

Implementation of Suo Motu disclosure under Section 4 of the RTI Act-2005.

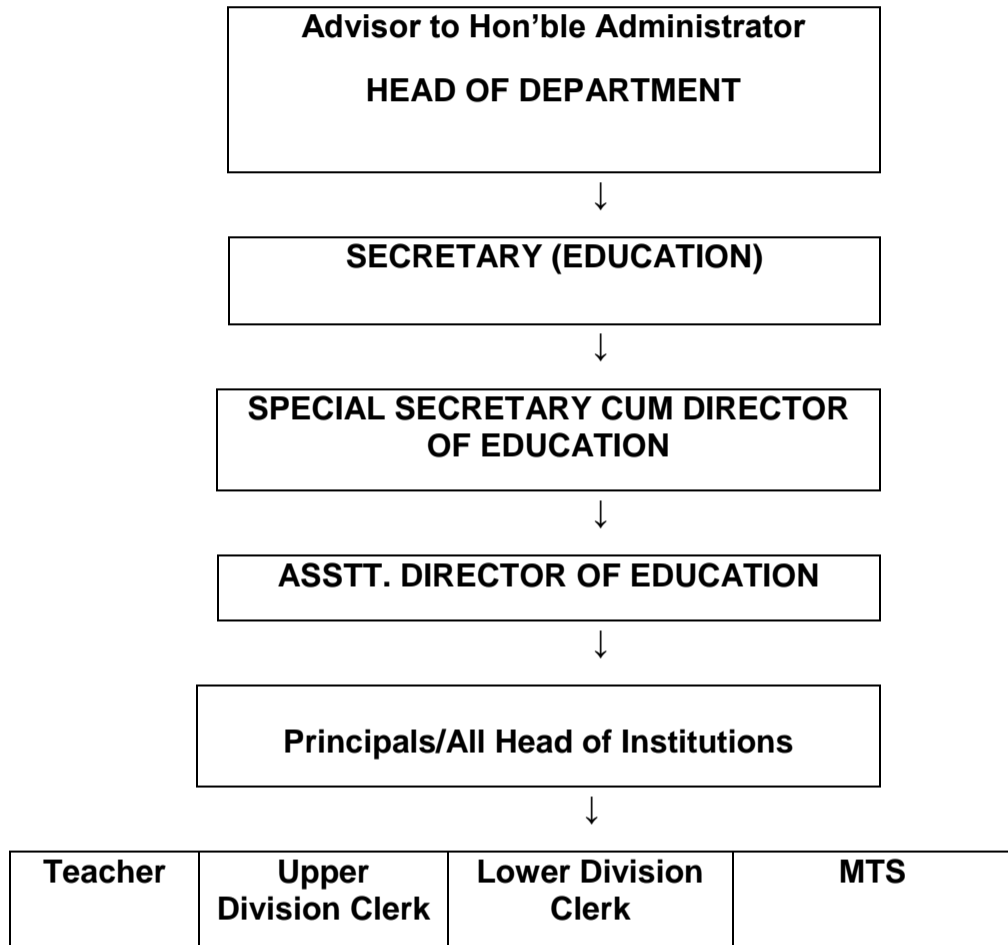
1) RECORD MANAGEMENT AND IMPROVEMENT OF RECORD MANAGEMENT.

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



....2....

BRIEF INFORMATION OF EDUCATION DEPARTMENT, DAMAN

01. Name of Department :- EDUCATION DEPARTMENT, DAMAN
02. Contact Person :- Shri M. D. Patel
03. Contact Adress :- Education Department, Near Jetty, Nani Daman.
04. Telephone Number :- (0260) 2255126
05. Fax Number :- (0260) 2255126
06. E-mail Address :- adedn-dmn-dd@nic.in
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 motto 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 School Unit Runs (9 th to 12 th Std.)	05 Nos.	Bhimpore, Dabhel, Kachigam, Moti Daman, Zari
Newly upgraded High Schools Unit Runs (9 th to 10 th Std.)	03 Nos.	Daamnwada (E/M), Marwad, Dunetha
Govt. Secondary Schools Unit Runs (9 th to 10 th Std.)	04 Nos.	Nani Daman, Varkund, Patlara, Pariyari
Aided Secondary Schools Unit Runs (6 th to 12 th Std.)	03 Nos.	IOLF, SMMEM, SVD

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

Jawahar Navodaya Vidyalaya Unit Runs (6 th to 12 th Std.)	01 Nos.
B. Ed. College	01 Nos.
PTC College	01 Nos.
Industrial Training Institute	01 Nos.
Technical Training Institute	01 Nos.

