

**RIGHT TO INFORMATION ACT - 2005  
MANUAL**

**KADAPA DISTRICT**

<b>Sl. No.</b>	<b>Chapter No.</b>	<b>CONTENTS</b>
1	2	ORGANISATION, FUNCTIONS AND DUTIES
2	3	POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
3	4	PROCEDURE FOLLOWED IN DECISION - MAKING PROCESS
4	5	NORMS SET FOR THE DISCHARGE OF FUNCTIONS
5	6	RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS
6	7	CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL
7	8	ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF
8	9	BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY
9	10	DIRECTORY OF OFFICERS AND EMPLOYEES
10	11	MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPUTERISATION
11	12	BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC.
12	13	MANNER OF EXECUTION OF SUBSIDY PROGRAMMES
13	14	Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority
14	15	INFORMATION AVAILABLE IN ELECTRONIC FORM
15	16	PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION.
16	17	NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS
17	18	OTHER INFORMATION

## Particulars under Section-4(1)(b) of the Right to Information Act-2005

2. Organisation, Functions and Duties:		
S NO	NAME OF THE ORGANISATION	FUNCTIONS & DUTIES
1	DISTRICT EDUCATIONAL OFFICER, KADAPA.	<p>a) Control over school Education in District b) Transfers/ Promotions of School Assts/ SGTs &amp; its equivalent cadres in the District. C) inspections/ Visits of High School/MEOs/DYEOs in the District. D) Grant of Permission to open new Primary/UP Schools in the District. e) Grant of Recognition Private Primary/ UP Schools in the district. f) Conduct of SSC examinations. g) Administration of aided schools.</p>
2	ASSISTANT DIRECTOR (SERVICES)	<p>a) DDO- All matters related to accounts b) All service matters of HMs/MEOs/SAs/SGTs and equivalent cadres of Govt &amp; ZP Viz., Promotions/transfers/Medical Reimbursement/Pensions and related court cases C) To act as PIO, O/o the District Educational Office, Kadapa. d) Service matters of APMS/APLGS and APGSS. e) Consolidation of Audit Paras of all Service matters f) Upgradations g) Inservice teacher trainings h) Minority Educations and Academic matters</p>
3	ASSISTANT DIRECTOR(SCHEMES)	<p>a) Implementation , Monitoring and supervision of all plan schemes ., Viz., MDM &amp; School sanitation, APMS, Naadu-Nedu, Ammavodi, TMF and court cases b) Co ordination with Samagra Shiksha/APOS/APREIS/Adult Education and other sister depts., on related schemes C) DSC and related court cases and Vidya Volunteers e) All non service matters pertaining to Govt/ZP/Private/Aided/Unaided in all areas.f) Consolidation of court cases g) Statistical data, Consolidation of Audit paras h) Text books, Scholarships, Computer Education, Science Equipments i) Schemes related to DIET, BEd J) Teacher Awards k) Science fairs /NGC l) School Games/Scouts &amp; Guides/Indian Red Cross/Junior Red cross societies</p>

