

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

DEPARTMENT OF ELEMENTARY EDUCATION AND LITERACY

INFORMATION PUBLISHED
IN
PURSUANCE OF SECTION 4(1)(b)
OF
THE RIGHT TO INFORMATION ACT, 2005.

PUBLISHED IN OCTOBER, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

DEPARTMENT OF ELEMENTARY EDUCATION AND LITERACY

**INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1)(b) OF
RIGHT TO INFORMATION ACT, 2005.**

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**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (i)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**PARTICULARS OF ORGANISATION, FUNCTIONS
AND DUTIES OF THE DEPARTMENT**

PUBLISHED IN OCTOBER, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY
INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (i)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Particulars of Organization, Functions and Duties of the Department

Organization

The Department of Elementary Education & Literacy (EE & L) is one of the Departments under the Ministry of Human Resource Development, Govt. of India

The Minister of Human Resource Development heads the Ministry of HRD. He is assisted by a Minister of State, HRD (Education).

At the administrative level, the Department of Elementary Education & Literacy is headed by a Secretary who is assisted by three Joint Secretaries/thirteen Directors & Deputy Secretaries/one DEA, fourteen Under Secretaries / and other Desk Officers and Section Officers.

The Department is divided into three Bureaus i.e. EE-I, EE-II and Adult Bureau. The Bureau in turn have a number of Divisions.

Names of Bureaux in the Department, and Bureau-wise numbers of Divisions, Subordinate Offices, PSUs and Autonomous Organisations are shown below :

S.No.	Name of the Bureau	No of Divisions	Autonomous Organisations
1.	Elementary Education - I	4	2
2.	Elementary Education - II	5	-
3.	Adult Education	4	-

FUNCTIONS AND DUTIES

The following subjects are allocated to the Deptt. of EE&L, as per Second Schedule to the Govt. of India (Allocation of Business) Rules, 1961 read with Govt. of India (Allocation of Business) (Two Hundred and Forty – Third Amendment) Rules 1999:-

1. Elementary Education
2. Basic Education
3. Bal Bhawan, Children's Museum.
4. Social Education and Adult Education.
5. Audio Visual Education with reference to entries in this list.
6. Books (other than the books with which the Ministry of Information and Broadcasting is concerned) and Book Development (excluding stationery paper and news print industries with which the Ministry of Commerce and Industry is concerned) with respect to the items in the list.
7. Educational Research with respect to items in the list.
8. Publications, information and statistics with reference to the items in the list.
9. Teachers training with reference to the items in the list.
10. National Council for Teacher Education
11. Charities and Charitable Institutions, Charities and Religious Endowments pertaining to subjects dealt within this Department.

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY
INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (ii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**POWERS AND DUTIES OF OFFICERS AND
EMPLOYEES OF THE DEPARTMENT**

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MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY
INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (ii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**POWERS AND DUTIES OF OFFICERS AND
EMPLOYEES OF THE DEPARTMENT**

Powers and Duties of Officers and Employees of the Department

Powers and duties of officers and employees working in the Ministries of the Govt. of India are spelt out in Chapter III (“Machinery of Government”) of the Central Secretariat Manual of Office Procedure published by the Department of Administrative Reforms and Public Grievances of the Government of India. This Manual is available on the relevant Ministry’s website (“darpn.nic.in”). As per the above Manual, function, powers and duties of officers and employees of the Department are as follows :

- (1) **Secretary** – Secretary is the administrative head of the Ministry or Department. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry / Department, and his responsibility is complete and undivided.
- (2) **Joint Secretary** – The Joint Secretary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his Bureau subject to the general responsibility of the Secretary for the administration of the Bureau as a whole.
- (3) **Director / Deputy Secretary/ Deputy Educational Advisor (DEA)** – Director / Deputy Secretary / DEA holds charge of a Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming upto him on

his own. He should use his discretion in taking orders of the Joint Secretary / Secretary on more important cases, either orally or by submission of papers.

(4) Under Secretary – An Under Secretary is in charge of the Branch consisting of one or more sections / Desk and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.

(5) Section Officer : Some of the important duties assigned to Section Officers are as follow:

A. *General Duties –*

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Management and co-ordination of the work;

B. *Responsibilities relating to Dak –*

- (i) to go through the receipts;
- (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;

C. *Responsibilities relating to issue of draft –*

- (i) to see that all corrections have been made in the draft;
- (ii) to check whether all enclosures are attached;
- (iii) to indicate priority marking;

D. *Responsibility of efficient and expeditious disposal of work and checks on delays –*

- (i) to keep a note of important receipts;
- (ii) to ensure that cases are not held up at any stage;
- (iii) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

E. *Independent disposal of cases –*

He should take independently action of the following types –

- (i) issuing reminders;
- (ii) obtaining or supplying factual information of a non-classified nature;
- (iii) any other action which a Section Officer is authorized to take independently.

F. *Duties in respect of recording and indexing –*

- (i) to approve the recording of files and their classification;
- (ii) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- (iii) Dealing with important and complicated cases himself;
- (iv) Ensuring strict compliance with Departmental Security Instructions.

(6) Assistant / Upper Division Clerk - He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points :-

- (i) to see whether all facts open to check have been correctly stated;
- (ii) to point out any mistakes or incorrect statement of the facts;
- (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- (iv) to put up the Guard file, if necessary, and supply other relevant facts and figures;
- (v) to bring out clearly the question under consideration and suggest a course of action wherever possible.

