

GURUKULAM

A.P. TRIBAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTION SOCIETY®

From
Sri K.V.Satyanarayana, I.A.S.,
Secretary, Gurukulam, 2nd Floor,
D.S.S. Bhavan, Masab Tank,
A.P., Hyderabad.

To
The Project Officers of ITDAs /
The Addl. Joint Collectors of Non-ITDAs
In the state.

Lr.Rc.No.C2/1071/2010, Date.27.05.2010

Sir,

Sub:- Gurukulam – Hyderabad – Delegation of powers to the Project Officers of ITDAs / Joint Collectors of Non-ITDA Districts – Certain administrative arrangements for effective functioning of Gurukulam institutions in the districts – Instructions – Reg.

Ref:- 1) This office Procs.Rc.No.C1/4628/07, Dt.17-11-2007.
2) CTW, AP, Hyderabad Memo.Rc.No.H1/1271/10,
Dt.06-05-2010.
3) Review meeting of DTWOs held on 04-05-2010.

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As you are aware that during the conference held on 29-04-2010 with the POs of ITDA and DTWOs review meeting held on 05-04-2010, certain suggestions have been made by POs and DDs(TW) for the strengthening of the Gurukulam institutions. In view of these suggestions the following changes /modifications are made:

- The Project Officers of ITDAs and Addl. Joint Collectors of Non-ITDA Districts are designated as District Secretaries, APTWRIES (Gurukulam).
- The DDs (TW) in ITDA Districts and DTWOs of Non-ITDA Districts are designated as Dy. Secretary & Asst. Secretary, Gurukulam respectively
- Gurukulam Cells functioning in ITDA and non-ITDA districts would be under the control of DD (TW) and DTWO respectively and all correspondence to the PO/Adl JC shall be made through the DD (TW) and DTWO.
- One of the Principals of the Gurukulam institutions located in the near vicinity of PO, ITDA/Adl. JC is nominated as the nodal officer and who acts as a coordinator between PO/Adl. JC and the rest of the Gurukulam institutions for conveying and passing on the instructions of the PO/Adl. JC from time to time.

The detailed job charts of DD (TW)/DTWO and ATWO are enclosed and it is to reiterate that the duties mentioned in the job charts are not exhaustive, but indicative only.

In view of these changes and modifications it is requested that all the Project Officers / Addl. Joint Collectors to take necessary follow up action for the effective monitoring of the Gurukulam institutions.

Encl:- (2)

Sd/- K.V.Satyanarayana, I.A.S.,
Secretary, Gurukulam

Joint Secretary

To

All the DDs (TW) of ITDA Districts / DTWOs of Non-ITDA districts.
All the Principals / OSDs of APTWR Schools / Colleges in the state.
All the Special Officers for KGBVs / HMs of the Mini Gurukulams.
Copy to all the Dist. Collectors for information.
Copy to the Commissioner of Tribal Welfare, A.P., Hyderabad.
Copy submitted to the Spl. Chief Secretary to Govt. (TW), A.P.,
Hyderabad / Chairman Gurukulam.
Copy to all Officers and Sections in Gurukulam.
Copy to stock file.

JOBCHART of DD (TW) / DTWO

DD (TW) / DTWO has been designated as Deputy Secretary, Gurukulam at the district level and is responsible for the holistic development of the Gurukulam Institutions so as to achieve the excellence in all spheres of the development under the overall control and supervision of PO, ITDA/Adl JC. Some of the important responsibilities and functions are mentioned below:-

Administrative

- I. As a member of the District level Committee DD (TW) / DTWO should ensure to complete:
 - Promotions , renewal & recruitment of Guest & Part-time teachers
 - Compassionate appointments up to Jr. Assist cadre
 - Appointment of non-teaching staff on outsourcing basis
- II. DD (TW) / DTWO is responsible for the sanction of Post matric scholarships to the eligible students in Gurukulam institutions
- III. DD (TW) / DTWO shall process all the cases of medical reimbursement including Rajiv Giribala Raksha Insurance for the approval of PO, ITDA/Adl. JC for the onward transmission to Secretary, Gurukulam.
- IV. In case of all disciplinary cases a discrete and detailed enquiry shall be conducted by DD (TW) / DTWO under the instructions of PO/Adl JC and to submit a report to the Secretary, Gurukulam as soon as disciplinary action is initiated.
- V. DD (TW) / DTWO are responsible for the submission of reports, periodicals, evaluation reports etc, as and when required by Gurukulam head-office.