<b>3. Powers and Duties of Officers and Employees:</b>		
Sl. No.	Name / Designation	Duties Allotted
1	Sri.C.DEVARAJU, DISTRICT EDUCATIONAL OFFICER, KADAPA.	a) Control over school Education in District b) Transfers/ Promotions of School Assts/ SGTs & its equivalent cadres in the District. C) inspections/ Visits of High School/MEOs/DYEOs in the District. D) Grant of Permission to open new Primary/UP Schools in the District. e) Grant of Recognition Private Primary/ UP Schools in the district. f) Conduct of SSC examinations. g)Administration of aided schools.
2	SMT.B.VARALAKSHMI, ASSISTANT DIRECTOR (SERVICES)	a)DDO- All matters related to accounts b) All service matters of HMs/MEOs/SAs/SGTs and equivalent cadres of Govt & ZP Viz., Promotions/transfers/Medical Reimbursement/Pensions and related court cases C) To act as PIO, O/o the District Educational Officer, Kadapa. d) Service matters of APMS/APLGS and APGSS. e) Consolidation of Audit Paras of all Service matters f)Upgradations g)Inservice teacher trainings h) Minority Educations and Academic matters
3	SRI.C.DEVARAJU, ASSISTANT DIRECTOR (SCHEMES)	a)Implementation , Monitoring and supervision of all plan schemes , Viz., MDM & School sanitation, APMS, Naadu-Nedu, Ammavodi, TMF and court cases b) Co ordination with Samagra Shiksha/APOS/APREIS/Adult Education and other sister depts., on related schemes C)DSC and related court cases and Vidya Volunteers e) All non service matters pertaining to Govt/ZP/Private/Aided/Unaided in all areas.f)Consolidation of court cases g)Statistical data, Consolidation of Audit paras h)Text books, Scholarships, Computer Education, Science Equipments i) Schemes related to DIET, BEd J) Teacher Awards k) Science fairs /NGC l)School Games/Scouts & Guides/Indian Red Cross/Junior Red cross societies

<b>4. Procedure Followed in Decision-making Process:</b>			
Including channels of supervision and accountability:			
Activity	Description	Decision-making process	Designation of final decision-making authority

## 5. Norms set for the Discharge of Functions:

Sl. No.	Function/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1	Permission to Open New Classes		15 DAYS	
2	Temporary Recognition		15 DAYS	
3	Renewal of Recognition		15 DAYS	
4	Opening of new high Schools after receipt of proposals in full shape		10 DAYS	
5	Up gradation of Upper Primary Schools into High Schools.		10 DAYS	
6	Drawal on interest on the accumulated E.M.D		10 DAYS	
7	Submission of the proposals to the Commissioner of School Education, AP., Hyderabad for opening of New Schools & Up gradation of UP Schools in to High School		5 DAYS	
8	Court Cases		05 DAYS	
8	Disposal of grivencess received from the public & Teachers		07 DAYS	

## 6. Rules, Regulations, Instructions, Manual and Records, for Discharging Functions:

Sl.No.	Description	Gist of contents	Price of the publication if priced
<b>Rules &amp; Regulations</b>			
1	AP SCHOOL EDUCATION SUB ORDINATE SERVICE RULES	RULES RELATING TO SGTs/SAs and Equivalent cadres	
2	AP CCA RULES 1991	RULES SHALL APPLY TO ALL GOVT EMPLOYEES TO INITIATE DISCIPLINARY ACTION	
3	AP LOANS AND ADVANCES	THIS RULES WILL APPLY TO ALL GOVT EMPLOYEES	
4	AP MEDICAL ATTENDANCE RULES	THIS RULES WILL APPLY TO ALL GOVT EMPLOYEES	
5	PENSION RULES	THIS RULES WILL APPLY TO ALL GOVT EMPLOYEES	
6	GRANT IN AID CODE	RULES RELATING TO SERVICE MATTERS OF AIDED PRIVATE MANAGEMENT PRIMARY SCHOOLS IN DISTRICT	
7	AP EDUCATION ACT	ESTABLISHMENT REGISTRATION AND RECOGNISION OF PRIMARY AND UPPER PRIMARY IN THE DISTRICT	

**7. CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL:**

Provide information about the official documents held by the public authority or under its control.

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1	SENIORITY LIST	SENIORITY LIST OF SCHOOL ASSISTANTS, Secondary Grade Teachers, Jr.Assts, Office subordinates, Record Assistants in the district	District Educational Officer, Kadapa
2	RECOGNISONS	RECOGNISION TO ALL PRIMARY AND UPPER PRIMARY SCHOOLS UNDER ALL MANagements IN THE DISTRICT	District Educational Officer, Kadapa

**8. Particulars of any arrangements that exists for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof:**

S.No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
		NIL	

**9. Statements of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other Bodies are open to the public or the minutes of such meetings are accessible for public:**

