the local Hostel Warden of the SC Development Dept.</li> <li>3. The Hostel Welfare Officer in whose jurisdiction the school is located shall be the verification officer for all students applications received from the school under the scheme.</li> <li>4. The District SC Development Officer, shall process payment of Pre-matric for sanction and payment of scholarship to the student bank account.</li> </ol>
19	In case of grievance, Where to complain	O/o the District SC Development Officer.
20	Follow up action after sanction if any	<ol style="list-style-type: none"> <li>1) Hard copies of the proposals received from the Schools should be maintained.</li> <li>2) Remittance of challan record should be maintained.</li> <li>3) Budget &amp; reconciliation figures of expenditure should be maintained.</li> </ol>
21	Connected G.O.s	Guidelines of Central Government on sanction of Pre-matric scholarships to the children of those engaged in unclean occupations.

## BEST AVAILABLE SCHOOLS

1	Name of the Scheme	Scholarships to SC students admitted in Best Available Schools
2	Head of Account	2225-01-MH-277-25-SH-33-340 2225 – Welfare of SCs, STs, OBCs and Minorities 01 – Welfare of SCs 277 – Education 25 – State Sector Schemes 33 – Pre-Matric Scholarship for Quality Education (BAS/HPS/Pre-Matric V to X)/Unclean Occupation/Merit Up gradation. 340 – Scholarships and Stipends
3	Description of the Scheme	The main objective of the scheme is to provide 100% quality education in the district itself in best selected private schools/institutions.
4	Eligibility criteria	The wards who are desirous to study in Residential Schools are provided admission into Class V and the wards who are desirous to study in Non Residential Schools are provided admission from 1 <sup>st</sup> class in Best selected private Schools in the District. Only one child in a family is eligible.
5	Who is eligible	School going students (1 <sup>st</sup> to 5 <sup>th</sup> class)
6	Income Limit	The children whose parental income is below Rs.1.50 lakhs per annum in rural areas and Rs.2.00 lakhs per annum in urban areas are eligible.
7	Amount eligible / benefit amount	Each student is sanctioned an amount of Rs.20,000/- p.a., for Non-residential schools and Rs.30,000/- pa. for Residential Schools which includes tuition fee, books, uniform etc.
8	Any reservation applicable	50% of seats are allotted to Agriculture Labourers and those from families of first generation literacy. The rest of 50% is allotted as follows: a) Orphan children @ 20%, b) Jugin Children @ 15% and c) Children of Bonded Labourers @ 15%
9	If yes, prescribe %	Does not arise
10	Where to get application form	O/o the District SC Development officer
11	How to apply for the Scheme	The students should register their names in the O/o the District SC Development officer after due notification issued by the respective districts in the local news papers calling for applications.
12	Online / Manual	Manual
13	If online web portal / address	Manual applications. Scholarship will be sanctioned in online <a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>

14	To whom to apply	District SC Development Officer of the concerned District.
15	Where to apply	O/o the District SC Development Officer
16	Sanctioning Authority	District SC Development Officer (SCDD)
17	Scrutiny / Check slip	<p>The District Level Committee consisting of District Collector as Chairman, Dist SC Development Officer as Member Convener, DEO and Principal of TSSW Residential Schools as its members shall verify and inspect the best Schools in the district and send the school proposals having better infrastructure facilities and the pass percentage in 7<sup>th</sup> and 10<sup>th</sup> class is more than 90% to the Commissioner (SCDD), Hyderabad for approval.</p> <p>The State Level Committee consisting of Commissioner (SCDD) as its Chairman, Commissioner (TW), Commissioner, School Education, Commissioner (BC Welfare) the Secretary, TSWREIS as its members, scrutinizes the proposals sent by the Dist Level Committee and approves the Best Schools for admission of SC students in the district both Residential and Non residential.</p> <p>The District Level Committee shall inspect the schools approved by SLC for every (3) years. After completion of (6) years the District Level Committee shall send the proposals for renewal of the schools by the State Level Committee.</p>
18	Procedure for sanction including web navigation	<p>The District SC Development Officer shall issue necessary notification in the local news papers calling for applications from the eligible SC students for admission into Best Available Schools approved by the State Level Committee (Residential and Non Residential) to the extent of the seats allotted to each district.</p> <p>After receipt of the application the District Collector, conducts entrance test/draw of lottery for selection of the students for admission into class V for Residential and 1<sup>st</sup> class for Non- Residential schools and allots them to the schools for which the student/parent intends to join in the Best Available Schools.</p> <p>After the admission process the Headmaster /Principal, registers the name of the candidate in e-PASS website and forwards the same to the District SC Development Officer, for sanction of scholarships and the scholarships is sanctioned in (3) installments.</p>

19	In case of grievance, Where to complain	To the District SC Development Officer
20	Follow up action after sanction if any	1) Hard copies of the students should be maintained. 2) Remittance of challan record should be maintained. 3) Budget & reconciliation figures of expenditure should be maintained. 4) Utilization Certificates are to be collected. 5)The results to be obtained.
21	Connected G.O.s	GO Ms. No: 101, SW (Edn.2) Dept, Dt: 31-05-2008. GO Ms. No: 52, SW (Edn.2) Dept, Dt: 23-05-2014.



## HYDERABAD PUBLIC SCHOOLS

1	Name of the Scheme	Scholarships to SC students admitted in Hyderabad Public Schools at Begumpet and Ramanthapur
2	Head of Account	2225-01-MH-277-25-SH-33-340 2225 - Welfare of SCs, STs, OBCs and Minorities 01 - Welfare of SCs 277 - Education 25 - State Sector Schemes 33 - Pre-matric Scholarship for Quality Education (BAS/HPS/Pre-matric V to X)/Unclean Occupation/Merit Up gradation. 340 - Scholarships and Stipends
3	Description of the Scheme	The main objective of the scheme is to provide 100% quality education in the prestigious school on par with general students.
4	Eligibility criteria	The wards who are desirous to study in the Prestigious School, i.e., Hyderabad Public School.  The students who were admitted under general quota i.e. over and above the 15% SC quota are also eligible for sanction of scholarships subject to income limit prescribed by the Government.  Two children in a family are eligible for sanction of scholarships.
5	Who is eligible	1 <sup>st</sup> class students
6	Income Limit	The children whose parental income is below Rs.1.50 lakhs per annum in rural areas and Rs.2.00 lakhs per annum in urban areas are eligible.
7	Amount eligible / benefit amount	Each student is sanctioned tuition fee ranging from Rs.90,000/- to Rs. 2,00,000/- per annum both for day scholars and hostellers from Class I to XII.
8	Any reservation applicable	Yes
9	If yes, prescribe %	15% of seats are reserved for SC students in I class in Hyderabad Public School, Begumpet and Ramanthapur of the total intake in class –I.
10	Where to get application form	O/o the District SC Development officer
11	How to apply for the Scheme	The students should register their names in the O/o the District SC Development officer after due notification issued by the respective districts in local news papers calling for applications.
12	Online / Manual	Manual application. Scholarship sanctioned through online
13	If online web portal / address	<a href="https://telanganaepass.cgg.gov.in/">https://telanganaepass.cgg.gov.in/</a>

14	To whom to apply	District SC Development officer
15	Where to apply	O/o the District SC Development officer
16	Sanctioning Authority	Commissioner (SCDD), Hyderabad
17	Scrutiny / Check slip	The Dist SC Development Officer scrutinizes the application received from the wards with respect to Caste, Income and Date of birth certificates.
18	Procedure for sanction including web navigation	<p>The District SC Development Officer shall issue necessary notification in the local news papers calling for applications from the eligible SC students for admission into Hyderabad Public Schools, Begumpet and Ramanthapur to the extent of the seats allotted to each district.</p> <p>After receipt of the application the District Collector/DSCDO, conducts entrance test/draw of lottery for selection of the students for admission into class I.</p> <p>After the draw of lots the DSCDO, shall send the filled in applications of the selected candidates to the Commissioner (SCDD) for onward transmission to the respective Hyderabad Public Schools, along with Social Status verification reports for conducting of medical test to the selected candidates.</p> <p>After the Medical test the eligible candidates are issued admissions by Principal, HPS.</p> <p>Subsequently, on admission of the SC student the Principal of the respective HPS registers the names of the admitted SC student in e-PASS website and forwards the same to the Deputy Director (SCDD), Hyderabad for sanction of scholarships.</p> <p>The Deputy Director (SCDD), Hyderabad on receipt of the proposals received from the HPS, sanctions the scholarships directly to the school authorities through e-PASS website.</p>
19	In case of grievance, Where to complain	To the District SC Development Officer/ Commissioner (SCDD)
20	Follow up action after sanction if any	<p>(1) Hard copies of the proposals received from the Hyderabad Public Schools should be maintained.</p> <p>(2) Remittance of challan record should be maintained.</p> <p>(3) Budget &amp; reconciliation figures of expenditure should be maintained.</p>
21	Connected G.O.s	<p>G.O.Rt.No.598 SW (Edn.-2) Dept dt.9-10-2006.</p> <p>G.O.Rt.No.313 SCDD (Edn.) Dept dt.1-6-2016.</p> <p>G.O.Rt.No.273 SCD (Edn.) Dept, dt.26-5-2017</p>

## FINANCIAL AID TO SC ADVOCATES

1	Name of the Scheme	Financial aid to SC Advocates
2	Head of Account	2225-01-MH-277-25(SSS)-SH-34-340  2225 – Welfare of SCs, STs, OBCs and Minorities 01 – Welfare of SCs 277 – Education 25 – State Sector Schemes 34 – Professional Educational Support Scheme (Studies aboard, Skill upgradation, SC Advocate, Book banks). 340 – Scholarships and Stipends
3	Description of the Scheme	Providing training in the administration of Justice to SC Law Graduates with a view to seeking their employment elsewhere after the training.
4	Eligibility criteria	1. Candidates should be Law graduates 2. Should be enrolled in BAR council
5	Who is eligible	Candidates belonging to SC category
6	Income Limit	Rs.2.00 lakhs per annum
7	Amount eligible / benefit amount	<ul style="list-style-type: none"> <li>• Stipend Rs. 1000/- P.M.</li> <li>• Enrolment fee actual and</li> <li>• One time grant of amount Rs. 6000/- towards purchase of book and stationary.</li> </ul>
8	Any reservation applicable	No
9	If yes, prescribe %	Does not arise
10	Where to get application form	O/o erstwhile District SC Development Officer
11	How to apply for the scheme	Register in e-PASS portal
12	Online / Manual	Online
13	If online, web portal / address	<a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>
14	To whom to apply	DSCDO of concerned erstwhile district
15	Where to apply	O/o DSCDO of concerned erstwhile district
16	Sanctioning Authority	District SC Development Officer
17	Scrutiny / check slip	1. Degree Law certificate 2. Income & Caste certificates 3. Bar Council Registration Certificates 4. Aadhar Card 5. Bank Account

18	Procedure for sanction including web navigation	<p>1. The DSCDOs of erstwhile (10) districts issue notification at District level calling for applications from eligible SC law graduates and select the (8) candidates every year.</p> <p>2. The selected candidates are to be attached to the law officers within the District of District Courts, Mobile courts, Session courts and Other courts at the Division level, erstwhile Taluka level, wherever there are law officers.</p> <p>3. The selected candidate details should be registered in e-PASS website for sanctioning. After receipt of the attendance certificate from the law officer, the bill should be prepared to claim stipend and other allowances to the candidate bank accounts.</p>
19	In case of grievance, where to complain	Erstwhile District SC Development Officer
20	Follow up action after sanction if any	—
21	Connected G.Os	<p>1) G.O.Ms.No.77, SW (B2) Dept, dt. 30.04.1982</p> <p>2) G.O.Ms.No.160, SW (B2) Dept, dt. 27.07.1991.</p> <p>3) G.O.Ms.No.109, SW (Bud.1) Dept, dt. 10.06.2008</p>

## CORPORATE COLLEGES

1	Name of the Scheme	Corporate Colleges
2	Head of Account	<p>2225-01-MH-277-25(SSS)-SH-03-340(MTF)</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities  01 – Welfare of SCs  277 – Education  25 – State Sector Schemes  03 – Scholarships Post (MTF - Non Professional Courses - Inter, Degree/PG Academic &amp; Polytechnic)  340 – Scholarships and Stipends</p> <p>2225-01-277-25-06-340 (RTF)</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities  01 – Welfare of SCs  277 – Education  25 – State Sector Schemes  06 – Scholarships Post (RTF - Non Professional Courses - Inter, Degree/PG Academic &amp; Polytechnic)  340 – Scholarships and Stipends</p>
3	Description of the Scheme	Providing access to quality education to meritorious poor students belonging to SC community in reputed colleges in the private sector at the intermediate level to enable them to compete in competitive examinations such as IIT-JEE/AIEEE/EAMCET to secure seats in premier Medical and Engineering Institutions.
4	Eligibility criteria	<p>I. Should have above 7.0 GPA in SSC</p> <p>II. Should be studied Class X in KGBVs, Govt. Municipal, Zilla Parishad Aided High Schools, Residential Schools, Jawahar Navodaya Vidyalaya, Best Available Schools</p>
5	Who is eligible	Those belonging to SC category
6	Income Limit	Rs.2.00 lakhs per annum
7	Amount eligible / benefit amount	Rs. 35,000/- towards fees, Rs. 3000/- pocket money per annum.
8	Any reservation applicable	No

9	If yes, prescribe %	Does not arise
10	Where to get application form	Students should register their application in online
11	How to apply for the scheme	Students should register their application in online
12	Online / Manual	Online
13	If online web portal / address	<a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>
14	To whom to apply	SC Development Department
15	where to apply	Online
16	Sanctioning Authority	Concerned District SC Development Officer
17	Scrutiny / check slip	1) Bonafide certificate of previous year study 2) Income & Caste certificates from Mee-seva 3) X class marks sheet 4) copy of Bank Pass book showing account Number 5) Aadhaar Number
18	Procedure for sanction including web navigation	1) Students to register their application in online as per the schedule issued by concerned DSCDOs in their Districts. 2) Counseling of the students taken up as per the dates in concerned Districts as per the preference of colleges opted by the students by verifying the hard copies submitted by the students and issue allotment order to the candidates if satisfies by DSCDO which is computer generated as per the merit in X class/reservation category.
19	In case of grievance, where to complain	Online in e-PASS.
20	Follow up action after sanction if any	1) Hard copies of the students should be maintained. 2) UCs to be collected.
21	Connected G.Os	1) G.O.Ms.No.235 SCD (Edn.2) dept. dt.28-03-2011.

## PRE-MATRIC HOSTELS

1	Name of the Scheme	Government Hostels/Ananda Nilayams
2	Head of Account	2225-01-MH-277-25-SH-07  2225- Welfare of SCs, STs, OBCs and Minorities 01- Welfare of SCs MH 277 – Education GH 25- State Sector Schemes SH 07 – Government Hostels/Ananda Nilayams
3	Description of the Scheme	To uplift the socio-economic backward classes and to overcome the dropouts of the children at the level of schools. The SCDD Hostels are functioning by providing Free lodging and boarding facilities.
4	Eligibility criteria	The students of respective ages as per the class are eligible to take admission in SCDD Hostels from class 3 <sup>rd</sup> to 10 <sup>th</sup> . Concerned Hostel Welfare Officers are competent to admit the eligible children in the S.C. Development hostels as per the requisition of the parents based on the sanctioned strength following caste ratio.
5	Who is eligible	SC/ST/BC/OBC/others
6	Income Limit	The annual parental income is Rs.1,50,000/- per annum for the Rural areas and Rs.2,00,000/- per annum for Urban Areas.
7	Amount eligible / benefit amount	1)Diet charges : Rs.950/-P.M. per boarder up to 7 <sup>th</sup>  Class. Rs.1100/-P.M. per boarder  from  8 <sup>th</sup> to 10 <sup>th</sup> class. 2) Cosmetic charges: Rs.50/- per month for Boys Rs.55/-per month for Girls up to VII Class Rs.75/- per month from Class VIII to X. 3) Hair cut charges : Rs.12/- per boarder (Boys) per month. 4) Sannabiyyam : Rs1/-per Kg is supplied to Hostels (Super fine rice) 5) Bedding material: Rs.720/- per boarder 6) Tutors are arranged with monthly remuneration of Rs.1500/- per month per subject to achieve better results 7) Trunk box, plate and glass are being provided to each boarder

		8) Four pairs of dresses (1 pair of Uniform dress + 2 pairs of printed dress + 1 pair of night dress) are being supplied to each hostel boarder along with stitching charges@ Rs.100/-per pair.
8	Any reservation applicable	Yes, as per G.O.Ms.No.10 SCD (Edn) Dept., dt. 13-8-2019.
9	If yes, prescribe %	Scheduled Castes : 75 % Christian converted from SCs : 2 % Backward Classes : 12 % Scheduled Tribes : 6 % Minority : 3 % OC/others : 2 %
10	Where to get application form	Concerned Hostel point
11	How to apply for the Scheme	With required documents
12	Online / Manual	Manual
13	If online web portal/address	<a href="https://swhostels.cgg.gov.in">https://swhostels.cgg.gov.in</a>
14	To whom to apply	Hostel Welfare Officer
15	Where to apply	Hostel point
16	Sanctioning Authority	District SC Development Officer
17	Scrutiny/Check slip	Scrutiny
18	Procedure for sanction including web navigation	1) Basing on the sanctioned strength and ratio, the HWO will admit the students on representation of parents and take the approval of Hostel Advisory Committee.  2) The approved list / students will be uploaded online in e-HMS portal by concerned HWO with required documents viz., Date of Birth, Caste, Income, Aadhar copy, Previous TC and Bonafide and after approval of concerned ASWO & DSCDO, the DSCDO will generate the sanction proceedings.
19	In case of grievance, whom to complain	District SC Development Officer



20	Follow up action after sanction if any	<p>Online Hostel management system is introduced in the SC Development Department to computerize all aspects of Hostel administration to ensure effective and close monitoring, to bring transparency and accountability in Management of Hostels.</p> <p>Attendance of Boarders, Purchase and issues are monitored online.</p> <p>All Hostel bills namely Diet, Cosmetics, Rents, Wages, Other Office Expenses and Tutors honorarium are drawn online.</p>
21	Connected G.O.s	<ol style="list-style-type: none"> <li>1. G.O.Ms.No.126 SW (Q2) Dept., dt. 03-09-1997</li> <li>2. GO.Ms.No.34, SCD (Edn.) Dept., dt.23.05.2017</li> <li>3. G.O.Ms.No.58. SC Development (Edn.) Dept., dt:11.10.2017.</li> <li>4. G.O.Ms.No.8, SCD (Edn.) Dept., dt. 24-2-2018</li> <li>5. G.O.Ms.No.35, SCD (Edn.) Dept., dt.18-7-2018</li> </ol>

## POST-MATRIC HOSTELS (DAHS)

1	Name of the Scheme	Post Matric Hostels
2	Head of Account	2225-01-MH277-25-SH18 2225- Welfare of SCs, STs, OBCs and Minorities 01- Welfare of SCs MH 277 – Education GH 25-State Sector Schemes SH18- Post- Matric Hostels for College Students
3	Description of the Scheme	To encourage the students studying Post matric courses, SC Development Dept., functioning the Post matric Hostels by providing free lodging and boarding facilities.
4	Eligibility criteria	Students who are eligible for Post-Matric scholarships are eligible to be admitted in Post matric Hostels.
5	Who is eligible	SC/ST/BC/OBC/Others as per ratio
6	Income Limit	The annual parental income ceiling is Rs. 2,00,000/- per annum from all sources of the family.
7	Amount eligible / benefit amount	1. Diet charges: Rs.1500/- P.M. per boarder 2. Sannabiyyam (Super fine rice) Rs.1/- per Kg is supplied to DAH Hostels. 3. Plate, Glass, and bunker beds provided to boarder. 4. Pocket money @ Rs.500/- per month is being provided to each boarder. 5. News Papers and Library Books provided to every Hostel. 6) Govt., sanctioned an amount of Rs.20,000/- towards Annual Day celebrations to every Hostel. 7. Dining Hall tables, Chairs, CC cameras and Inverter (Govt. Hostel Buildings), RO Water Plants (Govt. Hostel Buildings), Wet Grinder, Mike sets, Games and Sports material, Furniture, Almarah, Cooking and Serving material, Pressure cooker are provided to every Hostel.
8	Any reservation applicable	Yes, as per G.O.Ms.No.10, 13-8-2019
9	If yes, prescribe %	Scheduled Castes : 75 % Christian converted from SCs : 2 % Backward Classes : 12 % Scheduled Tribes : 6 % Minority : 3 % OC/others : 2 %

10	Where to get application form	Hostel point
11	How to apply for the Scheme	With required documents prescribed.
12	Online / Manual	Online
13	If online web portal / address	<a href="https://epass.cgg.gov.in">https://epass.cgg.gov.in</a>
14	To whom to apply	Online
15	Where to apply	Hostel point
16	Sanctioning Authority	DSCDOs
17	Scrutiny/Check slip	Scrutiny
18	Procedure for sanction including web navigation	<p>1) Basing on the sanctioned strength and ratio, the HWO will admit the students ensuring that the student is eligible for sanction of Post Matric Scholarship.</p> <p>2) The data of students so admitted in Post Matric Hostels will be uploaded online in e-PASS portal by concerned HWO with required documents viz., SSC Memo, Aadhar copy, Caste, Income, College bonafide/ CET allotment order, Photo of the candidate, copy of bank passbook and the data will automatically transferred to e-HMS portal, where the HWO has to confirm with regard to Caste and type of course. After approval of ASWO &amp; DSCDO, the DSCDO will generate the sanction proceedings.</p>
19	In case of grievance, whom to complain	District SC Development Officer
20	Follow up action after sanction if any	<p>Online Hostel management system is introduced in the SC Development Department to computerize all aspects of Hostel administration to ensure effective and close monitoring, to bring transparency and accountability in Management of Hostels.</p> <p>Attendance of Boarders, Purchase and issues are monitored online. All Hostel bills namely Diet, Cosmetics, Rents, Wages, Other Office Expenses and Tutors honorarium are drawn online.</p>
21	Connected G.O.s	<p>1. GO.Ms.No.84, SW(Edn.1) Dept., dt.15.10.2005.</p> <p>2. G.O.Ms.No.49 SC Development (Edn.) Dept., dt:18.01.2016.</p> <p>3. GO.Ms.No.34, SCD (Edn.) Dept., dt.23.05.2017.</p> <p>4. G.O.Ms.NO.9, SCD (Edn.) Dept., dt. 18-6-2019</p> <p>5. G.O.Ms.No.10, SCD (Edn.) Dept., dt.13-8-2019</p>

## ADDITIONAL FACILITIES TO THE STUDENTS OF SC HOSTELS

1	Name of the Scheme	Additional Facilities to the SC Student/Youth in the New State of Telangana
2	Head of Account	2225-01-MH-277-25-SH22-310-312 2225 - Welfare of SCs, STs, OBCs and Minorities 01- Welfare of SCs MH 277 – Education GH 25-State Sector Schemes SH(22) - Additional Facilities to the SC Students / Youth in the New State of Telangana. 310 – Grants-in-aid 312 – Other Grants-in-aid
3	Description of the Scheme	To provide additional facilities to SCDD hostel boarders.
4	Eligibility criteria	Boarders who admitted in Pre & Post-Matric Hostels
5	Who is eligible	-do-
6	Income Limit	The annual parental income is Rs.1,50,000/- per annum for the Rural areas and Rs.2,00,000/- per annum for Urban Areas
7	Amount eligible / benefit amount	1. Mattress+Pillow+Pillow cover : Rs.1500/-per boarder- Pre & Post-Matric student 2. Woolen Blanket: Rs.400/-per boarder- Pre & Post-Matric student 3. One pair of Leather Shoes (Black): Rs.400/-per boarder- Only Pre-Matric students 4. One pair of Sports Shoe: Rs.400/-per boarder- Only Pre-Matric students 5. 3 pairs of Socks: Rs.35/- i.e., Rs.105/- for 3 pairs per boarder- Only Pre-Matric students 6. One School Bag: Rs.300/-per boarder- Only Pre-Matric students 7. Bunker Bed :Rs.8000/- for two boarders-- Pre & Post-Matric student 8. CC cameras and RO Water Plants (Govt Hostel Buildings) are being provided to every Hostel - Pre & Post-Matric students. 9. EAMCET: Government have permitted to conduct EAMCET coaching for 2 <sup>nd</sup> year Intermediate students @ 100 meritorious students from each district with an estimated cost of Rs.5.60 lakhs for every year. 10. POLYCET: Polycet coaching to 10 <sup>th</sup> class SC Hostel Students every year after the 10 <sup>th</sup> class final examination.

