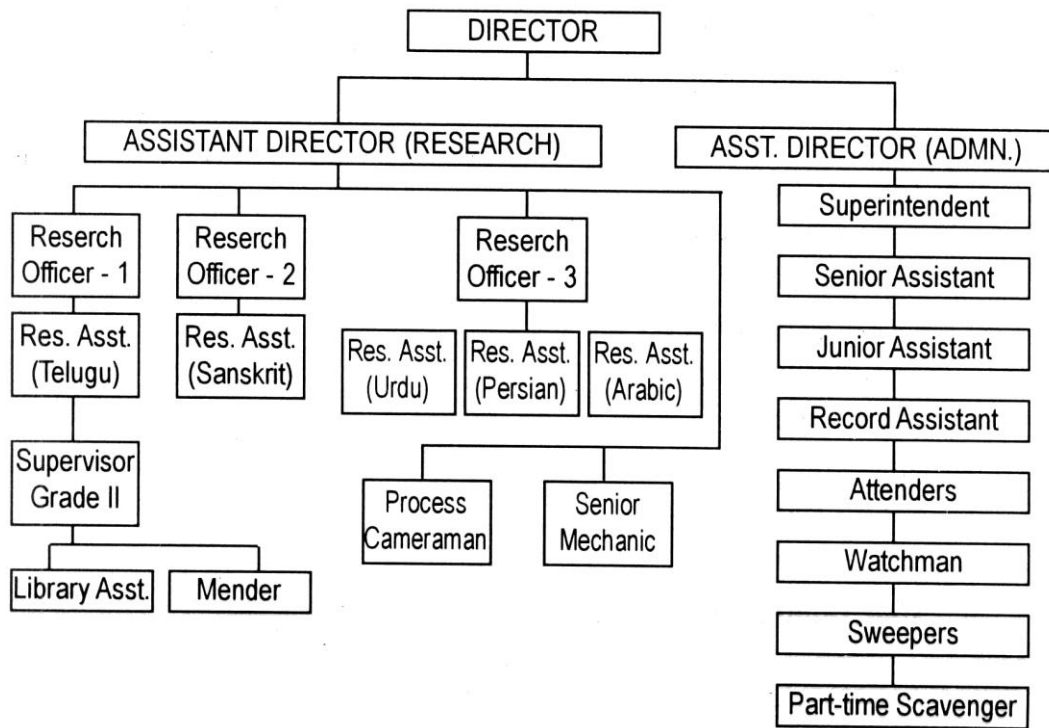


I. THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:



II. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

DIRECTOR

Director is the official head of the Andhra Pradesh Government Oriental Manuscripts Library and Research Institute. DIRECTOR is responsible for the careful observance of all rules and orders in force in the transactions of business in Andhra Pradesh Government Oriental Manuscripts Library and Research Institute.

He exercises general supervision and control over the staff under him and he is responsible for seeing that the members of the staff attend to the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of Business in the department. The Assistant Directors and Research Officers will assist the Director.

The Director will be responsible for attending to “meetings in Secretariat”, Publications, Survey and Collection of Manuscripts within the State.

The Director will be responsible for the custody, proper care and management of all records received in the office.

ASSISTANT DIRECTOR (Administration)

In the Department of Oriental Manuscripts Library and Research Institute there are two posts in the cadre of Assistant Directors. One Asst. Director Post is meant for purely Administrative and Accounts work and the other is for Technical functioning of the department. The Assistant Director (Admn.) has the responsibility of supervising the entire office including the Administrative and accounts, Annual Budget requirements of the office. For all administrative Accounts purposes he submits the files to the Director and get them approved for execution.

ASSISTANT DIRECTOR (Telugu)

The Assistant Director exercises control over the sections or branches placed in his charge both in regard to prompt dispatch of business and in regard to discipline of staff with him.

The Assistant Director classify, arrange and edit the work of Manuscripts.

The Assistant Director supervises the works on Reprography, Preservation and Conservation of the documents and attends to LAQs and LCQs.

