GOVERNMENT OF ANDHRA PRADESH

ABSTRACT


SOCIAL WELFARE (EDN.1) DEPARTMENT

G.O.MS.No. 128 Dated: 03-08-2018

Read the following:

7) G.O.Ms.No.16, BC Welfare (C) Department, dated 17-05-2016
8) G.O.Ms.No.113, Tribal Welfare (EDN.1) Dept dt 30-11-2016
12) G.O.Ms.No.68, SW(Edn.1) Dept., dt:28-05-2018
14) CMP No.7450/Secy/2018, dated 15-02-18 of Secretary to CM
16) Meeting of Welfare HODs/Corporations held on 14-06-2018.

ORDER:

The Vision 2029 framework of the Government of Andhra Pradesh places emphasis on inclusive development, based on the twin pivots of Samaja Vikasam and Kutumba Vikasam, aligned to the Sustainable Development Goals, aiming at holistic and inclusive development of all sections of the society. To achieve these objectives, the Government of Andhra Pradesh is implementing various schemes & programmes for the welfare of the marginalized sections of the society.

2. The Government of Andhra Pradesh has enacted the SCSP/TSP (Planning, Allocation & Utilization of Resources) Act (Act 1 of 2013), which came into effect from 25th January, 2013. The purpose of the SCSP/TSP Act is to reduce the gaps in the development of SCs/STs & also to facilitate access to better livelihoods and employment opportunities, especially to educated youth. The Government have also introduced the BC Sub-Plan & established Corporations for BCs/ EBCs/ Kapus/ Minorities/Brahmins for their all-round social and economic development.

3. In order to ensure that economically poor SC/ST/BC/EBC/Kapu/ Minorities/ Brahmin students from the State of Andhra Pradesh reach the higher echelons of administration, there is a need to facilitate their entry into Civil Services, which is through the mode of the Annual Civil Services Examination conducted by the UPSC. The entry of students from marginalized sections in the higher Civil Services will enable them to participate effectively in the decision making process at the highest level, boost their morale, ameliorate their sense of deprivation & alienation from the development process.

4. In view of the above, in the references 1st to 12th read above, Government, after close study of the practices followed in other States, have sanctioned the implementation of “NTR VIDHYONNATHI SCHEME” for providing professional guidance for Civil Services Examination for SC/ST/BC/EBC/Kapu/Minorities/ Brahmin students.
5. A comprehensive review of the implementation of the scheme for Professional Guidance for Civil Services Examinations being implemented by Departments/Corporations reveals the following operational issues:

   i. The scheme is independently administered by multiple Departments/Corporations, leading to lack of uniformity in operational guidelines, selection criteria of institutes, fee to institutes, stipend to students, etc.

   ii. There is absence of standards for empanelment of institutions, fixation of fee structure, selection of candidates, monitoring & supervision mechanism, release of funds, etc. leading to inefficiencies, lack of transparency, hardship to candidates/institutions and indeterminable outcomes.

   iii. There is no common digital platform for implementation of the scheme and the data is not fully digitized.

   iv. Even where digitised, issues persist of multiple portals, manual document & bank account verification, SLAs not being stipulated, etc.

6. Keeping in view the above, Government vide the reference 13th read above, have requested the Director of Social Welfare, A.P. to formulate a comprehensive proposal in consultation with representatives of Welfare Departments/Corporations for finalizing criteria for empanelment of institutions/modalities for implementation of the scheme for imparting training for Civil Services Examinations from the year 2018-19 onwards.

7. In the reference 15th read above, the Director of Social Welfare, A.P. has informed that in accordance with above instructions a meeting was convened on 13-03-2018 with HoDs of all Welfare Departments & Corporations and later the Director of Tribal Welfare & HoDs have conducted a review meeting with the Directors of Coaching Centres on 19-06-2018 & after taking into consideration the inputs of all the stakeholders, the revised comprehensive guidelines and policy & implementation framework has been prepared and submitted to the Government.

8. Government, after careful examination of the proposal of the Director of Social Welfare, & in supersession of the orders issued in the references 1st to 12th read above, issue the following common revised comprehensive guidelines and policy & implementation framework for implementation of the NTR Vidhyonnathi Scheme, from the year 2018-19, by all the Welfare Departments/Corporations:

I). SCREENING -CUM-SELECTION COMMITTEE

The Screening - cum - Selection Committee is constituted with following members.

