

No. DE/ADM/ESTT/RTI/12-13/
U.T. Admn. Of Daman & Diu,
Directorate of Education,
Daman.
Dated:-

To
The District Informatics Officer,
National Information Centre (NIC),
Secretariat,

Daman.

Sub:- Compliance under Section 4 of the RTI Act-2005.

Ref:- Circular No. 1/58/Home/2005/Vol.I/7569 dated 29-03-2012 from the
Joint Secretary(Per), Secretariat, Daman.

Sir,

Please refer to Circular mentioned at reference on the subject cited above. The Information under Section 4 of the RTI Act-2005 of the Directorate Of Education Daman, as well as Various Secondary & Higher Secondary Schools is as under :-

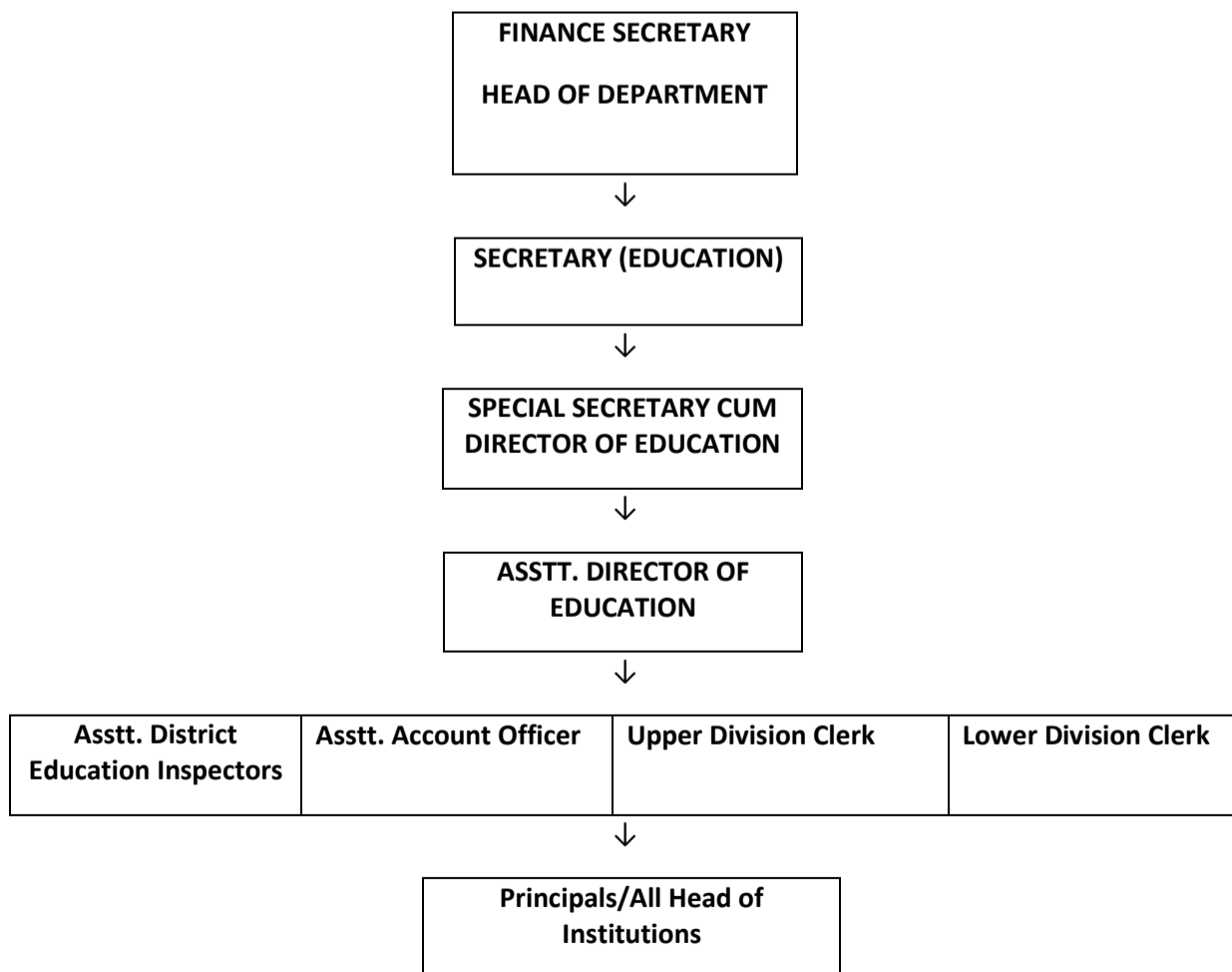
1) RECORD MANAGEMENT AND IMPROVEMENT OF RECORD MANAGEMENT.

