

RTI Disclosure (as per section 4 (1)(b) of RTI Act 2005)

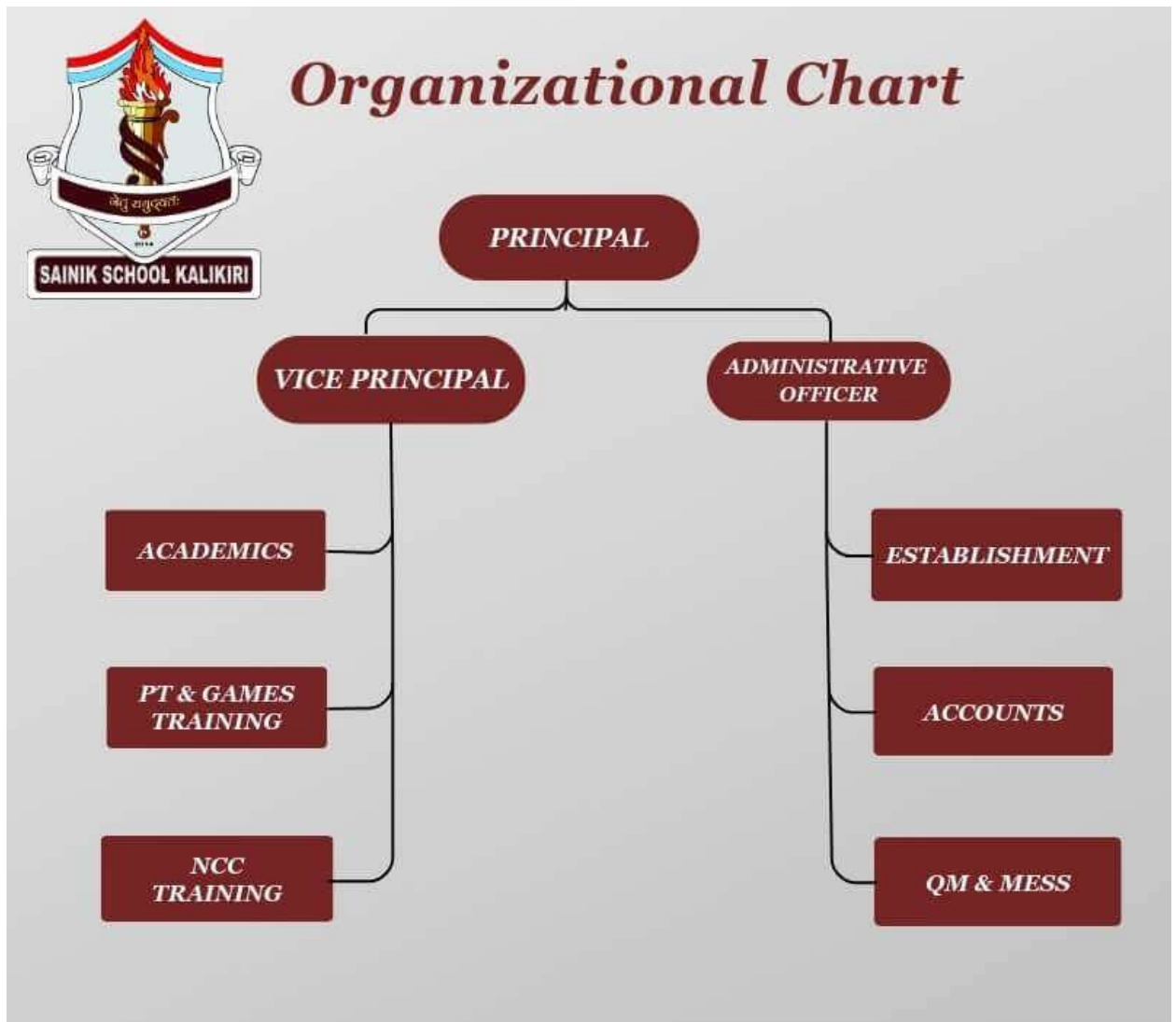
i. Particulars of Organization, Functions & Duties.

Sainik School Kalikiri is the twenty fifth Sainik School in the country and the second in Andhra Pradesh. Established in the year 2014, the School functions under the aegis of Sainik Schools Society, Ministry of Defence, Govt of India. It is a fully residential school for boys and girls, and is affiliated to Central Board of Secondary Education. The school offers admissions only to Class VI and Class IX. A Local Board of Administration oversees the overall administration of the school and ensures implementation of policies laid down by the Board of Governors from time to time. General Officer Commanding, Telangana & Andhra Sub Area, Secunderabad is the Chairman of Local Board of Administration of the school. Our motto, '**LEARN TO LEAD**' encompasses our core values and our promise to lead your child in every step of the way. Since its inception, the school has been rendering yeomen service to the nation by imparting quality education to the students hailing from different sections of the society. We view parents as an integral part of the child's journey, and encourage feedback on their child's progress from time to time. The school is located 5 kms away from Kalikiri Railway Station and 75 kms from Tirupati Railway Station.

STAFF DETAILS.

<u>STAFF DETAILS</u>	
Principal	Group Captain CS Pardesi
Vice Principal	Commander SSD Rathod
Admin Officer	Squadron Leader Misha Purshothaman
Academic Staff	35 (Regular-27; Contractual/Temp – 07)
Admin Staff	17 (Regular – 14; Contractual – 01)
General Employees	18 (Regular)

Organizational Chart



Contact details.

Kalikiri, Annamayya (Dist.),
Andhra Pradesh - 517234, India

Email: contact@sskal.ac.in

Phone No. +91 8772500270 (Office Superintendent)

ii. **Powers, Duties & Responsibilities of the Officers & employees.**

**DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL,
THE HEADMASTER AND THE REGISTRAR –**
(Extracts of Sainik School Society Rules & Regulations 1997)

CHAPTER XII

**DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL,
THE HEADMASTER AND THE REGISTRAR**

12.01 The Principal will be the Chief Executive and the Academic Head of the School and shall be responsible to the Board of Governors and to the Local Board of Administration for the smooth running and administration. He will provide academic and administrative leadership of the highest order and always keep in view that the reputation and prestige of a Sainik School depend on his actions which are watched by all the school employees as well as the students. He will, therefore, set the highest standards of integrity, honesty and efficiency through personal example and excellence in conduct on and off duty. He will identify himself wholeheartedly with the institution under his care, and the school in turn will be identified with the character of the Principal placed as its head.