8	Any reservation applicable	Yes
9	If yes, prescribe %	Scheduled Castes : 75 % Christian converted from SCs : 2 % Backward Classes : 12 % Scheduled Tribes : 6 % Minority : 3 % OC/others : 2 %
10	Where to get application form	-
11	How to apply for the Scheme	
12	Online / Manual	--
13	If online web portal / address	--
14	To whom to apply	-
15	Where to apply	-
16	Sanctioning Authority	District SC Development Officers
17	Scrutiny/Check slip	Scrutiny
18	Procedure for sanction including web navigation	District SC Development Officer basing on the strength and life span of each item, call for tenders as per the rules in vogue and with the approval of District purchase Committee the items will be purchased and after scrutiny with officers, the items will be distributed to the concerned HWOs, who in turn distribute the items to the students.
19	Follow up action after sanction if any	Material supply and distribution will be maintained.
20	In case of grievance, Where to complain	District SC Development Office/Commissioner, SCDD
21	Connected G.O.s	1.GO.Ms.No.8, SCD (Edn.1) Dept., dt.24.02.2018, 2.G.O.Ms.No.35, SCD (Edn.1) Dept., dt.18.07.2018. 3.Govt.Memo.No.490/SCD. Edn/2019-1, dt.6-5-2019. 4. Govt. Memo. No. 67/SCD. Edn/2018-1., Dated: 15.05.2018. 5. G.O.Ms.No.9 SCD (Edn.1) Dept., dt.18-6-2019. 6. G.O.Ms. No. 126, Social welfare (Q2.) dept. dt:03-09-1997.

**Other Additional Amenities:** Govt. of Telangana issued GO.Ms.No.35, Dt:18.07.2018 providing additional amenities to the Pre matric students of the SC hostels w.e.f 2018-19.

<b>Sl. No.</b>	<b>Item</b>	<b>Approx/Ceiling rate of item proposed in rupees</b>	<b>Life Span</b>
a	Solar water heater	500 ltrs X 2 Nos per hostel @ Rs.1,00,000/- per hostel (555 Govt. Buildings)	10 years
b	Dining table and chairs	Fixed (as per the estimation of the Engineering Department @ Rs.1,00,000/- per hostel (555 Govt. Buildings)	5 years
c	Sports material	Rs.5000/- per hostel (555 Govt. Buildings)	Every year
d	Computers	Rs.2,50,000/- per hostel (555 Govt. Buildings)	5 years
e	Gym materials	Rs.25000/- per hostel (555 Govt. Buildings)	5 years
f	Mike set	Rs.25000/- per hostel (675 Hostels)	5 years
g	Library	Rs.10000/- per annum per hostel with 10% escalation (675 Hostels)	Every year
h	Stitching charges	Rs.40/- to 100/- per pair (55576 boarders)	Every year
i	Sweaters and monkey cap	Rs.400/- per boarder (55576 boarders)	Every year
j	Sports Dress	Rs.5000/- at District level (track suit and shoes, etc.,) per district	Every year
k	Sports Meet	(i) Up to 100 boarders Rs.75,000/- (ii) 100 to 200 boarders Rs.1,00,000 per district	Every year

<b>Sl. No.</b>	<b>Item</b>	<b>Approx/Ceiling rate of item proposed in rupees</b>	<b>Life Span</b>
l	Refreshments (26 <sup>th</sup> January- Republic Day & 15 <sup>th</sup> August- Independence day)	Rs.50/- per boarder (55576 boarders)	Every year
m	Excursion	Rs.50000/- per year per district (2 days and 1 night for 50 students) 33 Districts	Every year
n	Science fair (Two Days)	Rs.50000/- per district (at head quarters) for 33 Districts	Every year
o	Annual Day	Rs.10000/- per hostel (before final exams) for 675 hostels	Every year

<b>10<sup>th</sup> class boarders</b>			
A	Special diet	Rs.1500/- per boarder (Rs.15/- per boarder per day for 100 days)	Every year
B	Motivation classes	Rs.10,000/- per camp with minimum 100 boarders (two camps for districts)	Every year
C	Coaching for X class students in summer	Rs.1,00,000/- per annum for 200 boarders per district (3 tutors + study material)	Every year
D	Transportation to examination centre	Rs.220/- per boarder (Rs.20/- per day for 11 exams)	Every year

## KALYANA LAKSHMI PATHAKAM

1	Name of the Scheme	Kalyana Lakshmi
2	Head of Account	2225-01-MH-800-25-SH 13-310-312  2225 – Welfare of SCs, STs, OBCs and Minorities 01 – Welfare of SCs 800 – Other Expenditure 25 – State Sector Schemes 13 – Kalyana Lakshmi 310 – Grants-in-aid 312 – Other Grants-in-aid
3	Description of the Scheme	Financial Assistance to unmarried girl at the time of marriage.
4	Eligibility criteria	1. The unmarried Girl shall belong to SC community.  2. The unmarried Girl shall be a resident of Telangana State.  3. The unmarried Girl should have completed 18 years of age at the time of Marriage.  4. The applicant should submit the application at least one month in advance from the date of marriage to facilitate sanction of financial assistance at the time of marriage.  (Latest guidelines issued by Govt. vide Memo No.909/ OP/A2/2016, dated 13.03.2018).
5	Who is eligible	Unmarried girls
6	Income Limit	The combined income of the Parents shall not exceed Rs.2,00,000/- per annum.
7	Amount eligible / benefit amount	Rs.1,00,116/-
8	Any reservation applicable	No
9	If yes, prescribe %	Does not arise
10	Where to get application form	No Application form required.
11	How to apply for the Scheme	through online – <a href="https://telanganaepass.gov.in">https://telanganaepass.gov.in</a> ® Home Page→ Kalyana Lakshmi → Register
12	Online / Manual	Online
13	If online web portal / address	<a href="http://telanganaepass.cgg.gov.in">http://telanganaepass.cgg.gov.in</a>
14	To whom to apply	Tahsildar
15	Where to apply	Mee Seva Centres
16	Sanctioning Authority	Revenue Divisional Officer



17	Scrutiny /Check slip	Status of Application can be cross checked in online.
18	Procedure for sanction including web navigation	After scrutiny by Tahsildar, the RDO will sanction.
19	In case of grievance, where to complain	The District Collector concerned
20	Follow up action after sanction if any	
21	Clarification on Marriage Incentive 2 <sup>nd</sup>	<p>i. Assistance is a one-time assistance to eligible Scheduled Castes, Scheduled Tribes, Minorities, Backward Classes and Economically Backward Classes girls/women.</p> <p>ii. Since, it is a one-time grant; there is no point in going into the consideration whether it is first/second marriage of the bride and status of bridegroom.</p> <p>iii. Only consideration that has to be taken into account while sanctioning amount under this scheme is that the applicant should not had availed the benefit from the Government at any time in the past.</p> <p>iv. One should fulfill all other consideration specified in the Government orders issued from time to time.</p>
22	Special Incentive to the Disabled girl, irrespective of Caste, in view of Section 24 (1) of the Right of Persons with disabilities Act, 2016	Financial assistance has been enhanced from Rs.1,00,116/- to Rs.1,25,145/- for the parents of disabled girl.
23	Connected G.O.s	<p>G.O.Ms.No.12 SCD(POA.A1) Dept., dt.24.09.2014</p> <p>G.O.Ms.No.14 SCD(POA.A1) Dept., dt.21.10.2014</p> <p>G.O.Ms.No.24 SCD(POA.A1) Dept., dt.24.06.2016</p> <p>G.O.Ms.No.107 Fin(TFR) Dept., dt.06.09.2016</p> <p>G.O.Ms.No.8, BCW(OP) Dept., dt.03.04.2018.</p> <p>G.O.Ms.No. 3, BCW(B) Dept., dt.26.06.2019.</p> <p>G.O.Ms.No. 4, BCW(B) Dept., dt.29-06-2019.</p>

## PROMOTION OF INTER – CASTE MARRIAGES

1	Name of the Scheme	Promotion of Inter Caste Marriage
2	Head of Account	2235-60-MH-200-25-SH 05-500-503  2235 – Social Security & Welfare 60 – Other Social Security & Welfare Programmes 200 – Other Programmes 25 – State Sector Schemes 05 – Promotion of Inter Caste Marriages. 500 – Other Charges 503 – Other Expenditure
3	Description of the Scheme	An incentive to the couple of inter caste marriage for effective promotion of inter caste marriages as an instrument for real Social Integration.
4	Eligibility criteria	One of the spouse must belongs to SC community.
5	Who is eligible	The incentive grant will be given only once i.e., persons marrying for the first time only will be entitled except in a case where the bride is a widow or a bridegroom is a widower.
6	Income Limit	No income limit
7	Amount eligible / benefit amount	Rs.2,50,000/-
8	Any reservation applicable	No
9	If yes, prescribe %	Does not arise
10	Where to get application form	No Application form is required.
11	How to apply for the Scheme	Through → Online <a href="http://telanganaepass.cgg.gov.in">http://telanganaepass.cgg.gov.in</a> Home Page → Inter caste Marriage Incentive Award ◀ → Register
12	Online / Manual	Online
13	If online web portal, address	<a href="http://telanganaepass.cgg.gov.in">http://telanganaepass.cgg.gov.in</a>
14	To whom to apply	DSCDO/ASWOs
15	Where to apply	Mee Seva / Online

16	Sanctioning Authority	DSCDO
17	Scrutiny / Check slip	The social status of the bride and bride-groom and marriage registration etc., have to be verified by ASWO concerned.
18	Procedure for sanction including web navigation	<ol style="list-style-type: none"> <li>1. Receipt of the application from the couples through e-PASS website.</li> <li>2. Take printout of application and send it to ASWO for enquiry with enclosures of certificate.</li> <li>3. After receipt of enquiry report on recommendation of ASWO sanctions to be accorded.</li> <li>4. As per the availability of budget, release the amount and prepare the bills and send it to treasury through online and hard copy.</li> <li>4. Transfer of amount from treasury through online to the Joint Account of the couple.</li> </ol>
19	In case of grievance, where to complain	DSCDO/Dist. Collector
20	Follow up action after sanction if any	With the District Office
21	Connected G.O.s	G.O.Ms.No.546 E & SW(B) Dept., dt.15-07-1974 G.O.Ms.No.149 SW(K) Dept., dt.11-10-1994. G.O.Ms.No.102 SW(K) Dept., dt.13-09-1996. G.O.Ms.No.33, SW(PCR) Dept., dt.12-05-2011. G.O.Ms. No. 12, SCD(POA.A1) Dept., dt.31.10.2019.

## Providing Free Power to SC Households Consuming 0-101 Units per Month

1	Name of the Scheme	Providing Free Power to SC Households
2	Head of Account	2225-01-102-25-08-330-000 2225- Welfare of SCs, STs, OBCs & Minorities 01 - Economic Development 102- Other expenditure 25 - State sector schemes 08 - Providing Free power to SC households 330- Subsidies
3	Description of the Scheme	Payment of electricity bills of SC Households with monthly consumption of 0-101 units.
4	Eligibility criteria	SC Households with monthly consumption of 0-101 units. Service connection should be in the name of SC
5	Who is eligible	Service connection should be in the name of SC
6	Income Limit	No
7	Amount eligible / benefit amount	Actual Consumption Amount (0 -101 Units)
8	Any reservation applicable	No
9	If yes, prescribe %	-
10	Where to get application form	No prescribed application form
11	How to apply for the Scheme	Consumers have to submit the copy of Caste Certificate along with latest electricity bill to the concerned AE, Electricity Department of Concerned area.
12	Online / Manual	Payment online through e-PASS
13	If online web portal / address	<a href="http://www.telanganaepass.cgg.gov.in">www.telanganaepass.cgg.gov.in</a>
14	To whom to apply	This is reimbursement scheme from SC Dev. Department to DISCOMS. Consumer need not pay anything.
15	Where to apply	-
16	Sanctioning Authority	DSCDOs

17	Scrutiny / Check slip	<ol style="list-style-type: none"> <li>1. Availability of budget</li> <li>2. Random verification of data with reference to number of units, amount and caste etc.</li> <li>3. Genuine certificate for the amount claimed from Superintendent Engineer concerned.</li> </ol>
18	Procedure for sanction including web navigation	<ol style="list-style-type: none"> <li>1. Budget will be released by the Commissioner SCDD to DSCDOs, basing on the requirement furnished by DISCOMS</li> <li>2. Authorization will be issued from Treasuries department.</li> <li>3. Data of consumers along with amount will be uploaded by the CGG into e-PASS portal.</li> <li>4. DSCDO will log in e-PASS with user id and password given to him.</li> </ol> <p>Step Wise Procedure:</p> <p>e-PASS login - Select Services B - Electricity bills - Electricity bill releases - select relevant fields - Select concerned EROs and budget and release- Proceedings will be generated- Upload the proceedings- TBR will be generated - Take printouts - Submit signed hardcopies to DTOs - Pursue for passing.</p>
19	In case of grievance, Where to complain	<ol style="list-style-type: none"> <li>1. S.Es of concerned DISCOMS for genuinity of data.</li> <li>2. For technical problems CGG, &amp; Commissioner, SCDD.</li> </ol>
20	Follow up action after sanction if any	<ol style="list-style-type: none"> <li>1. Maintaining files and hardcopies for verification of Accountant General for audit purpose.</li> <li>2. Collection of Utilization Certificate from Superintendent Engineers of DISCOM concerned.</li> </ol>
21	Connected G.O.s	G.O. Rt. No. 342. SCD (SCP) Dept, Dated: 24.08.2018.

## LAND ACQUISITION FOR HOUSE SITES

1	Name of the Scheme	Acquisition of Houses for Weaker Section and payment of Decretal charges
2	Head of Account	2225-01-283-25-SH 08-310-312 2225 – Welfare of SCs, STs, OBCs and Minorities 01 – Welfare of SCs 283 – Housing 25 – State Sector Schemes 08 – Acquisition of Houses for Weaker Section and payment of Decretal charges. 310 – Grants-in-aid 312 – Other Grants-in-aid
3	Description of the Scheme	Acquisition of house sites under Indiramma Programme to construction of houses under housing programme in the village /Gram Panchayat.
4	Eligibility criteria	People who are under BPL.
5	Who is eligible	People who are belonging to weaker section i.e. SC/ST/BC & Minorities.
6	Income Limit	Rs.20000/- per annum in Rural and Rs.28000/- per annum in Urban
7	Amount eligible / benefit amount	House site to an extent of 150 Sq. yards will be distributed
8	Any reservation applicable	Yes
9	If yes, prescribe %	40% for SCs, 30% for BCs, 10% for STs, 10% for Minorities and 10% for Others
10	Where to get application form	Application form is not required
11	How to apply for the Scheme	-
12	Online / Manual	Manual
13	If online web portal / address	
14	To whom to apply	DSCDO / District Collectors
15	Where to apply	Village /Mandal/District Level
16	Sanctioning Authority	District Collectors

17	Scrutiny / Check slip	-
18	Procedure for sanction including web navigation	<ol style="list-style-type: none"> <li>1) Identify the eligible beneficiaries</li> <li>2) Identification and Survey of Govt. Lands / Endowment /Private Lands.</li> <li>3) Purchase of Private lands (where there is no Govt. land available).</li> <li>4) Preference should be given in purchase by Private negotiations of land.</li> <li>5) The LAO is to be issued a draft notification for acquisition of the proposed land and pass award proceedings.</li> </ol>
19	In case of grievance, Where to complain	DSCDOs/District Collectors
20	Follow up action after sanction if any	Amount will be released to the District Collector (SW) concerned and he should be drawn and release to the LAO for payment towards land compensation
21	Connected G.O.s	G.O.Ms.No.135 SW(LA) Dept., Dt:14.12.2007,
22	Remarks	Land Acquired for house sites and compensation was also paid. But, House Owners approached courts for enhancing compensation and got orders. Accordingly, decretal charges are being paid to the land owners
23	Procedure for sanction of decretal charges	<p>District Collectors are to be furnished the proposals along with the following documents.</p> <ol style="list-style-type: none"> <li>1) Calculation sheet</li> <li>2) Check memo</li> <li>3) Non-drawl certificate</li> <li>4) Verification certificate</li> <li>5) Award Proceeding by LAO</li> <li>6) Court orders of Lower and Higher Courts. This office, then submit the same to the CCLA. The CCLA, in turn submit to the Government. Finally Government will issue a G.O.</li> </ol>
24	Follow-up action after sanction of decretal charges	After issue of sanction orders by Government, funds will be released to the District Collectors. The Collectors will draw amount and deposit on the reference court. The DSCDO has to coordinate entire issue with the revenue officers.

## SPECIAL CRIMINAL COURTS IPC & PCR ACT

1	Name of the Scheme	Implementation of the provisions of the PCR and the POA Acts
2	Head of Account	<p>2225-01-800-00- 05</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities  01 – Welfare of SCs  800 – Other Expenditure  00 –  05 – Special criminal courts dealing with offenses under the IPC &amp; PCR Act, 1955 against SCs &amp; STs (Non BRO)</p> <p>2225-01-800-25- 05</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities  01 – Welfare of SCs  800 – Other Expenditure  25 – State Sector Schemes  05 – Special criminal courts dealing with offenses under the IPC &amp; PCR Act, 1955 against SCs &amp; STs</p> <p>2225-01-800-12- 05</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities  01 – Welfare of SCs  800 – Other Expenditure  12 – Centrally Sponsored Schemes  05 – Special criminal courts dealing with offenses under the IPC &amp; PCR Act, 1955 against SCs &amp; STs</p>
3	Description of the Scheme	To protect the interest of the SCs and the STs in the State through the implementation of the PCR and the POA Acts.
4	Eligibility criteria	Not Applicable
5	Who is eligible	Not Applicable
6	Income Limit	Not Applicable
7	Amount eligible / benefit amount	Not Applicable
8	Any reservation applicable	Not Applicable
9	If yes, prescribe %	Not Applicable



10	Where to get application form	Any petition from any part of the State either in person or by mail/post
11	How to apply for the Scheme	No prescribed format
12	Online / Manual	Both
13	If online web portal / address	Nil
14	To whom to apply	The Secretary, Telangana State Commission for SCs and STs
15	Where to apply	3 <sup>rd</sup> Floor, Parishrama Bhavan, Basheerbagh, Hyderabad
16	Sanctioning Authority	The Secretary, Telangana State Commission for SCs and STs
17	Scrutiny / Check slip	Not Applicable
18	Procedure for sanction including web navigation	Not Applicable
19	In case of grievance, Where to complain	The Secretary, Telangana State Commission for SCs and STs, 3 <sup>rd</sup> Floor, Parishrama Bhavan, Basheerbagh, Hyderabad
20	Follow up action after sanction if any	Not Applicable
21	Connected G.O.s	Not Applicable

## MONETARY RELIEF

1	Name of the Scheme	Relief and Rehabilitation to the Victims of Atrocities
2	Head of Account	<p>2225-01-MH-800-25-SH 04-310-312</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities  01 – Welfare of SCs  800 – Other Expenditure  25 – State Sector Schemes  04 – Monetary Relief and Legal aid to the Victims of atrocities on Scheduled Castes.  310 – Grants-in-aid  312 – Other Grants-in-aid</p> <p>2225-01-800-12-04-310-312</p> <p>2225 – Welfare of SCs, STs, OBCs and Minorities  01 – Welfare of SCs  800 – Other Expenditure  12 – Centrally Sponsored Schemes  04 – Monetary Relief and Legal aid to the Victims of Atrocities on Scheduled Castes.  310 – Grants-in-aid  312 – Other Grants-in-aid</p>
3	Description of the Scheme	Monetary Relief and Legal Aid to the Victims of Atrocities on SCs and STs
4	Eligibility criteria	Atrocity – FIR
5	Who is eligible	<p>Other than the known accused, in following conditions also eligible.</p> <p>(a) Atrocities on Scheduled Castes and Scheduled Tribes committed by un-identified persons where police declared the offender as undetected after investigation.</p> <p>(b) Atrocities on Scheduled Castes and Scheduled Tribes committed by extremists.</p> <p>(c) Members of Scheduled Castes and Scheduled Tribes who have died in police firing.</p>
6	Income Limit	No income limit
7	Amount eligible / benefit amount	As per the provisions specified in G.O.Ms.No.29, SCD (POA.A1) Dept., dt.03.05.2016.

8	Any reservation applicable	No
9	If yes, prescribe %	Does not arise
10	Where to get application form	No Application
11	How to apply for the Scheme	<p>The cases of atrocities against SCs are registered by the District Police/Units.</p> <p>The investigation is taken up by the Sub Divisional Police Officer (SDPO) on their appointment as I.Os by the Dist. Superintendent of Police as per section 3, of the SC/ST (POA) Act.</p> <p>Need not apply for relief.</p>
12	Online / Manual	Does not arise
13	If online web portal / address	Does not arise
14	To whom to apply	Does not arise
15	Where to apply	Does not arise
16	Sanctioning Authority	District Collector concerned
17	Scrutiny / Check slip	Nil
18	Procedure for sanction including web navigation	-
19	In case of grievance, where to complain	Government/Commissioner (SCDD)/District Collector
20	Follow up action after sanction if any	The District Collector should follow-up whether the action taken on accused or not, if yes, action taken report furnished to HoD / if not, the reason thereof.
21	Connected G.O.s	<p>G.O.Ms.No.3, SW (H1) Dept., dt.16-01-1996</p> <p>G.o.Ms.No.22, SW (POA) Dept., dt.16-06-2012</p> <p>G.O.Ms.No.8, SW (POA) Dept., dt.13-05-2015</p> <p>G.O.Ms.No.29, SCD (POA.A1) Dept., dt.03-08-2016</p> <p>G.O.Ms.No.13,SCD(POA)Department,Dated:03.10.2019</p>

## TELANGANA SC STUDY CIRCLES

1	Name of the Scheme	1. Coaching programmes are organized for Civil Services Examinations conducted by the UPSC at Telangana State Scheduled Castes Study Circle, Hyderabad. 2. Coaching programmes for State Services, Banking. RRB, SSC etc. at district headquarters.
2	Head of Account	2225-80-800-25-27-310-312  2225 - Welfare of SCs, STs, OBCs and Minorities 80 - General, MH 800 - Other Expenditure GH 25 - State Sector Schemes SH 27 - Assistance to Telangana Study Circle 310 - Grants-in-aid 312 - Other Grants-in-Aid.
3	Description of the Scheme	Coaching programmes
4	Eligibility criteria	Any General / Professional Degree
5	Who is eligible	SC, ST, BC and Minority candidates of Telangana State who possess qualification of any General / Professional Degree are eligible to apply.
6	Income Limit	Rs.3.00 lakhs per annum for all categories
7	Amount eligible / benefit amount	Average annual expenditure per candidate Rs.2.08 lakhs
8	Any reservation applicable	Yes
9	If yes, prescribe %	SC - 75%, ST - 10%, BC - 15%, PwD - 5% and Women reservation - 33 1/3%
10	Where to get application form	Online from website <a href="http://www.tsstudycircle.co.in">www.tsstudycircle.co.in</a>
11	How to apply for the Scheme	A notification will be issued inviting online applications from eligible candidates for conduct of entrance test.
12	Online / Manual	Online
13	If online web portal / address	<a href="http://www.tsstudycircle.co.in">www.tsstudycircle.co.in</a>
14	To whom to apply	Director, Telangana State Scheduled Castes Study Circle, Hyderabad.

