

GOVERNMENT OF TELANGANA

T.S.B.C.EMPLOYABILITY SKILL DEVELOPMENT AND TRAINING CENTRE

H.No.17-1-388/L/3, Laxminagar Colony, Road No.8, Saidabad, HYDERABAD.

Ph.No.040-24071178 – Email : bcstudycircle_hyd@yahoo.co.in

INTRODUCTION

Organisation :

The first BC Study Circle was sanctioned by the Govt., at Warangal during the year 1994. Subsequently phase wise the BC Study Circles were sanctioned by the Govt., in the State. At present (11) TSBCESDTCs (BC Study Circles) are functioning in the State. They are at Hyderabad, Mahabubnagar, Nalgonda, Nizamabad, Warangal, Karimnagar, Adilabad, Khammam, Sangareddy, Siddipet & Jogulamba Gadwal. The details of Sanction of BC Study Circles by the Govt., is as follows :

S.No.	Name of the BC Study Circle	G.O.No. & Date in which BC Study Circle was sanctioned.
1	Warangal	GO Ms.No.24 BCW (P1) Dept., dated 11.08.1994
2	Hyderabad	GO Ms.No.8 BCW(P1) Dept., dated 15.2.1996
3	Mahabubnagar	GO Ms.No.21 BCW (P3) Dept., dated 16.3.1996
4	Karimnagar	GO Ms.No.40 BCW (C2) Dept., dated 17.09.2009
5	Khammam	GO Ms.No.40 BCW (C2) Dept., dated 17.09.2009
6	Nizamabad	GO Ms.No.40 BCW (C2) Dept., dated 17.09.2009
7	Adilabad	GO Ms.No.40 BCW (C2) Dept., dated 17.09.2009
8	Sangareddy (Medak)	GO Ms.No.12 BCW(B3) Dept., dated 30.07.2012
9	Nalgonda	GO Ms.No.12 BCW(B3) Dept., dated 30.07.2012
10	Siddipet	GO Ms.No.41 BCWD dated 29.12.2015
11	Jogulamba Gadwal	G.O.Ms.No.10 BCW (B) Dept., dated 23.4.2018

The Aims & Objects of the Telangana State Backward Classes Employability Skill Development and Training Centre at Hyderabad established for the purpose to carry on, the running of training centre which are as follows.

1. To implement the orders of Govt. of Telangana Backward Classes Welfare (B) Dept., issued through GO.Ms. No. 39 dated 18-12-2015, backward classes Study circles as Telangana State Backward Classes Employability Skill Development and Training Centre (TSBCESDTC)

2. To promote Literary, Scientific and other Educational activities among young men and women.
3. To Promote integrations and discrimination of knowledge in various fields of human activity relation to Education Administration and Management etc.
4. To assist young men and women belonging to Backward Classes, Scheduled Caste and Scheduled Tribes in preparing themselves for the competitive examinations being held by the UPSC and TSPSC and other agencies.
5. To provide Skill Development Training in terms of Skill Training for various public/Private enterprises.
6. Upgrade Skills of work force through significant industry involvement specially for under privileged sections of society.
7. Enhance, support and co-ordinate private sector initiatives for skill development through public and private partnership modules.
8. Development for conduct of training programmes etc.
9. To supervise monitor and coordinate the activities of all centers in the State of Telangana Backward Classes Employability Skill development and training centers established in the State of Telangna.
10. To render necessary support and assistance to the District training centers who assist young men and women belonging to Backward Classes, Scheduled Caste and Scheduled Tribes in preparing themselves for the competitive examinations being held by the UPSC and TSPSC and other agencies.
11. In introducing innovative methods in achieving the objectives

RIGHT TO INFORMATION ACT :

The Right to Information Bill 2005 was passed by the Houses of Parliament received the assent of the President of India on 25/6/2005 and it was published as RIGHT TO INFORMATION ACT 2005 in the Gazettee of India vide No 125 on 25/06/2005 and it has come into force w.e.f 25.06.2005.

