GOVERNMENT OF TELANGANA
ABSTRACT

Scheduled Caste Development Department – Right to Information Act 2005 (Central Act No. 22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 – Information – Published - Orders – Issued.

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RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

MANUAL OF SCHEDULED CASTES DEVELOPMENT DEPARTMENT (PUBLISHED IN TERMS OF SECTIONS 4(1)(b) OF R.T.I. ACT, 2005)

SCHEDULED CASTES DEVELOPMENT DEPARTMENT
DR.B.R.AMBEDKAR TELANGANA SECRETARIAT
HYDERABAD,TELANGANA

C H A P T E R – I

I N T R O D U C T I O N

The Right to Information Act, 2005 is an Act 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 Commission and for matters connected therewith or incidental thereto.

Subject to the provisions of the Act, all citizens shall have the right to information and Sec 4 (1) (b) of the Act casts an obligation on each public authority to publish a manual on the functioning of each department.

This **manual gives** a **comprehensive idea** about the **particulars, functions of the Scheduled Castes Development Department** and also the **Powers and Duties of the employees including the channels of supervision and accountability.**

This manual contains 18 chapters in all which gives information about the functioning of the Scheduled Castes Development Department in a nut shell

Chapter 2
Organisation, Functions and Duties
(Section 4 (1)(b)(i)

Sl. No.	Name of the Organization and Address	Functions	Duties
1	Scheduled Castes Development Department, Dr.B.R.Ambedkar Telangana Secretariate, Hyderabad	The Scheduled Castes Development Department in the Secretariat is the nodal Department which advises the State Government on all matters relating to Scheduled Castes. The Scheduled Castes Development Department acts as the Liaison between the Scheduled Castes Development Department (Head of Departments) in the State.	The Scheduled Castes Development Department is one of the departments in Telangana Secretariat. The subjects that are to be dealt in each department of Secretariat are specified by G.A. (AR&T) Department from time to time. The Scheduled Castes Development Department is a unit in the Telangana Secretariat Organisation in the Telangana Government. The Scheduled Castes Development Department is headed by the Secretary to Government. The Department overseas/supervises the functions relating to the matters of the following Heads of Department and Statutory Bodies working under the administrative control of the Scheduled Castes Development Department at present:- 1. The Commissioner, Scheduled Caste Development Department, Hyderabad. 2. The Secretary, Telangana Social Welfare Residential Educational Institutions Society, Hyderabad. 3. The Vice Chairman & Managing Director, Telangana Scheduled Caste Cooperative Development Corporation Ltd., Hyderabad. All service matters relating to all categories of the employees of the Department. Proposals and implementation of the Acts and Rules relating to above subject matters. Plan and non-plan budget matters for the above subjects. All cases relating to the ACB, Vigilance and Enforcement and Vigilance Commission relating to the Higher Education Department. All disciplinary cases against the Officers and Employees of all categories of Scheduled Castes Development Department. All service matters relating to the Head of the Departments under the control of SCD Department. All matters relating to the Public Accounts Committee, Audit Reports including Comptroller and Auditor General of India reports/Inspection Reports/Draft Paragraphs relating to SCD Department. All Policy matters relating to Scheduled Castes Development Department. The organisation of Scheduled Castes Development Department is on the same lines of other Secretariat departments as prescribed in Secretariat Office Manual.

Chapter-3
Powers and Duties of Officers and Employees
(Section 4(1)(b)(ii)

Sl. No.	Name of the Officer/employee Sri /Smt.	Designation	Duties allotted	Powers
1	2	3	4	5
1.	Boyi Viziendira, I.A.S.,	Secretary to Government.	The Secretary to Government is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of business in his Department. He exercise general supervision and control over the staff under her and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is her duty to take efficient steps for the prompt dispatch of business in the department.	As envisaged in Business Rules.
2	A.Madhavi	Deputy Secretary to Govt.,	The Deputy Secretary occupies a position almost identical with that of Secretary in regard to subjects allotted to him/her and can send cases for orders direct to the Minister or to the Governor. He/she exercises also the functions of an Assistant Secretary as described in the next paragraph.	As envisaged in Business Rules.
3	Yoga Rajeswari Velicheti	Assistant Secy. to Govt.	The Assistant Secy. to Govt. is exercise control over the Sections placed in his/her incharge with regard to dispatch of business and in regard to discipline	
4	N.Laxman Goud			
5		Section Officers (8)	The Section Officer is incharge of a Section in the Department two/one Assistant Section Officers assist him. He /She is responsible for all files relating to the subjects allotted to the Asst. Sec. Officers under them is he/she is directly responsible to the Officers under whom he/she works for the efficient and expeditious dispatch of business in all stages in their Section. The training of the ASOs under them is one of their Principal functions. He /She should maintain a discipline in their Sections	
6		Assistant Section Officers (13)	The main duties of ASOs in a Section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his / her Section. He / She expected to do work of a routine and mechanical nature such as maintaining the prescribed registers typing, drafts, fair coping, dispatching and indexing	