NIL

**10. DIRECTORY OF OFFICERS AND EMPLOYEES:**

Sl. No	Name of office/ administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	Email
1	DISTRICT EDUCATIONAL OFFICER, KADAPA.	Sri.C.DEVARAJU, BA, B.Ed., DISTRICT EDUCATIONAL OFFICER, KADAPA.	M-9849909111 O-08562-244869 F-08562-248304	<a href="mailto:deo_kadapa@yahoo.co.in">deo_kadapa@yahoo.co.in</a>
2	DEPUTY EDUCATIONAL OFFICER, KADAPA	Sri.J.NAGESWAR RAO O/O DEO, KADAPA	M-9059532698	<a href="mailto:dyeokadapa3@gmail.com">dyeokadapa3@gmail.com</a>
3	DEPUTY EDUCATIONAL OFFICER, PRODDATUR	Sri.V.NAGARAJU, O/O DEO, KADAPA	M-9441658134	<a href="mailto:dyeoproddatur@gmail.com">dyeoproddatur@gmail.com</a>
4	MANDAL EDUCATIONAL OFFICER, ATLOOR	K. WILLIAM RAJU(REG)	9866884295	<a href="mailto:meoatloor@redifmail.com">meoatloor@redifmail.com</a>
5	MANDAL EDUCATIONAL OFFICER, B MATTAM	D. PULLAIAH(REG)	9985565734	<a href="mailto:meobmattam@redifmail.com">meobmattam@redifmail.com</a>
6	MANDAL EDUCATIONAL OFFICER, B KODUR	P.MURALI DEVI(REG)	7981024746	<a href="mailto:meobkodur@redifmail.com">meobkodur@redifmail.com</a>
7	MANDAL EDUCATIONAL OFFICER, BADVEL	N.CHENNAIAH(FAC)	9618730587	<a href="mailto:meobadvel@gmail.com">meobadvel@gmail.com</a>
8	MANDAL EDUCATIONAL OFFICER, C K DINNE	V.VENKATA RAMI REDDY(REG)	9908322526	<a href="mailto:meockdinne@gmail.com">meockdinne@gmail.com</a>
9	MANDAL EDUCATIONAL OFFICER, CHAKRAYAPETA	M. RAVINDRA NAIK(REG)	9550481761	<a href="mailto:meochakrayapeta@redifmail.com">meochakrayapeta@redifmail.com</a>
10	MANDAL EDUCATIONAL OFFICER, CHAPADU	V RAVI SANKAR(REG)	9985560758	<a href="mailto:meochapadu@redifmail.com">meochapadu@redifmail.com</a>
11	MANDAL EDUCATIONAL OFFICER, CHENNUR	G LILLAMMA(FAC)	9441502305	<a href="mailto:meochennur@redifmail.com">meochennur@redifmail.com</a>
12	MANDAL EDUCATIONAL OFFICER, DUVVUR	V RAVI SANKAR(FAC)	9985560758	<a href="mailto:meoduvvur@redifmail.com">meoduvvur@redifmail.com</a>
13	MANDAL EDUCATIONAL OFFICER, GOPAVARAM	N.CHENNAIAH(REG)	9618730587	<a href="mailto:meogopavaram@gmail.com">meogopavaram@gmail.com</a>