All the Head of Institutions of Govt./Aided Secondary/Higher Secondary schools and Section Incharge of all compilations are ordered to Manage all the records related to their Schools/Sections up to date time to time so that the related information asked by public in general can be provided under the RTI Act, 2005 well in time.

2) SUO-MOTO PUBLICATION OF 17 MANUALS IN OFFICIAL GAZETTE :

i) **The Particulars of its organization, functions and duties :-**

ORGANIZATION CHART



BRIEF INFORMATION OF EDUCATION DEPARTMENT, DAMAN

- 01. Name of Department :- EDUCATION DEPARTMENT, DAMAN
- 02. Contact Person :- Shri B. S. Shrimali
- 03. Contact Address :- Education Department, Near Jetty, Nani Daman.
- 04. Telephone Number :- (0260) 2255126
- 05. Fax Number :- (0260) 2255126
- 06. E-mail Address :- daman.education@gmail.com

In the District of Daman, Education Section has been established for the Development of Education in Secondary and Higher Secondary Schools of Urban and Rural Areas. Each School exercises this function completely or in part through this department, within which there are varying degrees of responsibility. The Department gains its powers and responsibilities specifically from the Head of Department, Directorate of Education, Daman.

This department is monitoring all the Secondary and Higher Secondary Schools of Daman District and provides basic educational infrastructure as per the requirement. The main aim of the department is to stop drop out and moto is “Education for all”.

Our Focus is to follow up Annual Academic Action Plan by all schools to get better Board Results.

Total Number of Schools functioning in this District :-

**GOVERNMENT & AIDED EDUCATIONAL INSTITUTIONS IN DIU
AFFILIATED WITH GUJARAT SEC. EDN. BOARD**

Govt. Higher Secondary Schools:-	05 Nos.	Bhimpore, Dabhel, Kachigam, Moti Daman, Zari
Unit Runs (9 th to 12 th Std.)		
Newly Upgraded High Schools :-	03 Nos	Damanwada, Marwad, Dunetha
Unit Runs (6 th to 10 th Std.)		
Govt. Secondary Schools :-	04 Nos.	Nani Daman, Varkund, Patlara, Pariyari
Unit Runs (9 th to 10 th Std.)		

**CENTRAL GOVERNMENT /SELF FINANCE & TECHNICAL
EDUCATIONAL INSTITUTIONS IN DIU**

Jawahar Navodaya Vidyalaya :-	01 No.
Unit Runs (6 th to 10 th Std.)	
B.Ed. College :-	02 No.
P.T.C. Institute :-	02 No.
Industrial Training Institute :-	01 No.
Technical Training Institute :-	01 No.

**TOTAL SANCTIONED POSTS IN EDUCATION DEPARTMENT, DAMAN & SECONDARY / HIGHER
SECONDARY SCHOOLS OF DAMAN DISTRICT**

Sr. No.	Name of Post	Name of schools										Total Accepted Post
		Education, Daman	GHSS, Bhimpore	GHS, Varkund	GHSS, Dabel	GHSS, Kachigam	GHSS, Zari	GHS, Pariyari	GHS, Patlara	GHSS, Moti Daman	GHS, Nani Daman	
1	Principal	00	00	00	00	00	00	00	00	01	00	01
2	Head Master, GHS	00	01	01	01	01	01	01	01	00	01	08
3	Head Master, GMS	08	00	00	00	00	00	00	00	00	00	08
4	Head Master, GPS	02	00	00	00	00	00	00	00	00	00	02
5	Accounts Officer	01	00	00	00	00	00	00	00	00	00	01
6	Accountant	01	00	00	00	00	00	00	00	00	00	01
7	T.S.O.	01	00	00	00	00	00	00	00	00	00	01
8	Pry. School Teacher	05	00	00	00	00	00	00	00	00	00	05
9	P.E. Teacher	06	00	01	00	00	00	01	01	00	00	09
10	Drawing Teacher	00	00	01	01	00	01	01	01	01	01	07
11	Librarian	00	00	00	00	00	00	00	00	01	00	01
12	Librarian Grade-III	00	00	00	02	00	00	00	00	00	00	02
13	Lab. Technician	00	00	01	01	00	01	00	01	00	01	05
14	U.D.C.	01	00	00	00	00	00	00	00	00	00	01
15	L.D.C.	03	01	01	01	01	01	01	01	00	01	11
16	Asstt. P.E. Officer	01	00	00	00	00	00	00	00	00	00	01
17	Peon	00	00	01	01	00	01	00	01	00	01	05
18	Sweeper	00	00	01	01	00	01	00	01	01	00	05
19	Watchman	01	00	01	01	00	01	00	01	00	00	05
20	Cook	04	00	00	00	00	00	00	00	00	00	04
21	Servant	02	00	00	00	00	00	00	00	00	00	02
22	Total	36	02	08	09	02	07	04	08	04	05	85