1. Commissioner/Director of Social Welfare
2. Commissioner/Director of Tribal Welfare
3. Commissioner/ Director of Backward Classes Welfare
4. Commissioner/Director of Minority Welfare
5. Managing Director, AP State Kapu Welfare & Development Corporation
6. Managing Director, AP Brahmin Welfare Corporation
7. Commissioner, Technical Education
8. Commissioner, Collegiate Education
9. Vice Chancellor, JNTU, Ananthapuram
10. Representative nominated by the Finance Department (Welfare)

The Senior most HoD, amongst the HoDs of the Welfare Departments, shall act as Chairman of the Screening-cum-Selection Committee. The Commissioner /Director of Social Welfare shall act as Convenor of the Screening-cum-Selection Committee.

II). CRITERIA/ ELIGIBILITY FOR INSTITUTES EMPANELMENT(FRESH).

The following criteria/eligibility are prescribed for selection of the Institute:
1. Registered under Companies Act or Trust Act or Societies Act.

2. Registered under GST Act.

3. Coaching of General Studies & CSAT with minimum (2) optional subjects.

4. No branch of any institute/coaching centre shall be allowed for empanelment. Training Institute should train candidates at registered centre only. (Training at franchise is not allowed).

5. Classes for sponsored candidates shall be conducted in same campus / premises at the address mentioned by the institute in the registration form.

6. Exclusive batches for sponsored candidates should not be conducted and the sponsored candidates should not be more than 50% of the total batch.

7. No Consortium, Joint Venture or any sort of formal or informal merger of Institutes/Organizations will be allowed. If any such fact, comes to light at a later point of time, the Convener has right to de-empanel the institute, without any notice thereof.

8. Minimum experience of (2) years in imparting coaching for Civil Services is mandatory. Institutions with less than (2) years of experience are not eligible for empanelment.

9. Following certificates should be uploaded during Institute registration:
   a. IT returns of (2) preceding years.
   b. Certificate of Registration/ Partnership Deed.
   c. Audited financial statements of last 2 years.
   d. Copy of PAN/TAN.
   e. Copy of Ownership document/Lease document/Rent agreement of the building.

10. Institutions having not less than (50) average registered candidates in the last (2) years will be eligible for empanelment under the scheme.

11. Unblemished past record are eligible for empanelment. Institutes blacklisted or declared ineligible by any State/Central Govt./PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt/ fraudulent or any other unethical business practices are not eligible for empanelment under this scheme. The Convener of the Screening-cum-Selection Committee is vested with the power to take a decision in this regard and the appeal lies to the Selection cum Screening Committee.

12. The institute should score a minimum of (60) points weightage on a scale of (100) to be eligible for empanelment.

13. Faculty (30% weightage):
   a) The institute/coaching centre must have faculty(Core faculty – dedicated to the institute or Part time faculty -shared by 2 or 3 Institutes) in all subjects in which the institution/coaching centre is offering coaching to the candidates. Guest faculty shall not be considered as subject faculty of the concerned Institute & weightage points will not be awarded for the Guest Faculty.
   b) Faculty members should have minimum (2) years of experience in the field of Civil Services Coaching.
   c) Profiles & experience details of all faculty members have to be furnished at the time of registration of the institution/coaching centre.
   d) Weightage for faculty experience: For every year of average faculty experience, (3) weightage marks will be awarded in the selection process subject to a maximum of (30) points.
14. Infrastructure & Amenities (20% weightage):

a) (10) points weightage, if institute has class rooms with following facilities:

i. Fans @ 1 per 10 candidates
ii. Good ventilation
iii. Chairs for all the candidates with writing pad either attached/separate
iv. Audio visual facility
v. Sufficient purified potable drinking water

b) (5) points weightage if the institute/coaching centre has library with:

i. Reading space for not less than 20 candidates
ii. Reference books of minimum 10 titles per subject each, with minimum 5 copies
iii. At least (10) fortnightly/monthly current affairs magazines suitable for all the topics of Civil Service syllabus.
iv. At least (3) newspapers each both in English & Telugu required for current affairs.
v. Minimum (10) computer systems with working internet connection with minimum data limit of 2 GB each per day having good speed & individual access to the online learning material of the institute.

c) (5) points weightage for separate wash rooms for men & women @ 1 per 20 candidates.