DUTIES OF RESEARCH OFFICER-1

Incharge of Urdu, Arabic, Persian manuscripts. Preparation of the descriptive catalogues for Urdu, Arabic and Persian manuscripts. Editing of rare manuscripts and unpublished manuscripts. Scrutiny and deciphering of rare manuscripts. Survey and collection of manuscripts (tour programme) selection of printed books with the approval of Director. Contact eminent scholars and

Professors. Printing and proof reading of publications of Urdu, Arabic and Persian manuscripts. Selecting the Urdu, Arabic, Persian manuscripts which are in fragile condition and to get them microfilmed.

RESEARCH OFFICER-2

Incharge of the manuscripts of Sanskrit and other languages (other than Urdu, Arabic and Persian) and their maintenance in good condition. Editing of manuscripts, proof-reading, copying, cataloguing of manuscripts. Correspondence relating to purchase of manuscripts. Any urgent papers to be attended on the technical side. Selection of Sanskrit manuscripts which are in fragile condition and to get them microfilmed.

RESEARCH OFFICER-3

Incharge of the manuscripts of Telugu and other languages (other than Urdu, Arabic and Persian) and their maintenance in good condition. Editing of manuscripts, proof-reading, copying, cataloguing of manuscripts. Correspondence relating to purchase of manuscripts. Any urgent papers to be attended on the technical side. Selection of Telugu manuscripts which are in fragile condition and to get them microfilmed.

RESEARCH ASSISTANTS (Telugu)

Proof reading, copying and printing work, relating to Telugu manuscripts. Going to the printing press for correction and correction of proofs. Any other work entrusted by Research Officer should be carried out. The daily progress work may be submitted to Research Officer. Issue of manuscripts to Research Scholars for reference and responsible for verification of stock register.

RESEARCH ASSISTANTS (Sanskrit)

Proof reading, copying and printing work, relating to Sanskrit manuscripts. Going to the printing press for correction and correction of proofs. Any other work entrusted by Research Officer should be carried out. The daily progress work may be submitted to Research Officer. Issue of manuscripts to Research Scholars for reference and responsible for verification of stock register.

RESEARCH ASSISTANT (Urdu)

Preparation of catalogues in Urdu, Arabic, Persian manuscripts. Issue of Urdu, Arabic, Persian manuscripts to Research Scholars, Issue of reference books to Research Scholars and assist the Research Officer and also to attend the work entrusted by Research Officer. The daily progress work may be submitted to Research Officer. Research Officer will submit daily progress work report to Director every month.

RESEARCH ASSISTANT (Arabic)

Copying Arabic manuscripts, Classification and catalogue work of Arabic manuscripts. Publication work, Proof reading work. Preparation of Library Index cards subject-wise and authorwise for Arabic manuscripts. Survey and collection of Arabic manuscripts and books on tour. Whenever the work is entrusted by Research Officer it shall be carried out. The daily progress of work may be submitted to the Director through Research Officer.

RESEARCH ASSISTANT (Persian)

Copying of Persian manuscripts. Classification, preparation of catalogues, proof reading, press work, publication work. Preparation of Library Index Cards subject-wise manuscript-wise and authorwise to the Persian manuscripts. Whatever work is entrusted by the Research Officer it shall be carried out. The daily progress of work may be submitted to the Director through Research Officer.

SUPERVISOR-1

Preparation of cataloguing of printed books and manuscripts. Issue of reference books and manuscripts. Issue of reference books from the library. Book keeping and any work entrusted by the Research Officers. The daily progress work may be submitted to Research Officers.

SUPERVISOR-2

Preparation of catalogue work of printed books and manuscripts. Issue of reference books from the library. He should also attend the work entrusted by Research Assistant. Regarding publication work and collection of articles to Journal, the daily progress work may be submitted to Research Officer.

PROCESS CAMERAMAN

(Reprographic wing under control of Assistant Director (Technical))

Incharge of Microfilm / Digital camera and its accessories. Attends to the work of microfilm / digitalization copies entrusted by the Assistant Director. Also attends to the routine microfilm and digitalization works as required by the scholars. Provides the CDs or Xerox copies of selected manuscripts to the Research Scholars.