ENROLMENT POSITION AS ON 30-09-2013.

GOVT. SCHOOLS

STD.	All Community			SC			ST		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
IX to X	889	778	1667	52	55	107	266	251	517
XI to XII	475	461	936	22	30	52	182	152	334
Grand Total	1364	1239	2603	74	85	159	448	403	851

GOVT. AIDED SCHOOLS

STD.	All Community			SC			ST		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
IX to X	521	430	951	46	37	83	52	42	94
XI to XII	759	732	1491	84	60	144	59	83	142
Grand Total	1280	1162	2442	130	97	227	111	125	236

UN AIDED/PRIVATE SCHOOLS

STD.	All Community			SC			ST		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
IX to X	517	359	876	21	22	43	7	9	16
XI to XII	141	108	249	5	5	10	3	2	5
Grand Total	658	467	1125	26	27	53	10	11	21

LITERACY RATE OF DAMAN DISTRICT

Sr.No.	Particulars		Unit	Daman District
1.	Literacy Rate	Total	%	80.65
		Male	%	87.38
		Female	%	68.60
		Rural	%	79.79
		Urban	%	82.57
2.	Literacy Rate for SCs	Male	%	95.19
		Female	%	82.06
		Total	%	88.96
3.	Literacy Rate for STs	Male	%	74.11
		Female	%	51.74
		Total	%	63.27

ACTIVITIES BEING CARRIED OUT BY THE EDUCATION DEPT. DAMAN

1. The Education Department, Daman is Controlling Office of all Educational Institutions of Daman District.
2. Inspections/Visits being taken periodically of All Educational Institutions of Daman District.
3. Meetings for development of academic activities/Review of Results/Organizing of Sports Activities/Traning Programmes etc. Are being taken time to time with all the Head of Institutions.
4. Organizing of District Level/U.T. Level Science Exhibitions.
5. Organizing of various School Level competitions on the occasion of National Days/Communal Harmony/Road Safety Week/Teacher Day/Sadbhavna Diwas/ Aids Day/Daman Festival etc.
6. Organizing of In-service training for Head Masters/Teachers.
7. Conduct S.S.C./H.S.C. Public Examination.
8. Implementation of various schemes.
9. Organizing of Secondary & U.T. Level Secondary Sports in collaboration with Sports Office, Daman.
10. Distribution of School Stationeries/Uniforms to SC/ST Students of Std. 1st to 12th every year.

VARIOUS SCHEMES BEING IMPLEMENTED IN EDUCATION DEPARTMENT, DAMAN

1. Post Matric Scholarship for SC/ST Students under direction of Directorate of Education, Daman.
2. Pre and Post Matric Scholarship for OBC Students under direction of Social Welfare Deptt., Daman.
3. Pre and Post Matric Scholarship for Minority Students under direction of Social Welfare Deptt., Daman.
4. Scholarship/Stipend for SC/ST Students of Std. 1st to 12th. (Under this Office)
5. SC/ST Welfare Scheme for I to XII under which students are provided with Text books, Note books, pen, pencil, colour pencil, slate, slate pen, scale(ruler), eraser, Geometrical Box etc. Alongwith school bags and Uniform.

