

OFFICE OF THE
COMMISSIONER OF TRIBAL WELFARE,
HYDERABAD

Circular No. 23/ITDA/HYD/2011

Date: 17-05-2011

CIRCULAR

Sub: TWD- Development and implementation of Comprehensive software APSTEP- instruction- Regarding

Ref Proposal submitted by CGG Lr. No. CGG/edev/DA/ 2010-11 dated 27.04.2011

1. Several representations are received about infrastructure in schools, service matters, court cases, financial issues etc., whenever action is proposed to take; it is noticed that neither the Head Office nor the Field offices have complete and reliable data of all the institutions, man power and financial issues. As a result, whenever any information is required, it is being sought from field offices, which is taking lot of time. Even after collecting the information, very often it is noticed that there are several errors, corrections of which is taking much more time. Lack of automation is noticed to be responsible for undue delays and inefficiency in the management of information and its use in decision making. TW Department already developed software separately for ROFR implementation, for monitoring TRICOR activities and for APCO supplies.
2. In this backdrop, the need to develop a comprehensive software package to manage and monitor certain important functions of Tribal Welfare Department is felt. A workshop has been conducted on 26th and 27th April 2011 for Senior Officers of Commissionerate of Tribal Welfare, POs of ITDAs and Deputy Directors etc.

3. Based on the discussion in the workshop, the following areas have been identified for computerization duly identifying TW officers responsible for developing suitable design.

Sl. No.	Subject	ITDA Level	State Level
1)	School information	PO, Eturnagaram, DD, Eturnagaram	Joint Director (E)
2)	Accounts system	P.O. & D.D. of Utnoor.	Addl. Director, TW Accounts Officer
3)	Human Resource Management System	PO, Srisailam	JD (Admin) MD (TRICOR)
4)	Legal Case Load Management System	-	DD/SO, Supdt I-Sec
5)	TRICOR	P.O.Vizianagaram P.O., R.C.Varam	MD, TRICOR

4. Simultaneously, the matter has been taken up with Centre for Good Governance (CGG) which is helping in streamlining and implementing the E-pass system. CGG has demonstrated their basic modules for School Information System, Human Resource Management, accounts & Payroll and court cases to officers nominated as above who in turn gave further domain requirements to develop full-fledged software module for implementation as well as monitoring. CGG finalized **Andhra Pradesh Schedule Tribe e-gov portal (APSTEP)** vide Ref-cited; wherein 6 to 7 modules will be developed.
5. Accordingly, CGG has informed that the data entry module for school information system is ready. Based on the above, following action plan is finalized for implementation:
- a) The basic module for data entry will be finalized by CGG by 16th May.

- b) The data entry will be taken up at the District level between **26th May to 31st may 2011.**
- c) Further module of work flow will be by **15th June.**
- d) Full-fledged implementation will commence in all district by **July 2011.**
6. All POs, DDs & DTWOs are hereby informed to take the following action.
- i. Log on to <http://twsis.cgg.gov.in> and use their e-pass password and User ID for district login.
 - ii. In the school information system, module of APSTEP, the residential schools managed by GURUKULAM, Ashram schools, Hostels, Alternative Innovative Schools, GPS (32 detailed categories) are included.
 - iii. They should print requisite number of forms from the website (Format enclosed in **Annexure-I**) and send one form to each school, for collection of data and filling up the form manually. It should also be ensured that the local teachers should be present in the school for opening the building and providing information to the data collector.
 - iv. Data Collection
 - For the purpose of speedy and accurate data collection, services of good HWOs, Teachers may be utilized as data collection officers. They should be identified @ one per 10 schools of data collection based field visit. Care should be taken to ensure that the data is collected based on the actual field visit and only after visiting the school/ institution.
 - A detailed proceeding should be drawn allotting schools. Data collection officers shall be given requisite forms and GPS instruments with instruction to fill the form accurately and collect atleast one coordinate of each school so as to map the data on GIS.
 - Each filled in form should be signed by the data collection officer. Atleast 10% of the data should be super checked by senior officers so as to ensure accuracy of data.
 - All hard copies of data forms should be preserved as permanent record until further instructions.
 - The data collected shall be taken up at the district/ ITDA office for data entry.