(7) Private Secretary / Personal Assistant/ Stenographer – He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer

more time to devote himself to the work in which he has specialised. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below :-

- (i) taking dictation in shorthand;
- (ii) fixing up of appointments;
- (iii) screening the telephone calls and the visitors in a tactful manner;
- (iv) keeping a note of the movement of files;

(8) Lower Division Clerk – Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (iii)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**PROCEDURE FOLLOWED IN THE DECISION-MAKING
PROCESS, INCLUDING CHANNELS OF SUPERVISION AND
ACCOUNTABILITY.**

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MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (iii)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Procedure followed in the decision-making process, including channels
of supervision and accountability**

The Govt. of India (Transaction of Business) Rules framed under Article 77(3) of the Constitution define the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in-charge, these rules also specify :

- a) cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its Committees for prior approval; and
- b) the circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

2. Action on routine papers is initiated at the level of Dealing Assistants and on important papers, at higher levels e.g., Section Officer/Under Secretary. Normal Channel of submission of papers is :-

Dealing Assistant > Section Officer > Under Secretary > Deputy Secretary/Director

3. Above the level of Deputy Secretary/Director, a case may be disposed of at one of the following levels depending on its nature:-

Joint Secretary

Additional Secretary/Secretary

Minister of State/Minister

4. Subject to what is stated in para 1 above, cases related to all matters of policy, replies to Starred Parliament Questions, appointment to Group “A” posts, foreign visits of Group “A” officers etc. are disposed of at the level of the Minister for HRD. He has delegated following categories of cases for final disposal at the level of Minister of State:-

1. Replies to all Un-starred Questions in Parliament.
2. Fulfillment of Parliament Assurances.
3. Papers to be laid on the Tables of both the Houses of Parliament.
4. Extension of dates for fulfilling Parliament Assurances.
5. Authentication of papers to be laid on the Table of the House.

5. Cases not falling under various categories mentioned in para 4 are disposed of at the level of Secretary/Additional Secretary or Joint Secretary, depending upon their nature. Very routine cases are disposed of at lower level also, eg., Deputy Secretary/Director or even Under Secretary.

6. In cases where appointment /sanction of grant-in-aid/scholarship etc. is to be done based on the recommendations of a Selection Committee /Grant-in-Aid Committee, etc., such recommendations are obtained and processed for final decision at the competent levels.

7. Generally, all expenditure decisions require concurrence of / consultation with Financial Advisor or Ministry of Finance depending on the nature of the case.

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (iv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**NORMS SET BY THE DEPARTMENT FOR THE
DISCHARGE OF ITS FUNCTIONS**

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MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (iv)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Norms set by the Department for the discharge of its functions

Wherever applicable, the Department follows norms for various items of work as laid down by concerned nodal Ministries/Departments/Organizations e.g. Ministry of Finance, Planning Commission, Ministry of Personnel, Public Grievances and Pensions, Central Vigilance Commission, Cabinet Secretariat, etc. In other cases, norms as laid down in guidelines/circulars etc. of the Department itself are followed, wherever applicable. For details in regard to the latter, relevant guidelines/circulars may be referred to.

2. For day-to-day functioning of various Sections/Divisions/Bureaux, norms regarding time limits for disposal of important receipts are fixed by senior officers at dak stage wherever necessary. Time limit for disposal of various cases depends upon the nature of the files and the level of disposal. Cases, which require inter-ministerial consultation and reference to other Ministry(ies), tend to take more time.

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (v)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**ACTS, RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND
RECORDS HELD BY THE DEPARTMENT OR UNDER ITS
CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING
ITS FUNCTIONS**

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MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY
INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (v)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Acts, Rules, Regulations, Instructions, Manuals and Records held by the
Department or under its control or used by its employees for
discharging its functions**

Part I : General

The Department of Elementary Education & Literacy follows the instructions, rules and regulations issued by the concerned nodal Departments like Ministry of Finance, Planning Commission, Department of Personnel & Training, etc, wherever applicable. These general rules and regulations include General Financial Rules (GFR), Leave Rules, Rules on Advances to Government Servants, Delegation of Financial Powers, Central Services (Conduct) Rules etc.

**Part II : Acts, Rules, Regulations, Instructions, Manuals, Records specific to the
Department which are used for discharging its functions**

Details of Acts, Rules, etc. which are specific to this Department are given below:-

Sl. No.	Bureau/Division	Acts, Rules, Regulations, Instructions, Manuals/ Records used for discharging functions
1.	Division-II (Policy)	➤ Right to Education Bill 2005
2.	Division-III (MDM)	➤ Guidelines of National Programme of Nutritional Support to Primary Education, 2004 (Revised Mid Day Meal Scheme).