12.02 He will be assisted in the performance of his duties by the Headmaster and the Registrar. He shall have the authority and responsibility for all matters connected with teaching, management and discipline of the school.

12.03 The Principal of a Sainik School will be responsible for effective command and control, efficient administration and optimum training efficiency. His duties will be:-

- (a) To ensure that academic and general training is organised on sound lines for a rapid harmonious growth of students.
- (b) To evolve and introduce effective checks for discovering and removing lacunae, if any.
- (c) To keep track of every student's growth and to keep the parents constantly informed of the progress being made by the child or vice versa.
- (d) To ensure that the staff are promptly guided and trained in the use of latest techniques, and that they are suitably sponsored for right type of courses aimed at their in-service-training on actual need basis, if necessary.
- (e) To hold staff conferences periodically for reviewing the progress of students in general and weak students in particular and for discussing and reviewing the methods in use. He will take at least one period every week with each class and talk to the students on matters of academic and general interest.

- (f) To moderate results in consultation with the staff, to ensure that no student continue to go down in studies or in general behaviour, and that those who are showing unsatisfactory progress despite the best care and advice are weeded out at the earliest possible stage.
- (g) To maintain proper public relations with the local civil administration in the District and State Govt officials and to ensure cordiality and harmony in regard to the parents and the members of staff.
- (h) To Brief the outgoing students and to keep track of the progress made by them after leaving the school, for a proper feed back.
- (i) To maintain popularity of the old Boys Association and to ensure that the annual meetings promote healthy contacts and proper relations between the old students and the new.
- (k) To build up and maintain healthy traditions essential for congenial atmosphere, perfect growth and proper inner discipline.
- (l) To make all appointments purely on merit, keeping the needs and the larger interests of the institution in view.
- (m) To maintain effective financial control and to sanction all expenditure strictly in accordance with the rules and the budgetary allocations.
- (n) To ensure proper use and regular maintenance of all buildings & equipment held by the School.
- (o) To ensure proper accounting of all funds, stores and equipment and to devise and introduce effective checks at different stages so as to avoid any misappropriation, embezzlement, loss or misuse of school money.
- (p) To take measures necessary for safe custody/security of all cash and equipment, including weapons and ammunition.
- (q) To ensure proper and optimum utilisation of all accommodation and other assets of the school.
- (r) To take measures necessary for proper health and hygiene of the school community.
- (s) To invite and accept tenders and to draw contracts.
- (t) To draw up and issue school standing orders covering all aspects of school administration and to constantly review and update these orders.

(u) To carry out a check personally the following at least once in a quarter and append his signatures in the relevant records in token of having carried out such a check:-

- i) Cash held against the cash balances shown in the cash books maintained in respect of different accounts.
- ii) Safe custody of cash, drafts, cheques, postal orders, the keys to the safe, etc.
- iii) Progress of action taken on observations made by the stock taking boards or the audit authorities.

(v) To approve leave, initiate disciplinary action against erring employees, sanction TA/DA claims and to approve loans.

(w) To initiate ACRs of the Headmaster and of the Registrar and to review the ACRs of the Masters and the Administrative Staff. ACRs of the Masters and the Admin Staff will be kept in the personal custody of the Principal.

(x) To ensure that all action taken by him is in accordance with the Rules & Regulations of the Society, and to seek approval or guidance from the Hony Secretary, Sainik Schools Society, on matters not specifically covered by the Rules & Regulations or in case of any doubt.

(y) To report to the LBA and the Hony Secretary all major events, including cases of indiscipline, theft, loss of school property, death or mishap of any kind to any student or staff of the school.

(z) To be the Member Secretary of the Local Board of Administration.

2.04 (a) The above duties being merely illustrative, the Principal will also be responsible for all that is expected of him as the head of a residential educational institution.

(b) In order to expedite action in court cases/Filing of vakalathnamas, it has been decided to authorise all the Principals/Headmasters/Registrars of the Sainik Schools to act as an "OFFICER IN CHARGE" in the court cases and for signing the vakalathnamas etc., on behalf of any member of the BOG whose office is located in Delhi. The engagement of the Counsel could be done in consultation with the local District Collector/Dy. Commissioner - who is also a member of the LBA. The action taken in such case, will be informed immediately to the Sainik Schools Society for ex-post facto approval.

(c) All court cases would have to be pursued vigorously. In case, the assistance of the "Sainik Schools society" is required for some opinion on legal issues/matters keeping in view the complexity of specific "Suits/Applications" etc., the same would have to be taken accordingly, expeditiously.

(d) The above instructions at para (b) & (c) will not be applicable in the matter of those "Contempt Cases" where an officer is made a "Party" in his individual capacity.

HEADMASTER

12.05 He will be the head of the academic team and he directly responsible to the Principal for training, education and discipline of the students and will assist him as his principal lieutenant in achieving the objectives of the school. He will advise him on all matters connected with training and discipline. He will be assisted in the performance of his duties by all teachers, Housemasters, PT Instructors, Librarian and Subordinate academic staff. As Officer Commanding of the NCC Company of the school, he will be answerable to the Principal who enjoys the status of Group Commander NCC. In this task, he will be assisted by PI Staff from the services and the Civilian staff posted by the State Government.

12.06 His detailed duties will include:-

- (a) Planning, co-ordination and implementation of academic programmes.
- (b) Preparation of students and teachers time-tables and allocation of classes and instructional/ancillary duties to teachers in consultation with the Principal. He will take at least 7 periods per week in a subject of his choice in such a manner that he meets each class at least once a week to develop close interaction with the boys individually to gain their confidence and know their difficulties, if any.
- (c) Organisation of a training routine so prepared as to bring out the best in every boy. Afternoon and evening preps should be planned to ensure uninterrupted supervised private study for at least three hours a day.
- (d) Organisation and conduct of school assembly to improve general awareness of the boys and to impart moral education. The entire assembly procedure will, however, be secular and national in character.
- (e) Classification of boys into different sections, giving due regard to weak, average, bright and gifted boys.