- v. At the district / ITDA level for completion of data entry in a time bound manner, at least one system and data entry operator should be positioned for about 10 institutions.

7. The schedule of operation is shown below:

S. No.	Activity	Completion date
1.	Print all data entry forms (should be equal to number of institutions + 10% excess)	20.05.2011
2.	One person (HWO / Teacher) shall be identified for 10 institutions for filling up the data and orders issued.	20.05.2011
3.	Collection of all filled in forms to District Head Quarters or ITDA	27.05.2011
4.	Establishing Data Entry Centre (one system for 100 institutions)	25.05.2011
5.	Data Entry start date	26.05.2011
6.	Data entry completion date	31.05.2011

Further instructions on other modules will be issued shortly.

All officers are requested to comply with above instructions scrupulously.

A copy of this circular is placed at aptribes.gov.in

Sd/-A.Santhi Kumari
COMMISSIONER OF TRIBAL WELFARE

Sd/- (D.Chanchala Devi)
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To

1. Project officers of ITDAs
2. Deputy Directors of ITDAs
3. All DTWOs
4. All officers in TWD

Copy Submitted
to the Principal Secretary to Government (Tribal Welfare),
Social Welfare Dept.A.P. Hyderabad.

Annexure-I					
Institutional Information Form					
S.No	Institution details				
1	Institution Code				
2	Recognition Number				
3	SEMIS Code		4	DISE Code	
5	Year of Starting				
6	Institution Name				
7	Type of School (Boys, Girls, Co-ed)				
8	School category (See Annexure II)				
9	Institution category/type(See Annexure II)				
10	Medium (English, Telugu, Multilingual)				
11	Lowest Class		12	Highest Class	
13	Contact Details of Institution				
	Address				
	Mandal		Village		
	Assembly Constituency				
	Parliament Constituency				
	Is located in scheduled				
	Headmaster name				
	Phone No		Mobile No of Headmaster		
	Email Id				
14	Bank details				
	Name of the Bank				
	Branch				
	A/C No				
15	Staff Details Total Number (Teaching)				
		Sanctioned		Working	
	Regular				
	Contract				
	Out sourcing				
	Vidya				

	Volunteers/ Daily wages									
	Guest/Part time/Others									
	Total									
Staff Details Total Number (Non-Teaching)										
		Sanctioned				Working				
	Regular									
	Contract									
	Out sourcing									
	Total									
16	Student Strength Details									
	Day Scholar	Total strength sanctione d	On-roll Strength of Students							
	Class		SC		ST		BC		OC	
			Boy s	Girl s	Boy s	Girl s	Boy s	Girl s	Boys	Girls
	Total									
	Boarders		SC		ST		BC		OC	
	Class		Boy s	Girl s	Boy s	Girls	Boys	Girls	Boys	Girls
	Total									
17	GPS Availability									
	Coordinates	North		East						
	Other instruments									

	available					
18	Land and Building Details					
	Building ownership type(Own/Rented/ Rent Free/ Others)		Total area of the Institution (Sq.Yards/Ac)			
	Nature of compound wall (Masonry/Barbed Fencing/ No Compound wall)					
19	Building Blocks Details					
	Block Name	Year of construction	Condition (Good, major repairs, minor repairs, other)	Nature of Building(RCC/ Tiled Roof/AC-GP Shed/Temporary Shed)	Area(sft)	
20	Rooms					
	Type of rooms (See annexure II)	Nature of Building(RCC/ Tiled Roof/AC-GP Shed/Temporary Shed)	No.	Condition(Good, major repairs, minor repairs, other)	Area (sft)	
21	Furniture details					
	Name of the item (Specify)	Type of item (wooden/ steel)	Condition(working/ not-working)		Number	