Inspections & test checks

- VI. DD (TW) / DTWO shall supervise and test-check the distribution of NT Books, Note Books, Dresses and Scholarships and would be responsible for proper distribution of these items to the students of Gurukulam institutions including KGBVs and Minigurukulams.
- VII. DD (TW) / DTWO should organize the 100% verification of boarders from October onwards and to prepare the list of long absentees/dropout every month and accordingly to make efforts to bring back the children.
- VIII. DD (TW) / DTWO shall undertake periodic inspections of all institutions and to submit all his observations to the PO, ITDA/Adl JC and also to mark a copy to Gurukulam head office.
- IX. DD (TW) / DTWO shall also organize inspection of institutions through the officers under their control such as ATWOs etc

Monthly meetings

- X. DD (TW) / DTWO shall organize a monthly meeting chaired by PO,ITDA/Adl JC, with the Principals of institutions for monitoring the performance of the institutions.
- XI. DD (TW) / DTWO shall ensure that all the monthly reports so received from the Principals are compiled & analyzed before placing them for PO, ITDA and DD (TW) / DTWO also to send a copy to the head-office of Gurukulam.

Academic

- XII. DD (TW) / DTWO shall endeavor to attain the highest academic standards in Gurukulam Institutions duly organizing the academic inspections from time to time through the identified educationists.
- XIII. DD (TW) / DTWO shall also organize the visits of eminent educational experts to the Gurukulam institutions for upgrading the knowledge of both teachers and students.
- XIV. DD (TW) / DTWO should monitor the functioning of EAMCET coaching centers/any other specialized trainings organized from time to time. DD (TW) / DTWO is required to arrange to evaluate the performance of the students and the efficiency of the teachers in imparting the required training.
- XV. DD (TW) / DTWO is required to identify the resource persons to impart training to the teachers in developing English language skills.
- XVI. DD (TW) / DTWO shall ensure that all the seats are filled in by organizing special campaigns, kalajathas and other modes of communication to attract the students belong to PTGs.

Development activities

- XVII. DD (TW) / DTWO shall ensure the convergence of schemes such as NREGS for the Horticulture development.
- XVIII. DD (TW) / DTWO shall assist the PO, ITDA/Adl JC in the sanction of minor works & repairs and purchase & procurement of materials duly following the norms.
- XIX. DD (TW) / DTWO is required to review the progress of construction as well as the maintenance of Gurukulam institutions with EEs (TW) concerned and ensure to complete the execution of works in all respects.
- XX. DD (TW) / DTWO is also required to identify the need for additional Infrastructure such as addl. rooms, addl. Dormitories, addl. Toilets, staff quarters and re-construction of quarters etc., and to submit a proposal to the Secretary, Gurukulam through PO,ITDA/Adl JC.

Accounts & Audit

- XXI. DD (TW) / DTWO shall organize the Annual Audit of all the Gurukulam institutions duly identifying the CAs who are empanelled by the District Collectors/PO,ITDA and to process all the Audit reports for the signature of PO,ITDA/Adl JC.
- XXII. Ensure to send the Utilization certificates for the money released by the Gurukulam from time to time.

JOBCHART of ATWO

ATWOs shall work under the guidance and supervision of PO, ITDA and DD(TW)/DTWO and he should perform the duties as assigned from time to time. The following are some of the important responsibilities.