- (f) Providing for class room comforts and teaching aids and basic requirements such as good black-boards, chalk sticks, dusters, lecture stands, seating plans, map stands, etc.
- (g) Ensuring proper coverage of the syllabus by sub-dividing it into period wise units/loads/sub-units and allocation of periods classwise and subject-wise according to the weightage indicated in the syllabus and also according to the level of attainment and the interest of the boys in each subject.
- (h) Supervisions of the work done by the teaching staff, to ensure effective instruction and progressive coverage of syllabus according to the laid down time schedule.
- (j) Regular checking of teacher's diaries and of student's notes and home work to assess effectiveness of instruction imparted.
- (k) Provisioning, distribution, accounting, upkeep storage and safe custody of text-books, stationery, laboratory stores, audio visual equipment, library books, art and crafts material, newspapers, periodicals, PT & Games stores and all other items connected with educational training.
- (l) Planning, organisation and implementation of assessment procedures and techniques, and ensuring smooth conduct of all examinations including the All India Entrance Examination for admission to Sainik Schools.
- ✓(m) Timely publication of results, prompt despatch of progress reports and follow up correspondence with parents on the progress made by the students.
- ✓(n) Proper maintenance of documents including dossiers of students.
- (o) Recommending to the Principal cases for warning and for withdrawal of students on grounds of poor academic performance/discipline.
- (p) Identifying scholastic weaknesses of boys and initiating measures to remove these weaknesses by remedial instruction, extra coaching classes, intensive study during Preps, individual attention in classes, and by instituting periodical checks on the progress shown by the weak boys.
- (q) Development of physical fitness and efficiency of the boys by ensuring maximum utilisation of facilities available for games and sports and catering for careful supervision of these activities by the teaching staff and the PTIs.

- (r) Arranging special coaching in games and gymnastics, and organising inter-house tournaments for fair selection of school teams.
- (s) Organisation of co-curricular activities to spot and groom talent as also to develop such talent among those who are shy and diffident.
- (t) Selecting training and equipping boys for various courses, NCC camps, competitions and functions.
- (u) Recommending to the Principal, in consultation with the Registrar and the teachers, names of boys for various appointments in the school.
- ✓(v) Ensuring a high standard of discipline amongst the academic staff and the students at all times and dealing with all cases of indiscipline.
- (w) Regular and timely publication of school Newsletter and Annual Magazine.
- ✓(x) Guiding and training his sub-ordinates and arranging in-service-training for teachers.
- (z) Maintaining the school diary and the school album.
- (aa) Keeping alive the link with the past, through the Old Boys Association.
- (bb) Keeping a constant watch on the physical and emotional development of students. Causes of maladjustment and emotional imbalance, if any, will be identified for suitable remedial action.
- ✓(cc) Arranging periodical medical check-ups and lectures by the School Medical Officer (on personal hygiene) and reporting to the Principal the names of boys who are medically unfit for entry into the N.D.A. and, therefore, need to be withdrawn from the school.
- (dd) Overseeing the functioning of the Housemasters in so far as it relates to general training and growth of the students and their participation in curricular/co-curricular activities and games. He will ensure that Housemasters and tutors maintain a perfect rapport with students. He will also be freely accessible to the boys and must project an image of a friend and a guide.
- ✓(ee) Dealing with all administrative matters having a direct bearing on the efficiency of academic instruction.

(ff) Organisation and implementation of the NCC instructional programme and safe custody of NCC stores, arms and ammunition in his capacity as Officer Commanding of the NCC Company.

(gg) Organisation of the school functions mentioned below, in close liaison with the Registrar:-

- i) Ceremonial Parades
- ii) Annual Athletics
- iii) Annual Day Celebrations
- iv) Annual Exhibition
- v) Variety shows
- vi) Academic prize distribution
- vii) Any other functions and celebrations considered useful and, therefore, necessary.

(hh) Organising and carrying out general supervision of school societies and Socially useful Productive Work.

(ij) Organising educational visits, tours, treks and hikes.

(kk) Functioning as Officer- in-Charge of the Primary School. He will be responsible to the Principal for its efficient functioning.

(ll) Working out the additional requirement of staff, if any, and following proper procedure for recruitment, discharge, dismissal of the academic staff.

(mm) Performing other duties assigned to him by the Principal or expected from him.

2.07 Since Training and Administration of the school are inter-dependent, he will maintain a close liaison with the Registrar to ensure effective implementation of the School routine and to maintain a high standard of discipline and efficiency among the staff and the students of the school.

REGISTRAR

2.08 The Registrar is responsible to the Principal for all administrative and 'Q' duties. He will advise the Principal on all aspects of school administration and assist him in achieving the aims and objectives of the school. He will be assisted in the performance of his duties by the following staff of the school:-

- a) School Medical Officer
- b) Office Superintendent
- c) Accountant
- d) Quartermaster
- e) Mess Manager
- f) Hostel Supdts/Matrons, and
- g) House Masters

12.09 His detailed duties will include:-

- ✓ a) Proper dissemination of all orders and instructions and keeping track of these orders and instructions for proper compliance.
- ✓ b) Correctly following the procedures laid down for recruitment, appointment, discharge and dismissal of administrative staff and general employees.
- c) Timly initiation of ACRs.
- ✓ d) Guiding and Training his sub-ordinates and supervising of their work.
- ✓ e) Proper maintenance of personal documents.
- ✓ f) Smooth functioning of ancillary activities, like school farm, piggery, poultry, dairy farm, canteen, cinema etc.
- ✓ g) Collection of cash from the bank and proper disbursement of pay & allowances to the staff on due dates, after making all authorised deductions.
- ✓ h) Making remittances (in accordances with Govt orders) to income tax authorities, Provident Fund Commissioner and any other authority named to receive deductions from salary payable to the school staff.
- ✓ i) Timely printing of School Prospectus and other publicity material.
- ✓ j) Preparatory work connected with new admissions, including insertion of advertisements for wide publicity, despatch of Roll numbers, correspondence with the Govt for examination centres and for medical examination and interview, etc.
- ✓ k) Timely receipt and proper scrutiny of income affidavits and other documents, and follow up action on sanction of new and renewed scholarships.
- ✓ l) Correspondence with State Govt. and parents for recovery of outstanding dues.