12TH FIVE YEAR PLAN

CONTINUED SCHEME

1. Supply of Uniform, Text-Books, School Stationary to SC/ST students.
2. Scholarship/Stipend to OBC/SC/ST students.
3. Expansion of Secondary School of Daman District.
4. Implementation of Rastriya Madhyamik Shiksha Abhiyan (RMSA)

NEW SCHEME

1. Establishment of Separate Building of Govt. High Schools and Higher Secondary Schools in U.T. of Daman & Diu.
2. Strengthening of Education Department.
3. Introduction of General, Commerce and Science Stream in all the Higher Secondary Schools of Daman Dist.
4. Setting up District Resource Centre, Daman & Diu under Grant in Aid.
5. Scholarship for Disable students of Higher Secondary Schools of Daman & Diu General, Commerce and Science Stream students.
6. To establish High School and Higher Secondary Schools in Hindi & English Medium in Daman and Diu.

ACHIEVEMENT

1. Three Govt. Middle Schools i.e. G.H.S. Damanwada, Marwad & Dunetha were upgraded into Secondary from academic year 2012-13 with the affiliation of Gujarat Secondary Education Board.
2. Two Preliminary Examinations for practice in paper writing were taken for SSC & HSC students in Daman District successfully.
3. Extra classes under RMSA & Board Paper Solution were carried out for improvement of SSC & HSC Board Examinations-2012 Results.
4. Total 63 Inspired awards have been awarded to the students of Upper Primary and Secondary Schools Students for preparing Science Projects and participated in U.T. Level Exhibition under INSPIRE AWARD SCHEME organized at Daman in which 05 students of Daman & Diu have been selected for National Level Exhibition under INSPIRE AWARD SCHEME on 8-9-10 October, 2013 at New Delhi.
5. Secondary & Higher Secondary Level Sports competitions have been organized successfully during the academic year 2011-12.

RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN

1. Under RMSA, District Level Maths Fair-2012-13 were organized in which Govt. & Govt. Aided Schools Teachers of Daman District participated.
2. In service Teachers Training was conducted as per norms of RMSA scheme, 311 Teachers attended the said training.
3. Separate Training for Accounts maintenance, management of School Administration etc. for Head Masters of Daman and Diu was organized at Diu for the year 2011-12 and management of School Administration for Head Masters of Daman and Diu was organized at SIEMAT, Alahabad (UP) under RMSA.
4. Under RMSA District level Secondary Sports was organized for Boys and Girls in which Govt. & Govt. Aided schools have participated. The winner students were given prizes and trophies for the year 2011-12.
5. Arts and Craft Mela was organised for Secondary School students under this scheme.
6. Study Tour for 252 students of Std. 9th of Daman District were organized at **Trambakeshwar, Nasik, Ajanta, Elora, Shirdi, Aurangabad for the year 2011-12.**
7. Excursion trips for Std. X (809 students) of all Government Secondary Schools were conducted at various Historical Places at Unai, Dharampur Science Centre, Vaghai Botanik Garden, Gira Waterfall, Dang of Gujarat State.
8. 02 Additional Class rooms and 01 Computer room are completed and 04 Additional Class rooms, 08 Art & Craft rooms, 04 Library rooms & 01 separate toilet block are under construction.
9. Three middle school upgraded in High School at Damanwada, Marwad & Dunetha in 2012-13.

2) (ii) **THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES.**

(a) Asstt. Director of Education, Daman :-

- 1) Head of Office/District Disbursing Officer in respect of Education Section, Daman.
- 2) Central Public Information Officer (Education), Daman.
- 3) Controlling Officer of all Secondary and Higher Secondary Schools of Daman.
- 4) District Project Officer of R.M.S.A. Cell, Diu.
- 5) Holding and arranging the various meeting at regular intervals and give decisions.
- 6) Dispose off promptly and expeditiously all proposals/requests put up by the Principals/Head Masters & Staffs in respect of Schools and Office.
- 7) To provide necessary support for timely conduct of examinations and prompt evaluation work in respect of courses offered.
- 8) To promote healthy environment in the department and conduct oneself in a just and fair manner in the interest of overall academic growth.
- 9) To suggest and organize Seminar/Workshops/Conference in the department.
- 10) To propose actions and plans for achieving academic excellence and enhance interaction at wider level.
- 11) To implement various schemes and Right to Free Education Act, 2009.