As per the Act, each public authority has to fulfill certain obligation before expiry of 100/120 days from the commencement of Act i.e. 23.09.2005, 12.10.2005. Section 4 (1) (a) of the Act Casts an obligation on each public authority to maintain records. This Section reads as follows

"Maximum all its records duly catalogued and indexed in manner and the form which facilities the right to information under this Act and ensure that all records that are appropriate to be computerized are within a reasonable time and subject to availability of resources computerized and connected through network all over the Country on different systems so that access to such records is facilitated".

Section 4 (1) (b) of the Act Castes an obligation on each Public authority to publish within expiry of 120 days from the commencement of the Act. Manual on the (17) items contained in Chapter 2 to 17 herein for each access and understanding by Citizens. Civil Society Organizations, Public Representatives, Officers and Employees of Public Authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers etc.

Chapter-1

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

Particulars of the Organization, Functions and Duties

S.No	Name of the Organization	Address	Functions	Duties
	Telangana State Backward Classes Employability Skill Development & Training Centre, Hyderabad	17-1-388/L/3, Laxminagar Colony, Road No8, Saidabad, Hyderabad – 500 059.	Coaching to Backward Classes Youth appearing for Competitive Examinations. Skill Development Programmes in different trades to the BC educated youth	Conducting of the Coaching programmes and skill development programmes approved by the Managing Committee in all (11) BC Study Circles including Hyderabad. Implementation of the orders issued by the Managing Committee of TSBCESDTC, Hyderabad and Govt., from time to time.

Chapter-2

Power and Duties of Officers and Employees, under Section 4 (1) (b) (ii)

Director

Director is the Chief Executive/Functionary of the TSBCESDTC (BC Study Circles). He/She is responsible for the careful observance of the Business Rules and Government/Management Committee instructions in the transaction of business in the BC Study Circles. He/She exercises general supervision and control over the staff under him in the State as well as in the Centers functioning in different places in the State and is responsible to see that the members of the staff under him discharge the work allotted to them efficiently and expeditiously. The Amount will be paid to the concerned parties after approval of the Secretary to Govt., BCWD & President, TSBCESDTC, Hyderabad.

Administrative Officer

Establishment of all Categories in the office & Subordinate Offices including OU Centre. There is need for one Administrative Officer. All the 11 Study Circles have to be monitored on conducting the programmes in the study circle from time to time by the State Study Circle, Hyderabad. The Correspondence work to all the Study Circles has to be done and also replies to be submitted to the Government from time to time. RTI information is to be prepared and being submitted to the concerned applicants. The Govt., have identified some coaching Centres in Telangana State. These centres are also to be monitored from time to time. Appointment of Directors in TS BC Study Circles in the State.

Appointment of Subordinate staff i.e. Course Coordinator, Accountant, Librarian etc., in all the (11) BC Study Circles in the State as and when it is required. Purchase required for

all BC Study Circles in the State, consolidation and issue of Purchase Orders with the prior approval of the President of TSBCESDTC, Hyderabad and supply to all the BC Study Circles in the State. Supervision & Monitoring on all 11 BC Study Circles in the Telangana State. Collecting the coaching programme data from all the BC Study Circles on the programmes conducted by them and consolidation of the information. Construction of TS BC Study Circle buildings in TS. Preparation of Action Plan for TS BC Study Circles every year. Other correspondence works. Any other work entrusted by the State Director. The administrative office also have to perform the tasks allotted to him/her from day to day according to the needs of the office.

Academic In-charge :