- (i) The Asst. Tribal Welfare Officers shall thoroughly inspect all the Gurukulam institutions i.e., Hostels section of Res. Schools / Colleges and overall inspections KGBVs and Mini Gurukulams located in their jurisdiction at least once in a month without fail on par with TW institutions.
- (ii) ATWOs are responsible for supervising the distribution of dresses, note books, work books, NT books to the students of Gurukulam institutions in coordination with Gurukulam cells / Principals concerned.
- (iii) ATWOs shall be responsible for enrolment of ST school going children in the schools and furnish monthly reports to the POs / DD (SW) / DTWOs.
- (iv) ATWOs are responsible for collection and maintenance of basic data related to STs in relation to Gurukulam institutions.
- (v) ATWOs are responsible for verification social status of ST candidates as and when required by POs / Addl. JCs / Gurukulam head-office.
- (vi) The Asst. Tribal Welfare Officer should make special efforts for the admission of deserving students into Gurukulam institutions, as per the instructions of POs of ITDAs / Addl. JCs of Non- ITDAs in respect of PTG Schools.
- (vii) ATWO is also responsible for organizing health camps / checkup in all Gurukulam institutions frequently and ensure to cover all institutions at least once in a month and to submit inspection reports to the DD (TW) / DTWO every month for onward transmission to head-office.

Secretary, Gurukulam

PROCEEDINGS OF THE CHAIRMAN::GURUKULAM (APTWREIS), HYDERABAD and SECRETARY
TO GOVERNMENT, TRIBAL WELFARE DEPARTMENT

Present: Sri V.Nagi Reddy, I.A.S.,

Procs.Rc.No:4628/C1/2007

dt:17-11-2007

Sub:- Gurukulam, Hyderabad—Planning—Delegation of certain powers to Project Officers of ITDAs and Joint Collectors of Non-ITDA Districts for effective functioning of Gurukulam Institutions—Orders—Issued.

Ref:- Discussions on the proposals submitted by the Member Secretary, Gurukulam during the Project Officers Conference held on 2nd and 3rd of November, 2007 at Dr.MCR HRD Institute, Hyderabad.

ORDER:

The Member Secretary, Gurukulam has presented a proposal on delegation of certain powers to Project Officers of ITDAs districts in case of ITDA Districts and Joint Collectors in case of Non-ITDA Districts before the Chairman, Gurukulam in the Project Officers conference held on 2nd and 3rd of November, 2007 for effective functioning of all APTWRE Institutions on account of decentralization of financial and administrative powers.

The item wise proposals have been discussed with the Project Officers of ITDAs and the powers as detailed in the annexure are herewith delegated to the Project Officers in ITDA districts and Joint Collectors in case of Non-ITDAs in addition to powers delegated to them earlier.

Therefore, all the Project Officers of ITDAs and Joint Collectors of Non-ITDA districts are requested to see that, the Gurukulam Institutions function effectively and to achieve better results from 2007-08 onwards.

Sd/-
(V.NAGI REDDY)
Chairman, Gurukulam &
Secretary to Government,
Tribal Welfare Department

To
All the Joint Collectors of Non-ITDA Districts in the State
All the Project Officers of ITDAs in the State
Copy to the Director, Tribal Welfare Department, Hyderabad for information.
Copy to all the District Tribal Welfare Officers in the state
Copy to all the Principals of Gurukulam Institutions in the state
Copy to all Officers / Section Superintendents / Section Assistants at Gurukulam Head Office.
SF.