(b) A.D.E.I., DAMAN:-

1. To arrange Education meeting of Head of schools with ADE, Visit of Schools & Academic work.
2. To arrange District level Science Exhibition for schools' students. Do all the formalities for it.
3. To do all the formalities for Jawahar Navodaya entrance Examination and SSC & HSC Board Exam & Result.
4. To do all the formalities to conduct S.S.C. Board's Examination for Daman Examination Centre.
5. To do necessary formalities to provide question papers for the School' Examination.
6. National & other Awards etc.
7. To conduct Daman District Science & Quiz competition, Science Seminar, Rajiv Gandhi Akshay Urja Competition, Science Day celebration Competition organized by Dept. of Science & Tech Daman. All activities of Science & Technology, Daman.
8. Population Education, Annual Planning, Syllabus, Permission to Opening of New schools, Complaints and all work entrusted by the undersigned.
9. Work related to Population Education.
10. Matters pertaining to various Important Days/National Days etc.
11. Permission of Education Tour and Picnic.
12. Annual Action Plans of All Schools.
13. Monthly Activities reports.
14. To deal with matter pertaining to News Paper Cut Outs/Press Note/Media etc.
15. Conduct of Co-curricular activities.
16. Organizing of various programmes if necessary during important days.
17. Computer Education etc. in various schools."
18. Maintenance of its records.

(c) ACCOUNTANT (EDUCATION), DAMAN:-

1. Preparation of data for Budget of Education Department.
2. Verification & Scrutiny of all types of bill submitted by Educational Institutes of Daman District.
3. Draft replies of Audit Notice P.A.O. reference and to deal with finance accounts appropriation account and C.A.Gs. Report.
4. To check the files regarding tenders/Quotations etc. for purchased of office furniture and all other materials for High Schools and there on.
5. Correspondence regarding DC Bill and Outstanding Audit Objection.
6. Preparation of Pension Papers in r/o staff and Teachers.
7. Correspondence regarding GPF advance & Withdrawal in r/o all Educational staff and Teachers.
8. Maintenance of all electronic equipments of this office.
9. Grant in Aid.
10. Maintenance of its records.

(d) UPPER DIVISION CLERK (EDUCATION), DAMAN:-

1. Preparation of contingent AC/DC bills, medical reimbursement bills & Other Bills.
2. Maintenance of Bill Register, Token Register, GFR Register, Contingent Register, GFR 9, & Other Accounts related Registers.
3. Preparation of Monthly Pay Bills and Income Tax deductions.
4. Filing of ETDS.
5. Assisting Accountant in preparation Annual Budget etc.
6. Preparation for all types of advance bills.
7. Submission of Monthly, Quarter and other reports of Plan and Non Plan Budget Head.
8. Perform duties as a Cashier.
9. Any other work entrusted by the undersigned.
10. In charge of store.
11. Maintenance of its records

(e) LOWER DIVISION CLERK (EDUCATION), DAMAN:-

1. Correspondences regarding fixation of pay of teaching and non teaching staffs.
2. Correspondences regarding recruitment/promotion/ resignation/ confirmation etc. of staffs of educational institutions.
3. Sanction of all types of leave of teaching and non teaching staffs.
4. Maintenance of service books of teaching and non teaching staffs.
5. Permission regarding Indian passports/ higher studies etc.
6. Correspondences of LTC.
7. All work related to Hindi translation, all typing work of Hindi.
8. Release of increment.
9. Maintenance of all schools files.
10. All Court Matters.
11. Daily Wages/Contract Appointment etc.
12. A.C.R. of Teachers and non teaching staffs.
13. Maintenance of its records

(f) SUPERVISOR (EDUCATION), DAMAN:-

1. Cash Incentive for Tribal Boys and Girls.
2. Post Metric for SC/ST Students.
3. Minority Pre-Metric Post Metric scholarship.
4. OBC Pre-Metric Post Metric scholarship.
5. Incentive to SC/ST Girls Secondary Schools.
6. Stipend Scholarship to SC/ST.
7. Prime Minister 15th Point Program.
8. Information and correspondence of GOI regarding SC/ST Minority, OBC etc.
9. Merit cum means scholarship.
10. Physical Handicapped Scholarship.

(g) PEON (EDUCATION), DAMAN:-

1. Inward and Outward in computers & maintenance of its records.
2. Counter Signatures of S.L.C. & Other Certificates.
3. Opening and Closing of Office.
4. Filing of all correspondences.
5. Office Cleaning etc.
6. Disposal of All outward Correspondences.

2 (iii) **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:-**

The decisions are taken as per the relevant Rules, Act, Statute, Schedule, Ordinance etc. of the Central Government after getting approval of the Head of Department (Education), Daman either by the ADE / or by the Principal/Head Masters.