- ✓
- ✓ (n) correct maintenance of leave record of both academic and admin staff. He will also carry out a surprise review of the attendance registers for this purpose at least three times a week and append his signatures with date as a token of such a scrutiny and check having been carried out by him.
 - (o) Drawing up menu, limiting expenses to the sanctioned per capita cost of food, close supervision of work of the Mess Manager for providing wholesome food in clean surroundings.
 - (p) Arrangements for boarding/lodging and conducting of all visitors to the school.
 - (q) Timely submission of messing bills and their realisation.
 - ✓ (r) Detailing Survery Boards and Stock taking cum-condemnation Boards in respect of all stores except those under the care of the Headmaster, and follow-up action on the recommendations of these boards.
 - ✓ (s) Detailing local purchase committees and stores opening boards.
 - (t) Organising purchase of items of clothing, ration, medicines, equipment, etc.
 - ✓ (u) Efficient functioning of the Main Office, the Accounts Office and the 'Q' office.
 - ✓ (v) Maintenance of files, documents and administrative records including ledgers, vouchers and contract registers.
 - (w) Supervision of the work of Hostel Supdts/Matrons.
 - ✓ (x) Inviting tenders and quotations for all supplies and services required for the school and obtaining the approval of the Principal.
 - (y) Framing of agreements relating to contracts and ensuring strict observance of the terms of the contracts.
 - ✓ (z) Reception of new entrants and of other students on their return from vacations.
 - ✓ (aa) Dispersal of boys proceeding on vacations, courses, etc, and handling of connected correspondence with the Railway, Road Transport Corporations and parents.
 - (bb) Correct issue of concession forms for rail road journeys.
 - (cc) Proper provisioning, procurement, and accounting of stores.
 - (dd) Regular repairs/maintenance of accommodation, vehicles, furniture clothing stores, equipment, etc.

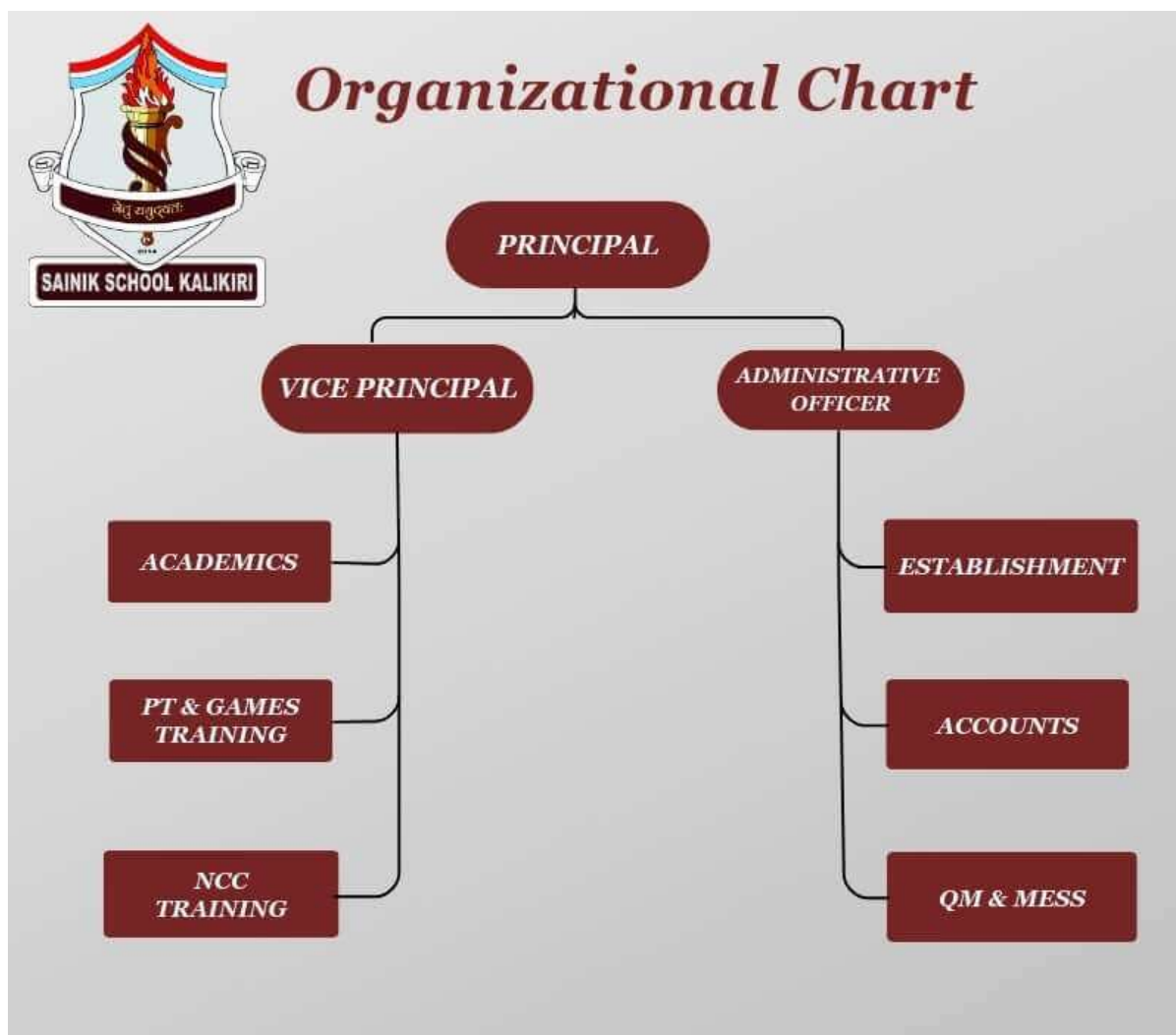
- ✓
- (ee) Smooth functioning of the school infirmary for prompt and effective medical care of the boys.
 - (ff) Proper hygiene and sanitation and conservancy arrangements in the school campus including protective inoculation and vaccination of boys and timely initiation of other preventive and suppressive measures against malaria and other diseases.
 - (gg) Control of cattle nuisance in the campus.
 - (hh) Effective security arrangements, including safe custody of stores and equipment and proper check on un-authorised entry into the campus.
 - (ij) Prompt reporting of thefts defalcation of school funds and stores and cases of absconding boys to police/parents and the Principal.
 - (kk) Enforcement of proper and adequate security of the school campus and adoption of effective measures to guarantee security of information in the school office.
 - (ll) Regulating the use of school transport for economy, including scrutiny of transport indents for bonafide duty as well as for private use strictly in accordance with the rules and ensure proper authentication of entries in the log books by the users which will be countersigned by him with his seal of office at the end of each day.
 - (mm) Processing of bills, for POL, road tax, and updating of inventories.
 - (nn) Recovery of losses, or of damages to fitments/ furniture, etc.
 - (oo) Issue of furniture to scale and recovery of rent.
 - ✓(pp) Publication of casualties on IAFF-3010 and submission of strength return of officers on IAFF-3008.
 - ✓(qq) Framing of Fire Orders and holding of fire Fighting Practices.
 - (rr) Provision of recreational and other amenities to staff and to students.
 - ✓(ss) Obtaining prior sanction for all expenditure and processing of all bills for prompt payment action.
 - (tt) Proper and regular maintenance of School Fund Accounts and Capital Grant Accounts.
 - ✓(uu) Jointly operating bank accounts with the Principal as the co-signatory
 - (vv) Signing the Cash Book every day, after all the transactions of the day have been entered therein.