		Private Secretary (1)	The Private Secretary will assist the officers in disposing of the work take dictations and type them and such other items of work as are entrusted to them.	
		Section Assistant Grade-I (1)	He will attend the typing work in the section	
		Section Assistant Grade-II (DR&T Asst.) (1)	He will attend the Inward and out ward Tappal work.	
		Jamedar (1)	He/She will attend the work in Secretary Chambers & Peshi	
		Office Subordinates (8)	They will attend to the work entrusted by the officers	
		Driver (1)	Discharges duty as Driver in the department	

Chapter 4
Procedure Followed in Decision-making Process
[Section 4(1) (b) (iii)]

Activity	Description	Decision making process	Designation of final decision making authority
The procedure followed in the decision making is common to all departments including Planning Department as prescribed in Business Rules and Secretariat Instructions Published by General Administration (Cabinet/IC) Department. These rules and instructions are amended from time to time by General Administration (Cabinet/IC) Department. The proposals of the Heads of the Departments under control of Scheduled Castes Development Department are being received in Tappal Section. On receipt of the same the Tappal clerk gives Tappal Number and keep all Tappal papers in a separate Tappal Book and send them to the officers concerned. On perusal of Tappal by the concerned officers, they will be sent back to the concerned sections. The concerned Asst. Section Officer make an entry in the personal register and put up the same in the shape of a file with relevant extracts of Acts and rules and submit the file to the concerned Section Officer. The Section Officer scrutinizes the file and writes his/her remarks, and passes on the file to the concerned Assistant Secretary. The Assistant Secretary scrutinizes the file and passes on the file to the Special Chief Secretary / Principal Secretary through the concerned Additional Secretary/Deputy Secretary /Joint Secretary as the case may be. Files will be circulated to Minister/Chief Minister as prescribed in the Business Rules and Secretariat Instructions. If necessary by consulting advisory Departments viz., Finance / Law / GAD.			

Chapter 5
Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

Sl.No.	Function/service	Norms/standards of
The norms set by Higher Education Department for the discharge of its functions. The usual Officer hours are from 10.30. a.m to 5-00 p.m. After signing in the attendance Register all staff must be in their seats and start work not later than the prescribed hour. They will however be allowed grace time of ten minutes when there is real need. In departments of the Secretariat a daily detention list is submitted punctually in the prescribed form. The abstracts of pendency should be prepared showing only the current numbers of cases pending for (a) over three months, (b) Over six months (c) over one year and utilized, along with detention lists, to check delays.		

Chapter-6
Rules, Regulations, Instructions, Manual and Records for Discharging Functions
[Section 4(1)(b)(v)]

Sl. No.	Description	Gist of contents	Price of the publication if priced
	Rules & Regulations/Instructions/ Manuals/Records		
1	Besides the common rules for administrative / financial matters as prescribed by GAD/Fin department, the following Acts and Rules are held for official use.		
2	Special Rules for the Telangana Economic and Statistical Service Rules		
3	Fundamental Rules		
4	State and Subordinate Service Rules		
5	Secretariat Office Manual		
6	T.G.C.C.& A Rules		
7	Conduct Rules		
8	Leave Rules		
9	Telangana Revised Pension Rules.		
10.	Telangana State Scheduled Castes and Scheduled Tribes Special Development Fund (Planning, Allocation and Utilization of Financial Resources) Act, 2017		
11.	Scheduled Castes / Scheduled Tribes (Prevention of Atrocities) Act, 1989		
12	The Telangana SCs (Rationlisation of Reservations) Act, 2025 (Telangana Act No. 15 of 2025)		

Chapter 7
Categories of Documents held by the Public Authority under its Control
[Section 4(1)(b) vi]

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	Government Order (Miscellaneous)		Routine Documents are available in this department and permanent / old documents (old records) are available with General Administration (CRB) Dept. for retention. The retention and destruction of records shall be regulated as per Secretariat Office manual. G.O.Ms. and G.O.Rts are available in www. goir.telangana.gov.in in respect of subjects of Planning Dept.
2.	Government Order (Routine)		
3.	Memo.		
4.	Letter		
5.	U.O. Note		
6.	Office Order(Miscellaneous)		
7.	Office Order (Routine)		
8.	Endorsement		
9.	D.O. Letter		

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or implementation thereof

[Section 4(1)(b)(vii)

Sl. 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.
The public who are aggrieved in the delay of issue of order at Government Level may approach any Officer from and above the rank of Assistant Secretary to Government. The department's staff are not allowed to entertain any visitors who come for their personal work. Therefore, the consultation with public representation is not relevant to Secretariat departments in General and Scheduled Castes Development Department in particular.			