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, Dabhel	GHSS, Kachigam	GHSS, Zari	GHS, Pariyari	GHS, Patlata	GHSS, Moti Daman	GHS, Nani Daman	
1	ADE	01	00	00	00	00	00	00	00	00	00	01
2	Principal	00	01	00	00	00	01	00	00	01	00	03
3	Head Master, GHS	00	01	01	01	01	01	01	01	01	01	08
4	A.A.O.	01	00	00	00	00	00	00	00	00	00	01
5	Tr. Grade-I	00	12	00	00	00	08	00	00	18	00	38
6	Asstt. Tr.	00	21	08	11	08	11	11	08	18	07	103
7	P.E. Teacher	00	01	01	00	01	00	01	01	01	01	07
8	Drawing Teacher	00	01	01	01	00	01	01	01	01	01	08
9	Librarian Grade-II	00	00	00	00	00	01	00	00	01	00	02
10	Lab. Technician	00	00	01	01	00	04	00	01	01	01	09
11	U.D.C.	01	00	00	00	00	01	00	00	00	00	02
12	L.D.C.	01	01	01	01	01	01	01	01	01	01	10
13	Peon	00	01	01	01	00	01	00	01	01	01	07
14	Sweeper	00	00	01	01	00	01	00	01	00	00	04
15	Watchman	02	00	01	01	00	01	00	01	01	00	07
16	Cook	04	00	00	00	00	00	00	00	00	00	04
17	Hamal	04	00	00	00	00	00	00	00	00	00	04
18	Supervisor	02	00	00	00	00	00	00	00	00	00	02
	Total	16	39	16	18	11	32	15	16	44	13	220

**ENROLMENT POSITION AS ON 30-09-2017.
GOVT. SCHOOLS**

STD.	All Community			General			SC			ST			OBC		
	B	G	T	B	G	T	B	G	T	B	G	T	B	G	T
IX to X	1054	966	2020	494	451	945	35	39	74	351	332	683	174	184	358
XI to XII	224	288	512	68	67	135	18	27	45	51	107	158	77	87	164
Grand Total	1278	1254	2532	562	518	1080	53	66	119	402	439	841	251	271	522

GOVT. AIDED SCHOOLS

STD.	All Community			General			SC			ST			OBC		
	B	G	T	B	G	T	B	G	T	B	G	T	B	G	T
IX to X	482	445	927	270	243	513	29	48	77	38	53	91	145	101	246
XI to XII	714	759	1473	392	395	787	56	61	117	41	59	100	225	244	469
Grand Total	1196	1204	2400	662	638	1300	85	109	194	79	112	191	370	345	715

UN AIDED/PRIVATE SCHOOLS

STD.	All Community			General			SC			ST			OBC		
	B	G	T	B	G	T	B	G	T	B	G	T	B	G	T
IX to X	725	540	1265	531	398	929	32	33	65	20	10	30	142	99	241
XI to XII	231	158	389	191	124	315	12	6	18	2	5	7	26	23	49
Grand Total	956	698	1654	722	522	1244	44	39	83	22	15	37	168	122	290

LITERACY RATE OF DAMAN DISTRICT

Sr.No.	Particulars	Unit	Daman District
1.	Literacy Rate	Total	%
		Male	%
		Female	%
		Rural	%
		Urban	%
2.	Literacy Rate for SCs	Male	%
		Female	%
		Total	%
3.	Literacy Rate for STs	Male	%
		Female	%
		Total	%

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/Training 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 All 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. Students are provided with Text books, Note books, pen, pencil, colour pencil, slate, slate pen, scale(ruler), eraser, Geometrical Box etc. Along with school bags and Uniform are being given to all students of std. IX to XII.

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 (English Medium) from 2018-19 and Marwad & Dunetha (Gujarati Medium) were upgraded into Secondary from academic year 2012-13 with the affiliation of Gujarat Secondary Education Board.
2. One 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-2017-18 Results.
4. Secondary & Higher Secondary Level Sports competitions have been organized successfully during the academic year 2017-18.