3.	Division-IV (Teacher Education)	<ul style="list-style-type: none"> ➤ Centrally Sponsored Scheme of Teacher Education in the Tenth Five Year Plan (2002-07) – Guidelines ➤ District Institutes of Education and Training (DIETs) – Guidelines (November, 1989) ➤ Colleges of Teacher Education (CTEs) and Institutes of Advanced Study in Education (IASEs) – Guidelines (November, 1987)
4.	Division-V	<ul style="list-style-type: none"> ➤ Framework of implementation of SSA ➤ Manuals on <ul style="list-style-type: none"> a) Planning & Appraisal b) Financial Management & Procurement c) EGS & AIE
5.	Division-VI	<ul style="list-style-type: none"> ➤ Guidelines of implementation of Kasturba Gandhi Balika Vidyalaya (KGBV) issues by Government of India ➤ List of Educationally Backward Blocks as per 2001 Census ➤ 3. Minutes of PAB meetings ➤ 4. List of KGBVss sanctioned state-wisse, district-wise and block-wise ➤ 5. Funds released by Government of India to KGBV States
6.	Division-VII	<ul style="list-style-type: none"> ➤ Guidelines on Innovative & Experimental (I&E) Education component of the EGS / AIE under SSA
7.	Division-IX	<ul style="list-style-type: none"> ➤ Mahila Samakhya Tenth Plan Document ➤ Annual Reports of MS Societies ➤ Delegation of Powers (1992) ➤ Indo-Dutch Evaluation Reports ➤ National Evaluation Reports (1993 & 1995) ➤ Minutes of NRG meetings
8.	Adult Education (AE)- 5	<ul style="list-style-type: none"> ➤ Guidelines on Total Literacy Campaigns (TLC) ➤ Guidelines on Post Literacy Programme (PLC) ➤ Revised parameters and norms and financial assistant related to the Schemes of Literacy Campaigns & Operation Restoration notified vide notification dated

		<p>5th May, 2000</p> <ul style="list-style-type: none"> ➤ Guidelines on Projects for Residual Illiteracy (PRI) ➤ Guidelines on Evaluation of TLC/PLP ➤ List of Districts covered under TLC/PLP/Continuing Education (CE) ➤ Details of funds released under various schemes of the Bureau
9.	Director (Additional charge AE-I & D.II(AE)_)	<ul style="list-style-type: none"> ➤ Scheme of Continuing Education Programme. ➤ Revised parameters and norms of financial assistance notified vide notification dated 5th May, 2000 ➤ Guidelines of State Literacy Mission Authority.
10.	Director AE – 3, 4 & 6	<ul style="list-style-type: none"> ➤ Guidelines on the “Scheme of Support to Non-Governmental Organizations in the field of Adult Education.” ➤ Revised parameters and norms of financial assistance to NGOs. ➤ List of the NGOs funded. ➤ Funds released to various NGOs under the scheme.
11.	Director AE – 6 & 8	<ul style="list-style-type: none"> ➤ Scheme of Jan Shikshan Sansthan. ➤ Various circulars issued regarding policy of JSS from time to time.

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (vi)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**STATEMENT OF THE CATEGORIES OF DOCUMENTS
THAT ARE HELD BY THE DEPARTMENT OR UNDER
ITS CONTROL**

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**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY**

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (vi)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Statement of the categories of documents that are held by the
Department or under its control**

Part I : Documents Common to all Bureaux

1. Replies to Parliament Questions.
2. Annual Report of the Department.
3. Annual Reports and Audited Statements of Accounts of Autonomous Organizations, which are required to be tabled in Parliament by the Department.
4. Financial Sanctions.
5. Utilization Certificates furnished by State Governments and other bodies to whom grants are sanctioned by the Department.
6. Audit Reports.

7. Orders regarding appointments in respect of officers of Autonomous Organizations who are appointed by the Department.
8. Orders regarding nominations by Central Government on the Boards etc. of various Autonomous Organizations
9. Orders constituting Committees from time to time, and Reports submitted by such Committees.
10. Circulars and Office Orders issued from time to time.
11. Correspondence with other Departments/Bodies/Agencies/Persons.
12. Deputation Orders regarding foreign visits of Officers of the Department and of members of official delegations deputed by the Department.
13. Memoranda of Understanding/Contracts/Agreements executed with various agencies
14. Press Releases issued from time to time

Part II : Bureau-specific Documents

S.No.	Bureau/Division	Documents held
1.	Division-I (Co-ordination)	<ul style="list-style-type: none"> ➤ Annual Plan & Budget working related to Department of Elementary Education & Literacy ➤ Periodical reports/information related to D/o EE&L sent to various Bodies/Ministries/Departments in the course of Co-ordinations work.
2.	Division-II (Policy)	<ul style="list-style-type: none"> ➤ Right to Education Bill – 2005 ➤ Records relating to Prarambhik Shiksha Kosh ➤ Records relating to Education for All ➤ Report of the Central Advisory Board of

		<p>Education (CABE) Committee on Free and Compulsory Education Bill and other Issues related to Elementary Education</p> <ul style="list-style-type: none"> ➤ Convention on the Rights of the Child ➤ Replies to Parliament Questions
3.	Division III (MDM)	<ul style="list-style-type: none"> ➤ Guidelines of National Programme of Nutritional Support to Primary Education, 2004 (Revised Mid Day Meal Scheme).
4.	Division IV (Teacher Education)	<ul style="list-style-type: none"> ➤ Centrally Sponsored Scheme of Teacher Education in the Tenth Five Year Plan (2002- 07) – Guidelines ➤ District Institutes of Education and Training (DIETs) – Guidelines (November, 1989) ➤ Colleges of Teacher Education (CTEs) and Institutes of Advanced Study in Education (IASEs) – Guidelines (November, 1987)
5	Division V	<ul style="list-style-type: none"> ➤ Notification of the constitution of the National Mission of Sarva Shiksha Abhiyan (SSA) having two bodies viz. Governing Council and the Executive Committee ➤ Minutes of the meetings of SSA National Mission ➤ Minutes of the meetings of the Project Approval Board approving state-wise Annual Outlays for SSA ➤ Sanction letters releasing funds to the State implementation Societies
6	Division VI	<ul style="list-style-type: none"> ➤ Guidelines on implementation of Kasturba Gandhi Balika Vidyalala (KGBV) issued by Government of India ➤ List of Educationally Backward Blocks as per 2001 Census ➤ Minutes of PAB meetings ➤ List of KGBVs sanctioned state-wise, district-wise and block-wise ➤ Funds released by Government of India to KGBV States

