



TELANGANA STATE URDU ACADEMY
4TH FLOOR, HAJ HOUSE, NAMPALLY, HYD.

INTRODUCTION

The Right to Information Bill 2005 was passed by the Houses of Parliament received the assent of the President of India on 15-6-2005 and it was published as Right to Information Act 2005 in the Gazette of India vide No.25 on 21-6-2005 and it has come into force with effect from 15-6-2005.

As per the Act, each public authority has to fulfill certain obligations before expiry of 100/120 days from the commencement of Act i.e. by 23-09-2005/12-10-2005.

Section 4 (1) of the Act Casts an obligation on each public authority to maintain records. This Section reads as follows :

“Maintain all its records duly catalogued and indexed in manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated”

Section 4 (1) of the Act Castes an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act, manuals on the (17) items contained in Chapters 2 to 17 herein for easy access and understanding by Citizens, Civil Society Organizations, Public representatives, Officers and Employees of Public authorities including Public Information Officers and Asst. Pubic Information Officer and Appellate Officers, etc.

CHAPTER – 1

Organisation, Functions and Duties

{ Section 4(1)(b)(i) }

Right to Information Act

The name of the Organization is Telangana State Urdu Academy functioning at 4th Floor, Haj House, Nampally, Hyderabad. The functions and duties of the Academy are mentioned hereunder in its Bye-laws.

The Urdu Academy A.P. was established vide G.O.Ms.No.1466, Education Department, dated 31st December, 1975, and registered under the “A.P.(Telanagana Area) Public Societies Registration Act, 1950 Fasli (Act, I of 1350 Fasli)”, vide Registration No. 97 of 1976, dated 7-02-1976 in the unified State of Andhra Pradesh. After bifurcation of the State of Andhra Pradesh, the Telangana State Urdu Academy was registered separately vide Registration No. 197 / 2015 as desired in Govt. Memo. No. 2681/O.P/A1/2014, dt. 09-12-2014 issued by the Secretary to Government, Minorities Welfare Department, Government of Telangana, Hyderabad.

The main objectives of the Academy are:

- (i) To preserve, foster and develop the Urdu Language and its literature;
- (ii) To work for promotion, development, dissemination and advancement of Urdu Language and literature;
- (iii) To work for the promotion; development, reform and advancement of Urdu script and to undertake the printing and publication of the literature of the other Indian Languages in the Urdu Script.
- (iv) To undertake, organize and facilitate study courses; conferences, lectures, seminars, summer institutes and the like,
- (v) To undertake and provide for the publication of books periodicals, journals and research papers in furtherance of the objects of the Academy.
- (vi) To promote and to encourage by awarding prizes and by other incentives, the production of original books in the Urdu Language on various subjects for use in schools and colleges.
- (vii) To advise the Government in all matters referred by them to the Academy.
- (viii) To constitute such committee or committees or such study group or study groups or such working groups as the Academy may consider necessary for the performance of its functions, and
- (ix) To perform such other functions as may be deemed necessary by the Academy for advancing the cause of the Urdu Language and Literature or as may be necessary, incidental or conducive to the realization of all or any of the above objects.

In pursuance of its schemes and objectives, the Academy is implementing the following SCHEMES:

I. PRESERVING & PROMOTION OF URDU LANGUAGE

Under this head, the following schemes are being implemented:

1. Moulana Abul Kalam Azad National Award
2. Maqdoom Award
3. Life Time Achievement Award
4. Best Urdu Teachers Award
5. Best Urdu Students Award
6. Awards on printed Urdu books
7. Financial assistance for publication of Urdu manuscripts
8. Qaumi Zaban (monthly magazine of Urdu Academy)
9. Financial assistance to Urdu periodicals
10. Financial assistance to Urdu news agencies
11. Grant in aid to Urdu Voluntary Organisations
12. Financial aid for conducting Urdu Mushairas, Seminars & Symposium
13. Financial aid to Small Urdu News papers
14. Financial Aid to Urdu Writers & Journalists
15. Financial aid to Urdu Libraries in shape of Books
16. Purchase of Urdu Books
17. Printing of Calendars, Urdu Dairies, Broachers, Banners, etc.
18. Installation of Book Sale Counter at All India Industrial Exhibition & NCPUL Programme etc.