SENIOR MECHANIC

(Reprographic wing under control of Assistant Director (Technical))

Attends to Xerox work entrusted by the Assistant Director, Research Officer and Superintendent. Attends the Offset machine work. Incharge of the Offset machine, Xerox machine, Modi plain paper 123. He should maintain all the machines in good condition and submit report to Assistant Director. Any work related to Xerox copies by other section. Fragile manuscripts should be xeroxed. The daily progress work may be submitted to Assistant Director. The Assistant Director may submit the daily progress report to Director every month.

MENDER

(Conservation lab – wing under control of Assistant Director (Technical))

Mending of manuscripts entrusted by the respective section. Oiling the manuscripts entrusted by the Research Officer. Packaging of publications and microfilms, Xerox and other material to be sent outside the city, stitching the old files. Daily progress may be submitted to Research Officer and Research

Officer will submit the progress report to the Assistant Director fortnightly and the Assistant Director shall submit the report to the Director every month.

LIBRARY ASSISTANT

Preparation of catalogues in Telugu and Sanskrit and other manuscripts. Issue of those manuscripts to Research Scholars. To attend the work of fumigation of all manuscripts of the Department. Any work entrusted by Research Officers. Cleaning and dusting work of all manuscripts. Collection of articles and any work relating to publications, press work outside. He may submit the daily progress work to Research Officers. The Research Officers may submit the daily progress work of the Library Assistant to the Assistant Director every month.

LIBRARY ASSISTANT

(Urdu, Arabic, Persian wing under control of Assistant Director)

Preparation of catalogues in Urdu, Arabic, Persian manuscripts. Issue of Urdu, Arabic, Persian manuscripts to Research Scholars. Issue of reference books to Research Scholars. Assist the Research Officer and Research Assistant in the Urdu, Arabic, Persian wing. He/She should also attend the work entrusted by Research Officer and Research Assistant. The daily progress work may be submitted to the Research Officer. The Research Officer may also submit the daily progress work report of the Library Assistant to the Assistant Director every month.

THE ESTABLISHMENT AND ACCOUNTS SECTION SUPERINTENDENT

Supervision over the staff in the Establishment and Accounts Section.

SENIOR ASSISTANT

Preparation of Budget of Plan and Non-plan. Preparation of number statements of plan and non-plan. Reconciliation figures of accounts with Accountant General Office and Pay and Accounts Office. Preparation of pay fixation bills and pension cases. Maintenance of all ledgers, and bills and correspondence relating to G.P.F., Festival Advance. Maintenance of all stock files with the assistance of Records Assistant, Whenever the work entrusted by the Superintendent.

JUNIOR ASSISTANT-1

Preparation of salary bills and supplementary bills to staff, all contingent bills. sitting fees bills to non-official members, Traveling Advance Bills etc., Bills and correspondence pertaining to Modi Xerox, Vehicle fuel, Charges of Telephone, Water, Electricity, etc.

Disbursement of cash to staff and maintenance of cash book with allied registers. Incharge of Permanent Advance Register and all the works entrusted by the Superintendent.

JUNIOR ASSISTANT-2

Correspondence relating to Ticket of Admission to Telugu, Sanskrit, Arabic, Urdu, Persian wings. Correspondence relating to printing, Publication, Incharge of Stock of publication and stores, Stationery articles etc., correspondence relating to stationery items. Maintenance of miscellaneous correspondence (State Trading Corporation, A.P. General Life Insurance Loan, etc.). Correspondence relating to supply of xerox copies, Microfilms to Research Scholars whenever the work entrusted by the Superintendent.

JUNIOR ASSISTANT-3

Maintenance of Registers of all kinds of Leaves, Increments, Pay Fixations, Service Books and all kinds of Advances, Incharge of Attendance and Late Attendance Registers.