(www) Further, he will be responsible for:-

- i) Taking charge of all moneys received for the school and ensuring safe custody of such money.
- ii) Checking the cash held against the cash balances shown in the Cash Books every day and ensuring that at the end of the day, the cash balance does not exceed Rs 3000/-
- iii) Taking expeditious action to clear outstanding audit objections.
- iv) Preparing and reconciling the Bank Statements regularly every month.
- v) Safe custody of classified documents.
- vi) Inspections of the boys kit, the campus the dormitories, etc.
- vii) Attending to matters connected with the school estate.
- viii) Safe custody of original and duly authenticated maps, sketches, site, building plans, sewerage and water pipeline plans and electrical installation plans.
- ix) Action on proper demarcation of actual school area according to approved sketches and attending to disputes arising in this regard, if any.
- x) Maintenance of all School statistics.
- xi) Carrying out any other duties assigned to him specifically by the Principal or expected of him.

12.10 The training and administration of the school are inter-dependent. The Registrar will, therefore, maintain a close liaison with the Headmaster to ensure effective implementation of the school routine and to maintain a high standard of discipline and efficiency among the staff and the students of the school.

iii. **Procedure followed in decision making process.**



iv. **Norms set for the discharge of functions.**

All the employees are working as per Sainik Schools Society Rules & Regulations

v. **Rules, Regulations, Instructions, Manual & Records for discharging functions.**

As per Sainik Schools Society Rules & Regulations. The link for the rule book is as follows:

<https://www.sainikschoolnalanda.edu.in/wp-content/uploads/2024/06/RULE-BOOK- -SSS-REVISED.pdf>

vi. **Categories of documents held by the public authority.**

S. No.	Section	In-charge
1.	Principal	Gp Capt CS Pardesi
2.	Vice Principal	Cdr SSD Rathod
3.	Administrative Officer	Sqn Ldr Misha Purshothaman
4.	Senior Master (Academics)	Shri Swarup Kundu, PGT (Chemistry)
5.	Establishment Section	Smt K Subbalakshmi, Office Supdt
6.	Accounts Section	Shri Mohana Bale, Accountant
7.	Cadets' Mess	Shri T Manikandan, Mess Manager
8.	Quarter Master Section	Shri G Srishailam, Offg QM
9.	PT & Games Training	Shri L Benidict Moyon, PT Instr, APTC
10.	NCC Training	Sub Wankhade Gajanan Keruba, JCO

vii. **Arrangement for consultation with or representation by the members of public in relation to formulation of policy or implementation thereof.**

Not applicable

viii. **Boards, Councils, Committees & other bodies constituted as part of public authority.**

Local Board of Administration.

(a)	GOC, Telangana & Andhra Sub Area	Chairman
(b)	Hon'ble Member of Parliament of the constituency	Member
(c)	Commissioner & Director of School Education, Govt. of AP	Member
(d)	District Collector, Annamayya Dist., Andhra Pradesh	Member
(e)	Executive Engineer, APEWIDC, Annamayya Dist., Andhra Pradesh	Member
(f)	Principal, JNTUA, Kalikiri	Member
(g)	Principal, JNV Madanapalle	Member
(h)	Parent Member	Member
(i)	Principal, Sainik School Kalikiri	Member Secretary

School Complaints Committee for POCSO (Protection of Children from Sexual Offence) & ICC (Internal Complaints Committee)



SAINIK SCHOOL KALIKIRI, CHITTOOR DIST – 517 234
SCHOOL ROUTINE ORDER NO. 13/2024

1. **School Complaints Committee for POCSO (Protection of Children from Sexual Offence)**. The following members will constitute a committee for redressal of public/staff/parents/students' grievances that arise in the campus from internal, external personnel and cadets under the POCSO Act, 2012. The details of these committee members will be displayed on School notice boards and the School website for information of all stakeholders.

(a)	Chairman	:	Cdr SSD Rathod, Vice Principal
(b)	Member 1	:	Shri Swarup Kundu, Senior Master
(c)	Member 2	:	Smt T Vidyalakshmi, TGT
(d)	Member 3	:	Cdt Piyush Shukla, Roll No. 507
(e)	Member 4	:	Cdt Spoorthi Reddy, Roll No. 715
(f)	Member 5	:	Dr RM Hima Bindu, Medical Officer
(j)	Member 6	:	Smt M Thejaswee, Counsellor

2. **Internal School Complaints Committee for Harassment of Women at workplace (Prevention, Prohibition and Redressal)**. The following members will constitute a committee (Internal Complaints Committee) for redressal of women's sexual harassment grievances that arise on the campus from internal and external personnel under the Act, 2013 of Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace. The details of the committee members will be displayed in School notice boards for information of all staff.

(a)	Chairman/ Presiding Officer	:	Sqn Ldr Misha Purshothaman, AO
(b)	Member 1	:	Smt P Madhavi, PGT
(c)	Member 2	:	Shri E Mallikarjuna Reddy, PGT
(d)	Member 3	:	Dr Vishnu Siva Prasad, MBBS, DA, MS
(e)	Member 4	:	Smt K Subbalakshmi, Office Supdt

ix.

Directory (exhaustive) of Officers & Employees.

S. No.	Section	In-charge	Contact Number
1.	Principal	Gp Capt CS Pardesi	0877 - 2500274
2.	Vice Principal	Cdr SSD Rathod	0877 - 2500276
3.	Administrative Officer	Sqn Ldr Misha Purshothaman	0877 - 2500278