The Channels of supervision and accountability for various matters are governed by the respect Rules, Act, Statute, Schedule, Ordinance etc. and other executive orders/Office Memorandums/Notifications etc. issued by the Central Government and the Competent Authority from time to time.

2 (iv) **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS :-**

All functions of the department are performed as per the rules and regulations, norms , instructions and directions contained in the concerned statutory source during the office hours on all working days.

2 (v) **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:-**

As per the Act/Rules/Schedule/Ordinance etc. issued by the Govt. of India and the Competent Authority, the records of concerned section are available in the office/Schools.

2 (vi) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT HELD BY IT OR UNDER ITS CONTROL.**

With Education Department :-

- 1) Dispatch Registers.
- 2) Muster Rolls.
- 3) Movement Registers.
- 4) Counter Signature Registers/Establishment Register.
- 5) Incumbency Register.
- 6) Increment Register.
- 7) Consumable Register.
- 8) Dead Stock Register.
- 9) Acquaintance Register.
- 10) Stamp Accounts Register.
- 11) Cash Book/G.F.R. Register.
- 12) Pay Roll/ Budget Control Register.
- 13) Bill Transaction Register.
- 14) Issue Register.
- 15) Un-disbursed Pay and Allowance Register.
- 16) Recruitment Rules File.

With Various Schools :-

- 1) Dispatch Registers.
- 2) Muster Rolls.
- 3) Movement Registers.
- 4) Counter Signature Registers.
- 5) Establishment Register.
- 6) Incumbency Register.
- 7) Increment Register.
- 8) Consumable Register.
- 9) Dead Stock Register.
- 10) Acquaintance Register.
- 11) Stamp Accounts Register.
- 12) Cash Book.
- 13) G.F.R. Register.
- 14) Pay Roll.
- 15) Budget Control Register.
- 16) Bill Transaction Register.
- 17) Issue Register.
- 18) Un-disbursed Pay and Allowance Register.
- 19) Recruitment Rules File.
- 20) School General Register (Students Records)
- 21) Science Laboratory/Library/P.Ed. and other Registers.
- 22) General Notice Register.
- 23) Proxy Book/Log Books/S.L.C. Book etc.

- 2 (vii) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBER OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF :**

No special policy is formulated in public interest. If any representations will receive in this regards with policy formulation will be examined and sent to the Head of Department, Daman as and when the need arises.

- 2 (viii) **A STATEMENT OF THE 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 ACCISSIBLE FOR PUBLIC :-.**

School Level :-

- 1) Parents Teachers Association.
- 2) School Development Management Committee.
- 3) Cultural Activities & Curricular & Co-Curricular Committee.
- 4) General Staff Committee.
- 5) School and Public Examination Committee

The minutes of the meeting are open to the public in general.

2 (ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES :-**

EDUCATION OFFICE, DAMAN.

Sr. No.	Name of Officer/Official	Designation	Cell Phone No.
1.	Shri B.S. Shrimali,	Asstt. Director of Education/ Controlling Officer of All Secondary/Higher Secon. School, Daman	9824767226
2.	Shri I.B. Patel	Asst. Account Officer	9879083457
3.	Smt. Smita Thomas	ADEI	9979688860
4.	Shri N.K. Bhandari	ADEI	9824593634
5.	Shri I.S. Saimoula	U.D.C.	9909861786
6.	Smt. Saritharji S. Nair	L.D.C.	9586327126
7.	Smt. P.H. Lakhani	Supervisor	9824085833
8.	Shri Bhulabhai N. Dhodi	Peon	9726851629
9.	Shri A.K. Sharma	Tr. Gr.-I	8141900093
10.	Shri Prakash L. Patel	Asstt. Teacher	9016386595
11.	Shri Dilip R. Valvi	Asstt. Teacher	9913216215
12.	Shri Sandip R. Patel	Lab. Technician	9978022205

EMPLOYEES OF VARIOUS SCHOOLS :-

The remuneration details of each employees/teachers/Head Masters are available in the Directorate of Accounts, Daman and from the Concerned Schools.