		<ul style="list-style-type: none"> ➤ Reports of physical and financial progress of scheme implementation (details of the girls identified/admitted, teachers appointed, site selected, nature of building for rent) ➤ Replies to Parliament Questions
7	Division VII	<ul style="list-style-type: none"> ➤ The application proforma of I & E scheme. ➤ Minutes of meeting of GIAC
8.	Division IX	<ul style="list-style-type: none"> ➤ Annual Reports ➤ Programme Evaluation Reports ➤ Reports on physical and financial progress of scheme implementation ➤ Minutes of meetings (NRG, EC etc.) ➤ Tenth Plan Document ➤ Replies to Parliament Questions
9.	Adult Education (AE) - 5	<ul style="list-style-type: none"> ➤ Guidelines on Total Literacy Campaigns (TLC) ➤ Guidelines on Post Literacy Programme (PLC) ➤ Revised parameters and norms and financial assistant related to the Schemes of Literacy Campaigns & Operation Restoration notified vide notification dated 5th May, 2000 ➤ Guidelines on Projects for Residual Illiteracy (PRI) ➤ Guidelines on Evaluation of TLC/PLP ➤ List of Districts covered under TLC/PLP/Continuing Education (CE) ➤ Details of funds released under various schemes of the Bureau ➤ Replies to Parliament Questions ➤ List of Outstanding Utilization Certificates ➤ Records relating to the Budget of the Bureau
10.	AE-I & D-II(AE)	<ul style="list-style-type: none"> ➤ Scheme of Continuing Education Programme. ➤ Revised parameters and norms of financial assistance notified vide

		<p>notification dated 5th May, 2000</p> <ul style="list-style-type: none"> ➤ Guidelines of State Literacy Mission Authority (SLMA)
11.	Director AE-3,4 & ^	<ul style="list-style-type: none"> ➤ Guidelines on the “Scheme of Support to Non-Governmental Organizations in the field of Adult Education.” ➤ Revised parameters and norms of financial assistance to NGOs. ➤ List of the NGOs funded. ➤ Funds released to various NGOs under the scheme. ➤ Replies to Parliament Questions. ➤ Recruitment Rules for the Group ‘A’ & ‘B’ posts in the Directorate of Adult Education.
12.	AE – 6 & 8	<ul style="list-style-type: none"> ➤ Scheme of Jan Shikshan Sansthan. ➤ Various circulars issued regarding policy of JSS from time to time.

Note :- The above is an attempt to list important categories of documents held by the Department. It is not however an exhaustive list.

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (vii)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR
CONSULTATION WITH, OR REPRESENTATION BY, THE
MEMBERS OF THE PUBLIC IN RELATION TO THE
FORMULATION OF DEPARTMENT'S POLICY OR
IMPLEMENTATION THEREOF**

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MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (vii)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of Department's policy or implementation thereof.

Draft legislations/Policy documents under consideration, and Reports of various Committees, etc. submitted to the Department, are placed on the Department's website, from time to time, for inviting comments of the public.

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
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INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (viii)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**STATEMENT OF BOARDS, COUNCILS, COMMITTEES OR OTHER BODIES
CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS A PART OF
THE DEPARTMENT 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**

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MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (viii)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Statement of Boards, Councils, Committees or other Bodies consisting of two or more persons constituted as a part of the Department 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.

S.No.	Bureau/Division	Name of the Board/ Council/ Committee/ Other Bodies	Whether meetings of these Bodies open to public	Whether minutes of their meetings accessible for public
1	Division-II (Policy)	<ul style="list-style-type: none"> ➤ Central Advisory Board of Education (CABE) Committee on Free and Compulsory Education (FACE) Bill and other Issue related to Elementary Education. ➤ National Co-ordination Committee on Education for All. 	No	Subject to provisions of RTI Act.

2	Division III (MDM)	National level Steering-cum-Monitoring Committee constituted vide Notification dated 20.12.2004 and 31.12.2004.(Copies at placed at Annexure – I) Minutes of the meetings are available on Department’s website.		Subject to provisions of RTI Act.
3	Division IV (Teacher Education)	A Teacher Education Resource Group (TERG) has been constituted with a composition of 15 members to review the implementation of Teacher Education Scheme and advise as to future directions.	No	Subject to provisions of RTI Act.
4	Division V	Notification of the constitution of the National Mission of Sarva Shiksha Abhiyan (SSA) having two bodies viz. Governing Council and the Executive Committee and the Minutes of the meetings of SSA National Mission Are circulated on the Department’s website		Subject to provisions of RTI Act.