15	Where to apply	Hyderabad
16	Sanctioning Authority	Director, Telangana State Scheduled Castes Study Circle, Hyderabad.
17	Scrutiny/Check slip	--
18	Procedure for sanction including web navigation	<ol style="list-style-type: none"> <li>1. Annual Budget will be released by the Government in four quarters.</li> <li>2. The Commissioner, SCDD will give administrative sanction to draw the amount and kept in the P.D. account of Director, TS Study Circle, Hyderabad.</li> <li>3. The Treasury Dept. will draw and kept the amount in the P.D. A/c. GA-217of Director, TSSCSC, Hyderabad.</li> <li>4. P.D. Account funds will be operated by the Director, TSSCSC, Hyderabad.</li> </ol>
19	In case of grievance, where to complain	Director, Telangana State Scheduled Castes Study Circle, Hyderabad.
20	Follow up action after sanction if any	Utilization certificates obtained by the District centres programme wise, the same will be produced for accounts and audit purpose.
21	Connected G.O.s	<ol style="list-style-type: none"> <li>1. G.O.Ms.No.113, SW(Q1) dept., dt.22-08-1997.</li> <li>2. G.O.Rt.No.160, SCD (Edn) Dept., dt.22.03.2016.</li> <li>3. G.O.Rt.No.161, SCD (Edn) Dept., dt.22.03.2016.</li> <li>4. G.O.Rt.No.523, SCD (Edn) Dept., dt: 29.06.2016.</li> <li>5. G.O.Rt.No.381, SCD (Edn) Dept., dt: 06.07.2016.</li> <li>6. G.O.Rt.No.261, SCD (Edn), Dept.,dt: 22.05.2017.</li> <li>7. G.O.Rt.No.124, SCD (SCP), Dept.,dt: 07.09.2020.</li> </ol>
22	Districts in which study circles established	Main Study Circle at Hyderabad and District Branches (11) : Nalgonda , Warangal, Karimnagar, Nizamabad, Mahaboobnagar, Adilabad, Khammam, Ranga Reddy, Siddipet, Suryapet and Jagityal districts

## CONSTRUCTION OF HOSTEL BUILDINGS

1	Name of the Scheme	Construction of buildings
2	Head of Account	4225-01-277-25-74 4225 - Capital Outlay on Welfare of SCs, STs, OBCs and Minorities 01 - Welfare of SCs MH-277-Education GH-25 -State Sector schemes SH 74 -Educational Development Infrastructure (Construction of Buildings, RIAD,Integrated Hostels, Study Circles, VM Home)
3	Description of the Scheme	Construction of Buildings, RIAD, Integrated Hostels, Study Circles, VM Homes
4	Eligibility criteria	The Hostels should be sanctioned by Government for Construction.
5	Who is eligible	SC Hostels
6	Income Limit	-
7	Amount eligible / benefit amount	Depends upon the Architectural drawings and estimates of concerned EE.
8	Any reservation applicable	-
9	If yes, prescribe %	-
10	Where to get application form	---
11	How to apply for the Scheme	Through tender
12	Online / Manual	Manual
13	If online web portal / address	-
14	To whom to apply	Concerned Engineering Department (TSEWIDC / TSMSIDC)
15	Where to apply	At District level
16	Procedure for sanction including web navigation	Basing on the sanctioned Hostels, the District Collector of concerned District will entrust the work to TSEWIDC, who in turn call for tenders and after finalization of the due procedure and approval of Collector, the construction work will be grounded. Basing on the stage of work, the funds will be released to CE, TSEWIDC.
17	Sanctioning Authority	Government
18	Follow up action after sanction if any	Stage of the work will be monitored.
19	In case of grievance, Where to complain	Head of the Department/TSEWIDC/TSMSIDC
20	Follow up action after sanction, if any	
21	Connected G.O.s	G.O.Ms.No.29 SW (Edn.1) Dept., dt.1-6-2013 G.O.Ms.No.5 SW(Bud.1) Dept., dt:20.01.2014

## COMMUNITY HALLS AND AMBEDKAR BHAVANS

1	Name of the Scheme	Construction of Community halls / Ambedkar Bhavans / Erection of Ambedkar & Babu Jagjeevan ram Statues
2	Head of Account	4225-01-800-25-07-530-531 4225 – Capital Outlay on Welfare of SCs, STs, OBCs and Minorities 01 – Welfare of SCs 800 – Other Expenditure 25 – State Sector Schemes 07 – Social Development Infrastructure (Construction of Community Halls, Ambedkar Bhavans, Erections of Statues) 530 – Major works 531 – Other expenditure
3	Description of the Scheme	For the benefit of SCs to perform marriages, functions and conducting their community meetings
4	Eligibility criteria	1) The village having SC population 2) No community hall was existing / sanctioned previously
5	Who is eligible	1) The village having SC population 2) No community hall was sanctioned previously
6	Income Limit	Not applicable
7	Amount eligible / benefit amount	Rs.7.50 lakhs at Village level, Rs.25.00 lakhs at Mandal Level, Rs.50.00 lakhs at Divisional Level, } Community Halls Rs.100.00 lakhs at District Level - Ambedkar Bhavans
8	Any reservation applicable	Not applicable
9	If yes, prescribe %	-
10	Where to get application form	Application form is not required
11	How to apply for the Scheme	Public Representatives / SC Associations & others have to submit application for sanction of community hall/Ambedkar Bhavans to the District Collector / Commissioner (SCDD) / Government.
12	Online / Manual	Manual
13	If online web portal / address	-
14	To whom to apply	DSCDOs / District Collectors / Government
15	Where to apply	DSCDOs / District Collectors / Government
16	Sanctioning Authority	Government
17	Scrutiny / Check slip	Not required

18	Procedure for sanction including web navigation (community halls)	The proposals are to be submitted by District Collector along with details like Plan, Estimates, Site details. The Commissioner (SCDD) then, submit the same to the Government. Government will issue G.O.
19	In case of grievance, Where to complain	DSCDOs / District Collectors / Government
20	Follow up action after sanction if any (community halls)	<p>After Sanction of Community hall by Government, the DSCDO will issue an administrative sanction with the approval of the District Collector by entrusting the work to PR Department. Further, he has to hand over the site to executive agency for grounding the work.</p> <p>DSCDO will review about progress with Engineering officials in the presence of Dist. Collector from time to time and furnish progress reports on the work to the Commissioner (SCDD) for every three months as well as enter progress in e-PASS website. Budget provides under the above mentioned HOA, is a capital head.</p>
21	Connected G.O.s	G.O. Ms. No. 35 Social Welfare (Bud.1) Department, Dated:04.06.2013.
22	Procedure for erection of Statues	<p>1) A sum of Rs.2.00 lakhs is fixed per statue with 50% subsidy form the Govt. (Matching contribution of 50% from local people and local bodies or organizations or Associations etc., subject to maximum of Rs.1.00 lakh).</p> <p>2) The sponsors (Organizations / Associations) should submit their applications to CSCDD for the grant of 50% share of Govt. along with the resolution of the Municipality or Gram Panchayat to the effect that Municipality or Gram Panchayat has no objection for such erection in the particular centre / place for which it has been marked.</p> <p>3) The sponsors (Organizations / Associations) should also submit the site plan and site allotment to the competent authorities like District Collector, Joint Collector, RDO, Sub-Collector / MRO / Municipal Commissioner / Gram Panchayats etc.</p> <p>4) The sponsors should have mobilized at least Rs.1.00 lakh or 50% of the Project cost and such a matching contribution should be deposited in any Nationalized Bank and the pass book should be kept with the District Collector.</p> <p>5) The sponsors should render their accounts in having utilized the amount to the CSCDD within 6 months after release of Govt. share through the District Collector.</p>



## CRUCIAL WELFARE FUND

1	Name of the Scheme	Crucial Welfare Fund
2	Head of Account	2225-01-102-25-06-500-503  2225 -Welfare of SCs, STs, OBCs and Minorities 01 - Welfare of SCs 102 - Economic Development 25 - State Sector Schemes 06 - Crucial Welfare Fund 500 - Other charges 503 - Other expenditure
3	Description of the Scheme	SC persons who cannot be assisted in the existing schemes in any way, will be financially assisted in emergency situations/ conditions in education, sports & other fields decided by Government.
4	Eligibility criteria	
5	Who is eligible	
6	Income Limit	SCs whose family income less than Rs.5.00 Lakhs per annum from all sources are eligible.
7	Amount eligible / benefit amount	1. Actual amount or Rs 2.00 Lakhs (Whichever is less) at district level as one time grant. 2. For assistance of more than Rs.2.00 lakhs, proposals to be submitted to HOD for sanction.
8	Any reservation applicable	Person must be SC
9	if yes, prescribe %	
10	Where to get application form	No prescribed Application
11	How to apply for the Scheme	Applicant has to apply manually to District Collector / DSCDO with relevant documents for sanction of one time grant.
12	Online / Manual	Manual
13	If online web portal / address	.....
14	To whom to apply	Secretary to Government / Commissioner, SCDD / District Collector
15	Where to apply	

16	Sanctioning Authority	Up to Rs.2.00 Lakhs : District Collector Rs.2.00 to Rs.5.00 Lakhs : Commissioner, SCDD Above Rs.5.00 Lakhs : Government
17	Scrutiny / Check slip	District SC Development Officers of concerned District will scrutinize the application and take necessary action.
18	Procedure for sanction including web navigation	District SC Development Officers of concerned District will scrutinize the application and circulate the file to the District Collector for sanction up to Rs. 2.00 Lakhs. For higher amounts the applications will be forwarded to the Commissioner with recommendations of the District Collector.
19	In case of grievance, Where to complain	District Collector / HOD
20	Follow up action after sanction if any	DSCDO will draw & arrange payments. He has to obtain the Utilization Certificate along with relevant documents.
21	Connected G.O.s	G.O.Rt.No.281 SC Development (SCP) Dept. Dated: 30.06.2018. G.O.Rt.No.171 SC Development (SCP) Dept. Dated: 09.12.2020.

## **CHAPTER-13**

### **Particulars of Recipients of Concessions, permits or Authorization granted by it [4(1) (b) (13)]**

This Department Sanctions Scholarships for students of Pre- Matric Institutions i.e. up to 10<sup>th</sup> standard and Post Matric Institutions i.e. from Intermediate and above, the details are as follows.

#### **I-PRE-MATRIC SCHOLORSHIPS**

- A) Pre matric scholarship (New scheme)
- B) Rajiv Vidya Deevena
- C) Pre matric Scholarship for the children of families engaged in unclean occupations
- D) Best Available schools
- E) Hyderabad Public Schools

#### **II-POST - MATRIC SCHOLORSHIPS**

- A) Reimbursement of Tuition Fee (RTF)
- B) Payment of Mess Charges (MTF)
- C) Admission in Corporate Colleges
- D) Ambedkar Overseas Vidya Nidhi (Grant for Abroad studies)
- E) Skill Up-gradation Coaching for the students for GRE, GMAT, TOEFL, IELTS and etc.
- F) Out of State Scholarships (Payment of Tuition fee and Mess Charges for the students of prestigious institutions such as IITs, NITs, BITs, AIIMS and AFMC etc.)
- G) Incentives to Law Graduates.

The Scheme Details as well as the students benefited under the schemes can be seen in the Department Website i.e.,

1. <https://telanganaepass.cgg.gov.in>
2. <https://tsswhostels.cgg.gov.in>

## **CHAPTER – 14**

### **Information available in an Electronic Format**

#### **[Section 4(1)(b) (14)]**

This Department Sanctions Scholarships for students of Pre- Matric Institutions i.e. up to 10<sup>th</sup> standard and Post Matric Institutions i.e. from Intermediate and above, the details are as follows.

#### **I. PRE-MATRIC SCHOLORSHIPS**

- A) Pre matric scholarship (New scheme)
- B) Rajiv Vidya Diveena
- C) Pre matric Scholarship for the children of families engaged in unclean occupations
- D) Best Available schools
- E) Hyderabad Public Schools  
([www.telanganaepass.cgg.gov.in](http://www.telanganaepass.cgg.gov.in))

#### **II. POST - MATRIC SCHOLORSHIPS**

- A) Reimbursement of Tuition Fee (RTF)
- B) Payment of Mess Charges (MTF)
- C) Admission in Corporate Colleges
- D) Ambedkar Overseas Vidya Nidhi (Grant for Abroad studies )
- E) Skill Up gradation coaching for the students for GRE, GMAT, TOEFL, IELTS, etc.
- F) Out of State Scholarships (Payment of tuition fee and Mess Charges for the Students of Prestigious institutions such as IITs, NITs, BITs, AIIMS, AFMC etc.)
- G) Incentives to Law Graduates.  
([www.telanganaepass.cgg.gov.in](http://www.telanganaepass.cgg.gov.in))

#### **III. HOSTELS**

The total boarders admitted (Registered) in Pre-Matric hostels as well as Post Matric Hostels is available in the internet at <https://tsswhostels.cgg.gov.in>

#### **IV. OTHER SCHEMES**

- A) Progress of Kalyana Lakshmi and Inter Caste Marriage Scheme applications and sanctions.

The Scheme Details as well as beneficiaries under the schemes can be seen in the Department Website i.e. [www.telanganaepass.cgg.gov.in](http://www.telanganaepass.cgg.gov.in).

## **CHAPTER – 15**

### **Particulars of the facilities available to citizens for obtaining information**

#### **[Section 4(1) (b) (15)]**

- a. The information is available in the Library 4<sup>th</sup> floor, DSS Bhavan, Masab Tank, Hyderabad from 10.30 A.M to 5.00 P.M (in working days).
- b. The Information is available in Websites.
- c. The Important information with due dates for submission of applications as well as new schemes introduced is affixed on the notice board 3<sup>rd</sup> floor, DSS Bhavan, Masab Tank, Hyderabad.
- d. Inspection of Records is permitted on submission of application form and with the permission of Head of the Office i.e. Addl. Director, Commissioner of SC Development Department.
- e. System of issuing of copies of Documents is available at Asst. Public Information Officer.
- f. Printed Manuals on the schemes implemented as well as the rules and guidelines for regulation of activities are available in the Library which can be referred by the permission of Librarian.
- g. Website of the Public Authority [www.telanganaepass.cgg.gov.in](http://www.telanganaepass.cgg.gov.in).
- h. The e-Mail of Public Authority is [commr\\_sw@telangana.gov.in](mailto:commr_sw@telangana.gov.in).
- i. Brochures and Pamphlets are available at the reception 3<sup>rd</sup> floor, DSS Bhavan, Masab Tank.

## CHAPTER – 16

### The Names, designations and other particulars of the Public Information Officers

[Section 4(1) (b) (16)]

**Name of the Public Authority:** Commissionerate of SC Development  
Department.

#### (I) ASSISTANT PUBLIC INFORMATION OFFICERS (APIO):

##### a) Head Office (State Office)

Sl. N	Name	Designation	STD Cod	Ph. No. Office	Mobile	Fax	Email
1	J.Shylaja	R.I.(ADA), O/o the Commissioner, SCDD, Hyderabad	040	23391362 23392005	8179914028	040-23392001	cscdpeshi@gmail.com and commr_telangana.gov.in

## b) District Offices

Sl. No	Name	Designation	STD Code	Ph.No. Office	Mobile NO.	Email	Address
1	2	3	4	5	6	7	8
1	Smt Archana Rathod	Sr.Asst., O/o the DSCDO, Adilabad			9491163011	dscdoadb@gmail.com	SC Development Office, opp: District Court, Behind Bus Depot, Adilabad District-504001
2	B.Narasimha Rao	Sr.Asst., O/o the DSCDO, Bhadradri Kothagudem	-	-	7013142474	dscdobhadradi@gmail.com	Opp:Yashoda Hospital, Chunchupally (M), Bhadradrikothagudem-507125
3	Sri Md.Aijaz Ali Siddiqui	Superintendent, O/o the DSCDO, Hanamkonda	870	2510977	9949016264	ddsw.wgl@gmail.com	O/o Dy.Director, SCDD, Hanamkonda, 2 <sup>nd</sup> Floor, S3 Room, Intergrated Collector Complex, Subedari, Hanumkonda
4	Joseph Cyril	Sr.Asst., O/o the DD, Hyderabad			9989996033	dydir_sw_hyd@telangana.gov.in	Chandravihar, 8th Floor, Beside Excise Bhavan, Nampally, Hyderabad.
5	D.Anjaiah	Sr.Asst., O/o the DSCDO, Jagityal			9491004166	dscdojgl@gmail.com	Intergratede District Offices Complexes (IDOC). Room No. 127. Dharoor Camp, Jagtial-505327
6	G.Vinaykumar	JACT., O/o the DSCDO, Jangoan			9963308085	dscdojangan@gmail.com	O/o the DSCDO, Janngoan
7	V.Nagaraju	Jr.Asst.Cum Typist, O/o the DSCDO, Jayashankar Bhupalpally			6309673772	dscdojayashankar@gmail.com	Collectorate, Room No.219, Manzoor Nagar, Jayashankar Bhupalpally District-506169
8	MD. Hussain	Jr.Asst., O/o the DSCDO, Jogulamba Gadwal			9848906350	scddgdwl@gmail.com	Bheemnagar, Near ST Hostel, Gadwal District

9	Md.Ibrahim Hussen	Sr.Asst., O/o the DSCDO, Kamareddy				dscdokamar eddy@gmail.com	IDOC, Room No.112, Dist.SC Development Department, Kamareddy
10	V.Sravan	Sr.Asst., O/o the DD, Karimnagar			9490170702	dydir_sw_krmn@telangana.gov.in	Dr.B.R.Ambedkar Bhavan, H.No.2-7-370, Opp:Pratima Multiplex, Collectorate Road, Karimnagar
11	Sri V. Shankar Rao	Jr.Asst., O/o the DD, Khammam			9640086339	ddscddkham@gmail.com	1 <sup>st</sup> Floor, DRDA Complex, Burhanpuram, Khammam
12	U.Ashok	Jr.Asst.,O/o the DSCDO, Komurambheem Asifabad			7013397514	dscdokomuram@gmail.com	Office of the District SC Development Officer, SC Corporation Complex, Hudco Colony, Asifabad 504 293
13	B.Nagaraju	Jr.Asst., O/othe DSCDO, Mahabubabad	08719	240991	9573904205	dscdomahabubabad@gmail.com	O/o Dist.SC Development Officer, Beside Fire Station. Near MLA Camp Office, Thorur Road, Mahabubabad-506101
14	Sri G.Srinivasulu	Jr.Asst., O/o the DD, Mahaboobnagar	08542	220020	9440590450	ddscddmbnr@gmail.com	Integrated District Officers Complex, New Collectorate, Mahabubnagar -509001
15	Venkata Ramana	Sr.Asst, O/o the DD, Mancherla			8317642844	dscdomncl2016@gmail.com	O/o Near Sai Baba Temple, Govt.Post Matric College Hostel, Jaffer Nagar, Mancherla
16	B.Nikhitha	Jr.Asst, O/o the DSCDO, Medak			7981407444	dscdomedak@gmail.com	Integrated Collectorate Complex , Room .no. 201, 2nd Floor, Pillikottal , Medak District 502110.



17	L.Sowbhagyavathi	Sr.Asst., O/o the DSCDO, Medchal Malkajigiri			9848442301	dscdomedchal@gmail.com	Near Hasvitha College, Collectorate Complex, Medchal (Malkajigiri) District
18	P.Ramesh	Jr.Asst., O/o the DSCDO, Mulugu			7981860468	mulugu33sc@gmail.com	1st Floor, Room No. 5, Samkshemabhavan opp.Forest Office, Mulugu, Mulugu District
19	Smt.K.kavitha	Sr.Asst., O/o the DSCDO, Nagarkurnool	918540	295566	8520091220	scddngkl@gmail.com	O/o the DSCDO, Nagarkurnool
20	K.Shyam Kishore	Jr.Asst, O/o the DD, Nalgonda			9948408401	dydir.sw.nlgd@telangana.gov.in	O/o Dy. Director, SCDD, Nalgonda, Samkshema Bhavan, Collectorate Complex, Mlg Road, Nalgonda
21	L.Vasanth Kumar	Jr.Asst., O/o the DSCDO, Narayanpet			9052123506	scddnrpt@gmail.com	Adarsha hills, Monappagutta, Collectorate Complex, Narayanapet District
22	Sri R.Ramesh	Sr.Asst., O/o the DSCDO, Nirmal			9100725851	dscdonirmal@gmail.com	Near Collector Office Nirmal.
23	T.Madhavi	Sr.Asst., O/o the DSCDO, Nizamabad	08462	295301	9848763565	dscdonizamabad@gmail.com	IDOC Building (New Collectorate) Room No -102
24	P.Santhosh Kumar	Sr.Asst., O/o the DSCDO, Peddapalli	-	-	9908261045	dscddpeddapally@gmail.com	Collector Complexes, Room No.232, First Floor, Peddakalwala, Peddapalli Dist.- 505172
25	K.Lingamurthy	Sr.Asst., O/o the DSCDO, Rajanna Sircilla			9989803582	dscdoscri@gmail.com	Integrated District Office Complex, Collectorate Complex, 1 <sup>st</sup> Floor, Room No.F-26, Rajanna Sircilla

26	Syed Osman Ali	Superintendent, O/o the DSCDO, Ranga Reddy			9648903905	dscdoranga reddy@gmail.com	Room.No.F16 and F.17(1 <sup>st</sup> floor), Collectorate complex, Kongarkalan (V),  Ibrahimpattanam(M), Rangareddy District-501510
27	Vijayakumari	Sr.Asst, O/o the DD, Sangareddy			8977327615	dscdosanga reddy@gmail.com	O/o DD(SCDD) Sangareddy , ICC Sangareddy
28	Smt. S. Manjula	Jr.Asst, O/o the DSCDO, Siddipet			9515514719	dscdosiddip et@gmail.com	O/o DSCDO Siddipet, Integrated Collectorate Complex, Siddipet (Duddeda)
29	Sri B. Yadagiri	Jr.Asst., O/o the DSCDO, Suryapet			9848463168	ddscddsury apet@gmail.com	O/o Dy. DSCDO, Suryapet, Room:11, Collectorate Complex, Durajpally, Suryapet.
30	Smt.P.Hemalatha	Jr.asst., O/o the DSCDO, Vikarabad			9381111712	dscdovikara bad@gmail.com	Integrated District Officers Complex (IDOC) Complex, Room .no. F10, Vikarabad- 501101
31	K. Vishnu Murthy	Sr. Asst., O/o DSCDO Wanaparthy dist.			7995377820	scddwnp@gmail.com	O/o DSCDO, KDR Nagar, Wanaparthy District
32	Smt.K.Sukanya	Jr.Asst., O/o the DSCDO, Warangal (Rural)	0870	2982573	9390287104	dscdowaran gal@gmail.com	O/o District SC Development Officer, Indiranagar (Sudhanagar) Hanumakonda -506001
33	K.Govardhan Reddy	Sr.Asst., O/o the DSCDO, Yadadri Bhuvanagiri	08685	293044	9966000972	dscdoyadad ribhuvanagiri@gmail.com	Integrated District Officers Complex Collectorate (IDOC) Complex, Room .no. S17, Yadadri Bhuvanagiri 508116

### Public Information Officers

Sr .	Name	Designation	STD Cod	Ph.No. Office	Home	Fax	Email
1	Sri. K.Kishan	Deputy Director, O/o the Commissioner, SCDD, Hyderabad	040	23391362 23392005	7989878995	040- 23392001	<a href="mailto:cscdpeshi@gmail.com">cscdpeshi@gmail.com</a> and <a href="mailto:commr_telangana.gov.in">commr_telangana.gov.in</a>

### District Offices Department Appellate Authority

Sr. No.	Name	Designation	STD Code	Ph. No.	Mobile	Fax	Email
1	Smt D.Uma Devi	Additional Director, O/o the Commissioner,	040	23391362 23392005	8008885795	040-23392001	<a href="mailto:cscdpeshi@gmail.com">cscdpeshi@gmail.com</a> and <a href="mailto:commr_telangana.gov.in">commr_telangana.gov.in</a>

### District Offices

Sr. No.	Name	Designation	STD Cod	Ph. No.	Mobile	Fax	Email	Address
1	B.Sunitha	DSCDO, O/o the DSCDO, Adilabad			9440613 030		dscdoadb@gmail.com	SC Development Office, opp: District Court, Behind Bus Depot, Adilabad District- 504001
2	D.Anasurya	DSCDO, O/o the DSCDO, Bhadradi Kothagudem	-	-	9949194 110		dscdobhadradi@gmail.com	Opp:Yashoda Hospital, Chunchupally (M), Bhadradi Kothagudem- 507125
3	B.Nirmala	DSCDO, O/o the DSCDO, Hanamkonda	0870	251097 7	9676359 439		dydir_sw_wgl@telangana.gov.in	O/o Dy.Director, SCDD, Hanamkonda, 2 <sup>nd</sup> Floor, S3 Room, Intergrated Collector Complex, Subedari, Hanumkonda
4	Perika Yadaiah	Dy.Director, O/o the DD, Hyderabad			9177255 535		dydir_sw_hyd@telangana.gov.in	Chandrahah, 8 <sup>th</sup> Floor, Beside Excise Bhavan, Nampally, Hyderabad
5	K.Rajkumar	DSCDO (Officating), O/o the DSCDO,			9177798 847		dscdojgl@gmail.com	Intergratede District Offices