Major Features of Samagra Shiksha

Holistic approach to education

- Single Scheme for the School Education Sector from Classes I to XII- extension of interventions to senior secondary stage.
- Treat school education holistically as a continuum from Pre-school to Class 12
- Supporting States to initiate pre-primary education
- Inclusion of senior secondary levels and pre-school levels in support for School education for the first time

Administrative reform

- Single and unified administrative structure leading to harmonized implementation
- Flexibility to States to prioritise their interventions under the Scheme
- An integrated administration looking at 'school' as a continuum

Enhanced Funding for Education

- The budget has been enhanced.
- Learning outcomes and steps taken for quality improvement will be the basis for allocation of grants under the Scheme.

Focus on Quality of Education

- Emphasis on improvement of Learning Outcomes
- Enhanced Capacity Building of Teachers
- Focus on strengthening Teacher Education Institutions like SCERTs and DIETs to improve the quality of prospective teachers in the system
- SCERT to be the nodal institution for in-service and pre-service teacher training – will make training dynamic and need-based.
- Key focus on quality education emphasizing capacity building of teachers in online and offline mode as well as strengthening of Teacher Education Institutions SCERT/DIET/BRC/CRC/CTEs/IASEs.
- Annual Grant per school for strengthening of Libraries
- Almost 1 million schools to be given library grant .
- Enhanced focus on improving quality of education by focus on the two T's – Teachers and Technology
- Outcome oriented allocation of resources

Focus on Digital Education

- Support 'Operation Digital Board' in all secondary schools over a period of 5 years, which will revolutionize education- easy to understand, technology based learning classrooms will become flipped classrooms.
- Enhanced use of digital technology in education through smart classrooms, digital boards and DTH channels
- Digital initiatives like Shala Kosh, Shagun, Shaala Saarthi to be strengthened
- Strengthening of ICT infrastructure in schools from upper primary to higher secondary level.
- "DIKSHA", digital portal for teachers to be used extensively for upgrading skills of teachers
- Enhanced Use of Technology to improve access and provision of quality education – 'Sabko Shiksha Achhi Shiksha'

Strengthening of Schools

- Emphasis on consolidation of schools for improvement of quality
- Enhanced Transport facility to children across all classes from I to VIII for universal access to school
- Increased allocation for infrastructure strengthening in schools
- Composite school grant increased and to be allocated on the basis of school enrolment.
- Specific provision for Swachhta activities – support 'Swachh Vidyalaya'
- Improve the Quality of Infrastructure in Government Schools

Focus on Girl Education

- Empowerment of girls
- Upgradation of KGBVs from Class 6-8 to Class 6-12 .
- Self-defence training for girls from upper primary to higher secondary stage
- Stipend for CWSN girls to be provided from Classes I to XII. – earlier only IX to XII.
- Enhanced Commitment to 'Beti Bachao Beti Padhao'

Focus on Inclusion

- Allocation for uniforms under RTE Act enhanced per child per annum.
- Allocation for textbooks under the RTE Act, enhanced per child per annum. Energized textbooks to be introduced.
- Allocation for Children with Special Needs (CwSN) increased from Rs. 3000 to Rs. 3500 per child per annum. Stipend of Rs. 200 per month for Girls with Special Needs from Classes 1 to 12.
- Commitment to 'Sabko Shiksha Achhi Shiksha'

Focus on Skill Development

- Exposure to Vocational Skills at Upper Primary Level would be extended.
- Strengthening of vocational education at secondary level as an integral part of curriculum
- Vocational education which was limited to Class 9-12, to be started from class 6 as integrated with the curriculum and to be made more practical and industry oriented.
- Reinforce emphasis on 'Kaushal Vikas'

Focus on Sports and Physical Education

- Sports equipment will be provided to all schools under this component.
- Sports Education to be an integral part of curriculum
- Every school will receive sports equipments under the scheme to inculcate and emphasize relevance of sports in the school curriculum
- Support 'Khelo India'

Focus on Regional Balance

- Promote Balanced Educational Development
- Preference to Educationally Backward Blocks (EBBs), LWEs, Special Focus Districts (SFDs), Border areas and the 115 aspirational districts identified by Niti Aayog
- 'Sabka Saath Sabka Vikas' and Sabko Shiksha Achhi Shiksha

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) ASPD, Samagra Shiksha.
- 5) Holding and arranging the various meeting at regular.
- 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.