2 (x) **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEE, INCLUDING THE SYSTEM OF COMPENSATIONS PROVIDED IN ITS REGULATIONS :-**

Sr. No.	Name of Officer/Official	Designation	Basic Pay + Grade Pay=TP
1.	Shri B.S. Shrimali	ADE	Rs.33280+7600=Rs.40880
2.	Shri I.B. Patel	AAO	Rs.15680+4200=Rs.19880
3.	Shri I.S. Saimoula	U.D.C.	Rs.12480+2800=Rs.15280
4.	Smt. P.H. Lakhani	Supervisor	Rs.14080+4200=Rs.18280
5.	Smt. Saritharji S. Nair	L.D.C.	Rs.6070+1900 =Rs.7970

Five employees at mentioned at 2(ix) Sr. No. 1, 2, 5, 7, & 8 working in Education Department, Daman and Other Officers/Officials are working in this office on deputation. Hence, their monthly remuneration is available at their offices from where they are drawing their pay and allowances.

The following nine employees working in other department are drawing salaries from Education Department, Daman.

Sr. No.	Name of Officer/Official	Designation	Basic Pay + Grade Pay=TP
1.	Shri C.S. Patel	Supervisor	Rs.14930+2800=Rs.17730
2.	Shri G.D. Patel	Watchman	Rs.5630+1800= Rs.7430
3.	Shri R.M. Patel	Cook	Rs.9170+1900 =Rs.11070
4.	Smt. F.E. Remedios	Cook	Rs.9170+1900 =Rs.11070
5.	Shri H.R. Halpati	Hamal	Rs.9620+1900 =Rs.11520
6.	Shri V.N. Dhonde	Hamal	Rs.9290+1800 =Rs.11090
7.	Shri K.V. Dhodi	Hamal	Rs.9290+1800 =Rs.11090
8.	Smt. K.A. Patel	Hamal	Rs.8200+1800 =Rs.10000

- 2 (xi) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE :-** **(in Thousands)**

Budget Head	Year				
	2010-11	2011-12	2011-12	2012-13	2013-14
Plan Rs.	102330/-	148882/-	161010/-	157710/-	155081

- 2 (xii) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:-**
- No Subsidy programme has been executed by this department.
- 2 (xiii) **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT :-**
- No Concessions, Permits or Authorizations Granted by it. The Fellowship/Scholarship are availed by the SC/ST/OBC and minority community students as per the Central Government Policies.
- 2 (xiv) **DETAILS IN RESPECT OF THE INFORMATION , AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:-**
- The following documents are available and held by the department in electronic form :
- 1) The General Financial Rules, 2005.
 - 2) The Right to Free Education Act, 2009.
 - 3) The Goa, Daman and Diu Education Rules.
 - 4) Income Tax Calculator.
 - 5) Increment Calculator.
 - 6) Pay Bill.
 - 7) FVC Bill.
 - 8) GFR and other office forms are computerized.
- 2 (xv) **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:-**
- Any citizen of Indian can seek information under RTI ACT-2005 as per the prescribed procedure. The department does not have its own library or reading room. The details of the information is available on notice board and in the office in the form of hard copy.
- 2 (xvi) **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS :-**



Public Information Officer

SHRI B.S. Shrimali

ADDRESS

EDUCATION DEPARTMENT, DAMAN

PHONE :- 0260 2255126. MOBILE NO. 9824767226

E-MAIL ID :- daman.education@gmail.com

The information can be sought any time during office hours.

- 2 (xvii) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR :-**

The particulars as mentioned above are hereby placed for the information of public at large. In addition to the above, in case, any person wishes to obtain any further information pertaining to the functioning of this department/various secondary/higher secondary schools. He/she may contact the above mentioned officers.

- 3 **PUBLISHING OF RELEVANT FACTS WHILE FORMULATING IMPORTANT POLICIES OR ANNOUNCING DECISIONS WHICH AFFECT PUBLIC IN GENERAL :-**

As regards publishing relevant facts while formulating important policies or announcing decisions will be taken looking to the public in general. Hence there will be rare possibilities to affect public.

- 3 **PROVIDE REASONS FOR ITS ADMINISTRATIVE OR QUASHI -JUDICIAL DECISIONS TO AFFECTED PERSONS :-**

The reply is timely.

The above is for your kind information and to upload in Web Site of NIC, Daman please.

Yours faithfully,

(B. S. Shrimali)
Assistant Director of Education,
Daman

Encl :- As above.

Copy to :-

- 1) The Secretary(Education), Daman.
- 2) The Spl. Sec. cum Director of Education, Daman.
- 3) The Joint Secretary (Per), Daman.
- 4) The DIO, NIC, Daman for uploading on website....