14	MANDAL EDUCATIONAL OFFICER, JAMMALAMADUGU	B SAVITRAMMA(FAC)	7989335146	<a href="mailto:meojammalamadugu@redifmail.com">meojammalamadugu@redifmail.com</a>
15	MANDAL EDUCATIONAL OFFICER, KADAPA	P NARAYANA(REG)	9440787868	<a href="mailto:meokadapa@redifmail.com">meokadapa@redifmail.com</a>
16	MANDAL EDUCATIONAL OFFICER, KALASAPADU	D. PULLAIAH(FAC)	9441130804	<a href="mailto:meokalasapadu@redifmail.com">meokalasapadu@redifmail.com</a>
17	MANDAL EDUCATIONAL OFFICER, KAMALAPURAM	C.S. JAFFAR SADIQ(FAC)	8919306944	<a href="mailto:meokamalapuram@redifmail.com">meokamalapuram@redifmail.com</a>
18	MANDAL EDUCATIONAL OFFICER, KHAJIPETA	B NAGA SWARNALATHA(REG)	8247522778	<a href="mailto:meokhajipeta@redifmail.com">meokhajipeta@redifmail.com</a>
19	MANDAL EDUCATIONAL OFFICER, KONDAPURAM	M OBULESU(REG)	9441588156	<a href="mailto:meokondapuram@redifmail.com">meokondapuram@redifmail.com</a>
20	MANDAL EDUCATIONAL OFFICER, LINGALA	M. V. NARAYANA REDDY(REG)	9441131083	<a href="mailto:meolingala@redifmail.com">meolingala@redifmail.com</a>
21	MANDAL EDUCATIONAL OFFICER, MUDDANUR	A VIJAYA BHASKAR REDDY(REG)	9440643471	<a href="mailto:meomuddanur17@redifmail.com">meomuddanur17@redifmail.com</a>
22	MANDAL EDUCATIONAL OFFICER, MYDUKUR	T.M.PADMA LATHA(REG)	9885651867	<a href="mailto:meomydukur@redifmail.com">meomydukur@redifmail.com</a>
23	MANDAL EDUCATIONAL OFFICER, MYLAVARAM	G.VENKATESWARLU(FAC)	9440555765	<a href="mailto:meomylavaram1@redifmail.com">meomylavaram1@redifmail.com</a>
24	MANDAL EDUCATIONAL OFFICER, PEDDAMUDIUM	A VIJAYA BHASKAR REDDY(FAC)	9440643471	<a href="mailto:meopeddamudium@redifmail.com">meopeddamudium@redifmail.com</a>
25	MANDAL EDUCATIONAL OFFICER, PENDLIMARRI	P. SUJATHA(REG)	9866927667	<a href="mailto:meopendlimarri@redifmail.com">meopendlimarri@redifmail.com</a>
26	MANDAL EDUCATIONAL OFFICER, PORUMAMILLA	P. RAGHU RAMULU(REG)	9441130804	<a href="mailto:meoporumamilla@gmail.com">meoporumamilla@gmail.com</a>
27	MANDAL EDUCATIONAL OFFICER, PRODDATUR	B SAVITRAMMA(REG)	9154431674	<a href="mailto:meoproddatur@redifmail.com">meoproddatur@redifmail.com</a>
28	MANDAL EDUCATIONAL OFFICER, PULIVENDULA	B.VEERA REDDY(REG)	7799214489	<a href="mailto:meopulivendula@redifmail.com">meopulivendula@redifmail.com</a>
29	MANDAL EDUCATIONAL OFFICER, RAJUPALEM	G.VENKATESWARLU(REG)	9440555765	<a href="mailto:meorajupalem@redifmail.com">meorajupalem@redifmail.com</a>