5	Division VI	<ul style="list-style-type: none"> ➤ Project Approval Board of SSA approves the work plans for the scheme. It is headed by Secretary (EE&L) and includes representatives from Department of Women and Child Development, Ministry of Labour, Ministry of Social Justice and Empowerment and Ministry of Tribal Affairs, Planning Commission, NCERT, NIEPA, NCTE, FA(Ministry of Human Resource Development), JS(P)-Ministry of Human Resource Development, IGNOU and two nominees/ eminent persons ➤ National Resource Group for MS provides policy advise and guidance on conceptual issues arising in the programme relating to education of girls 		Subject to provisions of RTI Act.
6	Division VII			Subject to provisions of RTI Act.

7	Division VIII		Subject to provisions of RTI Act.
8	Division IX	The National Resource Group for Mahila Samakhya (MS) provides policy advise and guidance for the scheme. It is headed by the Chairperson, who is appointed by Secretary (EE&L). Members are appointed for term of two years from amongst those with academic and/or field experience in gender, education and development.	Subject to provisions of RTI Act.
9	AE – 5	TLC/PLP/PRI Projects are approved by the Project Approval Committee of the National Literacy Authority, headed by the Secretary (Elementary Education & Literacy). Joint Secretary (Adult Education) is sthe Vice-Chairman and member of the Committee include Financial Adviser (HRD), three Non-Official member nominated from the Executive Committee of NLM.	Subject to provisions of RTI Act.
10	Director (Additional charge AE-I & D-II (AE))	<ul style="list-style-type: none"> ➤ SLMAs are state-level societies registered under the Societies Registration Act 1860. ➤ SLMAs have a two-tiered structure 	Subject to provisions of RTI Act.

		<p>consisting of a Governing Council (GC) and an Executive Committee (EC)</p> <ul style="list-style-type: none"> ➤ The GC is headed by the Chief Minister/Education Minister as its ex-officio President. It should not have more than 30 members. ➤ The EC is headed by the Chief Secretary/Principal Secretary. It can have a maximum of 15 members. <p>National Literacy Mission Authority has a Council, Executive Committee and Project Approval Committee. Its composition is at Annexure – II.</p>		
11	Director AE – 3, 4 & 6	<ul style="list-style-type: none"> ➤ Proposals of NGOs are approved by the Grants-in-Aid Committee headed by Joint Secretary (Adult Education) & Director General (National Literacy Mission) with following members: <ul style="list-style-type: none"> - FA (HRD) - Director CAPART - DS/Director Voluntary Agencies - Other members representing 		Subject to provisions of RTI Act.

		states, NGOs working in the social sector and adult educationists		
12	AE – 6 & 8	➤ There is a screening committee for screening the new proposals for establishment of JSSs. Results of the screening are open to public.		Subject to provisions of RTI Act.

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (ix)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**DIRECTORY OF OFFICERS AND EMPLOYEES OF THE
DEPARTMENT**

PUBLISHED IN OCTOBER , 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (ix)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Directory of Officers and Employees of the Department

As per Statement an enclosed at Annexure III

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (x)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**MONTHLY REMUNERATION RECEIVED BY EACH OF
DEPARTMENT'S OFFICERS AND EMPLOYEES,
(FOR PAID MONTH OCTOBER, 2005 ; SALARY MONTH, SEPT.,2005)
INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED
IN ITS REGULATIONS.**

PUBLISHED IN OCTOBER, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (x)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Monthly remuneration received by each of Department's Officers and Employees, (for paid month October, 2005 ; salary month, sept.,2005) including the system of compensation as provided in its regulations.

As per Statement enclosed at Annexure IV

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (xi)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**BUDGET ALLOCATED TO EACH OF THE DEPARTMENT'S
AGENCIES, INDICATING THE PARTICULARS OF ALL PLANS,
PROPOSED EXPENDITURES AND REPORTS ON
DISBURSEMENTS MADE**

PUBLISHED IN OCTOBER, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**BUDGET ALLOCATED TO EACH OF THE DEPARTMENT'S
AGENCIES, INDICATING THE PARTICULARS OF ALL PLANS,
PROPOSED EXPENDITURES AND REPORTS ON
DISBURSEMENTS MADE**

As per Statement enclosed at Annexure V

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS
OF BENEFICIARIES OF SUCH PROGRAMMES**

PUBLISHED IN OCTOBER, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (xii)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS
OF BENEFICIARIES OF SUCH PROGRAMMES**

Not applicable

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (xiii)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATIONS GRANTED BY THE DEPARTMENT**

PUBLISHED IN OCTOBER, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (xiii)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATIONS GRANTED BY THE DEPARTMENT**

Not applicable

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xiv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**DETAILS IN RESPECT OF THE INFORMATION,
AVAILABLE TO OR HELD BY THE
DEPARTMENT, REDUCED IN AN ELECTRONIC
FORM**

PUBLISHED IN OCTOBER, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (xiv)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Details in respect of the information, available to or held by the
Department, reduced in an electronic form**

Detailed information about the Department is available on the website
www.education.nic.in

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (xv)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**PARTICULARS OF FACILITIES AVAILABLE TO
CITIZENS FOR OBTAINING INFORMATION,
INCLUDING THE WORKING HOURS OF A LIBRARY OR
READING ROOM, IF MAINTAINED FOR PUBLIC USE**

PUBLISHED IN OCTOBER, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (xv)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

A FACILITATION COUNTER OF THE Department is functional at Gate No. 6, C-wing Shastri Bhawan, New Delhi 110001. Working Hours of the Counter are from 9.30 AM to 5.30 PM on all working days.