6	N.Cornelious	DSCDO, O/o the DSCDO, Jangoan			9908557 606	dscdojangaon@gmail.com	O/o the DSCDO, Janngoan
7	D.Sunitha	DSCDO, O/o the DSCDO, Jayashankar Bhupalpally			9908843 340	dscdojayashankar@gmail.com	Collectorate, Room No.219, Manzoor Nagar, Jayashankar Bhupalpally District-506169
8	M.Swetha Priyadarshini	DSCDO, O/o the DSCDO, Jogulamba Gadwal			9966807 493	scddgdwl@gmail.com	Bheemnagar, Near ST Hostel, Gadwal District
9	Rajitha	ASCDO, O/o the DSCDO, Kamareddy			9440228 716	dscdokamareddy@gmail.com	IDOC, Room No.112, Dist.SC Development Department, Kamareddy
10	P.Nathanial	Dy.Director, O/o the DD, Karimnagar			9177605 511	dydir_sw_krmn@telangana.gov.in	Dr.B.R.Ambedkar Bhavan, H.No.2-7-370, Opp:Pratima Multiplex, Collectorate Road, Karimnagar
11	K.Satyanarayana	Dy.Director, O/o the DD, Khammam			9849903 689	ddscddkham@gmail.com	1 <sup>st</sup> Floor, DRDA Complex, Burhanpuram, Khammam
12	G.Sanjeevan	DSCDO,O/o the DSCDO, Komurambheem Asifabad			9866853 227	Dscdokomuram@gmail.com	Office of the District SC Development Officer, SC Corporation Complex, Hudco Colony, Asifabad 504 293
13	R. Sanyasaiah	DSCDO (Officiating)., O/o the DSCDO, Mahabubabad	08719	240991	9121239 300	dscdomahabubabad@gmail.com	O/o Dist.SC Development Officer, Beside Fire Station. Near MLA Camp Office, Thorur Road, Mahabubabad-506101
14	V.Pandu	Dy.Director, O/o the DD, Mahaboobnagar	08542	220020	9440196 293	ddscddmbnr@gmail.com	Integrated District Officers Complex, New Collectorate, Mahabubnagar-509001

15	P.Ravinder Reddy	DSCDO, O/o the DD, Mancherla			9441874 738		dscdomncl2016@gmail.com	O/o Near Sai Baba Temple, Govt.Post Matric College Hostel, Jaffer Nagar, Mancherla
16	G. Vijaya Lakshmi	DSCDO (Officiating)., O/o the DSCDO, Medak			9849906 017		dscdomedak@gmail.com	Integrated Collectorate Complex , Room .no. 201, 2nd Floor, Pillikottal , Medak District 502110.
17	G. Vinod Kumar	DSCDO, O/o the DSCDO, Medchal Malkajigiri			8886999 705		dscdomedchal@gmail.com	Near Hasvitha College, Collectorate Complex, Medchal (Malkajigiri) District
18	Smt. P.BhagyaLaxmi	ASWO., O/o the DSCDO, Mulugu			9182011 314		mulugu33sc@gmail.com	1st Floor, Room No. 5, Samkshemabhavan opp.Forest Office, Mulugu,Mulugu District
19	V.Ramlal	DSCDO, O/o the DSCDO, Nagarkurnool	918540	295566	9440703 232	-	<a href="mailto:scddngkl@gmail.com">scddngkl@gmail.com</a>	O/o the DSCDO, Nagarkurnool
20	Salma Bhanu	Dy.Director, O/o the DD, Nalgonda			7358224 254		<a href="mailto:dydir.sw.nlgd@telangana.gov.in">dydir.sw.nlgd@telangana.gov.in</a>	O/o Dy. Director, SCDD, Nalgonda, Samkshema Bhavan, Collectorate Complex, Mlg Road, Nalgonda
21	H.Kanyakumari	DSCDO (FAC), O/o the DSCDO, Narayanpet			9182475 219		scddnrpt@gmail.com	Adarsha hills, Monappagutta, Collectorate Complex, Narayanpet District
22	V.Rajeshwar Goud	DSCDO, O/o the DSCDO, Nirmal			8465913 859		dscdonirmal@gmail.com	Near Collector Office Nirmal.
23	B.Shashikala	DSCDO, O/o the DSCDO, Nizamabad	08462	295301	9963860 770		Dscdonizamabad@gmail.com	IDOC Building (New Collectorate) Room No -102

24	M.Nagaileshwar	DSCDO, O/o the DSCDO, Peddapalli			9704011 827		Dscddpeddapally @gmail.com	Collector Complexes, Room No.232, First Floor, Peddakalwala, Peddapalli Dist.- 505172
25	P.Mohan Reddy	DSCDO (FAC), O/o the DSCDO, Rajanna Sircilla			9441014 195		dscdoscri@gmail. com	Integrated District Office Complex, Collectorate Complex, 1 <sup>st</sup> Floor, Room No.F-26, Rajanna Siricilla
26	J.Rama Rao	Dy.Director, O/o the DSCDO, Ranga Reddy			9951111 777		Dscdorangareddy @gmail.com	Room.No.F16 and F.17(1 <sup>st</sup> floor), Collectorate complex, Kongarkalan (V), Ibrahimpattam( M), Rangareddy District-501510
27	A.Jagadish	DD (SCDD)(FAC), O/o the DD, Sangareddy			9866081 939		Dscdosangareddy @gmail.com	O/o DD(SCDD) Sangareddy , ICC Sangareddy
28	Ch.Kavitha	DSCDO, O/o the DSCDO, Siddipet			9247812 221		Dscdosiddipet @gmail.com	O/o DSCDO Siddipet, Integrated Collectorate Complex, Siddipet (Duddeda)
29	K.Dayananda Rani	DSCDO (Officiating), O/o the DSCDO, Suryapet			9848503 644		Ddscddsuryapet @gmail.com	O/o Dy. DSCDO, Suryapet, Room:11, Collectorate Complex, Durajpally,
30	N.Mallesham	DSCDO (Officiating), O/o the DSCDO, Vikarabad	-	-	9849318 540		Dscdovikarabad @gmail.com	Integrated District Officers Complexes (IDOC) Complex, Room .no. F10, Vikarabad- 501101
31	A.Nushitha	DSCDO (Officiating), O/o the DSCDO, Wanaparthy			9441030 602		scddwnp@gmail. com	O/o DSCDO, KDR Nagar, Wanaparthy District

32	G. Jeeva Ratnam	DSCDO (FAC), O/o the DSCDO, Warangal (Rural)	0870	298257 3	9849901 411		dscdowarangal@gmail.com	O/o District SC Development Officer, Indiranagar (Sudhanagar) Hanumakonda-506001
33	M. Jayapal Reddy	DSCDO, O/o the DSCDO, Yadadri Bhuvanagiri	08685	29304 4	9550882 176		dscdoyadadribhuvanagiri@gmail.com	Integrated District Officers Complexs Collectorate (IDOC) Complex, Room .no. S17, Yadadri Bhuvanagiri 508116

## CHAPTER-17

### Other Useful Information

**[Section 4(1) (b) (17)]**

#### POST MATRIC SCHOLARSHIPS SCHEME

Sl. No.	FAQs	Answers
1	What is the Objective / Description of the scheme?	To increase the enrolment ratio of students in higher education
2	What is the Eligibility Criteria?	a. Students of TS State. b. Should cover within age limit viz., Intermediate level 24 Years, Under Graduation courses 29 Years and Post-Graduation courses 34 Years.
3	Who is eligible under the scheme?	Those pursuing Post-Secondary courses in recognized Institutions / Universities/ Colleges.
4	What is the Income limit	Rs.2.00 lakhs from all sources of the family.
5	Any reservation is applicable?	No.
6	Where to get application form?	Online.
7	How to apply for the scheme?	<a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>
8	Who is the Sanctioning authority?	District SC Development Officer concerned.
9	What are the required documents for scrutiny?	Bonafide certificate of previous year study, Income & caste certificates from Mee Seva, CET allotment orders for professional courses, Bank pass book, Aadhar Card, Educational qualification certificates.
10	In case of grievance, where to give complaint?	District SC Development Officer concerned.
11	Why should a student need a bank account?	To receive a scholarship, every student must have a bank account in any one of the nationalised scheduled banks.
12	How to change student bank account from the one that is registered in the e-PASS website?	Student have to submit the original bank documents with account particulars to the concerned District SC Development Officer who can then submit a change request to the PMU.



<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
13	Verification Process of scholarship means?	<p>1.College Verification: In this verification, the college Principals mandated to verify the documents furnished by each student with the entry made in the application form. Once the verification is completed and all entries are found correct, he would finally sign the same and send it to the department for verification by the verification officer appointed by the District Collector.</p> <p>2.Scrutiny by the Welfare Officer: before each and every application is taken up for sanction it is the responsibility of the welfare officer to satisfy himself of the verification by the college principal and finally sanctions the scholarship to student.</p>
14	How much reimbursement will a student get?	<p>The reimbursement of tuition will be depended on the course pursued by the student. For most of the courses 100% of the tuition fee is eligible as fixed by the government. For Self-financed courses only a maximum of Rs. 20,000 is the eligibility or the actual fee charged by the college, whichever is less.</p>
15	If a Telangana student studying in other states, he gets a scholarship or not?	They are also eligible for the scholarship. Need to apply in online.
16	If any student from other state is studying a course in the Telangana state?	No other state students are not allowed to apply, but student have to meet the District SC Development Officer concerned for clarification.
17	What to do if Bank Account Number is wrongly uploaded?	If the bank details are to be changed, the student has to Re-upload the bank account passbook at mee seva / internet centre. Then it will be confirmed in the district login.
18	What to do if Aadhar / Income / Caste Certificate rejected?	Re-upload the Aadhar / Income / Caste Certificate in e-PASS, then it will be confirmed in the district login.
19	Except S.S.C (state board) other board details are not visible in e-PASS for fresh application (CBSE, ICSE, OSS,etc.,)	Students has to submit Original / Xerox SSC memo details to District Office which will be scanned at district office and forwarded to PMU for confirmation.
20	What to do, if RTF is not sanctioned?	Update the fee structure at PMU, then RTF will be sanctioned.
21	What to do, if MTF is not sanctioned to DAH boarders?	For the students accommodated in Departmental Attached Hostels the MTF will not be sanctioned as it is under Green Channel, the

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
		concerned HWO will maintain the College Hostel with the MTF amount to be sanctioned to the students.
22	What is RTF differential sanction?	If the students wrongly upload the course details in the application, the option of editing is at PMU and the differential amount shall be sanctioned as per allotment.
23	What should a discontinued student do to get a scholarship in same level course?	The previously sanctioned amount has to be remitted to the government in the shape of challan and update in district login for sanction of scholarship in present course.
24	Students having Gap in studies and then admitted in other courses?	If the student with any reason gets gap in studies, the Gap / Bonafide of the college/ Re admission certificate from the University has to be updated in the e-PASS for sanction of scholarship.
25	What is "Fee Exempted" shown in the online?	Income certificate has to be verified by selecting authorities in counselling, if the student fails to submit Income Certificate at the time of Counselling, it will be shown as fee exempted.
26	What to do if CET details not matched with CET data?	CET details has to be verified and uploaded in e-PASS.
27	If a Day Scholar wants to stay in the CAH?	Students applied as Day Scholar and they are staying in the CAH, the application, college bonafide has to be verified and updated in e-PASS.
28	What to do if MTF amount is released but not credited in students account?	If the students bank account is inoperative the scholarship amount sanctioned to students will returned to e-kuber. In this situation the bank account shall be kept in operative mode and then the amount will be re-credited in the students account.
29	If it shows Pending for Aadhar Authentication after the biometric authentication, what to do?	The student has to update his / her finger print in Aadhar Centre.
30	If hard copy is not received by the district officer, what to do?	Barcode form with relevant documents has to submit in the district office by college management for sanction.
31	How to check scholarship status?	By visiting the online website <a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a>

### **CORPORATE COLLEGE SCHEME**

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
1	What is the other name of the Scheme?	Corporate College Scheme.
2	Is this is a DRDA Scheme?	No. it is a Scheduled Castes Development Department scheme.
3	What is the main objective of the Scheme?	To provide access to quality education to meritorious poor students belonging to the SC / ST / BC / MW communities in reputed colleges in the private sector at the Intermediate level, to enable them to compete in competitive examinations such as IIT / JEE / AIEEE / EAMCET to secure seats in premier Medical and Engineering institutions.
4	What is the eligible criteria of the Scheme?	Students who have secured more than 7.0 GPA in SSC Public examination, category of school where he studied, SC candidate, annual family income Rs. 2.00 lakhs.
5	Who are eligible under the Scheme?	SC communities students native of Telangana State studied in Welfare Hostels, Ashram Schools and KGBVs, Govt. / Municipal / Zilla Parishad / Aided High schools, Residential Schools, Jawahar Navodaya Vidyalayas and Best Available Schools are eligible.
6	Students Studying in Private Colleges are eligible?	No.
7	What is the Income Limit under the scheme?	SC students whose family income is less than 2.00 lakhs per annum from all sources. For BC, MW & EBC in rural areas Rs. 1.50 lakhs per annum and urban areas Rs. 2.00 lakhs per annum.
8	If two persons from one family can be eligible?	Yes.
9	What is Fee payable by the Government to the College in the Scheme?	The total fee payable is Rs.38,000 per student, of which Rs. 35,000 is towards tuition fee and Rs. 3000 is towards pocket expenses of the student per year.
10	What is the mode of payment of pocket expenses?	Direct benefit transfer to the bank account of the student.

11	What is included in tuition fee?	Fee, Books, Material, Mess and other maintenance charges.		
12	Students selected in this Scheme are Day Scholars or Residential?	Residential.		
13	Students selected can be Day Scholars?	No.		
14	How to apply in the Scheme?	Students should register their application in online <a href="https://telanganaepass.cgg.gov.in">telanganaepass.cgg.gov.in</a>		
15	What are the documents required for the Scheme?	SSC Memo, study certificate of (07) years, Income and Caste certificate from Mee-Seva, Aadhar, Copy of Bank Pass Book, Hostel Welfare Officer Certificate (If Govt. Hostel Student for (03) year) and PHC Certificate of Competent Authority (If Handicapped).		
16	If the students studied 1 <sup>st</sup> Class to 5 <sup>th</sup> Class in Andhra, are they eligible for 6 <sup>th</sup> to 10 <sup>th</sup> in Telangana?	As the student studied last (04) years out of (07) years in Telangana, eligible to apply under Corporate College Scheme in Telangana.		
17	If the students studied 1 <sup>st</sup> Class to 5 <sup>th</sup> Class in Telangana, are they eligible for 6 <sup>th</sup> to 10 <sup>th</sup> in Andhra?	As the student studied last (04) years out of (07) years in Andhra, not eligible to apply under Corporate College Scheme in Telangana.		
18	What is the web portal address?	<a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a> , click on Corporate Admissions option.		
19	How many Intermediate colleges comes under Corporate College Scheme in total in Telangana State?	Total (41) Colleges are comes under Corporate College Scheme across the Telanagana State.		
20	Where will I get the list of Colleges under Corporate Scheme?	In e-PASS website click on Corporate Admissions then click on List of Colleges under Corporate Scheme.		
21	What is the percentage of department wise allocation of seats?	Sl. No	Department	% Allotted to each department
		1	Scheduled Castes Development Department	50%
		2	Tribal Welfare	25%
		3	Backward Classes	20%
		4	Minorities Welfare	5%
		Total		100%
		Note:- In agency area the percentage may vary.		

22	Any reservation for boys and girls in the Scheme?	Yes, 60% of the total allocation shall be reserved for girls and 40% for Boys.			
23	Any reservation for the Handicapped in the Scheme?	At least 3% against each quota may be reserved for the Handicapped.			
24	What is the mode of selection of meritorious students from various institutions?	<b>Sl. No</b>	<b>Institutions</b>	<b>Percentage</b>	<b>Categories</b>
		1	Welfare of hostels, Ashram schools and KGBVs	50%	CAT-I
		2	Students of Govt./ Municipal / Zilla Parishad / Aided High Schools	25%	CAT-II
		3	Students of Govt. / Welfare Residential Schools and Jawahar Navodaya Vidyalayas	20%	CAT-III
		4	Students from Best Available Schools of SW & TW Depts (with respect to SC & ST students) Note: Where best available school scheme is not available the candidates from any of the above categories may be admitted against the 5% quota.	5%	CAT-IV
25	If any publicity for inviting applications?	Yes, press note will be issued in all Telugu daily news papers for applications.			
26	On which basis students will be selected or get seats in reputed colleges?	Selection and allocation of seat in reputed college to student will be based on the merit in a transparent manner and allotment order will be issued to the student based on the options exercised by the students and the availability of seats.			
27	If the student belongs to particular District can give his option to other district?	Yes, the candidate can choose to be admitted in any of the identified colleges across the Telangana State which is selected under Corporate College by the Department.			
28	After Selection and allocation of a student to one college, can he / she change to other college?	No changes will be permitted after a student is allotted to a college based on his option.			
29	Once the registration is over, can student edit his choice in respect of College and Location?	Yes.			

30	How the student gets the status of Selection and allocation to college after registration under Corporate College Scheme?	The Student can get status in e-PASS website under Corporate Admissions link. Message will be sent to the Registered Mobile, District SC Development Officer concerned District staff will make a call to your Registered Mobile to attend in person on the stipulated date with necessary documents and photographs.
31	The Selection and allocation process of students will be held in Manual / Online?	Online.
32	The Selection and allocation Process of students will be done by the District Collector (or) District Officers?	Head of the Department at Hyderabad.
33	Where the student has to approach after allocation of seat?	The date of certificate verification along with the details of the program will be published in print and electronic media for verification of certificate at district office.
34	What are documents required for attending Certificate Verification?	Students who have got message from HOD and Mobile Calls from Office should attend for certificate verification along with original i.e., SSC Memo, study certificate of (07) years, Income and Caste certificates from Mee-Seva, Aadhar, Copy of Bank Pass Book, Hostel Welfare Officer Certificate (If Govt. Hostel Student for (03) year) and PHC Certificate of Competent Authority (If Handicapped).
35	Is the certification verification will be held in Hyderabad?	Only Selection, allocation process in Head of Department at Hyderabad, whereas, certificate verification will be done in the respective district as per students nativity.
36	Selection and allocation Process of the students will be done by Head of Department at Hyderabad, any random check, errors will be checked by the District SC Development Officers concerned before finalization of selection list?	Before finalization of the selected list it will be enabled in JDs / DDs / DSCDOs login for random check and errors if any i.e., allocation of one category student to other Category or merit etc.,

37	If the student selected college at Hyderabad and his nativity is Jagtial, where should he has to attend for certificate verification?	Native District Jagtial.
38	Which department will give allotment orders to the students ?	Joint Director / Deputy Director / District SC Development Officer of respective district will be give allotment orders duly verified by the concerned departments.
39	If the selected students not attended on notified date, the allotted will be cancelled?	No, there will be (01) to (02) days time to the students, they should approach respective Joint Director / Deputy Director / District SC Development Officers.
40	How many of Phases will be there for Selection and allocation of the students under the scheme?	As per the availability of the seats it may be Phase-I, Phase-II, Phase-III, Phase-IV and Phase-V etc.,
41	If the seats are vacant of boys and if girls are eligible, whether seats will be converted for girls as they eligible?	Yes.
42	If the seats available in Category –I and eligible students are in Category –II the Vacancy seats will be converted or not?	Yes, seats will be converted and allotted as per merit basis.
43	After getting allotment order, what is next process?	The student should join in the allotted college with allotment order issued by the concerned District SC Development Officer.
44	After Joining, how to get scholarship in the Scheme?	The student in co-ordination with concerned College Principal should register in e-PASS.
45	How to get status of my scholarship?	The student can obtain scholarship status by visiting e-PASS website at which stage the application is pending.
46	Where should student approach if the Scholarship is not sanctioned?	Students should approach respective departmental officers of concerned district.
47	Any attendance certificate will be produced for sanction of scholarship?	Yes, college shall furnish the attendance certificate.

48	What is the %age of attendance for sanction of scholarship?	75%.
49	Who are the respective Departmental Officers?	SC students should approach Joint Director / Deputy Director / District SC Development Officer of concerned District. ST students should approach District Tribal Development Officer / Deputy Director of concerned District. BC Students should approach District BC Development Officer of concerned District. Minority Students should approach District Minority Development Officer of concerned District.
50	Students who admitted in College under this scheme will be allotted to other sections?	All students admitted under the scheme shall be treated on par with other students. No discrimination, such as segregating such of these students selected under the scheme in a different section from whatsoever shall be indulged into severe action will be initiated on errant colleges, which shall include stoppage of the scheme to the college.
51	If any problems after admission into college, where the student should approach?	The students should approach nearest District SC Development Officer of concerned District.
52	Any discrimination against the student selected under this scheme with the other students?	No. if happened severe action will be initiated on errant colleges which shall include the stoppage of the scheme to the college.
53	Maintenance of academic performances of the student selected under this scheme?	Yes, college has to maintain on the e-PASS website.
54	Mode of payment of tuition fee in one or two instalments?	In the first year, two instalments in the academic year. In the second year, it will subject to the passing of all subjects in the first year.
55	Will you provide admission to inter second year students?	No.



56	What are the requirements for Colleges for selection under Corporate College Scheme?	A Press Notification will be issued inviting Colleges for registration under Corporate College Scheme along with guidelines i.e., good infrastructure, sufficient residential accommodation, good track record of previous years with more than 90% pass with at least 50% securing first class and distinctions over a period of last years, success rate in admission test like IIT / JEE / AIEEE / EAMCET, experienced faculty. Continuation of college will be depend on results and the feedback from such students.
57	Any District Selection Committee is there for selection of reputed College?	Yes. The Composition of the District Selection Committee as follows: 1. District Collector. Chairman 2. Project Officer, ITDA. Member 3. Dist. Rural Development Officer Member 4. Dist. S.C. Development Officer Member / Convener 5. Dist. Tribal Development Officer Member 6. Dist. B.C. Development Officer Member 7. Dist. Minority Development Officer Member 8. Dist. Welfare Officer (Women, Child, Disabled and Senior Citizens) Member 9. Regional Inspecting Officer (BIE) Member 10. One Education Sub-Committee Member Of Zilla Samakya Member
58	How the College selected under Corporate College Scheme?	The District Selection Committee will visit the Colleges who have registered under Corporate College Scheme and will select the College who are fulfilling the norms and guidelines.
59	Whether selected students have hostel facility?	Yes.
60	Students selected under Corporate College Scheme will be provide only Intermediate education?	No, students will be provided Intermediate education and also IIT / JEE / AIEEE / EAMCET.
61	Toll free number to contact for more details?	e-PASS toll free number 7331130943.