(a) **Academic Staff details.**

Ser	Name	Post	Qualification
1	Shri Swarup Kundu	PGT (Chemistry)	B.Sc, M.Sc & B.Ed
2	Shri T Chaitanya	PGT (Physics)	B.Sc, M.Sc & B.Ed
3	Smt P Madhavi	PGT (Biology)	B.Sc., B.Ed and M.Sc
4	Shri E Mallikarjuna Reddy	PGT (Maths)	B.Sc, B.Ed, Certificate in Computing & MS Mathematics
5	Shri Turlapati Prasad	PGT (Chemistry)	B.Ed, M.Sc
6	Shri Amiteshwardayal Tiwari	PGT (Physics)	B.Sc, B.Ed & M.Sc
7	Shri D Rukutty	TGT (Science)	B.Sc, B.Ed, M.Sc
8	Shri NVKS Sarma	TGT (Soc Sci)	B.A, M.A, B.Ed, P.G.DIP.NGO Mgt
9	Shri Jagadish Babu	TGT (Comp Sc)	Diploma (CSE), B.Tech (CSE) & M.Tech (SES)
10	ShriV Mahammed Aslam	TGT (Telugu)	BA, B.Ed
11	Shri KM Hari Prasad	TGT(English)	BA, B.Ed
12	Shri Shaffee Bhasha	TGT (Hin)	Pre-Degree, BADL (Hindi) and B.Ed (Hindi)
13	Shri Chatla Mary Babu	TGT (English)	Degree, PG & B.Ed
14	Smt G Priyadharsini	Librarian	B.Com, M.Com, B.Li.Sc, M.Li.Sc & B.Ed
15	Shri K Swamynath	TGT (Social Sc)	IMA, B.Ed & M.Phil
16	Smt Savitha Kadankotte	TGT (English)	BA, MA & B.Ed
17	Shri T Chiranjeevi	TGT (Telugu)	B.A, M.A, TPT and APTET
18	Shri Avisek Chakraborty	TGT (Science)	B.Sc, B.Ed and M.Sc
19	Shri Ravi Manoj Ingle	TGT (Hindi)	BA, MA & B.Ed
20	Smt GLN Rohini	TGT (Maths)	B.Sc, M.Sc & B.Ed
21	Shri Y Ramakrishna	TGT (Maths)	M.Sc & M.Ed
22	Shri T Vidyalakshmi	TGT (Science)	B.Sc.Ed & M.Sc
23	Shri N Manikantha	TGT (Maths)	B.Sc, B.Ed & M.Sc
24	Shri Thilaknandan AR	TGT (Social Sc)	B.A.Ed

25	Shri B Lokeswara Raju	Lab Asst. Physics	ITI, B.Sc (MPC), B.Ed (Physical Science)
26	Shri Vepula Harinath	Lab Asst. Biology	B.Sc, B.Ed
27	Shri Murari Govindarajulu	Lab Asst. Chem.	B.Sc, M.Sc, M.Phil & B.Ed

(b) **Administrative Staff.**

Ser	Name	Post	Qualification
1	Smt. K Subbalakshmi	Office Supdt	MBA, B.Com and DCCP
2	Shri Mohana Bale	Accountant	MBA, M.Com, PGDCA and B.Com
3	Shri T Manikandan	Mess Manager	M.Sc (Hotel Management) and B.Com
4	Shri G Srishailam	UDC (Stores)	MBA-MM, PGDMM and B.Com
5	Shri C Balaramaiah	UDC	LLB and B. Com
6	Smt V Ganga Bhavani	Nursing Assistant	B.Sc Nursing
7	Shri G Siva Kumar	LDC	MCA, MBA(Fin & Sys), B.L.I. Sc and B.Sc (Computer)
8	Smt V Rajitha	LDC	MBA(Fin) and B. Com
9	Shri M Yellappa	LDC	B.Ed(Mathematics) and B.Sc
10	P Imran	LDC	B. Com
11	P Lavanya	LDC	B.Com., MBA
12	U Harikrishna	LDC	B.Sc., MCA
13	Shri R Ashok Kumar Reddy	Driver	SSC
14	Shri A Vema Sekhar Naidu	Driver	Intermediate & Army Degree

(c) **General Employees**

Ser	Name	Post	Qualification
1	Shri K Someswar	General Employee (Skilled)	B.Com (Com) and ITI
2	Shri V Naresh Kumar Reddy	General Employee (Skilled)	SSC
3	Shri E Chalapathi	General Employee (Skilled)	E.E.E(Diploma) and ITI (Electrician)
4	Shri Rajiv Mahto	General Employee	SSC
5	Shri C Jaya Kumar	General Employee	Diesel Mechanic , ITI Fitter and ITI (Radio & TV Mechanic)
6	Shri B Armugam	General Employee	Intermediate and SSC
7	Shri G Ramesh	General Employee	M.P.Ed, B.P.Ed, NIS (Athletics) and B.Com
8	Shri A Mahesh	General Employee	Intermediate and SSC
9	Shri G Muralidhar Rao	General Employee	SSC
10	Shri A Ramanaiah	General Employee	ITI Motor Mechanic
11	Shri J Ganesh	General Employee	Crash Course in Hotal Mngt
12	Shri N Santosh	General Employee	SSC
13	Shri M Venkatesh	General Employee	SSC
14	Shri B Mallikarjuna	General Employee	SSC
15	Shri B Ramesh	General Employee	SSC
16	Smt G Geetha	General Employee	SSC
17	Smt P Rajasekhar	General Employee	B.Sc.
18	Shri B Appalanaidu	General Employee	B.Sc, B.Ed, M.Sc.

x. **Monthly remuneration received by Officers & Employees including the system of Compensation.**

(a) **Academic Staff.**

ACADEMIC STAFF

Ser	Name	Post	Qualification	Pay Level
1	Shri Swarup Kundu	PGT (Chemistry)	B.Sc, M.Sc & B.Ed	Level 9
2	Shri T Chaitanya	PGT (Physics)	B.Sc, M.Sc & B.Ed	Level 9