Chapter 9
Boards, Councils, Committees and other Bodies
Constituted as part of Public Authority
[Section 4(1)(b) viii]

Name of the Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its meetings accessible for Public
The constitution of boards and councils and committees that are relevant to the public is un-common for the departments in Secretariat including Scheduled Castes Development Department, since the business carried out in Secretariat is not directly meant for public. The policies will be decided are placed before legislature and after they transferred into Acts, the Heads of Departments under the administrative control of different departments in Secretariat give directions to the subordinate offices for implementation, overseeing and monitoring the same. The Secretariat is merely confined in policy making and overseeing of the administration of the State through Heads of Departments and hence it is not directly related to the public.			

Chapter 10
Directory of Officers and Employees.
Section 4(1)(b)(ix)

S. No	Name and Designation of the Officer Sarvasri	Address	Mobile No.
(1)	(2)	(3)	(4)
1	Boyi Viziendira, IAS., Secretary to Govt.	Room No.7, Ground Floor, Dr. B.R. Ambedkar Telangana Secretariat, Hyd.	9849900897
2	Akkala Madhavi, Deputy Secretary to Govt.	Room No.32, Ground Floor, Dr. B.R. Ambedkar Telangana Secretariat, Hyd.	7680076685
3	Yoga Rajeswari Velicheti Assistant Secretary to Govt.	Room No.2, Ground Floor, Dr. B.R. Ambedkar Telangana Secretariat, Hyd.	8376884769
4	Neelalu Laxman Goud Assistant Secretary to Govt.	Room No.2, Ground Floor, Dr. B.R. Ambedkar Telangana Secretariat, Hyd.	9440164037
5	Office Procedure	Room No. 4, Ground Floor, Dr. B.R. Ambedkar Telangana Secretariat, Hyd.	9246359997
6	Education	Room No. 4, Ground Floor, Dr. B.R. Ambedkar Telangana Secretariat, Hyd.	9100462159
7	Vigilance	Room No. 4, Ground Floor, Dr. B.R. Ambedkar Telangana Secretariat, Hyd.	7680937744
8	Special Component Plan (SCP)	Room No. 4, Ground Floor, Dr. B.R. Ambedkar Telangana Secretariat, Hyd.	9985344405
9	Budget	Room No. 4, Ground Floor, Dr. B.R. Ambedkar Telangana Secretariat, Hyd.	9949825972
10	Services	Room No.02, Ground Floor, Dr. B.R. Ambedkar Telangana Secretariat, Hyd.	8500631151
11	Prevention Of Atrocities (POA)	Room No.02, Ground Floor, Dr. B.R. Ambedkar Telangana Secretariat, Hyd.	9849289749
12	Coordination	Room No. 02, Ground Floor, Dr. B.R. Ambedkar Telangana Secretariat, Hyd.	8978067711

CHAPTER 11

Monthly Remuneration by Officers & Employees, including the System of Compensation as provided in Regulations (Sections 4(1)(b)(x)

S. No	**Name of the Officer/Staff Sarvasri**	**Designation**	Gross
1	Boyi Viziendira	Secretary to Government	3,27,180
2	Akkala Madhavi	Deputy Secretary to Government	2,03,845
3	Yoga Rajeswari Velicheti	Assistant Secretary to Government	1,56,065
4	Neelalu Laxman Goud	Assistant Secretary to Government	1,63,938
5	K.Srinivas Rao	Section Officer	1,37,324
6	B.Varalakshmi	Section Officer	1,99,476
7	T.Nageswara Rao	Section Officer	1,23,858
8	Shaik Mahammed Basha	Section Officer	1,80,866
9	K.Murali Mohan	Section Officer	1,55,890
10	S.Radha Krishnaveni	Section Officer	1,63,853
11	Shaik Jeelaani	Section Officer	1,55,980
12	T.Lakshmi Surekha	Section Officer	1,33,842
13	T.Nagaraj Mohan Rao	P.S.to Secretary to Government	1,63,803
14	S.Shiva Kumar Goud	Asst. Section Officer	64,413
15	E.Anuradha	Asst. Section Officer	66,218
16	M.Chandrakala	Asst. Section Officer	78,096
17	T.Pradeep Reddy	Asst. Section Officer	78,096
18	B.Sowmya Jacob	Asst. Section Officer	73,931
19	Mir Ahmed Ali	Asst. Section Officer	84,992
20	S.Vineela	Asst. Section Officer	64,413
21	H.Savithri	Asst. Section Officer	73,931
22	P.Vamshi	Asst. Section Officer	64,413
23	K.Babu	Asst. Section Officer	1,08,273
24	E.Venkatachalam	Asst. Section Officer	1,36,429
25	M.Parameshwar Vasanth Kumar	Section Asst. Grade-II	89,150
26	K.Bhujender	Roneo Duplicating Operator	97,462
27	D.Waleesunder Lal	Motorcycle Messenger	1,11,237
28	G.Rajya Lakshmi	Record Assistant	75,953
29	K.Padma	Jamedar	66,488
30	V.Nikhil	Office Subordinate	46,202
31	G.Vidhya Sagar	Office Subordinate	45,333