The Facilitation Counter provides, inter alia, the following services to citizens/clients / customers:

- (1) Information regarding services provided and programmes, schemes etc. supported by the Department.
- (2) Forms etc. of public use.
- (3) Receiving, acknowledging and forwarding the grievances / applications/ requests/ forms etc. (related to the services provided by the Department), and information on their status of disposal.

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xvi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**NAMES, DESIGNATIONS AND OTHER PARTICULARS
OF THE PUBLIC INFORMATION OFFICERS**

PUBLISHED IN OCTOBER , 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY

INFORMATION PUBLISHED BY THE DEPARTMENT

UNDER SUB-CLAUSE (xvi)

OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Names, designations and other particulars of the Public
Information Officers**

As per Statement enclosed at Annexure VI

Statement referred to at S.No. 2 on page 31

No.F. 5-29/2004-EE.5-MDM
Government of India
Ministry of Human Resource Development
Department of Elementary Education & Literacy
Mid-Day Meal Division

Shastri Bhavan, New Delhi.
December 20, 2004.

Notification

Para 3.5.7 of the Guidelines of the National Programme of Nutritional Support to Primary Education, 2004, (NP-NSPE, 2004), envisage setting up of Steering-cum-Monitoring Committees (SMCs) at four levels viz. National, State, District and Block, to oversee management and monitoring of the programme.

2. In pursuance of the above, a National level Steering-cum-Monitoring Committee (NSMC) is hereby constituted for the above Programme as follows:-

- | | |
|---|--------------------|
| 1. Secretary,
Government of India,
Ministry of Human Resource Development,
Department of Elementary Education & Literacy | <u>Chairperson</u> |
| 2. Financial Advisor, MoHRD | Member |
| 3. Principal Advisor/Advisor (Education), Planning Commission | -do- |
| 4. Director, NCERT, or his nominee | -do- |
| 5. Director, NIEPA, or his nominee | -do- |
| 6. Managing Director, Food Corporation of India, or his nominee | -do- |

7. Representatives [not below the rank of Joint Secretary] of the following Ministries / Departments (to be nominated by the Secretaries concerned):-

i)	Ministry of Health & Family Welfare	Member
ii)	Ministry of Consumer Affairs, Food and PD, (Department of Food and Public Distribution)	-do-
iii)	Department of Women & Child Development	-do-
iv)	Department of Rural Development	-do-
v)	Min. of Urban Development and Poverty Alleviation (Department of Urban Employment & Poverty Alleviation)	-do-
vi)	Ministry of Youth Affairs & Sports	-do-

8. Thirteen members to be nominated by the Chairperson:

i)	Two experts in the area of Nutrition	-do-
ii)	Four persons, of whom at least two shall be women, with significant contribution/achievements in the area of Nutrition, Child Welfare, Community/Women's Mobilization, School Education, Child Health, School Mid-Day Meal	-do-
iii)	Representatives of five State Governments (One from each region)	-do-
iv)	Two Primary School Teachers with a distinguished record of service [of whom at least one shall be a woman]	-do-

9. Joint Secretary in-charge of NP-NSPE in the Department of Elementary Education & Literacy **Member – Secretary**

3. Term of members nominated under Category 8 above will be two years or till nomination of their successors, whichever is later.
4. NSMC will perform the following functions:-
 - (i) Guiding various implementation agencies,
 - (ii) Monitoring programme implementation, assessing its impact, and taking corrective steps,
 - (iii) Taking action on reports of independent monitoring/evaluation agencies,
 - (iv) Effecting coordination and convergence among concerned Departments, agencies (e.g. FCI), and schemes, and
 - (v) Mobilizing community support and promoting public-private partnership for the programme.
5. NSMC will meet at least once every six months.
6. Secretariat support to NSMC will be provided by the Elementary Education Bureau of the Department of Elementary Education & Literacy.

Sd/-
(P.K. Mohanty)
Dy. Educational Advisor

Copy:

1. Private Secretary to Minister of Human Resource Development
2. Private Secretary to Minister of State in the Ministry of Human Resource Development
3. Sr. Principal Private Secretary to Secretary, Department of Elementary Education & Literacy
4. Sr. Principal Private Secretary to Secretary, Department of Secondary & Higher Education
5. Financial Adviser, MoHRD
6. Principal Adviser (Education), Planning Commission

7. Director, NIEPA
8. Director, NCERT
9. Managing Director, Food Corporation of India
10. Secretary, Ministry of Health & Family Welfare
11. Secretary, Department of Food and Public Distribution, Ministry of consumer Affairs, Food and PD
12. Secretary, Department of W&CD
13. Secretary, Department of Urban Development & Poverty Alleviation
14. Secretary, Department of Rural Development
15. Secretary, Ministry of Youth Affairs & Sports

For information & necessary action in terms of para 2 of the notification.

16. Principal Secretary / Secretary of the Nodal Department for NP-NSPE in all State Governments / UT Administrations, for information, in continuation of D.O. letter No. 1(2)/2004-Desk(MDM) dated 3.12.04 from Secretary, Department of Elementary Education & Literacy, addressed to their Chief Secretary.