15. Aadhaar Enabled Bio-metric Attendance System (AEBAS) (10% weightage):

(10) points weightage if functional AEBAS devices are available @ 1 per 100 students & Zero points weightage if functional AEBAS devices @ 1 per 100 students are not available.

16. Printed Training/Learning Material- (7.5% weightage):

(7.5) points weightage if printed material of minimum 200 pages prepared by the respective institute is available in each offering subject covering all the topics as per the UPSC syllabus & Zero points weightage if not available.

17. Online Learning Material (7.5% weightage):

(10) points weightage if the institute has online learning material for all subjects in which the institute is extending coaching covering all the topics & Zero points weightage if online learning material is absent.

18. Institute average Performance preceding (2) years (25% weightage) before 2018-19:

a) Performance in Prelims (5 points weightage)

(1) point for each 1% success of trained candidates appeared in the Prelims Examination from this institute subject to a maximum of (5) points. Average of 2 preceding years results will be considered.

b) Performance in Mains (10 points weightage)

(1) point for each 2% success of trained candidates appeared in the Mains Examination from this institute subject to a maximum of (10) points. Average of 2 preceding years results will be considered.

c) Performance in Interview (10 Points weightage)
(1) point for each 20% success of trained candidates appeared in the interview from this institute subject to a maximum of 10 points. Average of 3 preceding years results will be considered.

d) Penalty for false claims: If any institute wrongly claims the success of candidates not registered in that institute to its credit, the Convener reserves right to de-empanel the fraudulent institute.

III). CRITERIA/ELIGIBILITY FOR RENEWAL OF INSTITUTES FOR SUBSEQUENT YEAR(S)

The Institute empanelled shall secure minimum 70% weightage marks for eligibility for renewal during the subsequent year based on the following mentioned parameters:

1. Faculty (30% weightage):
   a. Institute/coaching centre must have faculty (Core faculty - dedicated to the institute or Part time faculty - shared by 2 or 3 Institutes) in all subjects in which the institution/coaching centre is offering coaching to candidates. Guest faculty shall not be considered as Subject Faculty of concerned Institute and weightage points will not be awarded for the Guest Faculty.
   b. The faculty members should have minimum (2) years of experience in the field of Civil Services Coaching.
   c. The profiles and their experience details of all the faculty members have to be furnished at the time of registration of the institution.
   d. Weightage for the faculty experience: For every year of average faculty experience, (3) weightage marks will be awarded in the selection process subject to maximum of 30 points.

2. Bridge course for last batch candidates (10% weightage).
   a. (10) points weightage for providing bridge course for a period of 2 months.
   b. (5) points weightage for providing bridge course to candidates for a period of 1 month.
   c. Zero points weightage for providing bridge course below 1 month.

3. Printed Training/Learning Material - (5% weightage):
   (5) points weightage if material of minimum 200 pages is available for each subject covering all the topics as per the UPSC syllabus and Zero points weightage if not available.

4. Online Learning Material (5% weightage):
   (5) points weightage if the institute has online learning material for all subjects covering all the topics including updated current affairs and Zero points weightage if online learning material is not there.

5. Online Academics Performance monitoring facility (15% weightage):
   a. (15) points weightage if the institute provides complete snapshot of students sponsored by Welfare along with other students and their performance on where they stand at real time.
   b. (10) points weightage if the institute provides complete snapshot of students sponsored by Welfare along with other students and their performance on where they stand on a monthly basis.
   c. (10) points weightage if the institute only provides snapshot of welfare sponsored students performance at real time.
d. (5) points weightage if the institute only provides snapshot of welfare sponsored students performance on a monthly basis.

e. Zero points weightage if the institute does not have facility to share student performance online.

6. Online Attendance performance (15% weightage):

a. (15) points if the average AEBAS attendance of all the NTR Vidyonnathi Scheme sponsored candidates in the preceding year is more than 80%.

b. (10) points if the average AEBAS attendance of all the NTR Vidyonnathi Scheme sponsored candidates in the preceding year is 70% - 80%.

c. (5) points if the average AEBAS attendance of all the NTR Vidyonnathi Scheme sponsored candidates in the preceding year is 60% - 70%.

d. Zero points weightage if the average AEBAS attendance of all the NTR Vidyonnathi Scheme sponsored candidates in the preceding year is less than 60%.