BRIEF:

1. MAULANA ABUL KALAM AZAD NATIONAL AWARD

It is a Prestigious National Award instituted after the name of Maulana Abul Kalam Azad, the first Education Minister of India, which is given to eminent personality who have contributed his/her services in the field of Urdu teaching and education, social field, etc. for the benefit of the minority community. The Award consists of a Cash Prize of Rs. 2.25 lakhs (Rupees Two Lakhs and Twenty Five Thousand only), a Citation, & Memento.

2. MAKHDOOM AWARD

Makhdoom Award is yet another prestigious National Award of the Urdu Academy named after a renowned Urdu Poet from Hyderabad “Makhdoom Mohiuddin”. This Award too consists of Cash Prize of Rs. 2.00 lakh (Rupees Two Lakhs only), a citation & Memento, which is given away to an eminent literary figure in any one of the following fields, viz. Urdu Poetry, Journalism, Fiction, Humour, Research and Criticism.

3. LIFE TIME ACHIEVEMENT AWARD

Life Time Achievement Award is conferred on men of letters for their contribution in various fields such as, poetry, journalism, education, fiction, criticism, humour & satire, science & art, promotion of Urdu. Life Time Achievement Award is further instituted after the names of following eminent Urdu personalities for (7) various categories

- 1) Amjad Hyderabadi Award for Poetry;
- 2) Sayeed Shaheedi Award for Poetry;
- 3) Agha Hyder Hassan Award for Fiction;
- 4) Dr. Mohiuddin Quadri Zor Award for Research & Criticism;
- 5) Prof. Habeeb-Ur-Rahman Award for Education;
- 6) Mahboob Hussain Jigar Award for Journalism; and
- 7) Srinivas Lahoti Award for promotion of Urdu

Each Award comprises of a Cash Prize of Rs. 50,000/- (Rupees -Fifty Thousand only), a Certificate & Memento.

4. BEST URDU TEACHERS AWARD

Best Urdu Teachers Award is given to the outstanding teachers from Primary to High School, College and University level, as an encouragement and to boost their teaching spirit. The Award consists of a Cash Prize of Rs. 10,000/- (Rupees Ten Thousand only), a Certificate & Memento.

5. BEST URDU STUDENTS AWARD

Urdu Medium toppers in SSC from each District are honoured with the “Best-Urdu Students Award” as an encouragement and to generate interest and zeal among them towards education. The award consists of a Cash Prize of Rs. 5,000/- (Rupees Five Thousand only) and a Merit Certificate.

6. AWARDS ON PRINTED URDU BOOKS

The Academy also gives Awards on best Urdu Books as a token of encouragement and to bring recognition to the authors and their publications among literary circles. A cash prize of Rs. 10,000/-, Rs. 8,000/- and Rs. 6,000/- under I, II and III Prize, respectively are given apart from a Certificate.

7. FINANCIAL ASSISTANCE FOR PUBLICATION OF URDU MANUSCRIPTS

Urdu Academy also extends financial assistance from Rs.15000/- to Rs. 18,000/- each for publication of Urdu manuscripts written by Urdu poets, authors and men of letters. A Five Member Expert Committee is constituted, who after elaborate discussions and study give their recommendations, based on which list of manuscripts are finalized and financial assistance is provided.

Selection Process for the above schemes :

A Five Member Judges/Expert Committee is constituted comprising distinguished personalities from the relevant fields, who after elaborate discussions and study give their recommendations, based on which beneficiaries are finalized. However, with regard to Best Urdu Students Award, the merit list of X Class Urdu Medium students is obtained from the Commissioner of Government Examinations, and they are chosen in order of merit and bestowed with the Award.

