

## CHAPTER - 2

### Particulars of the Organization, Functions and Duties [Sec.4 (1) (B) (i)]

Sl. no	Name of the organization	Address	Functions	Duties
1	Department of Employment and Training	<u>District Employment Office</u>  Pillalamamrri Road  Girls I.T.I. Campus ,Mahabubnagar  Phone (Off) 08542-242362 9701200819  E-mail: de.nagakarkarnool@gmail.com	District Employment Officer is the Head of the Department at the district level and responsible to the District and Head Office.  1. Registration of Un-Employed Youth (Issue of Employment Cards) 2. Renewals and Modifications of Employment Cards . 3. Employment Cards Transferred of Other Districts and Other States also	1. Maintenance of Un-Employed Data Qualification wise and Caste wise Gender wise 2. Collection Of ER-1, Returns for Quarterly (Data of Govt Employees Sector wise and Gender wise) 3. Sponsoring of candidates for Varies Govt and Pvt as per the Required Notification 4. Dist. Employment Offcier as a Convener in Dist Outsourcing Committee for allotment of Out sourcing agencies in Varies Govt Departments 5. Dist. Employment Offcier as a Convener in PMKVY Scheme and Conducting Jobmelas for PVT establishments .

### POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES [Sec.4 (1) (B)

(ii)]

Sl. no	Name of officers/employees	Designation	Duties allotted	Powers
1	Sri.D.Venkateshwar Raju	Junior Employment Officer (I/C)	Statutory	The Junior Employment Officer has powers to collector for information,
			Administrative	All Administrative powers are vested with District Employment Offcier Mahabubnagar.
			Financial	Financial powers are vested with District Employment Officer ,Mahabubnagar allotted by the Head Office.
			Other	Responsible for supervision all the schemes/projects and the will be called by the Head Office for furnishing the information and data for facilitating decision at higher levels in the Governemtn

**Procedure followed in the decision making process [Sec.4 (1) (B) (iii)]**

Activity	Description	Decision - making process	Designation of final decision making authority
Goal - setting & Planning	---	---	---
Budgeting	---	---	---
Formation of Programmes, schemes And projects	---	---	---
Recruitment / hiring of personal	---	---	---
Release of funds	---	---	---
Implementation delivery of service/utilization of funds	---	---	---
Monitoring & evaluation	---	---	---
Gathering feedback from public	---	---	---
Undertaking Improvements	---	---	---

**Norms set for the discharge of its functions [Sec.4 (1) (B) (iv)]**

Sl. No	Function / Service	Norms/ Standards Of performance set	Time frame	Reference documents prescribing the norms (Citizen's Charters Service Charter etc.)
1	Registrations	Registration of Un-Employed Youth (Issue of Employment Cards) Online web site <a href="http://WWW.employment.telangana.gov.in">WWW.employment.telangana.gov.in</a>	Same Day	Functionary and Department manual of the Employment Department is being followed
2	Renewal and Modifications (Extra Qualifications )	Renewal of Employment cards and Adding of Extra Qualifications	Same day	Functionary and Department manual of the Employment Department is being followed.
3	Transfer of Employment Cards	Transfer of Employment Cards for Requisition to Un-Employed Youth for Other Districts and States.	2 days	Functionary and Department manual of the Employment Department is being followed
4	Sponsoring of Candidates	Sponsoring of Candidates for Govt and Private Organization as per Notifications	2 days	As per rules
5	Out sourcing Services	Registration of Out sourcing Agencies And files functioning to Dist.Collector to Allotment of OSA IN Veries Govt Departments	2 days	As per G. RT NO. 4459 Dated:27-12-2006 of the Finance (SMPC) Department .

**The Rules, Regulations, Instructions, Manual and Records for Discharging Functions [Sec.4 (1) (B) (v)]**

Sl. No	Description	Gist of Contents	Price of the Publication of priced
<b>Rules &amp; Regulations</b>			
1	TSCS ACT VII OF 1964	Registration, issue of bye laws etc.,	NIL
<b>Instructions</b>			
1	Manual Records Publications	Nil	Nil

**Categories of Documents held by the Public Authority under its Control  
[Sec.4 (1) (B) (vi)]**

Sl. No	Category of documents	Title of the documents	Designation and address of the custodian (held by / under the control of whom)
1	Registration of Un-Employed Youth	Registration certificate & Byelaws.	District Employment Officer at District level
2	Office files	Files	Concerned section clerks and Superintendent
3	Library and books	Reference books, Journals Magazines etc.,	-
4	Records	Closed files like L-dis, D-dis, R-dis etc.,	Senior Assistant
5	Bills	Pay rolls, Advances and Loan etc.,	Senior Assistant
6	Infrastructure like vehicles, furniture etc.,	Vehicles, Furniture, Stationary etc.,	Senior Assistant

**Arrangements for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof [Sec.4 (1) (B) (vii)]**

Sl. No	Function / Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation
1	--	---	---
2	---	--	---
3	---	---	---

