

**PROCEEDINGS OF THE COMMISSIONER AND DIRECTOR OF SCHOOL  
EDUCATION, ANDHRA PRADESH, HYDERABAD**

**Rc.No.314/C3-2/2013**

**Dated:02-07-2013**

**Sub:** School Education – FAC arrangements for the post of Mandal Educational officers – Certain instructions - Regarding.

**Read:** 1. Hon'ble APAT orders dated 03.01.2013 in Rev.MA No. 3840/12 in OA NO. 7610/2012 with VMA NO. 1657/2012 & REV.MA No. 3855/2012 in OA No.7785/2012.  
2. C&DSE Proc. Rc.N. 834/C2-3/2011, dated 19.01.2013.

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In partial modification of orders issued in the reference read above, all the Regional Joint Directors of School Education in the state are instructed that if the post of Mandal Educational officer has fallen vacant, Senior Headmaster of the same Mandal may be kept FAC to the post of MEO in that Mandal duly following the existing practice for smooth functioning of the administration. One HM should hold one FAC only for better attention and administration.

This has the approval of the Commissioner and Director of School Education, Andhra Pradesh, Hyderabad.

**P.V. SRIHARI**

for Commissioner and Director of School Education

To  
The Regional Joint Directool Education in the State  
Copy to all the DEOs in the state.  
Copy to C2-Section of this office.  
OC-5  
SF-10

// T.C.F.B.O. //



**SUPERINTENDENT**



Rc.No. 999/(C3-2)/Estt.2-1/ 2014,

dated: 17-07-2014.

Sub:- School Education – Kept FAC Mandal Educational Officers – necessary instructions – Issued - Regarding.

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All the Regional Joint Directors of School Education and District Educational Officers in the State are informed that, nearly 527 Mandal Educational Officers are working on full additional charge in the State, out of 662 Mandal Educational Officer posts, as there have been no regular promotions. Most of the educational activities which are being implemented by the Department are not being implemented properly, as there are no regular Mandal Educational Officers. The State is lagging behind in number of activities like expenditure being incurred in School grants and maintenance grants, distribution of uniforms, conduct of school management committee meetings, monitoring the academic activities of the students and also monitor the regular attendance of teachers.

Further informed that, as the regular Headmasters of the Secondary Schools are kept Full Additional Charge of the post of Mandal Educational Officer, they have to perform the duties of the Headmaster as well as the Mandal Educational Officer. During the review meeting of the Mandal Educational Officers at Visakhapatnam on 16.07.2014 most of the FAC Mandal Educational Officers expressed that, they are not able to concentrate on the duties of Mandal Educational Officer on full time basis as they have to look after the duties of Headmaster also, and are not able to deliver the desired results.

In view of the above, the following arrangements are made to fully empower the FAC Mandal Educational Officer to concentrate on the activities of the Mandal as a whole time job.

- (a) The Headmasters who are kept full additional charge for the post of Mandal Educational Officer shall attend to all the exclusive works entrusted to the post of Mandal Educational Officer as per the job chart and also the works / subjects related to the Sarva Siksha Abhiyan on full time basis in the Mandal.
- (b) The senior most School Assistant working in the school from where the Headmaster is kept full additional charge to the post of Mandal Educational Officer shall be made incharge Headmaster to attend to the duties of Headmaster on full time basis.
- (c) The Headmaster who is kept full additional charge for the post of Mandal Educational Officer shall be responsible for all the activities in the Mandal. The senior most School Assistant in the school who is kept incharge for the post of Headmaster shall be responsible for all the administrative and academic activities in the school.
- (d) An Academic Instructor may be engaged in the school where there is subject need and where the School Assistant is kept as incharge Headmaster
- (e) The Honorarium to the Academic Instructor will be paid by the Project Officer, Sarva Siksha Abhiyan and the persons with requisite qualifications may be engaged as Academic Instructor based on need.

Therefore, all the Regional Joint Directors of School Education and District Educational Officers in the State are requested to action accordingly.