7. Performance of Candidates sponsored under NTR Vidyonnathi scheme during the preceding Year (20% weightage):

a) Performance in Prelims (5 points weightage)

(1) point for each 1% success of NTR Vidyonnathi Scheme trained candidates appeared in the Prelims Examination from the institute subject to a maximum of (5) points.

b) Performance in Mains (10 points weightage)

(1) point for each 2% success of NTR Vidyonnathi Scheme trained candidates appeared in the Mains Examination from this institute subject to a maximum of (10) points.

c) Performance in Interview (5 Points weightage)

(1) point for each 20% success of NTR Vidyonnathi Scheme trained candidates appeared in the interview from this institute subject to a maximum of (5) points.

IV). INSTITUTE EMPANELMENT TERM

1. In principle approval for three years.

2. Performance based annual renewal.

3. Incentive in terms of increase in seats allocation and dis-incentive like cut in seats allotment or termination based on performance on 100 point grading as per the Renewal criteria.

V). MEDIUM OF ENTRANCE EXAM

The screening/entrance test for selection of candidates shall be held in Bi-Lingual (English & Telugu) mode.

VI). NO. OF TIMES CANDIDATES ALLOWED UNDER THIS SCHEME

Candidates already availed coaching through this scheme earlier and who have qualified in Prelims or Mains will be provided online coaching material by the concerned institute (One time assistance).

VII). CANDIDATES SELECTION CRITERIA
1. Candidates will be selected through a Screening Test.

2. Syllabus & Examination pattern of Screening Test will be same as the UPSC Prelims examination with 1/3rd negative mark for each wrong answer.

3. Existing distribution among Districts, Castes & Sub-castes/Tribes on population pro-rata basis to continue (as per G.O.Ms.No.25 Social Welfare (SCP) Department Dt:01.05.2015)

4. 90% of total target will be selected through examination & remaining 10% for all the candidates qualified for Mains or Interview will be sponsored.

5. Screening-Cum-Selection Committee shall fix category wise common qualifying mark every year based on last two years selection test average score, category wise allotted seats and standard of the selection test. The candidates securing minimum qualifying mark shall be considered as Qualified for selection under this scheme.

6. First, the students qualified in selection test shall be selected against the district quota of seats for concerned Sub-Caste/ Tribe/ Sub-Category.

7. If the seats allotted for a particular Sub-Caste/ Tribe / Sub-Category still remain unfilled, they will be filled with candidates of other Sub-Caste / Tribe / Sub-Category of the same district of the same Category based on common merit.

8. If the seats allotted for a particular SC /ST/Other Category still remain unfilled in a district, they will be filled with candidates of other districts of the same SC/ST/Other Category based on common merit.


IX). ALLOTMENT CANDIDATES TO THE INSTITUTES

1. Institutes offering Telugu & English medium will be notified separately.

2. Computerized allotment, based on preference & merit in screening test.

3. Based on order of preference indicated by candidate & merit, duly ensuring proper representation of candidates of all categories in each institute on pro-rata basis & subject to availability of coaching for the chosen subjects.

4. There shall be a Fixed cap on the number of candidates sponsored to any institute under the scheme. Candidates of all Welfare Departments & Corporations shall not exceed (50) % of the total candidates of the institute at any point of time during the course of training.

5. Class strength should not be more than (150) students.

X). BRIDGE COURSE TO THE SELECTED CANDIDATES

Screening test by JNTU shall be held annually in April, so that the sponsored candidates complete a (2) month bridge course on current affairs & aptitude before joining the regular batches. The institutional fee shall include the cost of bridge course.

XI). MAINS COACHING & INTERVIEW GUIDANCE

1. Candidates qualifying in Prelims or Mains, without availing Vidyonnathi scheme & directly admitted in the institute of his/her choice shall be paid a lump sum amount equal to Type-1 institute towards the cost of Integrated coaching as one time assistance, besides stipend for the remaining coaching period.
2. Special Financial Assistance (SFA) of Rs.40,000/- per annum or as fixed by the Screening-cum-Selection Committee shall be sanctioned for candidates trained under Vidyonnathi scheme & who have clearing the Prelims or Mains in the subsequent years, subject to a cap of (4) terms per candidate. These candidates can join in the institute of their choice (either empanelled or any other institute) directly. SFA will be paid into the Bank accounts of such qualified candidates. Stipend as per eligibility shall be paid for the period of coaching after prelims.