GURUKULAM

(A.P.Tribal Welfare Residential Educational Institutions Society ®, Hyderabad)

DELEGATION OF CERTAIN POWERS TO PROJECT OFFICERS OF ITDAs / JOINT COLLECTORS OF NON-ITDA DISTRICTS FOR EFFECTIVE FUNCTIONING OF GURUKULAM INSTITUTIONS

| Sl. No. | Item | Powers | |
|------------|--|--|---|
| | | Existing | Delegated to |
| I | ADMINISTRATION | | |
| 1 | Compassionate appoints upto Jr. Assistants | Gurukulam Head Office | POs of ITDAs / JCs of Non-ITDA districts |
| 2 | Renewal of Contract Residential Teachers (CRTs) basing on the performance | -do- | POs of ITDAs / JCs of Non-ITDA districts |
| 3 | Appointment of Guest Teachers / Guest Lecturers | Principal | POs of ITDAs / JCs of Non-ITDA districts |
| 4 | Appointment of Non-Teaching staff on Out sourcing basis | Principal | POs of ITDAs / JCs of Non-ITDA districts |
| 5 | Formation of Gurukulam Cell in ITDA Office / DTWO's Office in respect of Non-ITDA Districts. | -- | POs of ITDAs / JCs of Non-ITDA districts |
| II | ACADEMIC | | |
| 6 | 100% verification of Boarders (once in a year) | -- | POs of ITDAs / JCs of Non-ITDA districts |
| 7 | Academic Inspections for all institutions | Gurukulam | GURUKULAM |
| 8 | Review Meetings with Principals once in a month | Gurukulam / POs of ITDAs | POs of ITDAs / JCs of Non-ITDA districts |
| III | FINANCIAL POWERS | | |
| 9 | Minor works i.e., repairs to buildings, all kinds of minor repairs like bore wells, electrical wiring, furniture etc., | Rs.10000/- per annum to Principals | Above Rs.10,000/- and upto the budget available per annum to POs of ITDAs / JCs of Non-ITDA districts |
| 10 | Purchases of materials | Upto Rs.10,000/- per annum to Principals | Above Rs.10,000/- and upto budget available per annum to POs of ITDAs / JCs of Non-ITDA districts |
| 11 | Medical expenses including Rajiv Gira Bala Raksha Insurance Scheme | Gurukulam | POs of ITDAs / JCs of Non-ITDA districts. |
| 12 | Budget Estimates (Minor head wise) Revised estimates | Gurukulam | POs of ITDAs / JCs of Non-ITDA districts |

Sd/-
(V.Nagi Reddy)
Chairman
Gurukulam

D.O. Rc. No. C1/4628/2007 dated:23-08-2008

Dear

Sub: Gurukulam - Functioning of Gurukulam institutions-Powers delegated to Project Officers of ITDAs and District Tribal Welfare Officers-Operationalizing the delegation-Constituting Gurukulam cells in the Offices of ITDAs and District Tribal Welfare Officers-Communicating the guidelines-reg.,

Ref: Chairman, Gurukulam Progs. Rc.No. 4628/C1/2007 Dated 17.11.2007

I invite your attention to the subject and reference cited (**copy enclosed**) wherein certain powers, for effective day to day administration of AP TW Residential Educational institutions functioning in your district have been delegated to you.

But in spite of the delegation it is observed that still Principals of Residential Schools and Colleges and Special Officers of KGBVs and Mini Gurukulams have been bringing various proposals and representations to my office. I observe that in most of the cases, the issues could have been sorted had they approached you directly.

I feel that the reason for this is that even though the powers have been delegated, procedure for operationalizing the delegations has not been specified. As a result inspite of the delegation, various issues are still being referred to my office. Hence I am communicating herewith guidelines for operationalizing the delegations. immediate and strict implementation. You may also hold monthly review meetings with the heads of the institutions on specified dates to ensure that they function effectively under your supervision and direct control.

I request that you may acknowledge the receipt of these guidelines and also mark a copy of the minutes of the monthly meeting to me held by you from time to time.

Encl: (a/a)

Yours sincerely,

(D. Kadmiel)

Copy submitted to the Principal Secretary to Government, Tribal Welfare Department, A.P., Hyderabad

GUIDELINES FOR DAY TO DAY ADMINISTRATION OF APTW RESIDENTIAL EDUCATIONAL INSTITUTIONS IN ACCORDANCE WITH THE POWERS DELEGATED TO PROJECT OFFICERS OF ITDA DISTRICTS AND JOINT COLLECTORS OF NON-ITDA DISTRICTS AS PER PROCEEDINGS Rc.No:C1/4628/2007, dt:17-11-2007 OF THE CHAIRMAN, GURUKULAM AND PRINCIPAL SECRETARY TO GOVERNMENT, TRIBAL WELFARE DEPARTMENT.