8. PRINTING OF QUAMI ZABAN

“Qaumi Zaban”, an official monthly organ of the Academy is being printed every month which covers, literary articles from men of letters and research scholars. Poetry of eminent poets throughout the country is also included. Government welfare programmes in general and the schemes and activities of Urdu Academy in particular are also incorporated in the magazine.

9. FINANCIAL ASSISTANCE TO URDU PERIODICALS

Financial assistance upto Rs. 10,000/- each is provided to Urdu periodicals.

10. FINANCIAL ASSISTANCE TO URDU NEWS AGENCIES

Financial assistance upto Rs. 15,000/- each is provided to Urdu News Agencies.

11. FINANCIAL ASSISTANCE TO URDU VOLUNTARY ORGANIZATIONS

The reputed Urdu Organizations like Idara-e-Adabiat-e-Urdu, The H.E.H. Nizam Urdu Library, Maulana Abul Kalam Azad Urdu Research Centre, etc. are provided with financial aid

12. FINANCIAL ASSISTANCE FOR CONDUCTING MUSHAIRAS, SEMINARS, SYMPOSIA BY OTHER INSTITUTIONS

Financial assistance is provided to Urdu Organizations for conducting Mushairas / Seminars & other literary & cultural programmes.

13. FINANCIAL ASSISTANCE TO SMALL URDU NEWS-PAPERS

Financial assistance is given to small Urdu Newspapers every year, so as to ensure their survival in these days of high cost of stationery and printing.

14. FINANCIAL AID TO URDU POETS / JOURNALISTS / MEN OF LETTERS

The Academy extends financial assistance towards medical aid to the ailing Urdu poets, journalists and men of letters on humanitarian grounds.

15.FINANCIAL ASSISTANCE TO URDU LIBRARIES IN SHAPE OF BOOKS

The Academy purchases Urdu books on various topics direct from Urdu Writers / Poets. These books will be supplied free of cost to Urdu libraries.

16.PURCHASE OF URDU BOOKS

The Academy also purchase Urdu books printed on various topics direct from the authors and supply the same to Urdu libraries, educational and literary institutions free of cost. These books are purchased by Urdu Academy at 50% discount, as a token of encouragement to the authors/writers/poets.

17. PRINTING OF URDU ACADEMY NEW YEAR DIARIES &CALENDARS

The Urdu Academy brings-out New Year Calendars andDairies every year covering schemes and activities of the Urdu Academy for the awareness and publicity among the general public.

18. URDU ACADEMY'S STALL IN ALL INDIA EXHIBITION

The Academy also put up its stall in All India Industrial Exhibition this year at Hyderabad in the month of January, in which, schemes and activities of the Academy are displayed. The Urdu books of eminent authors and poets are also displayed and sold at a discounted price.

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CHAPTER 2

Powers and Duties of Officers and Employees
{ Section 4(1)(b)(ii) }

(ii) The powers and duties of officers and employees

1. Director/Secretary: He is the official head of the Academy. As per Bye-law (4) of the Academy, “the Director of the Academy shall be the Chief Executive Officer of the Academy and shall be responsible to discharge the duties assigned to him by the Rules of the Urdu Academy.” He exercises general supervision and control over the staff under him and is responsible to see that the members of the staff under him discharge the work allotted to them efficiently and expeditiously.

2. Superintendent: He exercises control over the Sections placed in his charge both in regard to dispatch of business, and in regard to efficient administration. He is general in charge of office matters and procedure as a whole. He deals with contingent expenditure, drawal of pay bills, etc. and controls the Last Grade employees.

3. Senior Steno: He deals with the L.A.Qs./L.C.Qs., Court Cases, R.T.I. replies and disposals, general correspondence, attend to the dictation and typing works, apart from the work allotted to him from time to time.

4. Senior Assistant: He is in charge of a Section in the Office. He is responsible for all files relating to the subject allotted to him. He directly responsible to the officers under whom he works for efficient and expeditious dispatch of business at all stages.