## **FINANCIAL AID TO SC ADVOCATES**

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
1	Who is authorized for calling of applications under this scheme?	The Dist. Collector is authorized for calling of application.
2	What is the procedure for calling applications?	The Notification may be issued in District Edition Newspapers.
3	How to apply for?	Online system.
4	Where to apply?	In e-PASS online system.
5	If online, web portal / address?	<a href="https://telanganaepass.cgg.gov.in">https:// telanganaepass.cgg.gov.in</a>
6	Where to get application form?	O/o erstwhile District SC Development Officer.
7	What are the No. of seats allotted to each District?	(8) Seats allotted (erstwhile Dist).
8	How to select the Candidates?	The "SC" Law Graduates are appointed through the Dist Collector.
9	If above (8) applications received?	The SC Law Graduates applied for above (8) applications interview will be held by District level committee.
10	Is there any committee for selection of the candidates?	Yes. The Dist level committee formed under the chairmanship of Dist. Collector, Sessions Judge, Joint Collector are the members & DSCDO is Convenor.
11	Where the selected candidates are trained?	The selected candidates may be attached to Government pleaders, public procedures, Asst. Public prosecutors etc.,
12	How to sanction the stipend charges?	The selected candidates get the attendance certificate from the attached Assistant public / Government pleaders.
13	How much stipend amount will be sanctioned?	The SC Law Graduates sanctioned Rs.1000/- stipend per month.
14	What is the procedure for sanction including web navigation?	The selected candidate details should be registered in e-PASS website for sanctioning after receipt of the attendance certificate from the law officer, the bill should be prepared to claim stipend and other allowances to the candidate bank account.
15	How much amount is sanctioned towards purchase of books and furniture?	Rs.6,000/- per month.
16	How many times the books and furniture amount is sanctioned?	One time grant.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
17	How many months training is given?	(18) months in criminal law and (18) months in civil law.
18	Objective of the Scheme?	Providing training in the administration of Justice to SC Law Graduates with a view to seeking their employment elsewhere after the training.
19	What is the eligibility criteria?	1. Candidates should be law graduates. 2.Should be enrolled in BAR council.
20	Who is eligible?	Candidates belonging to SC category.
21	Whether the converted Christian candidates are eligible for selection?	The candidates who converted for SC community only eligible for selection.
22	Any reservation applicable?	No.
23	What is the Income Limit?	Rs.2.00 lakhs per annum.
24	Any age limit is fixed to the applicant?	Below 36 years of age.
25	Sanctioning Authority?	District SC Development Department.
26	What are the certificates required to produce?	1.Law Degree certificate 2. Income & Caste certificates 3.Bar Council Registration Certificates 4. Aadhar Card. 5.Bank Account.
27	Whether more than one person is selected from one family?	There is no restriction on number of beneficiaries from the same family.
28	Any acquittance to be produced for purchasing of furniture by the candidates?	Yes, bills for the purchase of dress and furniture will be produced as acquittance.
29	Is candidates from other Districts are eligible?	Candidates who has Nativity Certificate are eligible to apply in the District.
30	Whether the training advocate is eligible to work under senior advocate during the training period?	Yes.
31	How many candidates are attached to one Law Officer of district / Sessions court?	There is no limit for attachment of candidates to the law officer.
32	What is the duration of the training?	36 months.
33	Whether the candidate is eligible to apply for the second time?	No, only one time eligible.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
34	Whether the selected candidate eligible to apply scholarship for different scheme during the training period?	No.
35	Whether the candidate discontinued his / her training and reapplied for next year is eligible?	No.
36	Is there any accommodation provided by the Government?	No, only stipend will be provided.
37	Whether the candidates completed training will be given any preference for employment especially relating to the SC schemes?	No.
38	Any seats reserved for male and female candidates?	No.
39	Any placement will be provided by the Government after completion of training?	No.
40	Will Govt. provide certificate after completion of Course?	No.

## **AMBEDKAR OVERSEAS VIDYA NIDHI**

<b>Sl. No</b>	<b>FAQs</b>	<b>Answers</b>
1	What is AOVN?	AOVN means Ambedkar Overseas Vidya Nidhi., the scheme for the students who are willing to pursue their masters at abroad.
2	How to apply for Overseas scholarships?	You need to search in google for e-PASS Telangana portal, find the Ambedkar Overseas, update the details and get registered.
3	Is there any portal to apply to avail AOVN scheme?	<a href="https://telanganaeass.cgg.gov.in">https://telanganaeass.cgg.gov.in</a>
4	Who are eligible for the scholarship?	A Student who completed graduation with 60% marks is eligible.
5	What is the income limit?	Income limit of the overall family from all sources should be below Rs. 5.00 Lakhs
6	What is the procedure after applying for AOVN?	<p>After the student getting registered in the portal. The registered applicant or parent should approach the District Officer concerned immediately.</p> <p>If the student doesn't meet the District officer in time, the District Level Team will contact the applicant over phone or email address shown in application.</p> <ul style="list-style-type: none"> <li>•The District Office will conduct social status verification of the applicant at field level and submits the report to HOD, whether the applicant is eligible or not.</li> <li>•Then pre-verification of certificates will be done by Commissioner office.</li> <li>•After pre-verification of application, the State Level Screening Committee (SLSC) members will conduct meeting for selection of students.</li> </ul>
7	How many members can avail this scheme in a family?	The benefit is only for one child in the family.
8	What are the required documents?	<p>The most important documents to produce are:</p> <ol style="list-style-type: none"> <li>1. The student should have Degree long memo.</li> </ol>

Sl. No	FAQs	Answers
		<p>2. The Student should have un-conditional offer letter / I-20 from the University.</p> <p>3. Should have a valid score i.e., GRE – 260; IELTS – 6.0; TOEFL – 60; GMAT – 500; PTE – 50.</p> <p>4. Should have passport and should get VISA approved (applying after getting VISA is better for smooth sanctioning of Scholarship).</p>
9	If the student / applicant is earning member after his / her studies?	Applicant should produce the income certificate issued by the Revenue Department and Form-16 for every financial year.
10	If the Student is having GAP for the period of 1/2/3/4/5/6 Years?	Applicant should submit the GAP Certificate for the GAP period issued by the MRO (GAP means the students didn't pursued his further studies).
11	The Student is having GAP for the period of 1/2/3/4/5/6 Years but didn't worked any where?	<ul style="list-style-type: none"> <li>•The applicant should submit the GAP certificate and</li> <li>•Should submit the No-earning certificate issued by the Revenue Department.</li> </ul>
12	What is the age criteria?	The Applicant should not exceed 35 years as on 1 <sup>st</sup> July of the year of advertisement.
13	How much amount will be sanctioned to the applicant?	<ul style="list-style-type: none"> <li>•As per the G.O. Rs. 20 Lakhs is eligible for the applicant or actual claimed in I- 20 (Whichever is less).</li> <li>•One-way flight Charges Rs. 50000/- or whichever is less</li> <li>•VISA fees. Rs. 50,000/-</li> </ul>
14	After registering the application, the hard copy should be submitted or not?	Yes, after getting registered the applicant has to submit the application to the District Officer, in order as mentioned in the Checklist with 1 – set in Original and 1 – set in Xerox and needed to be attested by the Gazetted Officer on all the documents.
15	Need to pay the fees in University, will the Govt. sanction the amount in advance?	No, you have to take all the responsibility in paying fees in advance, after getting admission only on completion of procedure for selection of candidate, the further process for sanctioning of scholarship will be initiated.

<b>Sl. No</b>	<b>FAQs</b>	<b>Answers</b>
16	After sanction of scholarship will the amount credits in University account or Institution account or in parents account or in student account?	The amount will be sanctioned and shall be credited in to the Student account only. The student has to submit the valid savings account from any nationalized banks (As Scholarship Account / Jan Dhan Yojana Account will not accept such big amounts).
17	How will the district officer sanctions the amount?	<ul style="list-style-type: none"> <li>•After the applicant gets selected in the SLSC Members meeting. The Commissioner, SCDD, TS, Hyderabad, will issue instructions to District Officer for release of scholarship.</li> <li>•Firstly, the Flight charges and VISA Charges up to Rs. 50000/- or whichever is less will be sanctioned. (Only after submitting the copy the flight ticket and Visa Receipt in advance or after leaving India).</li> <li>•After landing in the country, the student has to submit the copies to District Officer i.e., boarding pass, I-94 / Immigration, University ID, University Fees Receipt (If paid) and then need to upload the said copies in portal for sanction of Rs. 10.00 Lakhs as 1<sup>st</sup> installment.</li> <li>•For 2<sup>nd</sup> Installment, the student has to submit the 1<sup>st</sup> semester pass memo &amp; utilization certificate (Fee receipt) and then upload in the portal for sanction of remaining amount Rs. 10.00 Lakhs.</li> </ul>
18	What are the Countries eligible for applying?	USA, Canada, Germany, France, UK, Singapore, Japan, South Korea, Australia and New Zealand in top 10 Universities.
19	What should be the course duration for availing the scheme?	The course duration should be minimum of 18 Months to 36 months.
20	Already PG completed candidates are eligible for AOVN?	No, However, the PG candidate is eligible to pursue his Ph.D in abroad.

<b>Sl. No</b>	<b>FAQs</b>	<b>Answers</b>
21	Is there any source / financial assistance for pursuing Degree in abroad?	No,
22	Is there any loan facility to pursue masters at abroad?	As per GO Ms. No: 54 the student shall be eligible for education loan of Rs.5.00 Lakhs from any nationalized bank at prevailing rate of interest.
23	Is the Government giving any coaching for GRE, IELTS, TOFEL, PTE, GMAT?	Yes.
24	Students requesting to accept the duolingo score card which is being accepting by the Universities?	As per GO Ms. No: 54 the course duolingo is not included.
25	Asking whether to appear all the entrance tests prescribed in GO Ms. No: 54 i.e., GRE / IELTS / TOFEL / PTE / GMAT?	It is not required to appear for all the entrance tests. Any one of the said test is enough as per the requirement of concerned University.
26	A student is eligible if he started working after B.Tech graduation?	If earnings are more than Rs. 5.00 Lakhs. The applicant is not eligible for the scheme.
27	Expenses of flight charges is Rs. 1.5 Lakhs, will the Govt. sanction it?	No, as per Govt. Orders issued G.O. Ms. No. 2, SCD (EDN.A1) Dept, Dt: 05.02.2021, one-way economy class Air ticket fare will be paid for a maximum of Rs. 50,000/- or actual whichever is less for any country.
28	Tuition fees and Living expenses in abroad are coming to Rs. 25 / 30 / 35 / 40 lakhs, will the Government pay the whole amount?	No, as per G.O. Ms. NO. 54, only Rs. 20 Lakhs will be sanctioned to the students.
29	Tuition Fees and Living expenses in abroad is coming to Rs. 15 / 18 Lakhs, will The Government sanction Rs. 20 Lakhs?	No, if so, Government will sanction the amount shown in I-20, up to Rs. 20.00 Lakhs whichever is less.
30	Parents are expired but uncle / brother / cousin takes care of a student, is he eligible for the scheme?	Submit the death certificate of parents and the guardian income certificate.



<b>Sl. No</b>	<b>FAQs</b>	<b>Answers</b>
31	Parents are expired, but if a student is working, whether eligible for the scheme?	Should submit income certificate.
32	Father is expired, how to produce income certificate?	Submit death certificate and produce the income certificate of the mother.
33	Father and mother are separated and living separately what is Procedure?	With whom the student is living submit their income certificate.
34	Father and mother are divorced, whose income to produce?	With who you are living submit their income certificate.
35	Father is not working due to health issues and mother working as maid in houses?	Submit her income certificate.
36	Father is expired and mother is not working as maid in houses?	Whatever is the income source of mother, produce that income certificate.
37	If one is married, whose caste to be submitted?	Should produce the caste certificate as mentioned in SSC, Inter and Degree of parents.
38	If one is married, whose income certificate to produce?	Income certificate of the spouse to be submitted.
39	If one is married and both are working, whose income certificate to produce?	Must submit both income certificates along with Form-16 for every financial year from the date of working.
40	If one is married, both are working and earning Rs. 5.50 Lakhs, will he / she be eligible?	As per Govt. norms overall income limit is Rs. 5.00 Lakhs only. Hence, not eligible.

### **SKILL UP-GRADATION PROGRAMME**

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
1	What is the Skill Up-gradation Program?	This program provides FREE coaching facility to SC & ST students in eligibility tests towards admission in foreign universities.
2	Who are eligible under this program?	All SC, ST graduates with above 60% marks are eligible for this program.
3	Training for which courses are being given under this program?	IELTS, PTE, TOEFL, GRE, GMAT.
4	In which locations are the institutions available for Skill Upgradation training?	All the empanelled institutes are in Hyderabad. Their websites for address and contact details can be viewed.
5	Student from a remote location in Telangana is eligible to apply?	Yes.
6	Do you provide online training under this program?	No, at present all the classes are in offline mode only.
7	Whether accommodation is provided to the students?	No.
8	What are the documents required?	Passport size photograph of student, Caste Certificate from Mee seva, Income Certificate from Mee seva, bonafide Certificate from institute where student has last studied, Ration Card, SSC Certificate, adhaar Card, Transfer Certificate, Bank Pass book (1st page), Residence / Nativity Certificate, Scanned Copy of Latest Marks Memos (CMM/OD & PC).
9	Can one apply for multiple courses at a time?	Yes, students are eligible to apply for 2 courses at a time in the same institute but not different program in different institute.
10	If a student do not like the training institute, can he have an option to change the institute?	Yes, student has the option to change the institute once only.
11	What is the duration of the training program?	Training period is for 60 days and each session is for 1 hour 30 minutes.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
12	Can more than one person from the same family is eligible to apply for this program?	No, only 1 person from the family is allowed.
13	Who will pay the exam fee and VISA processing fee?	Each examination fee must be paid by student only.
14	Is the 20L scholarship guaranteed for the students who successfully complete the Skill Up-gradation Program?	No, it depends upon the Selection Committee.
15	What is the family income criteria?	Family income should be less than Rs. 5.00 lakhs per annum from all sources.
16	If a student is not a recent pass out student, is he eligible to apply for this Scholarship?	Yes, for Gap period Gap certified must be submitted.
17	Is there a technical support team available to clarify or resolve issues while updating details in the e-PASS portal?	Yes.
18	If a student doing 3 <sup>rd</sup> year graduation is he eligible to take GRE, IELTS, GMAT, TOEFL or PTE coaching?	Yes.
19	Can a student undertake coaching of GRE & IELTS when a student is in 2 <sup>nd</sup> year?	Yes. it is suggested that take GRE while doing 2 <sup>nd</sup> year and one of the IELTS/PTE/TOEFL during 3 <sup>rd</sup> year.
20	Is Duo lingo coaching is provided?	As of now Duo lingo Coaching is not prescribed.
21	If a student is perusing 4 <sup>th</sup> year Engineering, is he eligible for to take GRE, IELTS, GMAT, TOEFL or PTE coaching?	Yes.
22	After completion of the coaching will I get any type of certificate?	The coaching institutes empanelled under skill development can provide this but as a student, should check with the institute before joining.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
23	Is it necessary for attending classes regularly?	Attendance is mandatory for attending classes regularly.
24	Who will conduct the final test?	It is conducted by the certification bodies / Organization- coaching institute.
25	Can I go for offline / online coaching and converted it later?	In general the online option is not available.
26	Will the coaching Institutes provide any study course material?	Yes All the empanelled Institutes will provide the course / study material/depending on the course.
27	Can a student take one course at one empanelled Institute and another course at another empanelled Institute?	In general, it is not advisable. In case of transfer (Parents, House shifting, Medical, other condition), you can complete one course after the option institution and shift to other institution for other course.
28	Is there any option to reduce the duration of the course?	It is not advisable as the minimum number of Instruction hours per course already prescribed for the benefit of students to get better score.
29	Due to unavoidable circumstances if a student discontinue the course can he rejoin after some time to complete?	It is advised to complete the course duration. In case of extraordinary condition you need to take permission / Approval from the department.
30	I am employee / working, can I join the coaching?	If age is below 35 years and if planning to continue higher education abroad can join in one of empanelled institutions for coaching.
31	If I am married whether me & my spouse both can take coaching?	Yes, if both are belongs to SC community and below 35 years of age.

## **PRE MATRIC SCHOLARSHIP**

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
1	What is Pre matric Scholarship?	Pre matric Scholarship is the scholarship given to the students studying in Govt. schools and Govt. aided schools in class V-VIII & class IX-X under the schemes New Scheme and Rajiv Vidhya Deewena.
2	Where can I apply for Pre matric Scholarship?	Pre matric scholarship can be applied only through online in the e-PASS website <a href="http://www.telanganaepass.cgg.gov.in">www.telanganaepass.cgg.gov.in</a> .
3	Can I apply for both national Scholarship and state level scholarship?	No, Pre matric scholarship can't be given to the students if they are getting any other scholarship.
4	How much amount will I get?	Under New scheme for class V-VIII, the scholarship amount for boys is Rs.1000/- and for girls Rs.1500/-.  Under Rajiv Vidya Deewena for class IX-X, the scholarship amount Rs. 3000/- for both Boys and Girls.
5	When can I apply for Pre matric Scholarship?	Pre matric scholarship registrations for that particular academic year will be opened generally in the months of September / October.
6	What are the documents that are required for applying Pre matric Scholarship?	For the registration of prematric scholarship, the required documents are:  Aadhar linked Bank account of the student (Joint Account in case the student is minor), Aadhar Card, Caste Certificate (Only Mee seva), Income Certificate (Only Meeseva), Study Certificate, Passport size photograph of the student.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
7	What is the process of applying for pre matric scholarship?	First, Registration should be submitted in the e-PASS website and the hard copy with all the required certificates to be submitted to the Headmaster. After attestation and verification by the Head Master of the school, the Hard copy should be submitted in the concerned District Office with the help of concerned local Hostel Welfare Officers for sanction of scholarship.
8	What is the eligibility criteria for applying Pre matric Scholarship?	Student should belong to SC category and should be studying in any Govt / Govt. aided schools, Parental / Guardians income should not exceed Rs 2.00 lakh per annum, should have Aadhar, should be a regular student.
9	Can I get the scholarship twice for the same class as I had to repeat the same class twice?	No, scholarship can be given to a student only once in any class. If he had to repeat scholarship will not be given twice.
10	Can a student studying in private school eligible to apply for scholarship?	No, only students studying in Govt. School or a school run by local bodies such as Mandal Praja Parishad, Zilla Praja Parishad, Municipalities / Municipal Corporations or any Govt. aided school are only eligible.
11	How can I know if my Scholarship application is registered or not?	You can know through the application status. The application status can be obtained from e-PASS website in the pre matric scholarship services section in Home page.
12	How can I check the status of scholarship?	The status of scholarship can be obtained from the e-PASS website in the pre matric scholarship services section in Home page.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
13	How can I print my application form? Where can I find it?	Through the e-PASS website. In the Home page, after opening Pre matric scholarship services section, Print application section will be find, after clicking print application and after entering the required details, application will be displayed and at the bottom of the page you will find Print. By clicking it, application form will be printed.
14	Does any bank account from any of the bank branches in India is accepted for applying scholarship?	The Bank Accounts from only the nationalized Banks in India will only be accepted.
15	Is it necessary that my bank account needs to be linked to my aadhar card? If yes, Where can I get it done?	Yes, Aadhar linked bank account is only accepted. The linking of aadhar with bank account can be done by the Bank Manager on submitting the aadhar card.
16	Can the bank account of my father / mother accepted for crediting of my scholarship?	The Bank Account should be taken in the name of the student for crediting of scholarship. In case the student is minor, joint account is accepted with his father/mother/Guardians name along with the name of the student.
17	Whether a joint bank account is accepted for crediting the scholarship?	Joint Account is accepted only in case the student is a minor.
18	How can I know if the scholarship amount is credited in my account?	You can know by checking the status of the scholarship. If the status is displayed as sent to treasury, then the amount will be credited in your account within a few days.
19	Is ration card required for applying scholarship?	The ration card is not necessary while uploading the documents, but, in the application form the details of Ration Card number to be entered.
20	Can a disabled SC student get both sc scholarship and disabled scholarship?	Disabled student will be given PWD scholarship.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
21	Can a student staying in Govt. SC Hostels apply for scholarship?	Pre matric Scholarship is sanctioned to Days Scholars and Hostellers separately. Days Scholars scholarship will be sanctioned at the concerned District Officers in the students bank account and Hostellers Scholarship will be credited in the account of concerned Hostel Welfare Officers.
22	Is aadhar necessary for applying Pre matric Scholarship?	Yes, uploading of aadhar card is compulsory while applying for Pre matric Scholarship and also aadhar linked bank account need to be uploaded as well along with other certificates.
23	What is the income limit for applying Pre matric Scholarship?	For applying pre matric scholarship, the eligible income limit of the parental / Guardian is Rs. 2.00 Lakh per annum.
24	Whether the pre matric scholarship is given based on merit?	No.
25	Is the renewal of scholarship automatic or do I have to apply again for every year?	Renewal registrations will be opened along with fresh registrations and a student has to apply for the renewal registrations for that particular academic year.
26	Who is my scholarship sanctioning officer?	Scholarship will be sanctioned by the concerned District SC Development Officer of the district.
27	Can I edit my application details after completing the registration?	Yes, you can re-upload aadhar and bank accounts after registration and edit service will be provided for editing other details. The application details can also be edited at the concerned district office.
28	How do we know that a scholarship is accepted or rejected?	Status of the scholarship can be checked and if sanctioned your application is accepted.
29	If incorrect bank account / IFSC details are submitted, how and where it can be changed?	You can re-upload the bank account details or can contact the district officer for updating the correct details.



Sl. No.	FAQs	Answers
30	How can I re-upload aadhar details, if rejected?	You can re-upload aadhar in the e-PASS website in pre matric scholarship services section in home page.
31	What are the documents / certificates that are to be enclosed to the Hardcopy?	Covering letter of the Headmaster of the school, Application Form, Aadhar linked Bank account of the student (Joint Account in case the student is minor), (Pass Book 1st page Xerox), Aadhar Card, xerox Caste Certificate (Only Mee seva), Income Certificate (Only Mee seva) Study/ Bonafide Certificate.
32	After applying for scholarship, where do I have to submit the hardcopy?	The hardcopy with all the required certificates as uploaded in the e-PASS website to be submitted to the Head Master of the school and the HM after verification countersigns and submits the hardcopies of that particular school to the concerned Hostel Welfare Officer which then will be submitted in the O/o DSCDO of the concerned district.
33	After submission of the hardcopy, in how many days will I get the Scholarship amount?	After submission of the hardcopy, if the details are all found to be correct, scholarship is sanctioned, the scholarship amount will be credited depending upon the budget availability. Can contact the District Officer for any such information.
34	What are the possible reasons for rejection of my scholarship?	If the student is receiving any other central / state sponsored scholarship, if the student is not a bonafide student of that school, if the Parental Income is more than the eligible income limit, if the student is not a regular student, if the student discontinues that particular school, if the details submitted by the student are found to be incorrect, Non submission of the hardcopy with all the required documents.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
35	Our school name is not being displayed in e-PASS website, how can the school name be registered?	For Govt. Schools and Govt. aided Schools registration, the Head Masters can consult District Officer for registration along with school details regarding UDISE code, etc.,
36	Whether previous year or current year study certificate is required for processing of my scholarship?	The student must have passed previous year and submit current year study/ Bonafide certificate.
37	The status is displaying as sent to treasury but the amount has not been credited to the account. What is the problem?	The amount will be credited in few days. Can contact the concerned District Officer for detailed information.

## HYDERABAD PUBLIC SCHOOLS

Sl. No	FAQs	Answers
1	What is HPS?	HPS is a scheme for SC Students for providing admission in Hyderabad Public Schools at Begumpet & Ramanthapur.
2	What is the motive of the scheme?	The main objective of the Scheme is to provide 100% quality education in the prestigious school on par with general Students.
3	Eligibility criteria?	Only SC students, who are seeking admission in 1 <sup>st</sup> class.
4	Age limit for admission in HPS?	The candidate should be 5 years + and not more than 6 years as on May – 31 <sup>st</sup> of every academic year.
5	What should be the Income Limit of the family member for availing the scheme?	The child parental income should be below Rs.1.50 lakhs per annum in rural areas and Rs.2.00 lakhs per annum in urban areas are eligible for availing the scheme.
6	Any reservation is applicable for the scheme?	Yes.
7	If reservation applicable, what is the prescribed % ?	15% of seats are reserved for SC students in I class in HPS, Begumpet and Ramanthapur of the total intake.
8	No. of children Eligible?	Two children are eligible in a family for sanction of scholarship.
9	Where to get application form in HPS Scheme?	From District SC Development Officer concerned District.
10	Amount eligible / benefit amount?	Each student is sanctioned with tuition fee ranging from Rs.90,000/- to Rs.2,00,000/- per annum both for day scholars and hostellers from Class I to XII.
11	How to apply for the scheme?	The student should register their names in the O/o the District SC Development officer after notification issued by the respective districts in local newspapers calling for applications.