He will work as Academic In-charge of all BC Study Circles functioning in the Telangana State. He should observe all the Notifications of Recruitments i.e. State, Central, Banking, SSC, Railway Recruitment etc., and should be advised for conducting the free coaching programme in all the BC Study Circles in the State. Course Coordinator for Civils and Group-I coaching programmes in all the Study Circles in the State. Overall supervision of Coaching programmes in OU Centre as well as in all (11) BC Study Circles functioning in Telangana State. Preparation of specific Lesson Plans for the civils and other Competitive Exams Programmes to be conducted in all the Study Circles in the State. Identification of the Best Faculty in coordination with Directors in the State. Supervision on conducting the Coaching classes as per schedule and time in OU Centre and as well as in all BC Study Circles in the State. Taking of feedback from the candidates and as well as from all the Directors of TSBCESDTCs on quality of coaching in the State. Conducting of weekly tests – Review and submission of Review Reports to the State Director with prior approval of Special Director of the Centre. Monitoring of Bio-metric Attendance of Faculty. Arrangements to be made for submission of relevant information to the State BC Study Circle, Hyderabad from time to time. Submission of information immediately as and when it is called for by the State Office. Submission of Reports on performance of the candidates who are taking Coaching for Civils/Group.I and Faculty from time to time to the State Office. Courses to be designed for coaching programmes in all the BC Study Circles in the State. Coordination with the Faculty in OU Centre and as well as in all the BC Study Circles in the State. Monitoring in respect of Academic matters in OU Centre as well as in all the BC Study Circles in the State. Monitoring of Library in OU Centre and as well as in all the BC Study Circles functioning in the State. Suggestions of reference books which will be useful to the Civils and all other Competitive Examinations . Any other work entrusted by the Special Director/State Office.

Course Coordinator :

Circulation of files to the HOD for obtaining permission for giving coaching to the Students except Skill Development (Financial). Preparation of Action Plan with the Assistance of the Director. Watching of Notifications issued by the State/Central Government and other Govt./Semi-Govt. Agencies/Public Sector Units and should brought to the notice of the Director, after that such Notification paper cutting should also kept in the Notice Board of the Office. Taking of Attendance of BC candidates who are taking coaching. Arrangement

of Tea & snakes to the students who are taking coaching as per attendance. Preparation of Time-table arranging Faculty, Conducting weekly Test, Monthly Test and Grand Final Test. Taking admission of students and also maintain original certificates carefully. Taking feedback from students – attending of students problems if any. Any other work entrusted by the undersigned.

Accountant :

Maintenance of Cash book, Ledger and other Registers pertaining to the Accounts. Collecting of Monthly Expenditure from all the BC Study Circles in Telangana State. Preparation and consolidation of Monthly Accounts Statements and submission of Monthly Accounts Reports of all BC Study Circles to the Secretary to Govt., BCWD & President, TSBCESDTC, Hyderabad marking a copy to the CBCW/VP, TSBCESDTC, Hyderabad. Review of Monthly expenditure Statements submitted by the Dist. Directors every month and submission of Review Reports to the undersigned. If any Dist. Director made over and above expenditure, the same have to be reviewed and justification reports have to be called for from them. Release of Budget to the concerned BC Study Circles once in a three months. Submission of formats for release of budget from the Govt., to the Commissioner of BC Welfare Office and pursuation of release of budget in the CBCW & PAO Office. Arrangements to be made for Conducting of Audit by the Chartered Accountant. Preparation of Pay bills of the Staff every month. Monitoring with outsourcing agency whether they are remitting EPF, ESI every month to the concerned head of account. Remittance of TDS and filing of quarterly TDS returns. Collecting of Income Tax wherever it is required. Remittance of amounts through challans which were recovered from the employees who are working on deputation (Foreign service) or regular employees in respect of Prof. Tax and Income Tax. Preparation of reconciliation statement with Banks. Circulation of files relating to Skill Development Programmes (Financial). Any other work entrusted by the State Director.

Data Entry Operator/Jr.Asst.

Inward and outward work (downloading of mails from the official website, dispatching of letters to the concerned offices, receiving of postal tappals and should be placed before the Director, after receipt from the Director it should be entered in the Inward Register etc.). Maintenance of Stock Registers (Entering of stocks of computer papers, other materials which will be used for official purpose and should be taken signature of the Director in the Stock Register). Attending of Computerization work and data entry work. He is In-charge of the Video Conference set. As and when the Video conference will be conducted with all Directors, he should kept ready the Video Conference. If any problem arises he should report to the undersigned. As and when the Assembly Legislature sessions will be conducted, he should get the Gate pass of he Assembly one week before. Anyother work entrusted by the undersigned.