XII). PAYMENT OF FEES TO THE INSTITUTION:

1. To Registered Bank Account of the institute through Jnanabhumi portal.

2. For candidates with minimum 80 % average attendance during training period.

3. Institutes shall be graded into (3) categories, based on number of registered candidates securing service in the UPSC Civil Service selections in the last (2) preceding years. A candidate shall be considered as a registered candidate, if he undergoes Prelims and Mains coaching in that Institute.

   i. TYPE-1 INSTITUTES: Top(5) empanelled institutes based on number of selections in UPSC Civil Service selections in (2) preceding years.

   ii. TYPE-2 INSTITUTES: Top (6) to (10) of the empanelled institutes, based on the number of selections in UPSC Civil Service selections in (2) preceding years.

   iii. TYPE-3 INSTITUTES: All other empanelled institutes.

4. Total fees payable to the institute, per candidate, shall be as follows

   i) TYPE-1 INSTITUTES: Rs.1,30,000/- per candidate for Integrated coaching.

   ii) TYPE-2 INSTITUTES: Rs.1,15,000/- per candidate for Integrated coaching.

   iii) TYPE-3 INSTITUTES: Rs.1,00,000/- per candidate for Integrated coaching.

5. Institutional fees for Integrated coaching includes Bridge Course, Prelims Coaching, Mains Coaching & Training for Personality Test including cost of study material (both Physical & Online) and is inclusive of GST and other applicable taxes of State and Central Govt., if any.

6. 50% Fee (1st instalment) after admission of candidates & supply of study material. Supply of material confirmation is through biometric authentication.

7. 40% Fees (2nd instalment) shall be paid for only those candidates having minimum (80) % attendance at the end of the coaching programme.

8. 10% Fee (Final instalment) after uploading candidates Prelims Hall tickets in Jnanabhumi portal.

9. 20% of the institutional fee shall be sanctioned over the original institutional fees of all the cleared candidates, if the results are more than 5% in Prelims among the sponsored candidates.

XIII). STIPEND

Shall be paid to Bank accounts of candidates with minimum 80% Biometric attendance in Jnanabhumi portal, on monthly basis, until Prelims examination date, as per the following scale:

1. Rs.10,000/- per month in respect of the institutions located in Hyderabad & in other Metropolitan Cities.

2. Rs.12,000/- per month in respect of the institutions located in New Delhi

3. Rs.2,000 as one time Travelling allowance for all category candidates.

XIV). ADDITIONAL ALLOWANCES
Magazine Allowance of Rs 10,000 & Other Expenditure allowance of Rs 10,000 for candidates attending interview.

The Welfare Departments/Corporations shall facilitate guidance/mock interviews by working Civil servants for candidates who have qualified for the interview through this scheme.

XV). ANNUAL CALENDAR

Following annual calendar shall be followed for ensuring timely admissions & better outcomes:

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<thead>
<tr>
<th>No.</th>
<th>Event Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Notification</td>
<td>1st week, March</td>
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<tr>
<td>2</td>
<td>Empanelment of Fresh /Renewal institutes</td>
<td>2nd week, March</td>
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<td>3</td>
<td>Screening Test</td>
<td>1st week, April</td>
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<td>4</td>
<td>Candidate Selection &amp; Allotment to Institutes</td>
<td>3rd week, April</td>
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<td>5</td>
<td>Institute Performance Review by Screening-cum-Selection Committee</td>
<td>May</td>
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<td>6</td>
<td>Bridge course</td>
<td>May - June</td>
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<tr>
<td>7</td>
<td>Regular Coaching Commencement date</td>
<td>1st week, July</td>
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XVI). OUTREACH

JnanaBhumi (Post Matric Scholarship) Degree student database should be used for creating awareness among the students & scheme for applicants and direct communication should be sent to their previous mobile numbers.

Mass Publicity in media/social media & Display/Distribution of pamphlets containing eligibility criteria of the scheme in all Educational institutions, etc.

XVII). INTEGRATION WITH JNANABHUMI

1. Entire process of application, including document upload, by the institutions for empanelment, shall be on the Jnanabhumi module.