5. Junior Assistant: His main duties are to draft and reference the communications properly and deal with the cases relating his seat in the section efficiently and expeditiously. He maintains Personal Registers, Reminder dairy, Call Books, periodicals and other relevant registers.

CHAPTER 3

Procedure Followed in Decision-making Process { Section 4(1)(b)(iii)}

The procedure being followed by the Academy is as follows:

Any representation on paper received in the Academy is numbered as entered in Personal Register of concerned Junior Assistant dealing with the subject who in turn submits the file to Superintendent. After his examination file is put up to the Director/Secretary.

Usually, the Academy implements certain schemes on annual basis which are meant for promotion and development of Urdu language and literature. In certain cases, committees consisting of the members of Board of Governors of Urdu Academy or men of letters are formed to decide and finalise the schemes for their implementation

The Service matters are being settled with the joint decision of the President and the Director of the Academy, and if necessary the proposals are placed before the Board of Governors for approval.

In regard to Legal matters and the matters requiring interpretation of law, the Lawyers are engaged, and if necessary, legal opinion is requisitioned from the Law Department through proper channel.

In regard to matters having financial implications, the Finance Department is being consulted through proper channel.

CHAPTER 4

NORMS SET FOR DISCHARGE OF FUNCTIONS

Section 4(1)(b)(iv)

1. The Academy's functions are :-
 - A) Promotion and Development of Urdu Language and Literature in the State.
2. The Service delivery item frame for the services rendered by the academy are given below:
 - 1) Implementation of each scheme after receipt of data .. 90 days
 - 2) Citizen related
 - A) Routine Matters .. 2 days
 - B) Other than routine matters ..15 days
 - 3) References/letters from other departments (inter-departmental)
 - A) Routine matters .. 5 days
 - B) Other than routine matters ..15 days
 - C) Service Matters ..30 days
 - 4) Intra-departmental matters (within department)
 - A) Routine matters .. 3 days
Eg: Leave, postings, etc.
 - B) Other than routine matters .. 5 days
Eg: Representations, appeals, vigilance
 - C) Service matters .. 5 days

CHAPTER – 5

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

{Section 4(1)(b)(v):

The rules regulations, instructions, manuals and records held by the Academy at its office for use by its employees while discharging functions are as hereunder:

- 1) Rules and Bye-laws of Urdu Academy, 2015
- 2) Orders issued from time to time.

CHAPTER 6

Categories of Documents held by the Public Authority under its control
{Section 4(1)(b)(vi)}

The following documents are held by the Urdu Academy at its office

Documents held under the control of Academy

1. Schemes and Activities
2. Rules and Bye-laws
3. Files
4. Records
5. Registers

CHAPTER 7

Arrangements for Consultation with or Representation by the Members of the Public in relation to the Formulation of Policy or Implementation thereof { Section 4(1)(b)vii }

On receipt of representation from Service Associations and other N.G.Os. the request/suggestions are examined thoroughly in consultation with the Section In-charges dealing with the subject, and the Committees if any formed for the purpose, so as to take a decision. The President, Urdu Academy also takes up periodical review with members of the public including the Board of Governors of Urdu Academy, regarding implementation and improvement in the various schemes of the Academy.

CHAPTER 8

Boards, Councils, Committees and other Bodies constituted as part of Public Authority (Section 4(1)(b)(viii))

1) The Government in Minorities Welfare Department vide G.O.Ms.No.42, Minorities Welfare (Estt.II) Department, dated: 01-09-2018, have appointed the following :-

Sl.No.	Name & Address	Designation	Contact Number
01.	Secretary to Government, Finance Department or his nominee	Ex-Officio Member	
02.	Commissioner / Director, Minorities Welfare	Ex-Officio Member	040-24752227
03.	Director/Secretary of the Academy	Ex-Officio Secretary/ Member	040-23237810