1. ROLL OF PROJECT OFFICER, ITDA DISTRICT / JOINT COLLECTOR OF NON-ITDA DISTRICT.

- 1.1. The Project Officer, ITDA / Joint Collector of Non-ITDA district shall be responsible at their respective district level for the day to day administration and management of APTW Residential Educational Institutions run by APTWREIS (Gurukulam).
- 1.2. The Dy. Director, Tribal Welfare in ITDA districts/ District Tribal Welfare Officers in Non-ITDA districts shall assist the Project Officer, ITDA/Joint collector in Non-ITDA in all matters pertaining to the above responsibility.

2. GURUKULAM CELLS:

- 2.1 In order to deal with all correspondence, running currents and all other office documents required for discharging the above responsibility a section shall be opened in each office of PO ITDA in ITDA districts/office of DTWO in Non-ITDA districts.
- 2.2 In case of ITDA districts, the section shall consist of (1) Office Superintendent, (1) Sr. Asst./ Jr. Asst. (with basic knowledge in computer applications)
- 2.3 In case of Non-ITDA districts the Sr. Asst., / Jr. Assistant (with basic knowledge in computer applications) will work under the control of Office Superintendent of the office of DTWO concerned.
- 2.4 For this purpose the POs / Joint Collectors are authorized to deploy any competent / willing candidates working in the institutions under their control.
- 2.5 No Principal / Teacher shall be drafted to work in the cells.
- 2.6 The Jr. Asst / Sr. Asst., shall maintain a personal register (PR) and all currents and also take care of their proper disposal.
- 2.7 He shall initiate the files and submit them through Office superintendent to Dy. Director / DTWO to PO, ITDA / Joint Collector.

- 2.8 The files shall be processed and PR shall be maintained as per the District Office Manual(DOM) and the PRs will be checked up every month.
- 2.9 The disposed currents shall be included in the record of the record room of Deputy Director, TW/DTWO concerned.

3. ADMINISTRATION:

- 3.1 The following powers have been already been delegated to the POs / Joint Collectors.

- a) Compassionate appoints upto Jr.Assts.
- b) Renewal of Contract Residential Teachers (CRTs) basing on the performance.
- c) Appointment of Guest Teachers / Guest Lecturers.
- d) Appointment of Non-Teaching staff on out sourcing basis.
- e) Formation of Gurukulam cell in ITDA office / DTWO's office in respect of Non-ITDA districts.
- f) Minor works i.e., repairs to buildings, all kinds of minor repairs like bore wells, electrical wiring, furniture etc.,
- g) Purchases of materials.
- h) Medical expenses including Rajiv Giri Bala Raksha Insurance scheme.

- 3.2 Further, as per Gurukulam recruitment rules 1999 with amendments from time to time the selection committee in respect of the following posts in ITDA districts the following selection committee constituted.

District level Committee in ITDA districts:

| | | |
|---|--|--------------------|
| 1 | PO, ITDA | Chair person |
| 2 | District Educational Officer (Agency) / Dy.E.O (Agency) | Member |
| 3 | One Principal of Gurukulam institutions in the district (to be nominated by Chairperson) | Member Convener |

District level committee in Non-ITDA districts:

| | | |
|---|--|--------------------|
| 1 | District Collector or his nominee (not below the rank of DRO) | Chair person |
| 2 | DTWO | Member |
| 3 | One Principal of Gurukulam institutions in the district (to be nominated by Chairperson) | Member Convener |

The DTWO shall circulate the file to the Chairperson for giving the promotions / appointments.