Librarian :

He should maintain Stock Register of Monthly magazines, News papers and other Library books. All competitive question papers and answers published in the leading newspapers should be cut and maintained in particular folder by the Librarian for the use and reference of students. Up to date General Knowledge and Competitive books should be made available in the Library of Study Centers. Any other work entrusted by the undersigned.

Chapter-3

**Procedure Followed in Decision - Making Process, under Section 4 (1) (b) (iii)
The Procedure being followed by the Study Circle is as follows**

The Action Plan will be prepared every year and After approval in the Managing Committee of TSBCESDTC, Hyderabad the coaching programme/Skill Development Programmes in different trades, will be conducted in all TSBCESDTCs (BC Study Circles) in the State. These Institutions will give coaching programme in Civils (P) Examination (at Hyderabad Centre only), TSPSC Recruitment posts viz., Group I, II, III & IV, Gurukulams, Police Recruitment Board, Railway Recruitment Board, Staff Selection, DSC etc., The Press Notification will be published in the press for calling the applications from the eligible candidates through online system, candidates will be selected for admission into coaching programme in respective BC Study Circles functioning in the State on merit basis. The Rule of Reservation in admissions will be followed. In respect of Civil Service coaching programme while issuing the Notification in the press the applications will be called for through online. A screening test in online will be conducted for admission of candidates (as per Rule of Reservation i.e. 75% BCs 15% SCs, 5% STs and 5 % EBCs (EBC and Orphans) and meritorious candidates as per the availability of the seats will be admitted at Hyderabad centre only.

Chapter-4

**Norms Set for Discharge of Functions, under Section 4 (1) (b) (vi)
The BC Study Circle Functions are:**

1. Coaching to BC Youth appearing for Competitive Examinations
2. Orientation programmes to the BC candidates.
3. Skill Development Programmes in different trades.

**The Service Delivery Item Frame for the Services rendered by the
Study Circle are given below:**

Citizen Related

Routine matters	5 days
Other than routine matters	15 days

References / Letters from other Departments (Inter-Department)

Routine matters	5 days
Other than routine matters	15 days
Service matters	30 days

Intra-Departmental Matters (within the Study Circle)

Routine matters Example - Leave, Postings, etc	5 days
Other than routine matters Representations, appeals	15 days
Service matters	15 days

Chapter-5

Rules, Regulations, Instructions, Manual and Records for Discharging Functions, under Section 4 (1) (b) (v) & (vi)

The Rules and Regulations, Manuals and Records held by the Telangana State BC Employability Skill Development & Training Centre, for the use by its Employees while Discharging Functions are as under:

Like any other department of the State Government, the study Circle follows the Orders instructions issued by the Managing Committee of TSBCESDTC, Hyderabad, Departmental Manual of the Government like Finance Codes, Treasury Code, Accounts Code in the maintenance of Cash Book, Records and other financial documents.

Chapter-6

Categories of Documents held by the Public Authority under its Control, under Section 4 (1) (b) v (i)

The following documents are held by the Teangana BC Employabiity Skill Development & Training Centre at Head Office, Hyderabad

Document held under The Control of Department

1. Constitution of the Managing Committee and Minutes of the Meetings.
2. Annual Action Plans
3. GOs & Resolutions passed by the Managing Committee of TSBCESDTC
4. Accounting Manuals
5. Progress Reports
6. Budget Files
7. Cash Book, Grant-in-Aid Register.

8. *Instructions and Circular instructions issued by the Managing Committee and Govt., from time to time regarding implementation of various Coaching programmes & Skill Development & Training programmes for educated unemployed BC youth.*
9. *Constructions of BC Study Circle buildings.*
10. *Correspondence Files*

Chapter-7

Arrangement for Consultation with or Representation by the Members of the Public in Relation to the Formulation of Policy or Implementation thereof, under Section 4 (1) (b) (viii)

On receipt of representation from Members of the Public, the request/suggestions are examined thoroughly and the same will be placed before the Managing Committee of TSBCE SDTC for implementation and improvements in the various Coaching programmes and skill development programmes.