<b>Sl. No</b>	<b>FAQs</b>	<b>Answers</b>
12	Online / Manual?	Manual application. Scholarship sanctioned through online.
13	Online web portal address?	<a href="https://telanganaepass.cgg.gov.in">https://telanganaepass.cgg.gov.in</a> .
14	To whom to apply?	District SC Development office of the concerned District.
15	Where to apply?	O/o the District SC Development officer of concerned District.
16	Sanctioning Authority?	Commissioner (SCDD), Hyderabad.
17	Who will scrutinizes the application?	The District SC Development Officer scrutinizes the application received from the wards with reference to Caste, Income and Date of Birth certificates.
18	Procedure for sanction?	The Hyderabad Public School, Begumpet & Ramanthapur, Principals will inform The Commissioner, SCDD, TS, Hyderabad that the admissions are opened for the academic year. Then the Commissioner, SCDD, TS, Hyderabad, will give instructions / Schedule to the District Collector for issue notification in the local leading newspapers, inviting applications from the eligible SC students for admission into HPS schools, Begumpet and Ramanthapur to the extent of the seats allotted to each district.
19	Selection of students is by Draw / lottery?	After receipt of the application the District Collector / DSCDO conducts draw / lottery for selection of the students for admission into Class I.
20	District Officer action taken?	After the draw of lots the DSCDO, shall send the filled applications of the selected candidates to the Commissioner (SCDD) for onward transmission to the respective HP schools, along with Social Status Verification reports for conducting of Medical test to the selected candidates.

<b>Sl. No</b>	<b>FAQs</b>	<b>Answers</b>
21	Medical Test?	Only after conducting Medical Test to the selected candidates in District if they find fit in medical test, admission will be made in the Hyderabad Public Schools. In case the student is found not fit in medical test admission will be denied.
22	Sanction of scholarship to student and its procedure?	Subsequently, on admission of the SC student the Principal of the respective HPS registers the names of the admitted SC student in e-PASS website and forwards the same to the DSCDO for sanction of Scholarships.
23	Sanctioned Scholarship Amount?	The DSCDO on receipt of the proposals received from the HPS, sanctions the scholarships directly to the school authorities through e-PASS website directly to their school bank account.
24	In case of grievance, where to give complaint?	To the District SC Development Officer / Commissioner (SCDD).
25	Follow up action after sanction?	1) Remittance of challan record should be maintained 2) Budget & reconciliation figures of expenditure should be maintained
26	Where to check the scholarship status of Children in the e-PASS Website?	No provision is given in e-PASS website.
27	Is there any provision for accommodating the SC Sponsored students who are coming from the Districts?	No.
28	Is there any provision for Uniform to male students, excluding the tuition fee?	Yes. Uniform charges Rs.1500/- will be sanctioned and will be credited directly in the student account.
29	Is there any provision for uniform to female students, excluding the tuition fee?	No.

<b>Sl. No</b>	<b>FAQs</b>	<b>Answers</b>
30	Will Government sanctions any maintenance charges to female students?	Govt. already given provision for sanction of Rs.10750/- to female students every year as maintenance charges and it shall be credited directly to the student account.
31	Parents are asking to enhance the seats from 2 to 10, in Hyderabad District?	After formation of Telangana the Govt. allotted (02) seats only to HPS, Begumpet.
32	Tutor facility to SC Sponsored students?	No.
33	After admitting their children in general quota, does Govt. gives scholarship to such students?	Yes.

### **BEST AVAILABLE SCHOOL SCHEME**

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
1	Is Best Available School scheme a DRDA Scheme?	No. it is Scheduled Castes Development Department scheme.
2	What is the main objective of the Scheme?	To provide access to quality education to poor students belonging to the SC communities in private schools.
3	For which classes admissions are can be taken?	1 <sup>st</sup> and 5 <sup>th</sup> class.
4	Is the Scheme Residential or Non Residential?	Non-Residential Scheme from 1 <sup>st</sup> class and Residential from 5 <sup>th</sup> Class.
5	Who are eligible under the Scheme?	SC communities students native of Telangana State.
6	What is the Income Limit under the scheme?	SC students whose family income is less than Rs. 2,00,000/- per annum from all sources for urban areas. SC students whose family income is less than Rs. 1,50,000/- per annum from all sources for Rural areas.
7	What is Fee payable by the Government to the schools Under Non-Residential Scheme?	The total fee payable is Rs.28,000 per student for Non- Residential Scheme.
8	What is Fee payable by the Government to the schools Under Residential Scheme?	The total fee payable is Rs.42,000 per student for Residential Scheme.
9	What is included in tuition fee for Non-Residential Scheme?	Tuition Fee, Extra- Curricular Activities, Uniforms, Text Books, Note Books, etc., till completion of the 10 <sup>th</sup> class of the students.
10	What is included in tuition fee for Residential Scheme?	Tuition Fee, Extra- Curricular Activities, Uniforms, Text Books, Note Books, and Hostel Fees etc., till completion of the 10 <sup>th</sup> class of the students.
11	Students selected in this Scheme, Day Scholars or Residential?	Both.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
12	How to apply for the Scheme?	Students should Approach concerned Jurisdiction Assistant Social Welfare Officer (ASWO), fill the application form manually and submit in ASWO office.
13	What are the documents required for 1 <sup>st</sup> class in this Scheme?	Date of Birth, Income and Caste certificates, Residence certificate from Mee-Seva, Aadhar, Ration card.
14	Which Schools comes under this Scheme?	Private schools which are having quality education staff and good facilities like computer lab, science lab etc.,
15	Where the list of Schools under this Scheme is available?	The selected schools list is available in every District S.C Development Office (DSCDO) in all Districts.
16	How many seats are available in every District?	Seats are allotted as per the district SC percentage.
17	Any reservation for boys and girls in the Scheme?	Yes, 33% of the total allocation shall be reserved for girls and 68% for General Quota.
18	Any reservation for the Orphan students in the Scheme?	No.
19	On what basis the schools can selected?	Selection Committee formed by the District officials (DLC) will select the best available schools.
20	What is the composition of District Level Committee (DLC)?	1) District Collector - Chairman 2) Dist. SC Development Officer - Member/Convenor 3) Dist. Educational Officer - Member 4) Convenor / Principal, APSWRJC - Member
21	On what basis students will be selected or get seats in BAS?	Selection and allocation of seats is based on the lotteries in a transparent Box.
22	If the student belongs to particular District can give his option to other district?	No, the student is eligible to get seat in their own district only.
23	After Selection and allocation of a student to one School can change to other district Schools?	No changes will be permitted after a student is allotted to a college based on his option.



<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
24	The Selection and allocation process of students will be held in Manual / Online?	Manual.
25	The Selection and allocation Process of students will be done by the District Collector (or) District Officers?	Selection and allocation Process of the students will be done by District Level Committee.
26	Where the student has to approach after allocation of seat?	No need to approach, the Assistant Social Welfare Officer concerned jurisdiction will go to their Villages and do the certificate verification and physical verification of their social status.
27	When will student get the Allotment order copy?	After selection, the order copies will be issued by the District Officer (DSCDO) to the selected students.

## **HOSTELS**

<b>S. No.</b>	<b>FAQ</b>	<b>Answers</b>
<b>I</b>	<b>FAQs ON HOSTEL ADMISSION</b>	
1	How many types of hostels are there?	Two types, pre and post matric.
2	How to approach for taking admission in the Hostel?	District Officer/ Asst. Social Welfare officer / Hostel Welfare Officer.
3	Admissions available in which class?	From 3 <sup>rd</sup> to 10 <sup>th</sup> class.
4	Is there any qualification exam for admissions?	No, direct admissions.
5	Is caste certificate is compulsory?	Yes.
6	Is there any separate hostel for boys & girls for pre-matric & post matric?	Yes.
7	Who is eligible for seeking admission in the hostel?	As per the Government caste ratio (the students who are studying).
8	What is the Caste ratio in the SC Development hostels?	SC- 75%, BC-12%, ST-6%, Christian converted from SCs- 2%, Minorities- 3%, OC / EBC-2%.
9	Should we pay any fee for taking admission in SCD Hostel?	No.
10	What is the Income limit to get admission in hostel?	In rural area-Rs. 1,00,000/- and Urban area-Below Rs. 2,00,000/-
11	What are the documents required for admission?	Caste certificate, Income certificate, two photos, Adhar card, Study certificates (T.C & Bonafide) and residential certificate.
12	How to get Caste and Income certificates?	Through Mee-seva issued by concerned MRO.
13	Which student is acceptable on the basis of distance?	Above 5 km distance from hostel to home.
14	How much time is taken for getting admission in hostel?	The same day.
15	Do you have any helpline number for further information?	Hostel Welfare Officer can be contacted.
16	Private school students are eligible for admissions ?	Yes.

<b>S. No.</b>	<b>FAQ</b>	<b>Answers</b>
17	Is there any hostels for orphan & semi- orphan students?	Yes, Victoria Memorial Home.
18	What are the timings of HWO?	Morning:6.00 AM to 9.AM Lunch: 1.00 PM to 2.00 PM Evening:5.00 PM to 9.00 PM
19	How many employees are available at hostel?	4 employees 1.HWO 2.Cook 3.Kamati 4.Watchman
20	How to get admission in College hostels?	Through e-PASS.
<b>FAQ ON FACILITIES TO BOARDERS</b>		
21	Are there any facilities provided for SCD Hostel students?	Yes, food & boarding facilities are provided in SCD Hostels.
22	What are the extra facilities provided for hostel boarders?	Trunk boxes, bunker beds, pillows, 216oollen blankets, sweaters, carpets, school bag, tiffin boxes, etc,.
23	Are School uniforms provided to the hostel boarders?	Yes, two pairs of school uniforms.
24	How many pairs of dresses provided to the hostel students?	(4) pairs of dresses provided to the boarders. One Civil dress, one night dress, two pairs of school uniform.
25	Is study material provided in the hostel?	Yes, we provide note books and special study material for SSC boarders.
26	Is text books provide in the hostel?	No.
27	What are the special material provided for SSC students?	Geometry Box, Pens, Pencils and Watch.
28	Any amount is given for personal use of boarders?	Cosmetics amount is provided to Pre matric boarders and Pocket money for Post matric boarders.
29	How much amount is given to the boarders for cosmetic purpose?	Rs. 62/- per month for each boarder (Boys only). Rs. 55/- per month up to 7 <sup>th</sup> class and Rs. 75/- per month from 8 <sup>th</sup> to 10 <sup>th</sup> provided to the Girls as per the Government norms.

<b>S. No.</b>	<b>FAQ</b>	<b>Answers</b>
30	Is there any Library facilities for hostel boarders?	Yes, we provide Library facilities in most of the hostels as per the space available.
31	What is capacity of hostels for boys & Girls?	As per the Government norms (100) boarders in each hostel to take the intake admissions.
<b>FAQs ON BOARDERS STUDY</b>		
32	Do you have any study hours conducted in the hostel?	Yes, conduct study hours as per the study chart and 10 <sup>th</sup> class special classes for (04) subjects.
33	How many study hours daily conducted for the students ?	Daily 4 to 5 hours.
34	Is Tutor is available at hostels?	Yes. (4) tutors for special hostels and (3) tutors in general hostels.
35	What is the Qualification of tutors?	Degree with professional Qualifications B.Ed,D Ed .
36	Any special classes for weak performing students?	We are providing remedial teaching for weak performing students.
37	Any special classes conducted for SSC boarders?	Daily special classes conducted by the approved tutors.
38	Tuition provided for which subjects?	English, Maths, Hindi & Social.
39	Any test / exams conducted for the students?	Weekly test conducted in all subjects.
40	Are you conducting any skill courses for hostel boarders?	Yes, we conduct computer classes for skill development.
<b>FAQs ON IMPLEMENTATION ON MENU</b>		
41	What kind of food is provided in the hostel?	As per the Menu chart (Approved by the Dist. Collector).
42	How many times food provided in the hostel?	Daily 2 times and 3 times on Holiday.
43	Is there any special meals provided in hostel?	Yes, we provided special meals on National Festival s &Sundays.
44	Are you providing Non-Veg in the hostel?	Yes, weekly once (Chicken) on Sunday.
<b>FAQs ON HEALTH</b>		
45	What about the Medical facilities in hostel?	Health kit (First-aid kit) is provided in all hostels
46	Do you have any doctor visits in hostels?	Monthly Health camp by PHC doctors

<b>S. No.</b>	<b>FAQ</b>	<b>Answers</b>
47	Do you motivate the students about hygiene?	Hostel Welfare Officer and Medical Staff motivate on Hygiene to students.
48	If some hosteller falls sick or gets injured, what actions are taken by the administration?	Every parent / Guardian is expected to register authorized signatures and mobile number at the time of joining in the hostel. The parents / Guardian are contacted for verification of the list. We have First Aid Medical Kit available in each hostel. Hostel Wardens are expected to accompany the injured in case of any medical emergency, the parents of the student are contacted immediately to come and take care of their wards.
<b>FAQ ON OTHER ACTIVITIES</b>		
49	What are the fitness activities for hostel boarders?	We provided GYM for all students in Govt. buildings.
50	Any other activities conducted for hostel boarders?	Yes, we conduct sports Meet.
51	What are the activities conducted in the early morning ?	In the early morning we conduct Yoga and Jagging.
52	Do you have any laundry facility in the hostel?	There is no laundry facility.
53	Is parents meeting conducted?	Yes, Quarterly.
54	What are the special programs conducted in hostels?	Every year Freshers Day as well as Annual Day is conducted.
55	Students are allowed to play at district level games?	Yes.
56	Whether the mobile is allowed in hostel?	Not Allowed.
57	What are the visiting hours for parents?	Only Sunday (9.00 am to 1.00 pm).

<b>S. No.</b>	<b>FAQ</b>	<b>Answers</b>
58	Whether there is any provision of students in winter season and rainy season?	Solar Water Heater and Sweaters with monkey cap is provided as per eligibility.
59	Whether there is any provision of outing of hostel students?	Outing given with parents permission.
60	What are the Committee in hostels?	Mess Committee, Study Committee, Discipline Committee and Sports Committee.
61	What are the timings of Workers?	Cook Morning 6.00 AM to 9.00 AM & 4.00 to 8.00 pm Kamati 6.00 AM to 9.00 PM & 4.00 to 8.00 pm Watchmen 6.00 AM to 9.00 PM.
62	How to raise the issues by the students & parents?	By providing issue / complaint box.
63	How to contact HWO?	HWO contact number is displayed on hostel board.
64	How parents can contact Boarder?	Parents can call to the HWO.
65	Parents are allowed to meet their child?	Yes.
66	Whether boarders are taken to tours?	Yes. Boarders are taken to excursion.
67	What material is given to boarders?	Plate, Glass, Bed, Bed sheet and Carpet, Trunk box, School bag, (1) pair of Leather shoes, (3) pairs of socks, (1) pair of sports shoes.
68	Who can stay in the post Matric Hostel?	Inter to P.G students can stay in the Hostel.
69	When hostel will have Holidays?	Hostel will give holidays for every Festival.
70	When hostel will open?	Hostel will Open when Academic year starts.
71	How many students will stay in one room?	Generally 8, but Depends on room size.
72	Is Luggage racks are available?	Yes.

<b>S. No.</b>	<b>FAQ</b>	<b>Answers</b>
73	Girls hostel is safe? Which staff will work at girls hostel?	Girls hostel is safe, only female staff will work at the girls hostel and CC cameras are also installed.
74	What about the security taken at the girls hostel?	Nobody can enter the girls hostel, HWO, Kamati and Watchmen are available all the time.
75	Bathrooms and washrooms are maintained cleanly?	Yes, every day the Bathrooms will be cleaned.
76	Whether the seniors will tease juniors in post matric hostels?	No. All the students are observed carefully by HWO.
77	Who is the authority for hostels?	DD / DSCDO, ASWO, HWO.
78	What type of basic infrastructure has been provided to the hostels	CC Cameras, RO Water plants, Solar water heaters, Gym material, Bunker beds.

### **KALYANA LAKSHMI SCHEME**

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
1	What is the main objective of the Kalyana Lakshmi Scheme?	Government of Telangana envisioned the financial crisis being faced by the SC, ST, BC and Minority families in performing their daughter marriages and with a view to alleviate financial distress in the families, Government have decided to sanction a one time financial assistance at the time of marriage to each SC, ST, BC, EBC and Minority girl who belongs to Telangana state.
2	When was Kalyana Lakshmi Pathakam Scheme introduced?	On 2 <sup>nd</sup> October 2014.
3	How much amount will be benefitted under Kalyana Lakshmi Scheme?	Rs. 1,00,116.00/- for SC, ST, BC, EBC, Minority Girls and Rs.1,25,145.00/- for Disabled Girls.
4	What is the eligibility criteria for this Scheme?	<ol style="list-style-type: none"> <li>1. The unmarried Girl shall belong to SC, ST, BC, EBC and Minority community.</li> <li>2. The unmarried Girl shall be a resident of Telangana State.</li> <li>3. The unmarried Girl should have completed 18 years of age at the time of Marriage.</li> <li>4. The applicant should submit the application at least one month in advance from the date of marriage to facilitate sanction of financial assistance at the time of marriage.</li> <li>5. Only those who married after October 2, 2014 are eligible.</li> </ol>



<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
5	What is the income limit to get financial Assistance in the Scheme?	The combined income of the parents shall not exceed for SC / ST / Minorities: Rs. 2,00,000/- and for BC / EBCs: Urban - Rs.2,00,000/- , Rural - Rs.1,50,000/-
6	What is the age limit for this Scheme?	Bride - above 18 Years Bride Groom – above 21 years.
7	Does the scheme applicable to 2 <sup>nd</sup> marriage of bride?	Yes, but only consideration that has to be taken into account while sanctioning is that, the applicant should not had availed the benefit from the Government at any time in the past.
8	Does inter-caste & Love Marriages are eligible for Kalyana Lakshmi scheme?	Yes, inter-caste and Love Marriages are also eligible for Kalyana Lakshmi scheme, if parents have consented for the Marriage.
9	Does other state girls are eligible for Kalyana Lakshmi?	No, only the girls in Telangana are eligible for the scheme.
10	Do the Bride Groom must belongs to Telangana State?	No, other State Bride groom is also eligible in Kalyana Lakshmi Scheme.
11	Where to get application form?	No manual application form required.
12	Where to apply for this Scheme?	In Online / Mee Seva Centres.
13	How to apply for the Scheme?	Through online – <a href="https://telanganaepass.gov.in">https://telanganaepass.gov.in</a> ® Home Page→ Kalyana Lakshmi → Register
14	What is the Time limit to apply for this Scheme?	There is no time limit for this scheme.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
15	Which documents are required to apply for Kalyana Lakshmi Scheme?	1. Marriage Certificate issued by Grama Panchayaths or other Marriage Registrars. 2. Bride and Grooms Age proof certificate. 3. Bride's Caste Certificate. 4. Bride's Income Certificate. 5. Bride and Groom's Aadhar Copies. 6. Bride Mother's Aadhar Copy. 7. Bride Mother's Bank Pass book Copy.
16	How can we get Caste, Income and date of birth certificates?	Through Mee-seva issued by concerned authority.
17	What are the documents to be verified for the age proof of bride and bride groom?	Aadhaar Card or SSC memo or Voter ID or Ration Card.
18	To whom to apply and where to submit the hard copies?	Tahsildar Office of Concerned Mandal which belongs to Bride.
19	Who will do the Scrutiny / Verification?	Concerned Officers from the Tahsildar Office and RDO Office.
20	Who is the Sanctioning Authority?	Revenue Divisional Officer
21	Procedure for sanction including web navigation?	After scrutiny by Tahsildar, forwarded for approval of Concerned MLA, then the RDO will sanction the applications.
22	In case of grievance, where to complain?	The District Collector concerned.
23	Whom to contact in case of issues in the application?	In case of General Issues, call 040-23390228 to get assistance For Technical Issues, call 010-23120311, 23120312 for assistance.
24	How much time it will take for sanction of amount in Kalyana Lakshmi Scheme?	The applicant should submit the application at least one month in advance from the date of marriage to facilitate sanction of financial assistance at the time of marriage.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
25	Can we track the application status?	Yes, Status of Application can be tracked in online through <a href="https://telanganaepass.gov.in">https://telanganaepass.gov.in</a> .
26	In whose name will issue the cheque of Kalyana Lakshmi?	The cheque will be issued in the Name of Bride's Mother.
27	Whose bank account to be credited if the bride is orphan / semi orphans?	Issue a cheque in the name of the bride.
28	Who will distribute the cheques of Kalyana Lakshmi to the beneficiaries?	Cheques will be distributed by concerned MLA to the beneficiary.
29	What is the difference between Kalyana Lakshmi and Shaadi Mubarak?	Kalyana Lakshmi is for Hindus under any caste whereas Shaadi Mubarak is for Minority candidates i.e. Muslims.

## **INTER CASTE MARRIAGE SCHEME**

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
1	Objective of the Scheme	An incentive to the couple of inter caste marriage for effective promotion of inter caste marriages as an instrument for real Social Integration.
2	What is the Eligibility criteria?	One of the spouse must belongs to SC community.
3	What is the Income Limit ?	No income limit for this scheme.
4	What is the age limit?	Bride – above 18 Yrs Bridegroom — above 21 Yrs.
5	What is the time bound to apply for the ICM award?	Within 1 year from the date of marriage.
6	Is the scheme eligible for Inter Sub –Castes of SCs?	No, they are not eligible.
7	If any one of the ICM couple got second marriage as Inter Caste Marriage, are they eligible for ICM Incentive award?	Not eligible for second marriages.
8	Is any income ceiling for ICM award?	No income ceiling for ICM award.
9	Is the education qualification mandatory for ICM award?	No.
10	What is the amount eligible / benefitted under this scheme?	Rs.2,50,000/-
11	If minors got ICM, are they eligible for ICM award?	No.
12	Where to apply for this scheme?	In Online / Mee-seva.
13	How to apply for the Scheme?	Through → Online <a href="http://telanganaepass.cgg.gov.in">http://telanganaepass.cgg.gov.in</a> Home Page → Inter Caste Marriage Incentive Award → Register.
14	What is the Registration fee to apply for ICM award?	There is no Registration fee.
15	What are the documents required?	Hindu Marriage Registration Certificate, Caste & Nativity Certificate (Mee-seva), Joint Marriage photo,

Sl. No.	FAQs	Answers
		SSC Marks Memo (if studied), 1 <sup>st</sup> marriage certificate, Proof of Age Joint Bank Account (Xerox copy) (Bride First Name), Aadhaar Card of couple (Xerox copy).
16	Who is the Sanctioning Authority?	Deputy Director / DSCDO (SCDD) of concerned District.
17	Who will do the verification?	The social status of the bride and bridegroom and marriage registration etc have to be verified by ASWO concerned.
18	Are the couple presence mandatory at the time of social status Enquiry?	Yes.
19	What is the Procedure for sanctioning?	<ol style="list-style-type: none"> <li>1. Take printout from e- PASS after successful registration and submit the hard copy along with supporting documents in the concerned DD / DSCDO office of whosever (Bride/Bride Groom) belongs to SC.</li> <li>2. After receipt of hardcopy, send to concern ASWO for verification.</li> <li>3. After receipt of enquiry / verification report on recommendation of ASWO sanctions to be accorded. As per the availability of budget, prepare the bill and send it to treasury through online and hard copy.</li> <li>4. Transfer of amount from treasury through online to the Joint Account of the couple in the form of Fixed Deposit for Lock in Period of 3 Years.</li> <li>5. FD copy will be communicated to the ICM Couples.</li> </ol>
20	If any compliant, clarifications regarding ICM, who is competent authority to approach?	Approach to District Officer for complaints and clarifications.
21	How to know the Status of the application?	Through → Online <a href="http://telanganaepass.cgg.gov.in">http://telanganaepass.cgg.gov.in</a> Home Page → Inter caste Marriage Incentive Award → View Status.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
22	Is the joint account needed for ICM?	Yes.
23	Whether if any protection is needed to ICM awarded couple and is SCDD give any assurance?	No.
24	Is that ICM Amount given by Cheque/ Cash?	Inter Caste Marriage incentive is given in the form of FD cheque with 3 years of lock in period and is given by cheque after maturity period.
25	Is there any other benefits in addition to Incentive award?	At present no other benefits are available. KL is eligible, if bride is a SC girl as per guidelines.
26	Are the ICM Couple eligible for Kalyana Lakshmi Scheme?	Yes. ICM Couple are eligible for Kalyana Lakshmi Scheme, if the parents have consented for the Marriage as the Kalyana lakshmi benefit given in the name of Brides Mother.
27	Is there any inter linkage for cross verification of ICM award between Telangana and other State?	No.
28	Are the past five years ICM couples are eligible for ICM award?	Not eligible for new ICM award.
29	Is the ICM Couple eligible for this scheme, as if ICM Couple already received from Ambedkar foundation Scheme?	No, not eligible. Any one of the scheme is eligible.
30	If mistakenly the ICM amount drawn by Beneficiaries within the lock period. What steps we will be taken for Refund?	There is no chance to draw within the lock period.
31	After FD of ICM amount to the couple, what is the procedure of persuasion for no pre mature withdrawal?	Strict instructions to bank officials by DSCDO and frequent reminders for no pre mature withdrawals.
32	Is the Inter State Marriage Couple eligible for ICM award?	Scheduled Caste person should belongs to Telangana State.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
33	What is the time bound for release of ICM amount to the ICM couple?	There is no particular time limit for this scheme and it is also depends on availability of Budget.
34	After registration of ICM in e-PASS by the couple with all eligible documents, if documents are not traced, is that application considered for sanction or not?	Not. The ICM amount not sanctioned to not traced couple at verification level.
35	Is there any reservation in education / Govt – Jobs for ICM awarded couples?	No.
36	In case false cases noticed after withdrawal of the FD amount after 3 years What is the Recovery procedure?	Criminal Case will be booked and Legal actions will be taken.
37	Is the education qualifications mandatory for ICM award?	Not mandatory.
38	Whether parents acceptance is required for ICM award?	Not.
39	Is the ICM award applicable to migrants from other states?	No.
40	Is any original documents required for sanction of ICM award?	Caste, Residence, Income, Age Proof (as desired by the Verifier) documents required.
41	For what purpose that the FD ICM award utilized? Is that ICM award for education or for livelihood or for properties?	ICM award utilized for the purpose of education / livelihood of their children.
42	Which caste is applicable for ICM offsprings mother or father?	Whichever is interested.
43	Are the offsprings of ICM couple are eligible for all government benefits?	Yes.
44	If ICM couple divorced within the (Pre mature) lock in period of the FD amount, then whom to credit the amount?	FD will be cancelled and amount will be remitted to District Account.
45	Is the ICM award can apply in the other welfare Departments.	Yes, but in only any one of the Bride or Bride Groom Caste welfare Departments can apply.