22	Bath and Toilet details			
	Number of toilets available			
	Running water supply availability (YES /NO)		Working Condition (Functional/ Non-Functional)	
23	Nature of Water Facility (Tick)		Number	
	Bore well with electric motor			
	Well/hand pump			
	OHSR/Sintex tanks			
	Protected water supply			
	RO based water plant			
	Others			
24	Library Details			
	Availability of room (Yes /No)		Availability of librarian (Yes /No)	
	Number of books available(subject)		Number of books available (general)	
	Mana TV Availability (Yes /No)		Availability of furniture (Yes /No)	
25	Electricity Availability			
	Phase (Single/ Three)			
	Transformers availability (Yes /No)		Generator facility availability (Yes /No)	
26	Computers			
	Number of computers available		No. of Working	
	Internet Availability (Yes/No)			
	Networking Availability (Yes/No)			
	Instructor/ operator availability			
	Printer / K-Yan / Scanner availability (Yes/No and specify)			
	Xerox machine availability (Yes/No)			
	TV /VCR availability (Yes/No)			
	Public address system availability (Yes/No)			

27	Laboratory Details			
	Nature of lab (Separate/ Common)			
	Availability of lab assistant (Yes/No/ specify)			
	Availability of lab furniture (Yes/No/ specify)			
28	Laboratory Equipment Details			
	Name of Lab	Name of equipment	Quantity	Type
29	Sports and games			
	Play Ground Available (Yes/No)			
	Availability of sports/games material with details			
	Music instrument available (Yes/No)			
	Availability of Craft equipment (Yes/No)			
	Drawing equipment available (Yes/No)			
	Teaching Learning Material available(TLM) (Yes/No)			
	Room amenities available(light/fan /flooring /mosquito mesh etc)			
	Fire safety measures (extinguishers) available			
	Solar equipments available (Yes/No)			
30	Other details not covered above			

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Annexure-II (Fields for the specified serial number)	
S. No	
8	School Category
	Primary
	Upper Primary
	High
	Jr. college
	Hostels
	Others
9	Institution category/type
	Govt. Primary School (TW)
	Govt. Primary School (TW)- Multi Lingual education
	Govt. TW Ashram Primary School (Boys)
	Govt. TW Ashram Primary School (Girls)
	Govt. TW Ashram Primary School (Co-ed)
	Govt. TW Ashram Upper Primary School (Boys)
	Govt. TW Ashram Upper Primary School (Girls)
	Govt. TW Ashram Upper Primary School (Co-Ed)
	Govt. TW Ashram High School (Boys)
	Govt. TW Ashram High School (Girls)
	Govt. TW Ashram High School (Co-Ed)
	APTW Residential School (for PTG) (Boys)
	APTW Residential School (for PTG) (Girls)
	APTW Residential School (Boys)
	APTW Residential School (Girls)
	APTW Ekalavya Model Residential School (Boys)
	APTW Ekalavya Model Residential School (Girls)
	APTW Ekalavya Model Residential Junior College (Boys) Intermediate
	APTW Ekalavya Model Residential Junior College (Girls) Intermediate
	APTW Residential School of Excellence (Co-Ed) Intermediate
	APTW Residential College of Excellence (Co-Ed) Intermediate
	APTW Residential Junior College (Boys) Intermediate

	APTW Residential Junior College (Girls) Intermediate
	APTW Upgraded Junior College (Boys) Intermediate
	APTW Upgraded Junior College (Girls) Intermediate
	APTW KGBV (Kasturba Gandhi Balika Vidyalayas)
	Mini Gurukulam
	Alternate Innovativ Education Schools/ Education Guarantee Scheme
	District Institute of Education and Training (TW) Intermediate & above
	College of Teacher education (TW) B.Ed.
	Govt. TW Hostel (Boys)
	Govt. TW Hostel (Girls)
	TW Post-Matric College Hostel (Boys) Intermediate & above
	TW Post-Matric College Hostel (Boys) Intermediate & above
	Best Available School (Private school/ English Medium/ Telugu Medium/ Hyderabad Public School)
20	Types of Rooms
	Classroom
	Principal Room
	Office Room
	Game/ laboratory Room
	Girls Waiting Room
	Mana TV Room
	Staff Room/ Record room
	Library Room/ Reading Room
	Dining Hall
	Dormitory
	Kitchen
	Other
Note	SEMIS Code is Secondary Education Management Information System (SEMIS)