3	Smt P Madhavi	PGT (Biology)	B.Sc., B.Ed and M.Sc	Level 8
4	Shri E Mallikarjuna Reddy	PGT (Maths)	B.Sc, B.Ed, Certificate in Computing & MS Mathematics	Level 8
5	Shri Turlapati Prasad	PGT (Chemistry)	B.Ed, M.Sc	Level 9
6	Shri Amiteshwardayal Tiwari	PGT (Physics)	B.Sc, B.Ed & M.Sc	Level 8
7	Shri D Rukutty	TGT (Science)	B.Sc, B.Ed, M.Sc	Level 8
8	Shri NVKS Sarma	TGT (Soc Sci)	B.A, M.A, B.Ed, P.G.DIP.NGO Mgt	Level 8
9	Shri Jagadish Babu	TGT (Comp Sc)	Diploma (CSE), B.Tech (CSE) & M.Tech (SES)	Level 7
10	ShriV Mahammed Aslam	TGT (Telugu)	BA, B.Ed	Level 7
11	Shri KM Hari Prasad	TGT(English)	BA, B.Ed	Level 7
12	Shri Shaffee Bhasha	TGT (Hin)	Pre-Degree, BADL (Hindi) and B.Ed (Hindi)	Level 7
13	Shri Chatla Mary Babu	TGT (English)	Degree, PG & B.Ed	Level 7
14	Smt G Priyadharsini	Librarian	B.Com, M.Com, B.Li.Sc, M.Li.Sc & B.Ed	Level 7
15	Shri K Swamynath	TGT (Social Sc)	IMA, B.Ed & M.Phil	Level 7
16	Smt Savitha Kadankotte	TGT (English)	BA, MA & B.Ed	Level 7
17	Shri T Chiranjeevi	TGT (Telugu)	B.A, M.A, TPT and APTET	Level 7
18	Shri Avishek Chakraborty	TGT (Science)	B.Sc, B.Ed and M.Sc	Level 7
19	Shri Ravi Manoj Ingle	TGT (Hindi)	BA, MA & B.Ed	Level 7
20	Smt GLN Rohini	TGT (Maths)	B.Sc, M.Sc & B.Ed	Level 7
21	Shri Y Ramakrishna	TGT (Maths)	M.Sc & M.Ed	Level 7
22	Shri T Vidyalakshmi	TGT (Science)	B.Sc.Ed & M.Sc	Level 7
23	Shri N Manikantha	TGT (Maths)	B.Sc, B.Ed & M.Sc	Level 7
24	Shri Thilaknandan AR	TGT (Social Sc)	B.A.Ed	Level 7
25	Shri B Lokeswara Raju	Lab Asst. Physics	ITI, B.Sc (MPC), B.Ed (Physical Science)	Level 4

26	Shri Vepula Harinath	Lab Asst. Biology	B.Sc, B.Ed	Level 4
27	Shri Murari Govindarajulu	Lab Asst. Chem.	B.Sc, M.Sc, M.Phil & B.Ed	Level 4

(b) **Administrative Staff.**

Ser	Name	Post	Qualification	Pay Level
1	Smt. K Subbalakshmi	Office Supdt	MBA, B.Com and DCCP	Level 7
2	Shri Mohana Bale	Accountant	MBA, M.Com, PGDCA and B.Com	Level 6
3	Shri T Manikandan	Mess Manager	M.Sc (Hotal Management) and B.Com	Level 5
4	Shri G Srishailam	UDC (Stores)	MBA-MM,PGDMM and B.Com	Level 4
5	Shri C Balaramaiah	UDC	LLB and B.Com	Level 4
6	Smt V Ganga Bhavani	Nursing Assistant	B.Sc Nursing	Level 4
7	Shri G Siva Kumar	LDC	MCA,MBA(Fin & Sys), B.L.I. Sc and B.Sc (Computer)	Level 2
8	Smt V Rajitha	LDC	MBA(Fin) and B.Com	Level 2
9	Shri M Yellappa	LDC	B.Ed(Mathematics) and B.Sc	Level 2
10	P Imran	LDC	B.Com	Level 2
11	P Lavanya	LDC	B.Com., MBA	Level 2
12	U Harikrishna	LDC	B.Sc., MCA	Level 2
13	Shri R Ashok Kumar Reddy	Driver	SSC	Level 3
14	Shri A Vema Sekhar Naidu	Driver	Intermediate & Army Degree	Level 2

(c) **General Employees.**

Ser	Name	Post	Qualification	Pay Level
1	Shri K Someswar	General Employee (Skilled)	B.Com (Com) and ITI	Level 2
2	Shri V Naresh Kumar Reddy	General Employee (Skilled)	SSC	Level 2
3	Shri E Chalapathi	General Employee (Skilled)	E.E.E(Diploma) and ITI (Electrician)	Level 2
4	Shri Rajiv Mahto	General Employee	SSC	Level 2
5	Shri C Jaya Kumar	General Employee	Diesel Mechanic , ITI Fitter and ITI (Radio & TV Mechanic)	Level 1
6	Shri B Armugam	General Employee	Intermediate and SSC	Level 1
7	Shri G Ramesh	General Employee	M.P.Ed, B.P.Ed, NIS (Athletics) and B.Com	Level 1
8	Shri A Mahesh	General Employee	Intermediate and SSC	Level 1
9	Shri G Muralidhar Rao	General Employee	SSC	Level 1
10	Shri A Ramanaiah	General Employee	ITI Motor Mechanic	Level 1
11	Shri J Ganesh	General Employee	Crash Course in Hotel Mngt	Level 1
12	Shri N Santosh	General Employee	SSC	Level 1
13	Shri M Venkatesh	General Employee	SSC	Level 1
14	Shri B Mallikarjuna	General Employee	SSC	Level 1
15	Shri B Ramesh	General Employee	SSC	Level 1
16	Smt G Geetha	General Employee	SSC	Level 1
17	Smt P Rajasekhar	General Employee	B.Sc.	Level 1
18	Shri B Appalanaidu	General Employee	B.Sc, B.Ed, M.Sc.	Level 1