JUNIOR ASSISTANT-4

Service matters, Government correspondence. Disciplinary cases etc., Maintenance of stock files, Maintenance of watchman Register. Correspondence relating to all advances. Correspondence relating to all contingencies (purchases) etc.

RECORD ASSISTANT

Tappal, dispatch, early permission, service postage etc., miscellaneous works. Issue of stationery articles to staff members, maintenance of stock files and old files under the supervision of Senior Assistant. Incharge of all electrical equipments in the department. He will assist the Junior Assistant to issue the stationery items to staff members etc.

L.D. STENO

Peshi to Director.

TYPIST

Typing Establishment and Accounts section and other works entrusted by the Superintendent.

JAMEDAR

All the Class IV staff (Attenders, Sweepers, Watchman) will be supervised by the Jamedar.

ATTENDER

Attends to Tappal duty, loan remittances etc. Pay and Accounts, Bank duties of Establishment and Accounts Section and Research Wings.

SWEEPER

Sweeping in Peshi of the Director, Assistant Director (Admn.), Assistant Director (Tech.). Establishment and Account Sections, Reprography Section, Stock Area, Telugu and Sanskrit, Urdu, Arabic and Persian Wings etc.

WATCHMAN

To attend to all the Security duties of the Office Building Premises round the clock.

III. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

The procedure involved in decision making is by way of consulting the Assistant Directors and Research Officers. All the proposals would be sent to Principal Secretary, Higher Education for orders. The Director disposes the cases based on the delegation of powers as per Business Rules.

IV. NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS:

All the proposals would be sent to Principal Secretary, Higher Education, Secretariat for orders. The Director may take decisions according to Business Rules.

V. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS ARE AS FOLLOWS:

Section 4 (1) (b) (iv) & (v).

The rules and Regulations governed by the posts of this department are as follows:

- 1) G.O.Ms.No.293 Education (Mon.Cell.2) department dated: 23-11-1999. (Gazetted Posts).
- 2) G.O.Ms.No.118 Education (A&M.2) Department dated:22-3-1991 (All Non-Gazetted Posts).
- 3) A.P.State and Subordinate Service Rules,
- 4) A.P.Ministerial Service Rules,
- 5) A.P.General Subordinate Service Rules,
- 6) A.P.Last Grade Service Rules.
- 7) District Office Manual.

There are no subordinate offices under the administrative control either in the twin cities of Hyderabad and Secunderabad or in mofussils.

VI. A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

The details of Manuscripts in this library

Sl.No.	Language	Total
1	Telugu	1,551
2	Sanskrit	4,230
3	Tamil	165
4	Kannada	61
5	Hindi	13
6	Marathi	84
7	English	40
8	Arabic	6,337
9	Persian	8,915
10	Urdu	1,674
11	Turkish	14
12	Punjabi	4
13	Sindhi	3
14	Pisto	3
15	Hindi in Urdu Script	67
	Total	23,161

VII. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:

The experts committee constituted by the Director would take decisions for publications, editing, policy decisions, etc.

VIII. A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:

The experts committee constituted by the Director would take decisions for publications, editing, policy decisions, etc. The meetings / minutes of meetings etc., are accessible to the public.

**IX. A DIRECTORY OF OFFICERS AND EMPLOYEES
WORKING IN THE ANDHRA PRADESH GOVERNMENT
ORIENTAL MANUSCRIPTS LIBRARY AND RESEARCH
INSTITUTE, HYDERABAD DURING 2011-12**