## **ATROCITIES (PCR / POA ACTS)**

### **Complaint / FIR Related:**

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
1	Who is the competent authority to register the FIR?	Station House Office (SHO), May be Head Constable, Asst. Sub-Inspector, Sub-Inspector, Inspector (SHO) as per the availability of staff in the Police Station.
2	Who is the Competent authority to Investigate the cases registered under SCs/STs (PoA) Act cases and how he is appointed?	Dy. S.P. Rank Officer (Sub Divisional Police Officer/Asst. Commissioner of Police and above rank officer is competent authority for investigation of SC/ST cases and he will be appointed by SP in District and by Commissioner at Commissionerates).
3	Can an FIR be taken back?	No. Once an FIR is registered FIR cannot be cancelled. Even when the complainant urges for the same, it can be disposed off only as per the manner prescribed under the Criminal Procedure Code.

### **Investigation Related:**

4	In how many days the investigation shall be completed in SC / ST (PoA) Act cases?	Normally 60 days as per the Act.
5	What is the role of Police SC/ST(PoA) Act case?	At station level SHO will issue an FIR based on the contents of the petition. Dy. S.P rank officer will take up the investigation after the FIR. He will complete the investigation and file the Charge Sheet in appropriate court.
6	Who will issue a legal heir certificate and caste certificate?	Legal heir and caste certificates are issued by MRO or through the Court in case if any dispute arises.
7	Within what time the arrested accused should be produced in court?	After arrest, he/she should be produced within 24 hrs.



### **Charge Sheet /Trail of the case Related:**

8	What is the punishment for false atrocity case?	Lodging of a false FIR / Complaint is a punishable offence under IPC Section 182.
9	In which court the SC/ST case trial is to be conducted?	Special Courts and Exclusive Special Court are conducting the trial of SC&ST (PoA) Act cases.
10	Who will conduct the trial of SC & ST (PoA) Act cases in Special courts?	For every Special court the State Government shall by notification in the official Gazette Specify an Exclusive Special Public Prosecutor or appoint an advocate who has been in practice as an Advocate for not less than seven (7) years as an Exclusive Special Public Prosecutor for the purpose of conducting trial of cases in the court.
11	What happens if accused is expired?	The object of the criminal proceeding is to punish the accused on his conviction of any offence. Therefore, the criminal proceedings abate on the death of an accused, as their continuance thereafter will be infructuous and meaningless.
12	In which court the trial of PCR Act cases are conducted?	Judicial Magistrate of first class and in Metropolitan areas by a Metropolitan Magistrate.
13	Who will argue the case of victims?	Public Prosecutor will argue the case of victim, he may examine the witnesses in the court.
14	Who will argue the case on behalf of accused?	A defence Lawyer may argue the case of accused

### **Relief / Additional Relief to the victims Related:**

15	What is the Compensation/Relief amount to be paid to the victim in murder and Rape / Gang Rape case?	<p><u>Murder case:</u> Total Relief amount of Rs. 8,25,000/- (In 1<sup>st</sup> stage (FIR along with PME) 50%, 2<sup>nd</sup> stage (after Charge Sheet) 50%).</p> <p><u>Rape case:</u> Total Relief amount of Rs. 5,00,000/- (In 1<sup>st</sup> stage (FIR along with Medical Report) 50%, 2<sup>nd</sup> stage (after Charge</p>
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		Sheet) 25%, 3 <sup>rd</sup> stage (conclusion of the case) 25%).
		<u>Gang Rape case:</u> Total Relief amount of Rs.8,25,000/- (In 1 <sup>st</sup> stage (FIR along with Medical Report) 50%, 2 <sup>nd</sup> stage (after Charge Sheet) 25%, 3 <sup>rd</sup> stage (conclusion of the case) 25%)
16	What is the additional relief to be paid to the victims in Murder & Rape cases and also to be paid in permanent incapacitation cases?	<p>(i) Basic Pension to the widow or other dependents of deceased persons belonging to a SCs/STs amounting to Rs.5,000/- per month, as applicable to a government servant of the concerned State Govt. or UT administration, with admissible DA and employment to one member of the family of the deceased and provision of agricultural land and house, if necessary, by outright purchase.</p> <p>(ii) Full cost of the education up to graduation level and maintenance of the children of the victims. Children may be admitted to Ashram schools or residential schools, fully funded by the Government.</p> <p>(iii) Provision of utensils, rice, wheat, dal, pulses, etc., for a period of three months.</p>
17	In how many stages compensation (Relief) is to be paid in acid burning cases?	<p>Grievous Hurt (above 30% Burning) case: Relief amount Rs. 8,25,000/- in 1<sup>st</sup> stage (FIR along with Medical Report) 50%, 2<sup>nd</sup> stage (after Chargesheet) 50%.</p> <p>Grievous Hurt (above 10% to 30% Burning) case: Relief amount of Rs. 4,50,000/- in 1<sup>st</sup> stage (FIR along with Medical Report) 50%, 2<sup>nd</sup> stage (after Charge Sheet) 50%.</p> <p>Simple Hurt (below 10% Burning) case: Relief amount of Rs. 85,000/- in 1<sup>st</sup> stage (FIR along with Medical Report) 50%, 2<sup>nd</sup> stage (after Charge Sheet) 50%.</p>

		In remaining cases under different heads, relief has to be paid in three stages i.e. 1 <sup>st</sup> stage (FIR) 25%, 2 <sup>nd</sup> stage (after Charge Sheet) 50%, 3 <sup>rd</sup> stage (conclusion of the case) 25%.
18	What will be the relief to be paid for the case of assault or criminal force on women to outrage her modesty and its penal section?	Sec. 354 IPC and Sec. 3(2)(va) of SC/ST (PoA) Act 1989, Relief of Rs. 2,00,000/- is to be paid to the victim. Payment of 25% after registering FIR, 50% after filing charge sheet and 25% after conviction of the case.
19	What will be the relief to be paid in an Act intended to insult the modesty of woman and what are the penal provisions?	Sec. 509 IPC, a word / gesture or an Act intended to insult the modesty of a woman under Sec. 3(2) (va) of SC/ST (PoA) Act 1989. Further relief of Rs. 2,00,000/- is to be paid to the victim. Payment of 25% after registering of FIR, 50% after filing charge sheet and 25% after conviction of the case.
20	For payment of relief amount, who is the competent authority?	District Collector / District Magistrate is the competent authority
21	What are the documents to be submitted for sanction of relief to the Collector Office by the Police?	1 <sup>st</sup> stage : Copy of FIR 2 <sup>nd</sup> stage : Copy of Charge Sheet 3 <sup>rd</sup> stage : Conviction details
22	What are the documents to be submitted in the Collector office for payment of relief in SC/ST (PoA) Act cases?	The Legal heir certificate, Aadhar Card, Bank details and caste certificate.

### **Vigilance and Monitoring Committee Related:**

23	What is the role of State Level Vigilance and monitoring Committee?	The State Level Vigilance and Monitoring Committee to meet at least twice in a year to review the implementation of the provisions of the Act. Further issues of relief and rehabilitation facilities provided to the victim and other matters connected with the prosecution of the cases. Role of different officers / Agencies responsible for implementing the provisions the Act and
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		various reports received by State Government	
24	Who will be in the District Level Vigilance and Monitoring Committee and when will they conduct the meetings?	The District Level Vigilance and Monitoring Committee shall meet once in three months and it comprises the following dignitaries	
		1	District Collector Chairman
		2	Superintendent of Police Member
		3	Jt. Collector Member
		4	Project Officer ITDA / DTWO Member
		5	Dy. Director (SW) Member
		6	Any representative from various organisations / caste associations
25	When will be conducted "Civil Rights day"?	On 30 <sup>th</sup> of every month	
26	What are the parameters for identifying the atrocity prone areas?	1	Where untouchability has been in practice.
		2	Where there are simmering tensions between SCs/STs and non-SCs and STs regarding any issue in the village.
		3	Where there are ill feelings with regard to land, rasta, grave yard, drinking water, drainage etc.
		4	Where SCs/STs are tortured by the Upper Caste people.
		5	Where SCs/STs are suspected practicing the superstitions like banamathi, potharaju, Chetabadi, black magic etc.
		6	Where SCs/STs are used for bonded labour, forcible manual scavenging, removal of carcass etc.
		7	Where there are ill feelings with regard to the erection or damage or dishonour/insult to the statues of their beloved leader.
		8	Where there are ill feelings because of eve teasing/ragging the girls of one group by another group.
		9	Where there are ill feelings regarding taking out religious processions or manage processions.

		10	Where there are two or more serious offences reported in a short span of time.
		11	Any other reason the unit officer may take into consideration depending on the local situations.

### **Provision of PCR Act and POA Act:**

27	What is an SC&ST (PoA) Act?	SC & ST Act 1989 was enacted for preventing Atrocities against the members of Scheduled Castes and Scheduled Tribes.
28	What is the aim of SC & ST (PoA) Act?	The Aim of SC & ST (PoA) Act is to protect the rights of SCs / STs. The Act deals with the persons resorting violence/atrocities against the SC/STs.
29	What is meant by Atrocity?	Defined in Sec. 2(1)(a) of SC/ST (PoA) Act of 1989. Who ever not being a member of a SC/ST, insulting the member of SC/ST, by way of derogatory words and with derogatory signs in public view (Abusing the name of caste, Social Status, Intimidation, forcible Deprivation of Social Rights of Property, compelling to do unwanted things etc.) as defined in the Act.
30	When was the SC/ST (PoA) Act got Amended?	The SC/ST (PoA) Act was enacted on 11.09.1989 and amended on 03.08.2016
31	Are the offences under SCs/STs (PoA) Act. are cognizable?	Yes.
32	Can SC/ST(PoA) Act case, be withdrawn?	The Supreme Court observed that the apex court and high court have the power to quash criminal cases.
33	What is the maximum punishment provided for commission of such offences under the POA Act.?	For offences of atrocities specified under Sec. 3(1) the punishment is between six months to five years with fine.
		For offences under Sec. 3(2) (i), punishment is death.
		For offences under Sec. 3(2)(ii) the punishment is not less six month but may extend to seven years or upwards with fine.

		For offences under Sec. 3(2)(iii) the punishment is between six months to seven years with fine.												
		For offences under Sec. 3(2)(iv) the punishment is imprisonment for life with fine.												
		For offence under Sec. 3(2)(v) the punishment is imprisonment for life with fine.												
		For offences under Sec. 3(2)(va) the offences specified in the SC/ST (Offences of Atrocities) Amendment Act 2015. the punishment is as prescribed under the IPC.												
34	What to do if the Police are not taking complaint in the Police Station, for the issues coming under SC & ST (PoA) Act case or PCR Act case?	Petitioner may approach the SP and file a complainant. Further the complainant has the right to approach the court and file a case under section 156(3) Cr.P.C.												
35	What are the differences between PCR Act and POA Act?	<table> <tr> <th colspan="2">PCR Act</th><th>POA Act</th></tr> <tr> <td>1</td><td>As the PCR Act covers the offence of untouchability but not of Atrocities against members of SCs and STs.</td><td>This Act is enacted to prevent commission of offence against member of SC's and ST's</td></tr> <tr> <td>2</td><td>No Relief is paid in PCR Act</td><td>This amendment relates to payment of relief amount to the dependents upon the nature of offence abusing, assaulting, murder, kidnapping, confinement etc.</td></tr> <tr> <td>3</td><td>In a PCR Act the punishment is imprisonment for a term of not less than one month and not more than six months fine not less than Rs. 100/- and not more than Rs. 500/-</td><td>In POA Act punishment with imprisonment for a term which shall not be less than six months but which may extend to five years and fine.</td></tr> </table>	PCR Act		POA Act	1	As the PCR Act covers the offence of untouchability but not of Atrocities against members of SCs and STs.	This Act is enacted to prevent commission of offence against member of SC's and ST's	2	No Relief is paid in PCR Act	This amendment relates to payment of relief amount to the dependents upon the nature of offence abusing, assaulting, murder, kidnapping, confinement etc.	3	In a PCR Act the punishment is imprisonment for a term of not less than one month and not more than six months fine not less than Rs. 100/- and not more than Rs. 500/-	In POA Act punishment with imprisonment for a term which shall not be less than six months but which may extend to five years and fine.
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		4	<p>Nature of issues coming under PCR Act:</p> <p>Practice of untouchability, not allowing in temples, preventing to take water from common sources, preventing to use the public places etc.</p>	<p>Nature of issues coming under PoA Act:</p> <p>Abusing in the name of caste, assaulting, murder / rape / burning / incapacitation / kidnap of an individual/group , forcibly denying the property rights etc.</p>
36	What is the nature of punishment for imposing religious disability under the Civil Right Protection Act?		The punishment for imposing religious disability offence is punishable with imprisonment for a term exceeding two years, not less than two years.	
37	What is the punishment for public servant neglecting the cases under SC & ST (PoA) Act?		Who ever being a public servant but not being a member of SC or ST wilfully neglects his duties required to be performed by him under this Act shall be punishable with imprisonment for a term which shall not be less than six months but which may extend to one year or fine.	
38	Is SC & ST (PoA) Act compoundable?		No.	
39	Is the PCR Act cognizable or non-cognizable offence?		It is a Cognizable offence.	
40	What are the rights available to an accused person or convicted of an offence?		The accused rights include the right to fair trial, get bail, hire a criminal lawyer and free legal aid in India. As per the legal principle, one is considered innocent until proved guilty.	
41	What is the provision available in constitution to prevent untouchability issues?		Under the Indian constitution, Article 17, Untouchability has been abolished. The Article states that the practice of untouchability in any form is prohibited and the offence of untouchability is punishable under the protection of Civil Rights act, this Article applies to all the citizens of India.	

42	What is the difference between Civil Right and Human Right?	Civil Rights are granted by the Government and Human rights are the fundamental rights of all human beings regardless of race, sex, religion, nation etc.	
43	What are provisions of civil rights in constitution of India?	Article 14:	Talks about equality before the law.
		Article 15:	Provides for Social Equality and access to public places.
		Article 16:	Provides equality in matters of public employment.
		Article 17:	Abolishes untouchability.
		Article 19:	Provides For the abolition of titles.
44	What is the minimum punishment in PCR Act cases?	He or She shall be punishable with imprisonment for a term of not less than one month and not more than six months and also with fine which shall be not less than one hundred rupees and not more than five hundred rupees.	
45	What is the punishment for the convicted person in PCR Act if he repeats the offence?	For the second offence with imprisonment for a term of not less than six months and not more than one year and also with fine which shall be not less than two hundred rupees and not more than five hundred rupees.	
		For the third offence or any offence subsequent to the third offence, with imprisonment for a term of not less than one year and not more than two years, and also with fine which shall be not less than five hundred rupees and not more than one thousand rupees	
46	What are the provisions of PCR Act with related to Untouchability?	Provisions of the Protection of Civil Rights Act, 1955 relating to Untouchability are as under:	
		Section 3- Preventing on the ground of untouchability	
		1	from entering any place of public worship, which is open to other persons professing the same religion of any section thereof, or



		2	from worshipping or offering prayers or performing any religious service in any place of public worship, or bathing in, or using the waters of, any sacred tank, well, spring or water - course, (river or lake or bathing at any ghat of such tank, water-course, river of lake).
		Section 4 - Enforcing on the ground of untouchability, any disability with regard to-	
		1	access to any shop, public restaurant, hotel or place of public entertainment; or
		2	the use of any utensils and other articles kept in any public restaurant, hotel, dharmshala, sarai or musafirkhana for the use of the general public or
		3	the practice of any profession or the carrying on of any occupation, trade or business (or employment in any job) or
		4	the use of, or access to, any river, stream, spring, well, tank, cistern, water-tap or other watering place, or any bathing ghat, burial or cremation ground, any sanitary convenience, any road, or (passage, or any other place of public resort which other members of the public, or, have a right to use or have access to; or
		5	the use of, or access to, any place used for charitable or a public purpose maintained wholly or partly out of State funds or dedicated to the use of general public or
		6	the enjoyment of any benefit under a charitable trust created for the benefit of the general public; or
		7	the use of, or access to, any public conveyance; or
		8	the construction, acquisition, or occupation of any residential premises in any locality, whatsoever; or

		9	the use of any dharmshala, sarai or musafirkhana which is open to the general public, or
		10	the observance of any social or religious custom, usage or ceremony or
		11	the use of jewellery and finery;
		Section 5 - Refusing on the ground of untouchability?	
		1	admission to any person to any hospital, dispensary, educational institution or any hostel if such hospital dispensary, educational institution or hostel is established or maintained for the benefit of the general public or any section there of or
		2	discriminates against any such person after admission to any of the aforesaid institutions;
		Section 6 -Refusing on the ground of untouchability; to sell any goods or refuses to render any service to any person at the same time and place and on the same terms and conditions at or which such goods are sold or services are rendered to other persons in the ordinary course of business.	
		Section 7 (1)	
		1	Acting, on the ground of untouchability leading to prevention of any person from exercising any right accruing to him by reason of the abolition of untouchability; under Article 17 of the Constitution; or
		2	molests, injures, annoys, obstructs or causes or attempts to cause obstruction to any person in the exercise of any such right or molests, injures, annoys or boycotts any person by reason of his having exercised any such rights; or
		3	by words, either spoken or written, or by signs or by visible representations or otherwise, incites or encourages any person or class of persons or the public

			generally to practise & quota; untouchability & quota; in any form whatsoever; or
		4	insults or attempts to insult, on the ground of & quota; untouchability & quota; a member of a Scheduled Castes.
47	What are the five (5) civil rights?	1	Right to vote
		2	Right to fair trial
		3	Right to Government servant
		4	Right to public education
		5	Right to use public facility
48	What are the Four categories of protection covered by civil right Act 1964?	The civil Rights Act 1964 prohibits discrimination on the basis of (1) race, (2) colour, (3) religion, (4) sex or national origin.	
49	Can a person who is likely to commit repeat offences against SC/STs be sent out (externment) from the area?	As per the Sec. 10 of the PoA Act, where if the special court is satisfied, upon a complaint or a police report that a person is likely to commit an offence under chapter-II of this Act in any area (Scheduled area / Tribal area), may by order in writing, direct such person to remove himself beyond the limits of such area or may by order specify to remove such person with conditions of time/period.	

50	What are the penal provisions under newly amended SC/ST (PoA) Act?	<b>Punishment for offences of atrocities</b>	
		<b>Sec - 3 (1)</b>	Whoever, not being a member of a Scheduled Caste or a Scheduled Tribe:
		(a)	puts any inedible or obnoxious substance into the mouth of a member of a Scheduled Caste a Scheduled Tribe or forces such member to drink or eat such inedible or obnoxious substance;
		(b)	dumps excreta, sewage, carcasses or any other obnoxious substance in premises, or at the entrance of the premises, occupied by a member of a Scheduled Caste or a Scheduled tribe;
		(c)	with intent to cause injury, insult or annoyance to any member of a Schedule Caste or a Scheduled Tribe, dumps excreta, waste matter, carcasses or any other obnoxious substance in his neighbourhood;
		(d)	garlands with footwear or parades naked or semi-naked a member of a Scheduled Caste or Scheduled Tribe;
		(e)	forcibly commits on a member of a Scheduled Caste or a Scheduled Tribe any act, such as removing clothes from the person, forcible tonsuring of head, removing moustaches, painting face or body or any other similar act, which is derogatory to human dignity;
		(f)	wrongfully occupies or cultivates any land, owned by or in the possession of or allotted to or notified by any competent authority to be allotted to a member of a Scheduled Caste or a Scheduled Tribe or gets such land transferred;
		(g)	wrongfully dispossesses a member of a Scheduled Caste or a Scheduled Tribe from his land or premises or interferes with the enjoyment of his rights, including forest rights, over any land or premises or water or irrigation facilities or destroys the crops or takes away the produce there from;
	Explanation: - For the purpose of clause (f) and this clause, the expression "wrongfully" includes-		
			(A) against the person's will;
			(B) without the person's consent;

			(C) with the person's consent, where such consent has been obtained by putting the person, or any other person in whom the person is interested in fear of death or of hurt; or
			(D) fabricating records of such land;
		(h)	makes a member of a Scheduled Caste or a Scheduled Tribe to do "beggar" or other forms of forced or bonded labour other than any compulsory service for public purposes imposed by the Government;
		(i)	compels a member of a Scheduled Caste or a Scheduled Tribe to dispose or carry human or animal carcasses, or to dig graves;
		(j)	makes a member of a Scheduled Caste or a Scheduled Tribe to do manual scavenging or employs or permits the employment of such member for such purpose;
		(k)	performs, or promotes dedicating a Scheduled Caste or a Scheduled Tribe woman to a deity, idol, object of worship, temple, or other religious institution as a devadasi or any other similar practice or permits aforementioned acts;
		(l)	forces or intimidates or prevents a member of a Scheduled Caste or a Scheduled Tribe-
			(A) not to vote or for a particular candidate or to vote in a manner other than that provided by law;
			(B) not to file a nomination as a candidate or to withdraw such nomination; or
			(C) not to propose or second the nomination of a member of a Scheduled Caste or a Scheduled Tribe as candidate in any election;
		(m)	forces or intimidates or obstructs a members of a Scheduled Caste or a Scheduled Tribe, Who is a member or a Chairperson or a holder of any other office of a Panchayat under Part IX of the Constitution or a Municipality under Part IX A of the Constitution, from performing their normal duties and functions;