CHAPTER 9

Directory of Officers and Employees
{ Section 4 (1)(b)(ix)

Following is the information of the Officers and employees working in the Academy at its office situated at Haj House, Hyderabad at different levels and their contact address is furnished as here under:-

LIST OF OFFICERS/STAFF OF URDU ACADEMY WITH CONTACT NUMBERS
URDU ACADEMY GENERAL NUMBER: 23237810

Sl. No.	Name of Officer/staff	Designation	Contact Number	Intercom Ext.Nos.of 23237810
1	<i>Mr. SHAHNAWAZ QASIM, I.P.S.</i>	<i>DIRECTOR/SECRETARY I/c.</i>	<i>040-23237810 (Off)</i>	<i>10</i>
2	<i>Mr. V. KRISHNA</i>	<i>SUPERINTENDENT</i>	<i>23237810 (Off)</i>	<i>22</i>
3	<i>Mr. SHAIK ISMAIL</i>	<i>SENIOR STENO,</i>	<i>23237810 (Off)</i>	<i>14/35</i>
4	<i>Mrs.WAJAHATUNNISA</i>	<i>SR. ASST.</i>	<i>23237810 (Off)</i>	<i>17</i>
5	<i>Mr. P. ATHAVULLA KHAN</i>	<i>SR.ASST.(ACCOUNTS)</i>	<i>23237810 (Off)</i>	<i>13</i>
6	<i>Mr. E.KHURRAM</i>	<i>SR. ASST..</i>	<i>23237810 (Off)</i>	<i>30</i>
7	<i>Mr. AHMED BIN ISHAQ</i>	<i>Sr. ASST.</i>	<i>23237810 (Off)</i>	<i>28</i>
8	<i>Mr. ATHER KHAN</i>	<i>JUNIOR ASST.</i>	<i>23237810 (Off)</i>	<i>29</i>
9	<i>Mr. MOHD. ANWAR ALI KHAN</i>	<i>JUNIOR ASST.</i>	<i>23237810 (Off)</i>	<i>27</i>
10	<i>Mr. JUNAIDULLA- BAIG</i>	<i>JUNIOR ASST (Q.Z.)</i>	<i>23237810 (Off)</i>	<i>31</i>
11	<i>Mr. MOHD. ISMAIL</i>	<i>Jr. CALLIGRAPHIST</i>	<i>23237810 (Off)</i>	<i>26</i>
12	<i>Mr. ABDUL ZAKIR</i>	<i>Jr. ASST/</i>	<i>23237810 Off.)</i>	<i>15</i>
13	<i>Mr. MOHD. RAJJAB ALI</i>	<i>JUNIOR ASST. (Inward)</i>	<i>23237810 (Off)</i>	<i>24</i>
14	<i>Mr. MIR SADATH ALI</i>	<i>JUNIOR ASST.</i>	<i>23237810 (Off)</i>	
15	<i>Mr. MOHD. FAZLUR RAHMAN</i>	<i>BOOK BEARER</i>	<i>23237810 (Off)</i>	<i>18</i>
16	<i>Mr MOHD. RAFI</i>	<i>COMPUTER OPERATOR</i>	<i>23237810 (Off)</i>	<i>25</i>

CHAPTER 10

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations

{Section 4(1)(b)(x)}

Information on remuneration and compensation structure for Officers and employees in the following format:

TELANGANA STATE URDU ACADEMY			
Sl. No.	Name of the Employee	Designation	Pay as on 01-01-2022 / Current
1	V. Krishna	Superintendent	96890.00
2	Sk. Ismail	Sr. Steno.	109750.00
3	P.Athavulla Khan	Sr. Assistant	71000.00
4	Wajahat Unnissa Begum	Sr. Assistant	78820.00
5	Ather Khan	Jr. Assistant	78820.00
6	E. Kurrum	Sr. Assistant	65570.00
7	Md.Anwar Ali Khan	Jr. Assistant	55720.00
8	Ahmed Bin Ishaq	Sr. Assistant	63840.00
9	Md. JunaidullaBaig	Jr. Assistant	54220.00
10	Md. Ismail	Jr. Assistant	54220.00
11	Abdul Zakir	Jr. Assistant	54220.00
12	Rajab Ali	Jr. Assistant	48520.00
13	Mir Sadat Ali	Jr. Assistant	45960.00
14	Syed Saleem	Attender	67300.00
15	Zakir Hussain	Record Asst.	49920.00
16	Yousuf Khan	Assist Librarian	85240.00

