

UT ADMISTRATION OF DAMAN & DIU
EDUCATION DEPARTMENT, DISTRICT PANCHAYAT, DAMAN
INFORMATION UNDER SECTION 4(1) & (2) OF RTI ACT, 2005

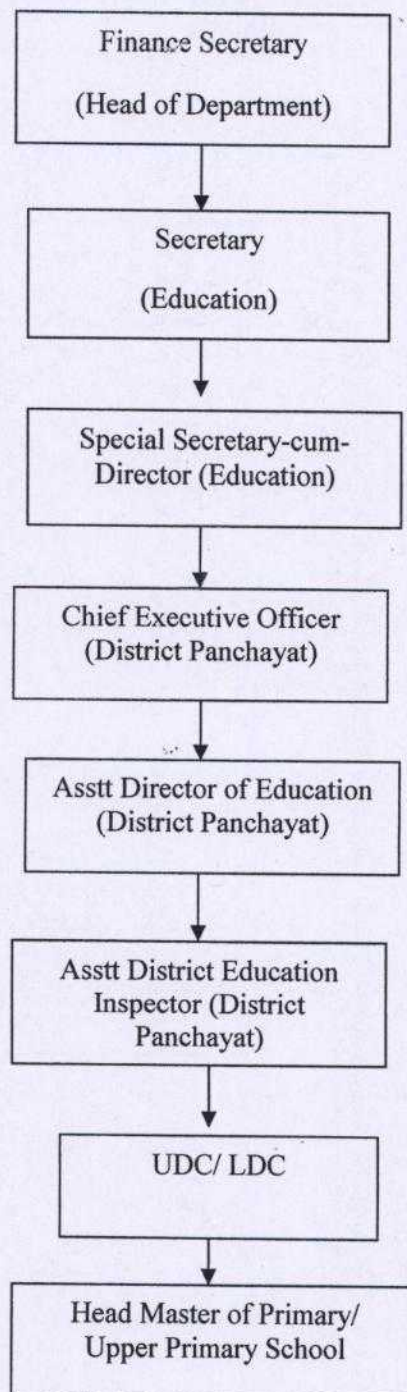
1) RECORD MANAGEMENT AND IMPROVEMENT OF RECORD

MANAGEMENT:

All the Head of School of Govt. / Aided Primary/ Upper Primary Schools and Section In charge 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 proved under the RTI Act, 2005 well in time

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

I. Particular of Organization, Functions and Duties:



II. POWER AND DUTIES OF OFFICERS AND EMPLOYEES

Asstt. Director of Education, District Panchayat, has been declared as Head of Office

Sl. No.	Name	Designation	Duties
1	Shri B.G.Contractor	Asstt. Director of Education, District Panchayat	<ul style="list-style-type: none">- Head of Office/District Disbursing Officer in respect of Education Department, District Panchayat, Daman.- Public Information Officer (Education, DP), Daman.- Controlling Officer of all Govt. Primary and Upper Primary Schools of Daman.- Member Secretary/District Project Officer of SSA Cell, Daman.- Holding and arranging the various meeting at regular intervals and give decisions.- Dispose off promptly and expeditiously all proposals/requests put up by the Principals/Head Masters & Staffs in respect of Schools and Office.- To provide all the facilities such as teacher, infrastructure etc. in the Elementary section of Govt. Schools- To conduct various training for teacher & staff for enhancing quality education at Elementary level.- To monitor the progress of students, teachers.- To monitor the progress of various schemes such as Sarva Shiksha Abhiyan, Mid Day Meal etc.- To implement various schemes and Right to Free Education Act, 2009
2	Ms. SPD Nunes	ADEI	<ul style="list-style-type: none">- To organize Annual Inspection- Regular inspection/visit in schools.- Implement and monitor the activities under Mid Day Meal.- Preparation of Annual Work Plan & Budget of Mid Day Meal.

Sl. No.	Name	Designation	Duties
3	Shri A.M.Patel	ADEI	<ul style="list-style-type: none"> - To organize Annual Inspection - Regular visit in schools - Implement and monitor the activities under Sarva Shiksha Abhiyan. - To conduct examination in Govt Schools for Class I to VIII. - All kind of administrative works related to Elementary Education.
4	Shri Nandu K. Damania	UDC	<ul style="list-style-type: none"> - Preparation of contingent AC/DC bills, medical reimbursement bills & Other Bills. - Maintenance of Bill Register, Token Register, GFR Register, Contingent Register, GFR 9, & Other Accounts related Registers. - Preparation of Monthly Pay Bills and Income Tax deductions. - Filing of ETDS. - Assisting Accountant in preparation Annual Budget etc. - Preparation for all types of advance bills. - Submission of Monthly, Quarter and other reports of Plan and Non Plan Budget Head. - Perform duties as a Cashier. - Any other work entrusted by the undersigned. - In charge of store. - Maintenance of its records
5	Shri Chandrakant A. Gowadkar	LDC	<ul style="list-style-type: none"> - Correspondences regarding fixation of pay of teaching and non teaching staffs. - Correspondences regarding recruitment/promotion/ resignation/ confirmation etc. of staffs of educational institutions. - Sanction of all types of leave of teaching and non teaching staffs. - Maintenance of service books of teaching and non teaching staffs. - Permission regarding Indian passports/