		(n)	after the poll, causes hurt or grievous hurt or imposes or threatens to impose social or economic boycott upon a member of a Scheduled Caste or a Scheduled Tribe or prevents from availing benefits of any public service which is due to him;
		(o)	commits any offence under this Act against a member of a Scheduled Caste or a Scheduled Tribe for having voted or not having voted for a particular candidate or for having voted in a manner provided by law;
		(p)	institutes false, malicious or vexatious suit or criminal or other legal proceedings against a member of a Scheduled Caste or a Scheduled tribe;
		(r)	gives any false or frivolous information to any public servant and thereby cause such public servant to use his lawful power to the injury or annoyance of a member of a Scheduled Caste or a Scheduled Tribe;
		(s)	intentionally insults or intimidates with intent to humiliate a member of a Scheduled Caste or a Scheduled Tribe in any place within public view;
		(t)	abuse any member of a Scheduled Caste or a Scheduled Tribe by caste name in any place within public view;
		(u)	destroy, damages or defiles any object generally known to be held sacred or in high esteem by member of a Scheduled Caste or a Scheduled Tribe;
		<b>Explanation:</b> - For the purpose of this clause, the expression "object" means and includes statue, photograph and portrait;	
		(v)	by words either written or spoken or by signs or by visible representation or otherwise promotes or attempts to promote feelings of enmity, hatred or ill-will against member of a Scheduled Caste or a Scheduled Tribe;
		(w)	by words either written or spoken or by any other means disrespects any late

		person held in high esteem by member of a Scheduled Caste or a Scheduled Tribe;
	(x)	<p>i. intentionally touches a woman belonging to a Scheduled Caste or a Scheduled Tribe, knowing that she belonging to a Scheduled Caste or a Scheduled Tribe, when such act of touching is of a sexual nature and is without the recipient's consent;</p> <p>ii. uses words, acts or gestures of a sexual nature towards a woman belonging to a Scheduled Caste or a Scheduled Tribe, knowing that she belonging to a Scheduled Caste or a Scheduled Tribe</p>
	<p><b>Explanation:</b> - For the purpose of sub-clause (i), the expression "consent" means an unequivocal voluntary agreement when the person by words, gestures or any form of non-verbal communication, communicates willingness to participate in the specific act;</p>	
	<p>Provided that a woman belonging to a Scheduled Caste or a Scheduled Tribe who does not offer physical resistance to any of a sexual nature is not by reason only of that fact, is to be regarded as consenting to the sexual activity;</p>	
	<p>Provided further that a woman's sexual history, including with the offender shall not imply consent or mitigate the offence;</p>	
	(y)	denies a member of a Scheduled Caste or a Scheduled Tribe any customary right of passage to a place of public resort or obstructs such member so as to prevent him from using or having access to a place of public resort to which other members of public or any other section thereof have a right to use or a access to;
	(z)	forces or causes a member of a Scheduled Caste or a Scheduled Tribe to leave his house, village or other place of residence: provided that nothing contained in this clause shall apply to any action taken in discharge of a public duty
	(z a)	obstructs or prevents a member of a Scheduled Caste or a Scheduled Tribe in any manner with regard to -

			(A) using common property resources of an area, or burial or cremation ground equally with other or using any river, stream spring, well, tank, cistern, water-tap or other watering place or any bathing ghat, any public conveyance, any road, or passage;
			(B) mounting or riding bicycles or motor cycles or wearing footwear or new clothes in public places or taking out wedding procession, or mounting a horse or any other vehicle during wedding processions;
			(C) entering any place of worship which is open to the public or other persons professing the same religion or talking part in, or taking out, any religious, social or cultural procession including jatras;
			(D) entering any educational institution, hospital, dispensary, primary health center, shop or place of public entertainment or any other public place, or using any utensils or articles means for public use in any place open to the public; or
			(E) practicing any profession or the carrying on of any occupation, trade or business or employment in any job which other member of the public, or any section thereof, have a right to use or have access to;
		(z b)	causes physical harm or mental agony of a member of a Scheduled Caste or a Scheduled Tribe on the allegation of practicing witchcraft or being a witch; or
		(Z c)	imposes or threatens a social or economic boycott of any person or a family or a group belonging to a Scheduled Caste or a Scheduled Tribe,
	<p style="text-align: center;"><u>PUNISHMENT</u></p> <p>Shall be with imprisonment for a term which shall not be less than six (6) months but which may extend to five (5) years and with fine.</p>		



## **TS SC STUDY CIRCLE**

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
1	What is the eligibility for undergoing coaching in TSSC Study Circle?	Candidates must belongs to Telangana State, should be a graduate, must belongs to SC,ST, BC and Minority, income must be below Rs.3 lakhs, age shall be within the limits as prescribed by UPSC.
2	What is the admission process to select students into TSSC Study Circle, Banjara Hills, Hyderabad?	Through entrance test.
3	Income limit per annum?	Below Rs. 3.00 lakhs.
4	How to apply for the Scheme?	Online.
5	Where to get application form?	<a href="http://www.tsstudvcircle.co.in">www.tsstudvcircle.co.in</a> .
6	How to apply for entrance test?	Online by pursuing the notifications issued.
7	How many levels of entrance test conducted for selection of candidates?	One or Two levels, it will be decided from time to time before issuing the notification for entrance test.
8	Web portal address?	<a href="http://www.tsstudycircle.co.in">www.tsstudycircle.co.in</a> .
9	To whom to apply?	Director, TSSC Study Circle, Hyderabad.
10	Where to apply?	Through website.
11	Any reservation applicable?	SC, ST, BC and Minority.
12	What is the prescribed percentage for reservation?	SCs - 75%,STs - 10%, BCs —15%, PWD - 5% and Minority 4% 1/3rd seats would be given to women candidates in all categories.
13	What is intake of students into TSSC Study Circle for freshers?	200.
14	Who is the Sanctioning Authority?	Director, TSSC Study Circle, Hyderabad.
15	Scrutiny / Check Slip?	Provided at the time of admission.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
16	Procedure navigation for sanction including web?	For release of funds by the government.
17	In case of grievance, where to complain?	a) Honorary Director, District branch / DSCDO of concerned districts b) Director, TSSC Study Circle, Hyderabad
18	Follow up action after sanction, if any?	Online / through web navigation for budget
19	What is the procedure followed for admitting repeaters?	Through entrance test only.
20	What is the basis of selection of students into TSSC Study Circle?	On merit basis, basing on the marks secured in the relevant exam entrance test
21	Whether the coaching conducting for prelims is online or offline?	Offline
22	What is the schedule of classes arranged for prelims?	9AM to 11AM 11:15AM to 1:15PM 4:30PM to 6:30PM
23	Whether the faculty are regular or on honorarium basis?	Honorarium basis
24	What are the facilities provided to the admitted students for coaching?	Accommodation & food, Classes, Tests, Book Fund, Xerox material and personal allowance.
25	Whether there is any provision without entrance test for admitting into TSSC Study Circle?	No.
26	Is there any provision to attend the class without residing in the Institute?	No.
27	What is the duration of coaching period for the candidates undergoing prelims coaching?	9/10 Months.
28	Whether the coaching provided is residential or non-residential?	Residential.

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
29	What is the selection criteria for faculty?	Reputed faculty on honorarium basis.
30	How many maximum number of mock tests conducted for prelims students?	40.
31	What is intake of students for Mains coaching?	30.
32	What is selection criteria for Mains students?	Should clear the CSAT exam time to time.
33	What are the facilities provided for the Mains students?	Accommodation & food, Classes, Tests, Book Fund, Xerox material, test series, personal allowance and scholarship (incentive).
34	What is the schedule of classes arranged for Mains?	As per the convenience of the faculty and students.
35	Whether the Mess is provided for Mains students?	Yes.
36	What is the duration of coaching period for the candidates undergoing Mains coaching?	(3) to (4) months.
37	Whether coaching will be provided to the outsider who have qualified on their own?	Yes, only to SC, ST, BC and Minority candidates, whose income is below Rs. 3.00 lakhs and belongs to Telangana State
38	On what basis [auction / tender] the books being procured?	Tender.
39	What is the selection criteria for viva coaching?	Should pass Mains exam conducted by the UPSC
40	What is the duration of coaching period for selection of viva students?	(1) or (2) months / till completion of interview
41	What are the facilities provided to the viva students?	a) Viva guidance b) Mock interviews c) Accommodation in the Delhi and food

<b>Sl. No.</b>	<b>FAQs</b>	<b>Answers</b>
42	What are the facilities provided to the candidates attending interviews?	Pocket money and accommodation at Telangana Bhavan in New Delhi
43	What is the expenditure per candidate per annum?	Rs.2.18 lakhs
44	Apart from Civils coaching, any other coaching are being provided for the competitive exams?	Foundation Coaching for TSPSC exams and RRB, Banking, SSC at district branches of TSSCSC
45	How many district branches of TS Study Circle are functioning in the State?	11
46	What is the intake at each District branch per batch?	100
47	What is the selection process to undergo coaching for foundation course at district branches?	Through entrance test.
48	What is the admission process for selection of students at district branches?	On merit basis, basing on the marks secured in the relevant entrance test.
49	What are the facilities provided to such candidates?	Food, accommodation, Books, classes, personal allowance.
50	Whether the candidate once availed coaching, would get 2 <sup>nd</sup> chance?	Yes, 25% of the candidates will be selected on merit basis, basing on the marks secured in the entrance test, duly following rule of reservation for the current batch candidates.

**District Wise Pre Matric Hostels & Boarders Registered Report for Academic year 2022 - 23**

S.No.	District Name	No.of Hostels Registered with Boarders			Students registered in current year		
		Boys	Girls	Total	Boys	Girls	Total
1	ADILABAD	16	3	19	899	361	1,260
2	BHADRADRI	15	7	22	886	464	1,350
3	HANUMAKONDA	13	5	18	340	179	519
4	HYDERABAD	6	6	12	251	71	322
5	JAGITHYAL	12	5	17	475	189	664
6	JANGAON	9	4	13	234	177	411
7	JAYASHANKAR	6	7	13	308	332	640
8	JOGULAMBA-GADWAL	13	2	15	1,242	308	1,550
9	KAMAREDDY	21	5	26	1,350	555	1,905
10	KARIMNAGAR	18	5	23	1,146	243	1,389
11	KHAMMAM	25	14	39	1,808	1,135	2,943
12	KUMARAMBHEEM(ASIFABAD)	5	2	7	254	115	369
13	MAHABUBABAD	15	5	20	1,369	472	1,841
14	MAHABUBNAGAR	14	4	18	1,386	532	1,918
15	MANCHERIAL	14	3	17	876	220	1,096
16	MEDAK	14	7	21	960	348	1,308
17	MEDCHEL	5	2	7	162	96	258
18	MULUGU	5	2	7	272	162	434
19	NAGARKURNOOL	24	5	29	2,324	721	3,045
20	NALGONDA	28	18	46	1,670	1,284	2,954
21	NARAYANPET	9	4	13	1,291	597	1,888
22	NIRMAL	11	4	15	625	200	825
23	NIZAMABAD	25	7	32	1,935	581	2,516
24	PEDDAPALLI	12	4	16	279	139	418
25	RAJANNA(SIRISILLA)	7	2	9	361	50	411
26	RANGAREDDY	24	10	34	1,739	827	2,566
27	SANGAREDDY	28	9	37	2,699	736	3,435
28	SIDDIPET	17	8	25	1,361	446	1,807
29	SURYAPET	25	8	33	1,314	592	1,906
30	VIKARABAD	16	6	22	1,266	403	1,669
31	WANAPARTHY	12	4	16	1,058	420	1,478
32	WARANGAL	7	2	9	271	129	400
33	YADADRI	11	8	19	695	759	1,454
Totals		482	187	669	33,106	13,843	46,949

District Wise Post Matric Hostels & Boarders Registered Report for Academic year 2022 - 23							
S.No.	District Name	No.of Hostels Registered with Boarders			Students registered in current year		
		Boys	Girls	Total	Boys	Girls	Total
1	ADILABAD	1	2	3	34	85	119
2	BHADRADRI	5	4	9	200	175	375
3	HANUMAKONDA	4	5	9	257	377	634
4	HYDERABAD	14	10	24	1,347	1,204	2,551
5	JAGITHYAL	1	2	3	45	139	184
6	JANGAON	2	2	4	91	52	143
7	JAYASHANKAR	1	1	2	26	21	47
8	JOGULAMBA-GADWAL	1	1	2	86	182	268
9	KAMAREDDY	2	2	4	95	157	252
10	KARIMNAGAR	3	6	9	226	984	1,210
11	KHAMMAM	6	5	11	661	450	1,111
12	KUMARAMBHEEM(ASIFABAD)	1	2	3	6	46	52
13	MAHABUBABAD	2	2	4	50	49	99
14	MAHABUBNAGAR	2	4	6	515	780	1,295
15	MANCHERIAL	4	4	8	223	262	485
16	MEDAK	2	2	4	142	59	201
17	MEDCHEL	3	2	5	319	67	386
18	MULUGU	0	0	0	0	0	0
19	NAGARKURNOOL	3	3	6	204	226	430
20	NALGONDA	7	8	15	375	669	1,044
21	NARAYANPET	0	0	0	0	0	0
22	NIRMAL	2	3	5	74	83	157
23	NIZAMABAD	4	6	10	549	642	1,191
24	PEDDAPALLI	2	2	4	52	49	101
25	RAJANNA(SIRISILLA)	1	1	2	108	14	122
26	RANGAREDDY	7	7	14	789	599	1,388
27	SANGAREDDY	5	5	10	389	195	584
28	SIDDIPET	2	4	6	366	388	754
29	SURYAPET	3	3	6	348	398	746
30	VIKARABAD	2	1	3	151	49	200
31	WANAPARTHY	2	2	4	225	175	400
32	WARANGAL	4	3	7	366	170	536
33	YADADRI	1	1	2	95	136	231
Totals		99	105	204	8,414	8,882	17,296

**Academic Year: 2016-17 onwards**

Group	Courses	Rate per month (Rs.)		
		College Attached Hostel (CAH)	Department Attached Hostel (DAH)	Students Managed Hostel (SMH) & Day Scholars (DS)
Group-I	Engg., Medicine, MBA, MCA, CPL	1500	1200	650
Group-II	PG, M Phil, PhD, CA, Polytechnic, GNM	1500	1050	650
Group-III	Degree	1000	1050	500
Group-IV	Intermediate, ITI, Vocational, MPHWS	750	1050	500

**Procurement Policy****STATE LEVEL:-****1. Purchase of Uniform Cloth and Bedding material for the Hostel**

**Boarders:** The Uniform Clothes (two uniforms, one civil dress and one night dress) and Bedding material (Bed sheet, Carpets) are purchased from Telangana State Handloom Weavers Cooperative Society Limited (**TSCO**), Hyderabad based on the requirement obtained from 33 districts in the state. The Indent will be placed in the month of January, February and cloth will be received from **TSCO** in the month of June/July. The Payment to the TSCO will be paid after the receipt of Bills countersigned by the DSCDO of the District concerned with their stock entry details. This is an every year process.

**2. Purchase of Note Books for the Hostel Boarders:**

The Note Books are purchased from Telangana State Trade Promotion Corporation Limited (**TSTPC**), Hyderabad based on the requirement obtained from 33 districts in the state. The Indent will be placed in the month of January, February and Note Books will be received from TSTPC in the month of April/May. The Payment to the **TSTPC** will be paid after the receipt of Bills countersigned by the DSCDO of the District concerned with their stock entry details. This is an every year process.

### **3. Purchase of Electronic Goods:**

The Department purchases electronic goods such as Computers, Printers, Scanners, Photo Copier Machines and other accessories from Telangana State Technology Service (TSTS), Hyderabad as and when required at the State office and for the purpose of District offices and subordinate offices.

The Material purchased for the purpose of District and subordinate offices will be ordered in the name of those offices and the Payment to the **TSTS** will be paid after the receipt of Bills countersigned by the DSCDO of the District concerned with their stock entry details.

### **4. Purchase of Other items:**

Items such as stationery, furniture and other miscellaneous in the State office will be purchased by obtaining Minimum 3 sealed quotations from the Merchant establishments especially wholesale dealers, if the requirement is less than 1 lakh rupees and the lowest quoted will be given order as credit basis. After receipt of the material, the payment will be made to the party by way of account transfer from PAO.

Sometimes the order of these materials will be placed to the Govt. agencies such as MARKFED, TSAGROS, HACA etc.

### **DISTRICT LEVEL:**

Purchase committee headed by Joint Collector of the District will decide and finalize the Rates of the material which is required for the purpose of District office, subordinate offices and hostels. Sealed Tenders will be called from the eligible suppliers and those will be opened and negotiated for finalization of Rates at competitive rate and the best quality available.

#### **a) Materials Purchase:**

Materials such as Trunk boxes, Plates and glasses, Buckets, Sports materials, Cooking utensils, Stationery, study material for which order will be



placed by the District SC Development Officer and supplies will be done by the approved Tender concerned. The supplied material will be inspected by the quality control committee/ Verification committee and certify whether the material supplied is according to the specification/ approved sample or not and recommend for the payment of the bill, based on the recommendation the payment will be done to the supplier as bank account transfer. The material will be transported to the concerned subordinate offices and hostels by the Department.

**b) Food Provisions:**

For Food Provisions as Dal (All dals such as Redgram, Blackgram, Green Gram, Bengal Gram) Cooking Oil, Tamarind, Chilli Powder, Millets, Salt, etc., orders will be placed by the District SC Development officer based on the indent obtained from the Hostels once in two months and supplies will be done to the concerned hostel point, the HWO will accept the food provisions supplied according to the sample and arrange the payment as bank account transfer.

**c) Local Purchase:**

Food provisions such as Vegetables, fruits, eggs, milk are purchased by HWO from the local market as per/ not exceeding the wholesale market price of the day and payments will be made by the HWO as bank account transfer.

# **GOVERNMENT OF TELANGANA STATE SCHEDULED CASTES DEVELOPMENT DEPARTMENT**

## **Citizen's Charter**

The Scheduled Castes population in Telangana is approximately 54,08,800 which accounts for 15.45% of the total population according to 2011 Census. At present 59 Sub-Castes have been listed as Scheduled Castes in Telangana.

The Department is headed by Commissioner / Director, Scheduled Castes Development Department. He/She is assisted by 1 Additional Director, 2 Joint Directors, 3 Deputy Directors, 1 Assistant Director, 1 Accounts Officer and other staff.

At District level, the District Collectors are mainly implementing the schemes with the assistance of District Scheduled Castes Development Officers. In addition, 61 Assistant Scheduled Castes Development Officers are functioning at Divisional level. There are 950 Hostel Welfare Officers looking after the welfare of the boarders in the SC hostels.

### **I. a. Vision of the Organisation:**

"To bring the Scheduled Castes socially, educationally and economically on par with other developed communities and to achieve just an egalitarian society".

### **b. Mission of the Organisation:**

"The mission of the department is to ensure better opportunities for the poor people belonging to Scheduled Castes to utilize educational facilities, to eradicate poverty and eliminate current inequalities that prevent the Scheduled Castes from realizing their full potential and thus establishing an egalitarian society".

### **II. Services provided to the citizens:**

- a. Providing boarding and accommodation facility to Pre-matric and Post matric SC Students through 854 hostels.
- b. Providing Post-matric Scholarships to SC students studying Post-matric Courses.

- c. Providing Pre-matric Scholarships to SC students studying Pre-matric Courses.
- d. Providing "Pre-matric Scholarships to the children of those engaged in unclean occupations.
- e. Providing "Ambdekar Overseas Vidya Nidhi" for SC students studying Master and Ph.D., courses in foreign Universities.
- f. Providing coaching to SC students to obtain good score in TOFEL/IELTS/GRE/ GMAT for getting admissions in reputed foreign Universities.
- g. Providing Coaching facilities to S.C Students appearing for competitive Examinations.
- h. Providing training programme to S.C. Advocates.
- i. Providing incentives for Inter Caste Marriage.
- j. Providing Kalyana Laxmi Pathakam for SC Girls.
- k. Providing monetary relief and free legal aid to the victims of atrocities on SCs and STs.
- l. Paying Electricity bills of SC households consuming 0-101 units per month.

### **III. Our Service Standards:**

We have set the following targets, standards and response time for delivery of the services:

#### **1. Hostels:**

- a. Notification for admissions - June
- b. Advisory committee meetings and finalization of admissions - July
- c. Supply of Note Books - Before July
- d. Supply of Dresses - 4 Pairs/student/year
- e. Disbursement of cosmetic charges - Every Month

#### **2. Post-matric Scholarships:**

- a. Notification for fresh Post-matric scholarships - June
- b. Drawl and disbursement of 1<sup>st</sup> & 2<sup>nd</sup> quarters renewal Scholarships (Subject to availability to funds)
  - Between April to June
  - June to August
- c. Drawl and Disbursement of 1<sup>st</sup> spell fresh Scholarships (Subject to availability of funds) - Between July & Sep to October
- d. Drawl and Disbursement of 3<sup>rd</sup> quarter renewal & 2<sup>nd</sup> spell fresh Scholarships (Subject to availability of funds) - Between July & Sep. to Nov.

### **3. Ambedkar Overseas Vidya Nidhi Financial Assistance:**

- a. Notification for fresh Overseas Scholarships - Jan/Feb Aug/Sep
- b. Interviews with the applied Candidates - April & November
- c. State Level Santion Committee (SLSC) meetings and finalization of Scholarships - April & November
- d. Drawl and disbursement of
  - 1<sup>st</sup> Installment (Rs.10 Lakhs) - After Landing Permit/ I-94 (Subject to availability to funds) (immigration Card)
  - 2<sup>nd</sup> Installment (Rs.10 Lakhs) - Production of the (Subject to availability to funds) 1<sup>st</sup> Semester Results

### **4. Coaching to SC students appearing for various Competitive Examinations:**

- 1. Notifications for:
  - a. Civil Services (Prelims)
  - b. IES/IFS
  - c. IRS
  - d. Banking
  - f. Groups I & II
  - g. GATE

### **5. Administration of Justice:**

- 1. Issue of Notification - June
- 2. Selection Committee meeting and selection of candidates - July

### **6. Financial Assistance to Inter Caste Married Couples:**

- Conducting of enquiry and sanction of Incentive - 30 days from filling up of application

### **7. Financial Assistance to alleviate distress in the family on their girl's marriage (Kalyana laxmi Pathakam for Girls):**

- Conducting of enquiry and sanction of Incentive - 30 days from filling up of application.

#### **IV. Availability of Forms and Information:**

a. Various forms relating to the Department may be obtained as given below:

- |   |                      |
|---|----------------------|
| 1. Hostel Admission Forms                                   | - HWO/ ASCDO/ Online |
| 2. Post-matric Scholarship Forms                            | - Online             |
| 3. Overseas Scholarships                                    | - Online             |
| 4. Application Form for Coaching Programme in Study Circles | - Online             |
| 5. Kalyana Lakshmi Forms                                    | - Online             |

b. Officers to be contacted for information:

<b>Name / Designation of the Officer</b>	<b>Phone Number / E-mail</b>	<b>Timings available</b>
Commissioner / Director S.C. Development Department, Telangana, Hyderabad.	commr_sw@telangana.gov.in	10:30 am to 5:00 pm daily
District S.C. Development Officers	Concerned DSCDO	10:30 am to 5:00 pm daily

#### **V. Courteous and Helpful Service:**

We aim to offer courteous and helpful service to you. If you face any difficulty contact the following officers:

<b>Name / Designation of the Officer</b>	<b>Phone Number/E-mail</b>	<b>Timings available</b>
Commissioner / Director S.C. Development Department, Telangana, Hyderabad.	commr_sw@telangana.gov.in	10:30 am to 5:00 pm daily.
District S.C. Development Officers	Concerned DSCDO	10:30 am to 5:00 pm daily.

**a. We Welcome Suggestions/Complaints:**

If you wish to make a complaint, please write us or contact the following officers:

<b>Name / Designation of the Officer</b>	<b>Phone Number/E-mail</b>	<b>Timings available</b>
Commissioner / Director S.C. Development Department, Telangana, Hyderabad.	commr_sw@telangana.gov.in	10:30 am to 5:00 pm daily.
District S.C. Development Officers	Concerned DSCDO	10:30 am to 5:00 pm daily.

**c. Right To Information Act:**

If you wish to make a application Under RTI Act – 2005, the application can addressed to following officers

<b>Name of the Office</b>	<b>Name of the Officer</b>	<b>Phone Number/E-mail</b>	<b>Time Period</b>
Commissioner / Director, S.C. Development Department, Telangana, Hyderabad.	Public information officer / Assistant Public Information officer	commr_sw@telangana.gov.in	30 days from filing the application
District S.C. Development Officer	Public information officer / Assistant Public Information officer	Concerned in the Districts	30 days from filing the application

**d. Consultations with users:**

- a. We have meetings with parents of hostel boarders once in two months at respective hostels.