The above instructions should be followed scrupulously.

V. USHA RANI  
Commissioner of School Education.

To

All the District Educational Officers in the State.

All the Regional Joint Directors of School Education in the State

Copy submitted to the Principal Secretary to Government, School Education Department, Government of Andhra Pradesh, Hyderabad

//True copy:: attested//

ASSISTANT DIRECTOR (SER.I)

8/17/14



PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION,  
ANDHRA PRADESH, HYDERABAD

PRESENT: Smt. V. Usha Rani, I.A.S.

Rc.No. 999/Estt.2-1/2014

Dated 23-07-2014.

Sub-> School Education – FAC arrangements for the post of Mandal Educational Officers – Instructions – Issued - Regarding.

- Read-1. C&DSE Proc. Rc.No. 834/C2-3/2011, dated 19.01.2013.  
2. C&DSE Proc. Rc.No. 314/C3-2/2013, dated 02.07.2013.  
3. Commissioner of School Education Proc. Rc.No 999/Estt.2-1/2014, dated 17.07.2014.

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The attention of all the Regional Joint Directors of School Education / District Educational Officers are invited to the references cited, and they are informed that, certain instructions are issued to fully empower the FAC Mandal Educational Officers to concentrate on all the activities of Mandal as whole time job.

While making Full Additional Charge arrangements to the posts of Mandal Educational Officers, the Regional Joint Directors of School Education and the District Educational Officers are instructed to following the following criteria

- a) The Mandal Educational Officer posts shall be kept FAC in Mandals where the regular Mandal Educational Officer post is vacant.
- b) The senior most Headmaster of the same Mandal shall be kept Full Additional Charge for the post of Mandal Educational Officer.
- c) One Headmaster should hold one Full Additional Charge only for better attention and administration.
- d) There shall not be any allegations / charges against the Headmasters who are placed Full Additional Charge to the post of Mandal Educational Officer, and persons with clean record and integrity may be given the charge.
- e) The Mandal Educational Officer shall discharge all functions as per the job chart of MEO, in the Mandal apart from discharging the duties of the activities/programmes of Sarva Shiksha Abhiyan.
- f) The Mandal Educational Officer shall be under the control of Regional Joint Director of School Education concerned and shall report on all the activities to the District Educational Officer and to the Project Officer, Sarva Shiksha Abhiyan of the District.
- g) As per Fundamental Rule 11, the whole time of the Government Servant is at the disposal of Government which pays him and he may be employed in any manner required by proper authority and hence, the FAC orders issued to the Senior most Headmaster in the Mandal shall not be declined in the normal course.

- h) If any of the Headmasters who declines<sup>to</sup> take charge, the grounds on which the Headmaster is declining shall be recorded in the S.R. If the Headmaster declines on health grounds, the Regional Joint Director of School Education shall examine the genuinity of such request and if there is any doubt, such cases shall be referred to the Medical Board to ascertain the facts.
- i) In exceptional circumstances, permission of Commissioner of School Education shall be obtained for making Full Additional Charge arrangements when no Headmaster is available.
- j) For the words at para (3) (d) in the proceedings in the reference 3<sup>rd</sup> read above, may be read as "An Academic instructor may be engaged in the school where there is subject need and where the Headmaster is kept as FAC MEO".

The above instructions shall be followed scrupulously.

V. USHA RANI  
Commissioner of School Education

To  
All the Regional Joint Directors of School Education in the State.  
All the District Educational Officers in the State.  
All the Project Officers, Sarva Shiksha Abhiyan in the State  
Copy to the State Project Director, Sarva Shiksha Abhiyan, AP, Hyderabad.  
Copy submitted to the Principal Secretary to Government, School Education Department, Government of Andhra Pradesh, Hyderabad for information.  
Copy to

  
Assistant Director (Sec)  
24/7/24

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR  
SARVA SHIKSHA ABHIYAN, ANDHRA PRADESH**

***Present: Smt V.Usha Rani, IAS***

**Rc.No.783/SSA/A9/2014**

**Dated:23.07.2014**

**Sub :** AP SSA, Hyderabad – FAC arrangements for the post of Mandal Educational Officers – Necessary instructions – Engaging Academic Instructors – Reg.