30	MANDAL EDUCATIONAL OFFICER, SA KASINAYANA	P.RAGHU RAMULU(FAC)	9441130804	<a href="mailto:meosakn@redifmail.com">meosakn@redifmail.com</a>
31	MANDAL EDUCATIONAL OFFICER, SIDHOUT	V.VENKATA RAMI REDDY(FAC)	9440787868	<a href="mailto:meosidhout@redifmail.com">meosidhout@redifmail.com</a>
32	MANDAL EDUCATIONAL OFFICER, SIMHADRIPURAM	M.V.NARAYANA REDDY(FAC)	9441131083	<a href="mailto:meosimhadripuram@redifmail.com">meosimhadripuram@redifmail.com</a>
33	MANDAL EDUCATIONAL OFFICER, THONDUR	A VIJAYA BHASKAR REDDY(FAC)	9440643471	<a href="mailto:meothondur@redifmail.com">meothondur@redifmail.com</a>
34	MANDAL EDUCATIONAL OFFICER, V N PALLI	C.S. JAFFAR SADIQ(REG)	8919306944	<a href="mailto:meovnpalli@redifmail.com">meovnpalli@redifmail.com</a>
35	MANDAL EDUCATIONAL OFFICER, VALLUR	G LILLAMMA(REG)	9441502305	<a href="mailto:meovallur@redifmail.com">meovallur@redifmail.com</a>
36	MANDAL EDUCATIONAL OFFICER, VEMPALLI	B.VEERA REDDY(FAC)	7799214489	<a href="mailto:meovempalli@redifmail.com">meovempalli@redifmail.com</a>
37	MANDAL EDUCATIONAL OFFICER, VEMULA	B.VEERA REDDY(FAC)	7799214489	<a href="mailto:meovemula@redifmail.com">meovemula@redifmail.com</a>
38	MANDAL EDUCATIONAL OFFICER, VONTIMITTA	G.VENKATA SUBBAIAH(REG)	9848212677	<a href="mailto:meovontimitta29@redifmail.com">meovontimitta29@redifmail.com</a>
39	MANDAL EDUCATIONAL OFFICER, YERRAGUNTLA	M OBULESU(FAC)	9441588156	<a href="mailto:meoygl@redifmail.com">meoygl@redifmail.com</a>

**11. Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in its regulations, Officers and employees:**

Sl. No.	Name of the Officer	Designation
1	C.DEVARAJU	DEO (FAC)
2	B.VARALAKSHMI	ASSISTANT DIRECTOR(SERVICES)
3	C.DEVARAJU	ASSISTANT DIRECTOR(SCHEMES)
4	J.NAGESWARA RAO	DEPUTY EDUCATIONAL OFFICER
5	G.VENKATESH	ASSISTANT COMMISSIONER OF GOVT.EXAMINATIONS
6	P.NARAYANA	MANDAL EDUCATIONAL OFFICER
7	C.SURESH BABU	SUPERINTENDENT
8	P.MUNEERKHAN	SUPERINTENDENT
9	P.KISHORE KUMAR	SENIOR ASSISTANT
10	K.MAHABOOB BASHA	SENIOR ASSISTANT
11	D.PRASADA RAO	SENIOR ASSISTANT
12	N.SOWJANYA	SENIOR ASSISTANT
13	C.NAGARAJU	SENIOR ASSISTANT
14	SMD.RAFIQ	SENIOR ASSISTANT
15	S.PUSHPALATHA	SENIOR ASSISTANT
16	P.MURALI	JUNIOR ASSISTANT
17	K.SAI PHANEENDRA	JUNIOR ASSISTANT
18	D.PRAVEEN KUMAR	JUNIOR ASSISTANT
19	M.MOUNIKA	JUNIOR ASSISTANT
20	M.MALLIKARJUNA REDDY	JUNIOR ASSISTANT
21	P.PRAVALLIKA	JUNIOR ASSISTANT
22	SMD.KHALID	TYPIST
23	VACANT	TYPIST
24	C.SESHADRI SEKHAR	APO
25	K.NAGESWARA REDDY	DATA ENTRY OPERATOR
26	P.YESAIAH	DATA ENTRY OPERATOR
27	N.NAGARAJU	RECORD ASSISTANT
28	K.V.SUBBAMMA	OFFICE SUB-ORDINATE
29	R.KRISHNA	OFFICE SUB-ORDINATE
30	G.BALAI AH	OFFICE SUB-ORDINATE
31	B.PRABHAVATHAMMA	OFFICE SUB-ORDINATE
32	K.RAJASEKHAR REDDY	OFFICE SUB-ORDINATE

**12. Budget allocated to each of its Agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made:**

NILL

**13. Manner of Execution of Subsidy Programmes including the amounts allocated and the details of beneficiaries of such programmes:**

NILL

**14. Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority:**

Institutional Beneficiaries

Name of programme/scheme:

NIL

**15. Information Available in Electronic Form:**

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
NIL			

**16. Particulars of facilities available to citizens for obtaining Information, including the working hours of the Library or Reading Room if maintained for public views:**