District level posts for promotion / appointment:

| Sl. No. | Post | District committee powers |
|---------|---------------------------------|---------------------------|
| 1 | Sr.Asst., | for Promotion |
| 2 | Jr.Asst., | Appointment / promotion |
| 3 | ANM | Appointment |
| 4 | Plumber cum Electrical | Appointment |
| 5 | Typist cum comp. operator | Appointment / promotion |
| 6 | Record Asst. cum Xerox operator | Appointment / promotion |
| 7 | Driver | Appointment / promotion |
| 8 | Lab Asst., | Appointment / Promotion |
| 9 | Cooks / Ayahs / MPWs | Appointment / Promotion |

- 3.3 The Project Officers of ITDA districts / Joint Collectors of Non-ITDA districts shall take up the promotions and appointments only after receiving the instructions / guidelines communicated from the Member Secretary, Gurukulam.
- 3.4 No Principal / OSD / Spl. Officer shall forward any representation concerning service issues directly to Member Secretary, Gurukulam. He shall submit the representation to the PO, ITDA / Joint Collector and further action shall be taken as found deem fit by PO ITDA / Joint Collector.

4. LEAVES / METERNITY LEAVE RULES / HEAD QUARTER LEAVING PERMISSION:

- 4.1 The Project Officer, ITDA / Joint Collectors of Non-ITDA districts are competent to sanction the Casual leaves / Head quarter leaving permission and Leave on Medical grounds not exceeding 29 days to the Head of the Institutions as per A.P. leave rules.
- 4.2 Further, the Project Officer, ITDA / Joint Collector of Non-ITDA districts are competent to sanction the Medical leave above one month / Maternity leaves in respect of Teaching / Non-Teaching staff as per A.P. Leave rules.
- 4.3 The Project Officer, ITDA / Joint Collector of Non-ITDA districts shall send the proposals of medical leaves / long leaves beyond their limits to Member Secretary, Gurukulam for taking necessary action.

5. TRANSFERS NO DEPUTATION

- 5.1** The Project Officer, ITDA / Joint Collector of Non-ITDA districts are empowered to transfer the teaching / non-teaching staff in one institution to other institution as per the necessity on deputation basis. The information shall submit to the Member Secretary, Gurukulam immediately for information.
- 5.2** The Member Secretary, Gurukulam is the competent authority to transfer the Head of the Institution of Residential Schools / Colleges / Excellence Institutions.
- 5.3** The Project Officer of ITDA / Joint Collector of Non-ITDA districts are empowered to take up the transfer in respect of KGBVs / Mini Gurukulams as per the necessity and as per the guidelines.

6. DISCIPLINARY ACTION / SUSPENSION / REVOKING THE SUSPENSION

- 6.1** The Project Officer of ITDA district / Joint Collector of Non-ITDA districts are competent to place any teaching/non teaching staff member (except Principal and OSD of TW Residential Junior College) under suspension on prima-facie evidence of misappropriation,. Irregularity, misbehavior, misconduct. However, immediately within (3) days from the date of suspension, a detailed report shall be submitted to Member Secretary, Gurukulam for ratification and for initiating disciplinary action.
- 6.2** In case of guest teachers, part time guest teachers, Project Officer/ Joint Collector may discontinue the services in clear cases of irregularity, irresponsibility, misconduct etc.,
- 6.3** In case of action to be initiated against Principal of a Residential School and OSD of a Residential Junior College, proposals should be submitted to Member Secretary, Gurukulam with support record to initiate disciplinary action wherever required.
- 6.4** However, for revoking the suspension, the matter to be reported to Member-Secretary, Gurukulam and suspension can be revoked only with the approval of MS, Gurukulam.

7. ADMISSIONS:

- 7.1** The admissions will be made based on the common entrance test shall be approved with the PO, ITDA / Joint Collector of Non-ITDA districts.