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

1. To arrange District level Science Exhibition for schools' students. Do all the formalities for it.
2. To do all the formalities to conduct S.S.C. Board's Examination for Daman Examination Centre.
3. To do necessary formalities to provide question papers for the School' examination.
4. National & other Awards etc.
5. 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.
6. Population Education, Annual Planning, Syllabus, Permission to Opening of New schools, Complains and all work entrusted by the undersigned.
7. Work related to Population Education.
8. Matters pertaining to various Important Days/National Days etc.
9. Permission of Education Tour and Picnic.
10. Annual Action Plans of All Schools.
11. Monthly Activities reports.
12. To deal with matter pertaining to News Paper Cut Outs/Press Note/Media etc.
13. Conduct of Co-curricular activities.
14. Organizing of various programmes if necessary during important days.
15. Computer Education etc. in various schools."
16. 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
14. Inward and Outward in computers & maintenance of its records.
15. Counter Signatures of S.L.C. & Other Certificates.

(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. Opening and Closing of Office.
2. Filing of all correspondences.
3. Office Cleaning etc.
4. 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 ACCESSIBLE 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 the Officer/Official	Designation	Cell Phone No.
1.	Shri M. D. Patel	Asstt. Director of Education/ Controlling Officer of All Secondary/Higher Secondary School, Daman	9979496181
2.	Shri Pramodchandra Dearamo	Asst. Account Officer (G)	9898110601
3.	Shri D. B. Ahir	Superintendent (G)	9574900046
4.	Smt. Smitha Thomas	ADEI	9979688860
5.	Shri N. K. Bhandari	ADEI	9824593634
6.	Shri Icbalassif Sulemanxarif	U.D.C.	9909861786
7.	Smt. Nilam D. Damania	L.D.C.	9638797002
8.	Shri Shakoor H. Lakhani	L. D. C.	9978000919
9.	Shri Manish G. Smart	Asstt. Teacher	9228232456
10.	Shri Prakash L. Patel	Asstt. Teacher	9427243458
11.	Shri Dilip R. Valvi	Asstt. Teacher	9913216215
12.	Shri Ramchandra V. Sadekar	Librarian Grade- II	9898186872
13.	Shri Sandip R. Patel	Lab. Technician	9978022205
14.	Shri Bhulabhai N. Dhodi	MTS (Sweeper)	9726851629
15.	Shri Sandip B. Patel	MTS (Peon)	9574707878

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 RENUMERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEE, INCLUDING THE SYSTEM OF COMPENSATIONS PROVIDED IN ITS REGULATIONS :-

Sr. No.	Name of Officer/Official	Designation	Pay Matrix	Level
1.	Shri Pramodchandra Dearamo	AAO	Rs. 53600	6
2.	Shri Icbalassif Sulemanxarif	U.D.C.	Rs. 49000	6
3.	Smt. Shakoor H. Lakhani	L.D.C.	Rs. 21700	2

Three employees at mentioned at 2(ix) Sr. No. 2, 6 & 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 eight nine employees working in other department are drawing salaries from Education Department, Daman.

Sr. No.	Name of Officer/Official	Designation	Pay Matrix	Level
1.	Shri C.S. Patel	Supervisor	Rs. 64100	7
2.	Shri G.D. Patel	Watchman	Rs. 22100	1
3.	Shri R.M. Patel	Cook	Rs. 34000	2
4.	Smt. M. T. Patel	Cook	Rs. 19700	1
5.	Shri C. S. Patel	Cook	Rs. 19700	1
6.	Shri H.R. Halpati	Hamal	Rs. 35000	2
7.	Shri K.V. Dhodi	Hamal	Rs. 33400	1
8.	Smt. K.A. Patel	Hamal	Rs. 30600	1

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

(in Thousands)

Budget Head	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
	Rs. 471437/-	479411/-	492385/-	442222/-	347350/-

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 M. D. Patel

ADDRESS

EDUCATION DEPARTMENT, DAMAN

PHONE :- 0260 2255126. MOBILE NO. 9979496181

E-MAIL ID :- adedn-dmn-dd@nic.in, 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,

(M. D. Patel)
Assistant Director of Education,
Daman.

Copy to :-

- 1) The Secretary (Education), Daman.
- 2) The Director of Education, Daman.
- 3) The Dy. Secretary (Home), Daman.