xi. **Budget allocation & proposed expenditure & Disbursement particulars**

SAINIK SCHOOL KALIKIRI, CHITTOOR DIST ANDHRA PRADESH

REVISED REVENUE & CAPITAL BUDGET ESTIMATE : FY 2022-23

INCOME							EXPENDITURE						
MH/SH Code	Income-Budget Head	Appendix	School Fund (in Rs)	State Fund (in Rs)	MoD Fund (in Rs)	TOTAL (in Rs)	MH/SH Code	Expenditure-Budget Head	Appendix	School Fund (in Rs)	State Fund (in Rs)	MoD Fund (in Rs)	TOTAL (in Rs)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
101	Fees and MoD Addl Grant						201	Pay & Allowances	H	4,17,56,737	-	1,20,36,067	5,37,92,804
101(i)	Tuition fee	A	5,44,77,020	-	-	5,44,77,020	202	Office expenses & School events	J	30,16,146	-	-	30,16,146
101(ii)	MoD 100% additionality of Pay & Allowances (Difference V CPC and VII CPC)		-	-	1,20,36,067	1,20,36,067	203	Deposits and other essential procurements	K	10,00,000	-	-	10,00,000
102	Cadets' expenses (Collected from parents)	B	3,18,08,436	-	-	3,18,08,436	204	Cadets' academic expenses	L	36,53,485	-	-	36,53,485
103	Sale of applications of AISSEE 2022	C	3,75,000			3,75,000	205	Cadets' expenses	M	3,18,08,436	-	-	3,18,08,436
104	Grants from AP Govt	D					206	Sale of applications of AISSEE 2022-23	N	3,50,000	-	-	3,50,000
	Grant-in-Aid (Revenue Grant) _ Opening Balance			-	-	-	207	Scholarship for AP domicile cadets	O	-	1,77,25,500	-	1,77,25,500
	Grant-in-Aid (Revenue Grant) _ Proposed (Incl AP Scholarship)			4,44,97,000	-	4,44,97,000	208	NPS school contribution	P	-	30,67,100	-	30,67,100
105	MoD (Infra and Training grants)	E	-	-	1,10,00,000	1,10,00,000	209	Administrative expenses	Q	5,000	22,51,058	-	22,56,058
106	Scholarships (MoD and State) (including Telangana & Bihar states)	F	47,79,100	-	1,25,87,730	1,73,66,830	210	Maintenance	R	-	2,02,83,342	-	2,02,83,342
107	Miscellaneous income	G	23,94,561	-	-	23,94,561	211	Training	S	7,00,000	11,70,000	-	18,70,000
							212	MoD (Infra and Training grants)	T	-	-	1,10,00,000	1,10,00,000
							213	Scholarships (MoD and State) (including Telangana & Bihar states)	U	47,79,100	-	1,25,87,730	1,73,66,830
							214	Miscellaneous expenditure	V	7,50,000	-	-	7,50,000
	TOTAL INCOME		9,38,34,117	4,44,97,000	3,56,23,797	17,39,54,914		TOTAL EXPENDITURE		8,78,18,904	4,44,97,000	3,56,23,797	16,79,39,701
	DEFICIT/SURPLUS		60,15,213	-	-	60,15,213							

SAINIK SCHOOL KALIKIRI, ANNAMAYYA DIST ANDHRA PRADESH
REVISED REVENUE & CAPITAL BUDGET ESTIMATE : FY 2023-24

INCOME							EXPENDITURE						
MH/SH Code	Income-Budget Head	Appendix	School Fund (in Rs)	State Fund (in Rs)	MoD Fund (in Rs)	TOTAL (in Rs)	MH/SH Code	Expenditure-Budget Head	Appendix	School Fund (in Rs)	State Fund (in Rs)	MoD Fund (in Rs)	TOTAL (in Rs)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
101	Fees and MoD Addl Grant						201	Pay & Allowances	H	4,59,15,102	-	1,09,26,738	5,68,41,840
101(i)	Tuition fee	A	5,16,16,454	-	-	5,16,16,454	202	Office expenses & School events	J	35,12,716	-	-	35,12,716
101(ii)	MoD 100% additionality of Pay & Allowances (Difference V CPC and VII CPC)		-	-	1,09,26,738	1,09,26,738	203	Other expenses	K	10,00,000	-	-	10,00,000
102	Cadets' expenses (Collected from parents)	B	3,38,81,740	-	-	3,38,81,740	204	Cadets' academic expenses	L	26,96,985	-	-	26,96,985
103	Sale of applications of AISSEE 2023-24	C	3,26,250			3,26,250	205	Cadets' expenses (Collected from parents)	M	3,38,81,740	-	-	3,38,81,740
104	Grants from State Govt of AP Revenue Grant	D					206	Sale of applications of AISSEE2023-24	N	2,90,000	-	-	2,90,000
	Grant-in-Aid (Revenue Grant) _ Opening Balance		-	-	-	-	207	Scholarship for AP domicile cadets	O	-	2,39,42,017	-	2,39,42,017
	Grant-in-Aid (Revenue Grant) _ Budget allotted		-	5,60,57,883	-	5,60,57,883	208	NPS school contribution	P	-	53,34,400	-	53,34,400
	Scholarship for AP domicile cadets_ Budget allotted		-	2,39,42,017	-	2,39,42,017	209	Administrative expenses	Q	-	22,30,000	-	22,30,000
105	MoD (Infra and Training grants)	E	-	-	1,10,00,000	1,10,00,000	210	Maintenance	R	-	4,31,95,183	-	4,31,95,183
	MoD Rejuvenation of School	E(4)			6,05,67,502	6,05,67,502	211	Training	S	-	52,98,400	-	52,98,400
106	Scholarships (MoD and State) (including Telangana & Bihar states)	F	65,40,200	-	1,06,74,950	1,72,15,150	212	MoD (Infra and Training grants)	T	-	-	1,10,00,000	1,10,00,000
107	Miscellaneous income & NPS School contribution from State Govt. of Andhra Pradesh	G	87,57,900	-	-	87,57,900	213	Scholarships (MoD and State) (including Telangana & Bihar states)	U	65,40,200	-	1,06,74,950	1,72,15,150
							214	Miscellaneous expenditure	V	7,50,000	-	-	7,50,000
							215	MoD Rejuvenation of School	W			6,05,67,502	6,05,67,502
	TOTAL INCOME		10,11,22,544	8,00,00,000	9,31,69,190	27,42,91,734		TOTAL EXPENDITURE		9,45,86,743	8,00,00,000	9,31,69,190	26,77,55,933
	DEFICIT/SURPLUS		65,35,801	-	-	65,35,801							

xii. Manner of execution of subsidy programs.

Not applicable

xiii. Particulars of recipients of concessions & permits.

Not applicable

xiv. Information available in electronic form particulars of facilities available to citizens for obtaining information.

Contact details.

**Kalikiri, Annamayya (Dist.),
Andhra Pradesh - 517234, India**

Email: contact@sskal.ac.in

Phone No. +91 8772500270 (Office Superintendent)

xv. **Particulars of Public Information Officers.**

First Appellate Authority:

Name of the Officer: Gp Capt Charanjit Singh
Pardesi

Designation: Principal

Telephone No: 0877-2500274

Email ID: cspardesi@sskal.ac.in

Sainik School Kalikiri

Annamayya District - 517234.

Details of CPIOs:

Name of the Officer: Cdr Shyam Singh Deoraoji
Rathod

Designation: Vice Principal

Telephone No: 0877-2500276

Email ID: viceprincipal@sskal.ac.in

Subject Matter: Academic/Training Related Matters

Name of the Officer: Sqn Ldr Misha Purshothaman

Designation: Admin Officer

Telephone No: 0877-2500278

Email ID: adminofficer@sskal.ac.in

Subject Matter: Admin Related Matters

Sainik School Kalikiri

Annamayya District - 517234.

xvi. **Citizens Charter as per the recommendation of the 2nd Administrative Reforms Commission.**

Not applicable.