Chapter 12
Budget Allocated to Each Agency including Plans etc.
[Section 4(1)(b)xi]

Under Demand NO. XXI

2026-27

(Rs. In lakhs only)

Total Budget	:	5,11.46

Chapter 13
Manner of Execution of Subsidy Programmes
[Section 4 (1)(b)xii]

Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
-	**Nil -**		

Name of programme/activity	Application Procedure	Sanction Procedure	Disbursement procedure
-	**Nil -**		

Chapter 14
Particulars of Recipients of Concessions, Permit or Authorization Granted by the Public Authority
[Section 4 (1)(b)xiii]

Institutional Beneficiaries

Name of programme/scheme				
Sl.No.	**Name & Address of recipient institutions**	**Nature/quantum of benefit granted**	**Date of grant**	**Name & Designation of granting authority**
-Nil -				

Name of programme/scheme				
Sl.No.	**Name & Address of recipient institutions**	**Nature/quantum of benefit granted**	**Date of grant**	**Name & Designation of granting authority**
-Nil -				

Individual Beneficiaries

Sl.No.	**Name & Address of recipient beneficiaries**	**Nature/quantum of benefit granted**	**Date of grant**	**Name & Designation of granting authority**
-Nil -				

Name of programme/scheme				
Sl.No.	**Name & Address of recipient institutions**	**Nature/quantum of benefit granted**	**Date of grant**	**Name & Designation of granting authority**
-Nil -				

Chapter 15

Information Available in Electronic Form

[Section 4(1)(b) xiv]

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom ?)
T.S. On line facility is available for Scheduled Castes Development Dept.,	The Departmental information is available in the following website:- http://www.tsonline.gov.in/ http://goir.telangana.gov.in/		**ITE & C Dept.**

Chapter 16

Particulars of facilities available to citizens for obtaining information

[Section 4(1)(b) xv]

Facility	Description (Location of Facility/Name etc.,)	Details of Information made available
Notice Board	--	--
News Paper Reports	--	--
Public Announcements	--	--
Information Counter	--	--
Publications	--	--
Office Library	--	--
Websites	--	--
Other Facilities	--	--

Chapter 17

Names, Designations and other Particulars of Public Information Offices

[Section 4(1)(b) xvi]

Appellate Authority

Sl. No	Name of Office/Admn.Unit	Name & Designation of Appellate Authority	Office Tel. Resi. Tel	E-Mail
1	Scheduled Castes Development Dept., Dr. B.R. Ambedkar Telangana, Secretariat, Hyderabad	A.Madhavi, Deputy Secretary to Government	7680076685	

State Public Information Officer(s)

Sl.No.	Name of Office/Admn.Unit	Name & Designation of PIOs	Office Tel. Resi. Tel	E-Mail
1	**Scheduled Castes Development Dept., Dr. B.R. Ambedkar Telangana Secretariat, Hyderabad**	**V.Yoga Rajeswari Asst. Secretary to Govt.** **N.Laxman Goud Asst. Secretary to Govt.**	8376884769 9440164037	

State Asst. Public Information Officer(s)

Sl.No.	Name of Office/Admn.Unit	Name & Designation of APIO	Office Tel. Resi. Tel	E-Mail
1	**Scheduled Castes Development Dept.** **Dr. B.R. Ambedkar Telangana Secretariat, Hyderabad**	**Concerned** **Section Officers**		

Chapter 18

Other Useful Information

[Section 4(1)(b) xvii

[Information as may be prescribed and thereafter update these publication every year]
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