2. Installation of Aadhaar enabled Bio-Metric attendance systems (AeBAS) & integration with Jnanabhumi is mandatory for all the empanelled institutes.


4. Secure User credentials will be given to each institute with 2FA.

XVIII). IT SERVICES PROVIDER: APCFSS

XIX). ATTENDANCE REPORTS

1. Monthly stipend & Institutional Fee claim & release will be auto generated based on the (AeBAS) student attendance on Jnanabhumi portal.

2. Monthly stipend shall be paid to candidates with (80) % attendance.

XX). ACADEMIC PROGRESS REPORTS

1. The mandatory Fortnightly Test result of each candidate shall be submitted by all Institutes on Jnanabhumi portal.

2. Academic Progress Reports (Fortnightly Test & Assessment Reports) shall be uploaded to Jnanabhumi portal by the Institute within (2) days of holding the assessment tests.

XXI). MONITORING & INSPECTION
1. Monitoring/Inspection Committee (MIC) with Officers next to HOD from Head Office of each Welfare Department/Corporation shall be constituted.

2. MIC shall inspect empanelled institutes on quarterly basis, evaluate scheme implementation & suggest institute wise corrective measures.

3. Minimum (2) minimum surprise visits by MIC of every institute during every annual training cycle.

4. Monitoring / Inspection Committee will be headed by Assistant Collectors (U/T) as decided by the Chairman of Screening-cum-Selection Committee.

5. 3rd Party Agency to be engaged to conduct periodic assessment/ concurrent evaluation & submit reports to Convener & HoDs of Departments/Corporations. In case of (10) % or excess variation between performance of candidates as shown by the institutes & 3rd party evaluation report, action including de-panelment, debarment for specific period, etc. will be initiated.

6. 3rd party agency cost to be shared on pro-rata basis by participating Departments.

7. Satisfaction survey of 10 % students, every month, by 1100 Call Centre.

XXII). FEEDBACK FROM STUDENTS THROUGH STUDENT WEB LOGIN/MOBILE APP

1. Faculty feedback: once a month.

2. Institution feedback: once in (3) months.

3. Weightage will be given to the students' feedback from 2019-20 onwards.

XXIII). EVALUATION OF RESULTS: After every annual cycle of Prelims/Mains/Interview (May to April), a critical review of performance of each institute will be made by the Screening-Cum-Selection Committee & renewal of institutes will be made based on the performance.


9. The Social Welfare/Tribal Welfare/Backward Classes/Minorities Welfare/Revenue(Endowments) Departments shall ensure that necessary arrangements are made for successful implementation of the scheme, as per the revised comprehensive guidelines, policy and implementation framework mentioned above, and issued in supersession of all the extant G.O.s/guidelines & take necessary action accordingly.

10. This order issues with the concurrence of the Spl.Chief Secretary, Finance Department in the e.Office file No.14026/11/2017-EDN-SW, Dt.04-07-2018.

(By Order and in the Name of the Governor of Andhra Pradesh)

S. S. RAWAT
Principal Secretary to Government

To
The Special C.S., Revenue(Endowment) Department.
The Principal Secretary to Government, B.C.Welfare Department,
The Commissioner & E.O Principal Secretary, Minorities Welfare,
The Director of Social Welfare
The Director of Tribal Welfare
The Director of Backward Classes Welfare
The Commissioner of Minority Welfare
The Managing Director, AP State Kapu Welfare & Development Corporation
The Managing Director, AP Brahmin Welfare Corporation
The Commissioner, Technical Education
The Commissioner, Collegiate Education
The CEO, RTGS
Copy to
The Secretary to Government, Finance Department, A.P
The Director of Treasuries and Accounts, A.P., Vijayawada.
The Pay & Accounts Officer, A.P. Vijayawada.
The Accountant General, A.P., Hyderabad.
The Vice Chancellor, JNTU, Ananthapuram
The Vice Chancellor, JNTU, Kakinada
All District Collectors
All Project Officers, ITDAs
All Deputy Directors/Joint Directors, SW, TW, BCW, DAW, MW through the concerned department
The PS to Secretary to CM, A.P
The PS to Minister for SWE & TWE
The PS to Prl. Secretary (SW) SC/SF
SF/SC

//FORWARDED :: BY ORDER//

SECTION OFFICER