**Boards, Councils, Committees and other Bodies constituted as part of  
Public Authority [Sec.4 (1) (B) (viii)]**

S. No	Name of Board, Council, Committee, etc.,	Composition	Powers & Functions	Whether its Meetings open to Public / Minutes of its meetings accessible for Public
1	District Level Committee to executed For Out Sourcing Services	1) District Collector,Chairman	Allotment Outsourcing Agencies in Varies Govt Departments	Accessibility to members and Special invites
		2) Dist. Employment Officer, Convener		
		3) Dy. Director ,Dist. Treasury,Member		
		4) Dist, Labour Officer, Member		
2	Skill Monitoring Committee (PMKVY)	1) District Collector,Chairman	For Verification of Trg Centers for Veries Job rols allotted to Pvt Trg Centers	Accessibility to members and Special invites
		2) Dist. Employment Officer, Convener		
		3) Dist.Rural Devolopment Officer,Member		
		4) DTWO,Member		

**Directory of officers and employees [sec.4 (1) (b) (ix)]**

S. No	Name of Board, Council, Committee, etc.,	Composition	Address of the officer/ Employee (Name of the district)	Composition	Telephone and fax numbers		
					Office	Residence	Mobile
1	Smt.J.Vijayanirmala	Junior Employment Officer	Mahabubnagar	Junior Employment Officer	District Employment Office, Mahabubnagar	Mahabubnagar	7997973355
2	D.Venkateshwar Raju	Senior Assistant	Mahabubnagar	Senior Assistant	District Employment Office, Mahabubnagar	Mahabubnagar	9701200819
3	M.Venkataiah	O.S	Mahabubnagar	O.S	District Employment Office,Mahabubnagar	Mahabubnagar	9440689482

**Monthly Remuneration Received by the Officers and Employees Including the System of Compensation as provided in Regulations [sec.4 (1) (b) (x)]**

Sl. No	Name	Designation	Basic Pay	SPL. PAY	D. A	HRA	T,S,SP	GROSS
1	Smt.J.Vijayanirmala	Junior Employment Officer	39160	40	9439	7832	450	56921
2	D.Venkateshwar Raju	Senior Assistant	28940	---	6976	5783	360	42064
3	M.Venkataiah	O.S	39160	--	9439	7832	450	56881

**Budget Allocated to Each Agency including Plans etc., [sec.4 (1) (b) (xi)]**  
**Abstract of Budget Estimates for 2016-17**

Scheme	Budget Estimate 2016-17	Amount released	Expenditure
--	--	--	--
--	--	--	--

**Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries [sec.4 (1) (b) (xii)]**

Name of Programme / Activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Disbursement procedure
---	--	--	--

**Particulars of Recipients of Concessions, Permits or Authorization  
Granted by the Public Authority [sec.4 (1) (b) (xiii)]**

**The district fishery officers will be granting this**

<b>Institutional Beneficiaries</b>				
Sl.No	Name & Address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of granting authority
---	---	---	---	---
---	---	---	---	---

<b>Name of the Programme / Scheme</b>				
Sl.No	Name & Address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of granting authority
---	---	---	---	---

<b>Individual Beneficiaries</b>				
Sl.No	Name & Address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of granting authority
---	---	---	---	---

<b>Name of the programme/Scheme:</b>				
Sl.No	Name & Address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of granting authority
---	---	---	---	---

**The information, available to or held by it, reduced in an electronic form**

**[sec.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)
Website	WWW.employment.telangana.gov.in	Department activities, tenders, action plan, budget, organization Structure, notes etc.,	-
Internet Connectivity	BSNL/For official correspondence with the district officials	Official E-mailing	Sr.Asst

**Particulars of Facilities available to citizens for obtaining Information  
[sec.4 (1) (b) (xv)]**

Facility	Description (Location of Facility / Name etc.,)	Details of information made available
Notice Board	District Employment Officer.Mahabubnagar	Junior .Employment Officer
News Paper Reports	Junior .Employment Officer	Sr.Asst.
Public Announcements	Junior .Employment Officer	Sr.Asst.
Information	Junior .Employment Officer	Sr.Asst.
Publications	Junior .Employment Officer	Sr.Asst.
Office Library	Junior .Employment Officer	Sr.Asst.
Websites	Junior .Employment Officer	Sr.Asst.
Other Facilities (Name)	Junior .Employment Officer	Sr.Asst.

**Name, Designation and other particulars of public information Officer  
[sec.4 (1) (b) (xvi)]**

Sl. No	Name of office / administrative unit	Name and Designation Nodal APIO	Office telephone : Fax: Cell No:	E-Mail
1	O/o District Employment Office, Mahabubnagar	Sri.D.Venkateshwar Raju Sr.Asst	9701200819	de.nagarkarnool@gmail.com

**PUBLIC INFORMATION OFFICER (S)**

Sl. No	Name of office / administrative unit	Name and Designation Nodal APIO	Office telephone : Fax: Cell No:	E-Mail
1	O/o District Employment Office, Mahabubnagar	Sri.D.Venkateshwar Raju Junior Employment Officer (I/C)	9701200819	de.nagarkarnool@gmail.com

**Other information as may be prescribed and thereafter update these publications every year [sec.4 (1) (b) (xvii)]**

- Poster on the inland and cooperatives
  - Poster on the welfare activities
- PLACE ; Mahabubnagar.

**NAME AND DESIGNATION OF THE OFFICER**

**DATE: 20-04-2018**

Sri.D.Venkateshwar Raju  
Junior Employment Officer (I/C)  
Nagarkurnool.





# **RTI ACT - 2005**

## **4 (1) (B)**

**District Employment Officer ,  
Nagarkurnool**