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
NOTICE BOARD	O/o THE DISTRICT EDUCATIONAL OFFICER, KADAPA	NOTICE BOARD
WEB SITE	<a href="http://projects.cgg.gov.in/dseemployees">http://projects.cgg.gov.in/dseemployees</a>	DSE AP AMARAVATHI

**17. Names, Designations and other particulars of the Public Information Officers:**

Sl. No.	Name of office/administrative Unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	Email
<b>Public Information Officer(s)</b>				
1	DISTRICT EDUCATIONAL OFFICE, KADAPA YSR DISTRICT	Smt.B.VARALAKSHMI B.Sc.,B.Ed. ASSISTANT DIRECTOR (SERVICES)	9290688810	<a href="mailto:deo_kadapa@yahoo.co.in">deo_kadapa@yahoo.co.in</a>
<b>Assistant Public Information Officer(s)</b>				
2	DISTRICT EDUCATIONAL OFFICE, KADAPA YSR DISTRICT	SUPERINTENDENT		<a href="mailto:deo_kadapa@yahoo.co.in">deo_kadapa@yahoo.co.in</a>
<b>APPELLATE AUTHORITY</b>				
Sl.No.				Email
3	DISTRICT EDUCATIONAL OFFICE, KADAPA YSR DISTRICT	Sri.C.DEVARAJU, DISTRICT EDUCATIONAL OFFICER, KADAPA, YSR DISTRICT	9849909111	<a href="mailto:deo_kadapa@yahoo.co.in">deo_kadapa@yahoo.co.in</a>

**18. Such other information as may be prescribed under their after update these publications every year:**

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**Statement - 31**  
**Office Establishment**

Sl. No.	Name of the Officer	Designation
1	C.DEVARAJU	DEO (FAC)
2	B.VARALAKSHMI	ASSISTANT DIRECTOR(SERVICES)
3	C.DEVARAJU	ASSISTANT DIRECTOR(SCHEMES)
4	J.NAGESWARA RAO	DEPUTY EDUCATIONAL OFFICER
5	G.VENKATESH	ASSISTANT COMMISSIONER OF GOVT.EXAMINATIONS
6	P.NARAYANA	MANDAL EDUCATIONAL OFFICER
7	C.SURESH BABU	SUPERINTENDENT
8	P.MUNEERKHAN	SUPERINTENDENT
9	P.KISHORE KUMAR	SENIOR ASSISTANT
10	K.MAHABOOB BASHA	SENIOR ASSISTANT
11	D.PRASADA RAO	SENIOR ASSISTANT
12	N.SOWJANYA	SENIOR ASSISTANT
13	C.NAGARAJU	SENIOR ASSISTANT
14	SMD.RAFIQ	SENIOR ASSISTANT
15	S.PUSHPALATHA	SENIOR ASSISTANT
16	P.MURALI	JUNIOR ASSISTANT
17	K.SAI PHANEENDRA	JUNIOR ASSISTANT
18	D.PRAVEEN KUMAR	JUNIOR ASSISTANT
19	M.MOUNIKA	JUNIOR ASSISTANT
20	M.MALLIKARJUNA REDDY	JUNIOR ASSISTANT
21	P.PRAVALLIKA	JUNIOR ASSISTANT
22	SMD.KHALID	TYPIST
23	VACANT	TYPIST
24	C.SESHADRI SEKHAR	APO
25	K.NAGESWARA REDDY	DATA ENTRY OPERATOR
26	P.YESAIAH	DATA ENTRY OPERATOR
27	N.NAGARAJU	RECORD ASSISTANT
28	K.V.SUBBAMMA	OFFICE SUB-ORDINATE
29	R.KRISHNA	OFFICE SUB-ORDINATE
30	G.BALAI AH	OFFICE SUB-ORDINATE
31	B.PRABHAVATHAMMA	OFFICE SUB-ORDINATE
32	K.RAJASEKHAR REDDY	OFFICE SUB-ORDINATE

**// END //**