Steering-cum-Monitoring Committees at State, District & Block levels may please be similarly constituted as envisaged in para 3.5.7 of the Guidelines, as also activated, on top priority, under intimation to this Department.

17. All State Project Directors of Sarva Shiksha Abhiyan.
18. Director of Primary/Elementary Education of all States/UTs.
19. All Joint Secretaries in the Department of Elementary Education & Literacy.
20. Joint Secretary, School Education, Department of Secondary & Higher Education.
21. All Divisional Heads of Department of Elementary Education & Literacy.
22. Manager, Government of India Press, Faridabad.

Sd/-
(P.K. Mohanty)

No.F. 5-29/2004-EE.5-MDM
Government of India
Ministry of Human Resource Development
Department of Elementary Education & Literacy
Mid-Day Meal Division

Shastri Bhavan, New Delhi.
December 31, 2004.

Notification

In pursuance of para 3.5.7 of the Guidelines of the National Programme of Nutritional Support to Primary Education, 2004, (NP-NSPE, 2004), a National level Steering-com-Monitoring Committee (NSMC) has been constituted vide Department's Notification of even no. dated December 20, 2004.

2. In terms of Item-8 of para 2 of the said Notification, Secretary, Department of Elementary Education & Literacy, as Chairperson of the NSMC is pleased to nominate the following thirteen members on the above Committee:-

- i) Two experts in the area of Nutrition:
- (1) Director, National Institute of Nutrition, Hyderabad, or his representative.
 - (2) Dr. Prema Ramachandran, Director, Nutrition Foundation of India, New Delhi.
- ii) Four persons, of whom at least two shall be women, with significant contribution/achievements in the area of Nutrition, Child Welfare, Community/Women's Mobilization, School Education, Child Health, School Mid-Day Meal:
- (1) Dr. Tara Gopaldas, Director, Tara Constancy Services, Bangalore.
 - (2) Dr. Alok Mukhopadhyay, CEO, Voluntary Health Association of India, New Delhi.
 - (3) Ms. Leena Joseph, Naandi

- (4) Foundation, Hyderabad.
Dr. Ilina Sen, "RUPANTAR", Raipur.
- iii) Representatives of five State Governments (One from each region):
- Ppl. Secretary/Secretary of the State Nodal Department for NP-NSPE in the following States:-
1. Rajasthan.
 2. Madhya Pradesh
 3. Karnataka
 4. Bihar
 5. Assam
- iv) Two Primary School Teachers with a distinguished record of service [of whom at least one shall be a woman]:
- (1) Smt. Sukanti Kumari Mohanty, Assistant Teacher, Gopal Jee UGUP School, Paradip, At Nuabazar, P.O. Paradip, Distt. Jagatsinghpur-754145, Orissa.
 - (2) Smt. Kamlesh Rawat, Head Mistress, Primary School, Narain Gaon (Saklana), Jaunpur, Distt. Tehri-Garhwal, Uttaranchal.

3. Terms of the above members will be two years or nomination of their successors, whichever is later.

Sd/-
(P.K. Mohanty)
Dy. Educational Advisor

Copy:

- | | | |
|---|---|---|
| <ol style="list-style-type: none">1. Private Secretary to Minister of Human Resource Development2. Private Secretary to Minister of State in the Ministry of Human Resource Development3. Sr. Principal Private Secretary to Secretary, Department of Elementary Education & Literacy4. Sr. Principal Private Secretary to Secretary, Department of Secondary & Higher Education | } | for information of
HRM/MOS/Secretary,
EE&L/S&HE |
|---|---|---|

For information of members nominated vide Notification of even number dated 20.12.04, with request to attend the NSMC meetings.

5. Director, National Institute of Nutrition, Tarnaka, Jamai-Osmania Post, Hyderabad-500 007.
6. Dr. Prema Ramachandran, Director, National Nutritional Foundation of India, C-13, Qutab Institutional Area, New Delhi-110016.
7. Dr. Tara Gopaldas, Director, Tara Consultancy Services, Saraswati, 124/B, Varthur Road, Ngavarapalyr, Bangalore-5600093.
8. Dr. Alok Mukhopadhyay, CEO, Voluntary Health Association of India (VHAI) 40, Qutub Institutional Area, New Delhi-110016.
9. Ms. Leena Joseph, Naandi Foundation, 502, Trendset Towers, Road No. 2, Banjara Hills, Hyderabad-500034.
10. Dr. Ilina Sen, "Rupantar", A-26, Housing Board Complex, Surya Apartments, Katora Talav, Raipur-492001. Chhattisgarh.
11. Principal Secretary, Panchayati Raj Department, Government of Rajasthan, Secretariat, Jaipur-302005.
12. Principal Secretary, Department of Panchayat & Rural Development, Govt. of Madhya Pradesh, 2nd Flr., Vindhyaachal Bhavan, Bhopal-462011.
13. Secretary, Primary & Secondary Education Department, jGovt. Of Karnataka, M.S. Building, 5th Floor, 2nd Stage, Bangalore-560001.
14. Secretary, Primary & Adult Education Department, Government of Bihar, New Secretariat, Patna-800 015.
15. Secretary, Department of Education, Government of Assam, Sachivalaya, Capital Complex, Dispur, P.O. Guwahati-701006.
16. Smt. Sukanti Kumari Mohanty, Assistant Teacher, Gopal Jee UGUP School, Paradip, At Nuabazar, P.O. Paradip, Distt. Jagatsinghpur-754145, Orissa.
17. Smt. Kamlesh Rawat, Head Mistress, Primary School, Narain Gaon (Saklana), Jaunpur, Distt. Tehri-Garhwal, Uttaranchal.