**Read:** Commissioner of School Education Proc.Rc.No.999/Esst. 2-1/2014, dated: 17.07.2014 and 23.07.2014.

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The attention of all the Project Officers of SSA in the State is invited to the reference cited, wherein instructions have been issued to with regard to the arrangement of Full Additional Charges to the post of Mandal Educational Officers duly instructing that, (a) the Headmasters who are kept full additional charge for the post of Mandal Educational Officer shall attend to all the excusive works entrusted to the post of Mandal Educational Officers as per the job chart and also the works/ subject related to the Sarva Shiksha Abhiyan on full time basis in the Mandal. (b) the senior most School Assistant working in the school from where the Headmaster is kept full additional charge to the post of Mandal Educational Officer shall be made incharge Headmaster to attend to the duties of Headmaster on full time basis, (c) an Academic Instructor may be engaged in the school where there is subject need and where the Headmaster is kept as Full Additional Charge as Mandal Educational Officer.

Therefore, all the Project Officers of SSA in the State are instructed to arrange to pay the honorarium to the Academic Instructors engaged in the school as per need from the funds available under Academic support through BRC/URC of SSA in the State.

The above instructions shall be followed scrupulously.

  
**STATE PROJECT DIRECTOR**

To

All the Project Offices of SSA in the State.

All the District Educational Officers in the State.

Copy to all the Regional Joint Directors of School Education in the State.

Copy to the Commissioner and Director of School Education, A.P, Hyderabad.

## APPLICATION FOR F.A.C ALLOWANCE

*(For sanction of Charge Allowance for holding Additional charge & under F.R49)*

- 1.Name of the Officer :
- 2.Designation :
- 3.scale of pay :
- 4.Designation and place Addl.posted held :
- 5.Scale of pay OF the Addl.post
- 6.Period of Additional Charge :
- 7.Whether the Officer Appointed to held Full additional charge or is appointed to discharge current duties only : AS FAC
- 8.Whether the Officer hold addl.charge for the period of 14 working days excluding holidays and period of casual leave if any : YES
- 9.Whether the period of addl.duty covers to period of sanction.if no,whether the officer additional proposed Addl.duties during the period of vacation : YES
- 10.The authority component to place of the Officer addl.Charge or to appoint him to charge current duties only : Regional joint director of school education-----  
PRTU
- 11.whether an order was issued by the concerned Officer(copy to enclosed) : Yes,enclosed
- 12.The rate at which the Addl.pay and Allowance are to be paid : yes  
1/5<sup>th</sup> of basic pay
- 13.whether the compensatory allowances is to the Addl.post :
- 14.Whether the rate of C.A to the addl.post as applicable :
- 15.Whether the total period of Addl.Charge Exceeds three months : Yes/no
- 16.Whether the total period of Addl.charge is independent and not subordinate to the regular post held by the officer : YES
- 17.whethe the person kept as FAC, availed E.O.L during the 3 months period. : NO

COUNTER SIGNATURE OF Dy.E.O

SIGNATURE WITH DATE

## NON-DRAWL CERTIFICATE

This is certified that Sri/Smt----- has been appointed to hold HM/MEO,F.A.C, TO THE OFFICE OF----- from dt-----to dt ----- is eligible for allowance for holding the additional charges besides -----post duties. It is further certified that the incumbent has not claimed ANY FAC ALLOWANCE PREVIOUSLY for the above said period.

Place:-----

Signature

Date:-----

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## CERTIFICATE OF NON- AVAILMENT OF E.O.L

This is certified that Sri./Smt -----, -----,of----- has been appointed to hold HM/MEO----- ASF.A.C, from dt -----to dt----- and also it is certified that He/she has not been on EXTRA ORDINARY LEAVE without any pay and allowances during the above said period

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Place:-----

Signature

Date:-----