17	Akther Hussain	Book Bearer	69150.00
18	Fazulur Rehman	Book Bearer	49920.00
19	Asif khan	Attender	30210.00
20	Abdul Kaleem	Nt Watchman	30210.00
21	Shokath khan	Attender	30210.00
22	Mohd Rafi	Com. Opertaor	31040.00
23	Mohd Ibrahim	Record Asstt	30210.00
24	Shaik Sajjad Hussain	Book Bearer	30210.00
25	S.A. Raafey	InChargeUGCSK	31040.00
26	Mir Barkat Ali	Driver	31040.00
27	Md. Imam Pasha	Attender	26410.00
28	Arun Kumar	Xerox Operator	22240.00

CHAPTER 11

Budget Allocated to Urdu Academy
{Section 4(1)(b)(xi)}

BUDGET FOR THE YEAR, 2022-2023

SL. No.	Name of the Scheme	Head of Account	Budget Estimates for the year 2022-2023 (Rs. in Lakhs)
1	Assistance to T.S. Urdu Academy for construction of Urdu Ghar cum Shadikhanas	2225-04-800-25-20-310-312	255.00
2	Assistance to T.S. Urdu Academy for Preserving/Promotion of Urdu Language		427.00

CHAPTER 14

Information Available in Electronic Form
{ Section 4(1)(b)(xiv) }

The information relating to the Telangana State Urdu Academy on its various schemes and activities are made available in the internet and the same can be accessed at the following website:

www.urduacademyts.com

<http://tsic.gov.in>

CHAPTER 15

Particulars of Facilities available to Citizens for Obtaining Information
{ Section 4(1)(b)(xv) }

Information relating to the schemes and activities of Urdu Academy including literary, cultural and educational are made available to the citizens by way of news paper reports, notifications, advertisements, new year calendars and diaries, apart from the announcements made by the President of the Academy on different occasions at the website www.urduacademyts.com Citizens can also apply to the respective office and obtain relevant information.

Further, T.S. Urdu Academy Central Library is functioning in “Urdu Maskan” at Moti Galli, Hyderabad where citizens/readers/students/ scholars can have access to the available books and newspapers / magazines, etc. during its working hours viz. 10.30 A.M. to 5.00 P.M.

CHAPTER 16

Names, Designations and other Particulars of Public Information Officers
{ Section 4(1)(b)(xvi) }

1. Senior Steno. ..State Public Information Officer
T.S. Urdu Academy

Sri. ShaikIsmail,
Senior Steno. Ph.; 23237810 Extn. 14
Cell” 8886012301

2. Computer Operator .. Asst. State Public Information Officer
T.S.Urdu Academy

Sri.Mohammed Rafi,
Computer Operator Ph.: 23237810 Extn.25

3. Director/Secretary, ..Officer Senior to State
T.S.Urdu Academy Public Information officer

Shahnawaz Qasim, I.P.S.
I/c. Director/Secretary Ph. 23237810
Cell: 8886012786 / 9030853239

CHAPTER 17

Such other information as may be prescribed; and thereafter update these publications
every year;
{ Section 4(1)(b)(xvii) }

The T.S. Urdu Academy update all the information relating to its schemes and activities, performance and appraisal reports, budget, etc. through it's publication "Qaumi Zaban" a monthly literary magazine, new year diaries and calendars apart from it's website [www. urduacademyts.com](http://www.urduacademyts.com) from time to time.