Sl. No.	Name	Designation	Duties
			<p>higher studies etc.</p> <ul style="list-style-type: none"> - Correspondences of LTC. - All work related to Hindi translation, all typing work of Hindi. - Release of increment. - Maintenance of all schools files. - Daily Wages/Contract Appointment etc. - A.C.R. of Teachers and non teaching staffs. - Maintenance of its records
6	Shri Chiman Patel	Supervisor	<ul style="list-style-type: none"> - All the works related to Mid Day Meal. - Preparation of Annual Work Plan & Budget for Mid Day Meal. - Maintenance of records of MDM
7	Smt. Taraben	Peon	<ul style="list-style-type: none"> - Disposal of All outward letters and files Correspondences. - Opening and Closing of Office. - Multitasking works

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

The decisions are taken as per the relevant rules, Act, Status, Schedule, Ordinance etc. of the Central Government after getting approval of the Head of Department (Education), Daman.

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

(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 and on all working days.

(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/ school

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

1. Dispatch Registers
2. Muster Rolls
3. Counter Signature Registers/ Establishment Registers
4. Consumable Register
5. Dead Stock Register
6. Acquaintance Register
7. Stamp Accounts Register
8. Cash Book/ GFR Register
9. Pay roll/ Budget Control Register
10. Bill Transaction Register
11. Recruitment Rules file

(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.

(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 ACCESSIBLE FOR PUBLIC :-.**

- 1) Executive Committee
- 2) School Management Committee.
- 3) Annual Inspection Committee
- 4) National Award Committee
- 5) Examination Committee

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

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

EDUCATION OFFICE, DISTRICT PANCHAYAT, DAMAN.

Sl.No.	Name	Designation	Phone No.
1.	Shri B.G.Contractor	Asstt. Director of Education	9016240354
2.	Ms. SPD Nunes	ADEI	9979561707
3.	Shri A.M.Patel	ADEI	9824946660
4.	Shri G. Suresh R. Gopal	GPST	9427922459
5.	Shri Nandu K. Damania	UDC	9825349155
6.	Shri Chandrakant A. Gowadkar	LDC	9825663818
7.	Shri Chiman Patel	Supervisor	9586609450
8.	Smt. Taraben	Peon	9879739777

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

Sl.No.	Name	Designation	Basic Pay+Grade Pay= TP
1.	Shri B.G.Contractor	Asstt. Director of Education	23000+5400=28400
2.	Ms. SPD Nunes	ADEI	21270+5400= 26670
3.	Shri A.M.Patel	ADEI	11470+4200=15670
4.	Shri N.K.Bhandari	ADEI	21270+5400=26670
5.	Smt Smita Thomas	ADEI	11470+4200=15670
6.	Shri G. Suresh R. Gopal	GPST	12930+4200=17130
7.	Shri Nandu K. Damania	UDC	9130+2400=11530
8.	Shri Chandrakant A. Gowadkar	LDC	10700+2800=17730
9.	Shri Chiman S. Patel	Supervisor	14930+2800=17730
10.	Smt P.B.Kapadia	LDC	10140+2400=12540
11.	Smt. Ushaben	Poen	7310+1800=9110
12.	Smt. Taraben	Peon	7310+1800=9110
13.	Shri Sanjeev R. Halpati	Driver	8220+1900=10120

Five employees at Sl.No. 4,5,10,11,&12 are drawing their salaries from Education Department, District Panchayat, Daman and working in other department

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

Budget Head	Year				Plan
	2010-11	2011-12	2011-12	2012-13	2013-14
17.75	20.10	20.01	26.60	29.60	

- (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.

- (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.

- (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.

(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 are available on notice board and in the office in the form of hard copy.

(xvi) **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:-**



Public Information Officer : Shri B.G. Contractor

ADDRESS

Education Department, District Panchayat, Daman

PHONE :- 0260 2230445 MOBILE NO. 9016240354

E-MAIL ID: - ssartedd@gmail.com

The information can be sought any time during office hours.

(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 :-

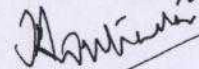
As regards publishing relevant facts while formulating important policies or announcing decisions will be taken looking to the public in general. Hence there will be rare possibilities to affect public.

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.G. Contractor)

**Assistant Director of Education,
District Panchayat,
Daman**