Sl. No.	Name	Designation	Telephone Numbers
1.	Prof. Sripada Subrahmanyam	Director	9848794939
2.	Sri R.V.Subrahmanyeswara Rao	Assistant Director (Adm)	9989700144
3.	Sri P.Subba Rao	Assistant Director (Telugu)	9666563036
4.	Dr. Rafath Rizwana	Research Officer (Urdu)	
5.	Smt. T.Aruna	Research Officer (Sanskrit)	
6.	Smt M.Vasanthi	Research Officer (Telugu)	
7.	Smt Tanveer Fathima	Research Assistant	
8.	Sri K.Sridhar Gopal	Process Cameraman	
9.	Sri D.Srinivasa Murthy	Senior Mechanic	
10.	Md.Ashraf Ali,	Language Pandit (Arabic)	
11.	Smt V.Amaravathi	LibraryAssistant	
12.	Sri S.Md. Farouk	Superintendent	
13.	Sri A.Srinivas	Junior Assistant	
14.	Sri P.G.Mahender	Senior Assistant	
15.	Sri Shaik Moulana	Record Assistant	
16.	Sri T.Krishna Murthy	Record Assistant	
17.	Sri M.Subash	Jamedar	
18.	Sri R.Veerawamy	Attender	
19.	Sri Mohan	Chowkidar	
20.	Sri N.Satyanarayana	Chowkidar	
21.	Smt P.Tulasamma	Sweeper	

X. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM FOR COMPENSATION AS PROVIDED IN ITS REGULATIONS DURING 2011-12.

Sl. No.	Name	Designation	Monthly Emoluments
1.	Prof. Sripada Subrahmanyam	Director	1,11,038
2.	Sri R.V.Subrahmanyeswara Rao	Assistant Director (Adm)	54,574
3.	Dr. Rafath Rizwana	Research Officer (Urdu)	37,141
4.	Smt. T.Aruna	Research Officer (Sanskrit)	31,735
5.	Sri P.Subba Rao	Research Officer (Telugu)	31,750
6.	Smt Tanveer Fathima	Research Assistant	29,284
7.	Sri K.Sridhar Gopal	Process Cameraman	48,133
8.	Sri D.Srinivasa Murthy	Senior Mechanic	37,141
9.	Smt M.Vasanthi	Research Assistant (Telugu)	26,747
10.	Md.Ashraf Ali,	Language Pandit (Arabic)	23,357
11.	Smt V.Amaravathi	LibraryAssistant	16,247
12.	Sri S.Md. Farouk	Superintendent	33,425
13.	Sri A.Srinivas	Junior Assistant	26,797
14.	Sri P.G.Mahender	Senior Assistant	27,586
15.	Sri Shaik Moulana	Record Assistant	22,707
16.	Sri T.Krishna Murthy	Record Assistant	28,275
17.	Sri M.Subash	Jamedar	24,657
18.	Sri R.Veerawamy	Attender	22,103
19.	Sri Mohan	Chowkidar	18,899
20.	Sri N.Satyanarayana	Chowkidar	13,367
21.	Smt P.Tulasamma	Sweeper	13,367

XI. THE BUDGET ALLOCATED EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS PROPOSED, EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.

The following is the budget allocations to this department and Plan and Non-Plan during 2011-12:

		<u>Budget Allocations</u>	<u>Expenditure</u>
Plan	:	Rs. 32,00,000/-	Rs. 6,55,000/-
Non-Plan	:	Rs.1,26,94,000/-	Rs. 1,05,76,000/-

Total	:	Rs.1,58,94,000/-	Rs. 1,12,31,000/-

XII. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

---NIL---

XIII. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED.

---NIL---

XIV. XIV. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.

The detailed information on the Andhra Pradesh Government Oriental Manuscripts Library and Research Institute is available on Government Website viz., “manuscriptslibrary.ap.nic.in” .

XV. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKINGS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Citizens may visit the Andhra Pradesh Government Oriental Manuscripts Library and Research Institute, O.U.Campus, Hyderabad from 10.30 AM to 5.00 PM on any working day and contact the Assistant Director (Adm) / Public Information Officer and Assistant Director (Telugu), Assistant Public Information Officer.

XVI. THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

1. **Appellate Authority**
Prof. Sripada Subrahmanyam, 9848794939
Director
2. **Public Information Officer**
Sri R.V.Subrahmanyeswara Rao, 9989700144
Assistant Director (Adm.)
3. **Assistant Public Information Officer.**
Dr.P.Subba Rao, 9666563036
Assistant Director (Telugu)

XVI. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR

Every year the information would be updated.

DIRECTOR