7.2 The Project Officers / Joint Collectors have no discretion to admit children not found in the merit list. However, in case of PTGs, ST orphans, victims of atrocities, physically handicapped children belonging to ST community, POs and JCs can admit the children directly in any one of the Residential Institutions functioning under their control.

8. VERIFICATION OF BOARDERS:

8.1 From October onwards the POs / JCs shall cause verification of the attendance of the boarders and find out the physical presence of the boards and shall get the lists of long absentees / dropouts prepared every month and efforts should put into bring the children back.

9. INSPECTIONS:

9.1 The POs / JCs shall ensure that all the Gurukulam institutions are visited / inspected by the officers under their control as per the schedule enclosed at annexure-I

9.2 The Gurukulam cell shall evaluate the inspection reports and categorize the action to be taken at institution level, district level and state level separately.

9.3 The observations shall be computerized and follow-up shall be monitored every month. A copy of each inspection report shall be submitted to MS Gurukulam with in (3) days from the date of inspection.

10. ACADEMIC INSPECTIONS:

10.1 Instructions have already been issued vide Procs.Rc.No 1332/D2/Acad./2008, to conduct academic inspections of the institutions through the panel of experts. The PO ITDA / JC shall involve the DEO / DEO (A) of the district and get the inspection organized by drafting the experts from Colleges of Education / DIETs and other reputed educational institutions in the districts.

11. PROCUREMENT, PURCHASE AND SUPPLY OF MATERIALS:

11.1 The Dy. Director (TW) in ITDA districts and DTWO in Non-ITDA districts is primarily responsible to ensuring proper and timely procurement and supply of Text books, Note books, Uniforms, Trunk Boxes, Plates and Glasses etc.,

11.2 For purchasing material required for Gurukulam institutions, the instructions and procedure prescribed in GO Ms.No.75 SW(TW.Edn.I) dated 19-7-99 with amendments from time to time shall be followed.

12. BUDGET, RELEASES, EXPENDITURE

12.1 Project Officer, ITDA/Joint Collector shall obtain, consolidated and furnish the budget proposals, number statements for the institutions

under their control every year by September for preparing the BE for next financial year.

- 12.2. The budget release proceedings to the institutions shall be done online to the institutions directly from Gurukulam Hqs. once in every quarter and copies shall be marked to Project Officers/Joint Collectors.
- 12.3 Requisition for additional budget for any item of requirement shall be submitted to MS, Gurukulam through Project Officer/Joint Collector only. No proposal should be submitted by the institution directly to Gurukulam HQs.

13. MONTHLY MONITORING AND REPORTING

- 13.1 There shall be a monthly monitoring of the performance of the AP TW Residential Educational Institutions at District level.
- 13.2 For this purpose, the Principals shall submit the monthly reports as per the formats enclosed at Annexure-II.
- 13.3 The Dy. Director, TW/DTWO shall compile the reports and analyze them and place them before Project Officer, ITDA/Joint Collector for taking up a monthly review.
- 13.4 The monthly review shall be on a fixed between 10th to 20th of every month. The meeting shall be chaired by Project Officer/Joint Collector and DEO(A)/Dy.DEO shall also be invited for the meeting. Dy.Director, TW/DTWO shall convene the meeting. The date may be intimated to Gurukulam HQs in advance so that a representative of MS, Gurukulam can also attend the meeting. The minutes of the meeting shall be recorded and communicated to all Principals and MS, Gurukulam.
- 13.5 On every month 25th or the next working day there shall be a meeting with the Superintendents/ Senior Assistants of Gurukulam cells/sections at Gurukulam Hqs. The superintendents/senior assistants shall bring the compiled statement of the monthly reports of all the institutions and a copy of the minutes of the monthly review.
- 13.6 Besides this there will be a review on the functioning of Gurukulam institutions in the regular periodical meetings with Project Officers and DTWOs at state level.

Sd/- (D.Kadmiel)
Member Secretary
Gurukulam

(V.Ch.Veerabhadru)
Joint Secretary (FAC)
Gurukulam