Chapter-8

Boards, Councils, Committees and other Bodies Constituted as Part of Public Authority, under Section 4 (1) (b) v (iii)

The Managing Committee of TSBCE SDTC has been constituted with the following Members vide G.O.Rt.No.293 BC Welfare (B) Department dated 13.9.2017.

S.No.	Occupation & Address	Designation
1	Special Chief Secretary/ Principal Secretary/Secretary to Govt., BC Welfare Dept.	President
2	Commissioner/Director of BC Welfare	Vice-President
3	Commissioner of Scheduled Caste Development Department	Member
4	Commissioner of Tribal Welfare	Member
5	Additional/Joint Secretary/Deputy Secretary, Finance Department	Member
6	Commissioner of Women Development & Child Welfare Dept., or Nominee	Member
7	Commissioner of Industries or Nominee	Member
8	Commissioner of Rural Development/C.E.O.SERP	Member
9	Executive Director, EGMM	Member
10	Director, Telangana State Backward Classes Employability Skill Development & Training Center, Hyderabad	Member-cum-Convenor

Chapter-9

Directory of Officers and Employees, under Section 4 (1) (b) (ix)

Following is the Information of the Officers and Employees working in the BC Study Circle at Head office at different levels and their Contact Address is furnished as here under

S.No	Name & Designation	Telephone & Fax: Nos.	eMail
1	Sri. N.Balachary, Director	040-24071178 (Off)	ts bcstudycircle@gmail.com
2	Sri. N. Satyanarayana, Administrative Officer	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
2.	Sri. T.Radha Krishna	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
3	Sri.K. Bhaskar Guptha, Academic – Incharge.	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
4	Smt. A. Vasantha Vani, Course Coordinator	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
5	Sri. B. Krishna Rao, Sr. Accountant	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
6	Smt. T.Narmada, Jr. Accountant	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
7	Sri. T.Shankar, Data Entry Operatyor-Jr.Asst.	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
8	Sri.Swadeepak.B, Data Processing Officer	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
9	Sri. T. Ramulu, Librarian	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
10	Sri. Kurmanaikulu, Office Subordinate-1	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
11	Smt. Maria, Office Subordinate-2	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
12	Sri. Devaiah, Night Watchman	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
13	Sri. Shiva Kumar, Office Subordiante-1	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
14	Sri. Venkat, Office Subordinate-2	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in
15	Sri. Shekar, Office Subordinate-3	040-24071178 (Off)	bcstudycircle_hyd@yahoo.co.in

Chapter-10

Monthly Remuneration Received by the Officers and Employees including the System of Compensation on as Provided in Regulations, under Section 4 (1) (b) (xi)

Information on remuneration and compensation structure for the Officers and Employees working in Telangana State BC Employability Skill Development & Training Centre, Head office, Hyderabad, in the following format.

S. No	Name of the Employee & Designation	Basic Pay (In Rupees)
1.	Sri. N.Balachary, Director	Rs. 97,629/-p.m.
2.	Sri. B. Krishna Rao, Sr. Accountant	Rs.73,087/-p.m.

➤ All other Staff are on outsourcing basis.

Chapter-11

Budget Provision, Released, Expenditure booked for the FY 2017-18 to 2018-19 to TSBCESDTC under Section 4 (1) (b) (xi)

(Rupees in Lakhs)

S.NO.	Name of the Scheme	2017-18			2018-19		
		Budget allocated	Budget released	Expenditure	Budget allocated	Budget released	Expenditure (upto 28.02.2019)
1	Coaching programme & Skill Development Programmes to educated un-employed youth	1400.00	210.00	2569.30	2500.00	375.00	808.50

Chapter-12

Manner of execution of subsidy programmes (Free Coaching for Competitive Exams)

Under the scheme free coaching is provided by way of coaching, study material and employment information for students belonging to Backward Classes community

- *Civil Services and other UPSC Examinations*
- *Telangana Public Service Commission Examinations. (Group I, II,III, IV)*
- *Banks, Insurance Companies, Staff Selection Commission (Government of India), Railway Recruitment Board and other Government Service Competitive Examinations.*

Eligibility

- *Parents / Guardian whose annual income Rs.1.50 Lakhs in rural area and Rs.2.00 Lakhs in Urban Area.*
- *The candidates shall be in the age group of 18 - 35 years and education qualification is as per the requirement of the course & as prescribed by the Govt., for the Recruitment of the post.*
- *Should be Backward Class certificate from concerned Tahasildar/ Transfer Certificate of School.*

Chapter-13

Particulars of recipient of concession, permits

The TS BC Employability Skill Development & Training Centers in the State are giving free coaching to the BC educated un-employees on free of cost. There is no recipient of concessions in this Institution.

Chapter-14

Information Available in Electronic Form, under Section 4 (1) (b) x (iv)

The information relating to the TSBCE SDTCs (BC Study Circles) on various important matters and also guidelines issued from time to time are made available in the internet and the same can be accessed at the Website: tsbcstudycircle.cgg.gov.in

Chapter-15

Particulars of facilities available to citizens for obtaining information :

S.No.	Facility	Location of Facility/Name	Details of information made available
1	Office Notice Board	H.No.17-1-388/L/3, Laxminagar Colony, Road No.8, Saidabad, Hyderabad – 500 059.	As per RTI Act Sec. 4(1) (b) and details of Pio, APIO and Appellate Authority as per Sect.5
2	Website	www.tsbcstudycircle.cgg.gov.in	As per RTI Act 4(1) (b)

Chapter-16

Names, Designations & Particulars of Public Information Officers

S.No.	Information Officers	Name & Designation of the Officers	Telephone Nos.	e-mail.
1	Appellate Authority	Smt. Anitha Rajendra	040-23319254	Jtdir_bcw-ts@nic.in
2	Public Information Officer	Sri. T. Balachary	040-24071178	bcstudycircle_hyd@yahoo.co.in
3	Asst.Public Information Officer	Smt. A.Vasantha Vani	040-24071178	bcstudycircle_hyd@yahoo.co.in

LIST OF TSBCESDTCS (TS BC STUDY CIRCLES) FUNCTIONING IN THE STATE.

S.NO.	Name of the TSBCESDTC	Name of the Director	Phone No.
1.	TS BC Study Circle, Hyderabad	Sri N.Balachary Director	040-24071178
2.	TS BC Study Circle, Warangal	Sri. MPV Prasad (Contract)	0870-2571192
3	TS BC Study Circle, Mahabubnagar	Sri Dr.S.Vijaya Kumar (Contract)	08542-245790
4	TS BC Study Circle, Adilabad	Sri Praveen (Contract)	08732-221280
5	TS BC Study Circles, Karimnagar	Sri M.Ravi Kumar (Contract)	08782-228686

6	TS BC Study Circle, Khammam	Smt. G.Srilatha (Contract)	0874-2227427
7	TS BC Study Circle, Nizamabad	Sri Ch. Venkanna (Contract)	08462-245055
8	TS BC Study Circle, Sanga Reddy	Sri Ramulu (Contract)	08455-277015
9	TS BC Study Circle, Nalgonda	Sri.K.Vijay Kumar (Contract)	0868-2220007
10	TS BC Study Circle, Siddipet	Sri K.Ramulu (Contract)	08457-224941
11	TS BC Study Circle, Gadwal	Sri T.Praveen (Contract)	08546-272022

Chapter 17

Citizens' Charter

As per the recommendation of the 2nd Administrative Reforms Commission

S.NO.	Name of the Wing	Subject	Time frame for disposal of the case
1	ADMN.	Sanction of increments	3 working days
		Sanction of Leave	3 working days
		Sanction of Bills	15 days
		Request afor information under RTI Act	Within 30 days as per the Act.
2	COMMUNICATIONS	Routine Matters	5 days
		Other than routie matters	15 days

**DIRECTOR,
TSBCESDTC,
HYDERABAD.**