For information and with request to all the nominated teachers to attend the NSMC meetings.

18. Secretary, Department of Women & Child Development, Government of Orissa, Sachivalaya, Bhubaneswar-751001.
19. Additional Chief Secretary (Education), Govt. of Uttaranchal, Sachivalaya, Dehradun-248 001.

For information

20. Financial Adviser, MoHRD
21. Principal Adviser (Education), Planning Commission
22. Director, NIEPA, New Delhi
23. Director, NCERT, New Delhi
24. Chairman & Managing Director, Food Corporation of India
25. Secretary, Ministry of Health & Family Welfare.
26. Secretary, Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and PD
27. Secretary, Department of W&CD
28. Secretary, Ministry of Urban Employment & Poverty Alleviation
29. Secretary, Department of Rural Development
30. Secretary, Ministry of Youth Affairs & Sports
31. Principal Secretary / Secretary of the Nodal Department for NP-NSPE in all State Governments / UT Administrations, except Assam, Bihar, Karnataka, Madhya Pradesh, Rajasthan, Orissa & Uttaranchal
32. All State Project Directors of Sarva Shiksha Abhiyan
33. Director of Primary/Elementary Education of all States/UTs
34. All Joint Secretaries in the Department of Elementary Education & Literacy
35. Joint Secretary, School Education, Department of Secondary & Higher Education
36. All Divisional Heads of Department of Elementary Education & Literacy
37. Manager, Government of India Press, Faridabad.

Sd/-
(P.K. Mohanty)

Annexure-II

Statement referred to at S.No. 10 on page 34

NATIONAL LITERACY MISSION AUTHORITY

COUNCIL OF NATIONAL LITERACY MISSION	<u>EXECUTIVE COMMITTEE</u>
Composition	Composition
<p>Chairman (ex-officio) - HRM</p> <p>Vice Chairman (ex-officio) - MOS</p> <p>Ministers of the following Ministries/Departments:</p> <ul style="list-style-type: none"> ➤ Information and Broadcasting ➤ Health and Family Welfare ➤ Youth Affairs and Sports ➤ Social Justice and Empowerment ➤ Women and Child Development <p style="text-align: center;"><u>Political leaders of National Level Political Parties</u></p> <p>Three Members of Parliament (2 from Lok Sabha & 1 from Rajya Sabha)</p> <p style="text-align: center;"><u>Ministers of Education from 6 states</u></p> <p>Nine ex-officio Members</p> <ul style="list-style-type: none"> ➤ Chairman, UGC ➤ Member of Planning Commission (Education) ➤ Chairperson, National Commission for Women ➤ Chairman, National Commission for SC/STs ➤ Chairman, Minorities Commission ➤ Secretary, EE&L ➤ Director General, Council of Scientific and Industrial Research ➤ Financial Adviser (HRD) ➤ Director, DAE <p>Five Educationists, Scientists, Media Experts, etc.</p>	<p>Chairperson -</p> <p>Ex-Officio Members :</p> <ul style="list-style-type: none"> ➤ Adviser (Education), Planning Commission ➤ Financial Adviser (HRD) ➤ Chairman, National Institute of Open Schooling ➤ Director, Directorate of Adult Education <p>Non Official members (12 persons) (to be nominated by the Council of NLMA from eminent educationists, academicians, NGOs, media writers, social activists, theater artists, etc.)</p> <p>Four representatives of State Resource Centres</p> <p>Three representatives of Jan Shikshan Sansthas</p> <p>Four representatives of State Directorate of Technical Education</p> <p>Five officials of State Governments,</p> <p>Member Secretary - Joint Secretary and Director</p> <p style="text-align: right;"><u>SUB COMMITTEE OF THE</u> Project Approval Committee Composition</p> <p>Chairperson - Secretary</p>

<p>Six representatives of Voluntary Agencies Member Secretary (ex-officio) - JS (AE) & DG NLM</p>	<p>Vice-Chairperson - JS (AE)</p> <p>Members :</p> <ul style="list-style-type: none"> ➤ Financial Adviser (HRD) ➤ Three Non official members nominate Committee ➤ Director (in charge of Special Projects Continuing Education)
--	---

The members of the Council of NLMA, its EC and PAC are nominated with the approval of Hon'ble HRM.

Annexure-III

Statement giving information as required under sub-clause (ix) of Section 4(1)(b) of the RTI Act, 2005

**DIRECTORY OF OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF
ELEMENTARY EDUCATION AND LITERACY**

NAME OF THE OFFICER	DESIGNATION	TELEPHONE	EPABX	ROOM NO
SMT. KUMUD BANSAL	SECRETARY (EE & L)	23382587 23381104 23387859 (FAX)	---	124-C
SH. A.K. JHINGAN	Sr. PPS TO SECY.	23382587 23381104	307 309	124-C
SMT. ANURADHA GUPTA	JS(EE.1)	23383451 23782052 (Fax)	229	111-C
Sh. R. P. Arora	PS TO JS(EE.I)	23383451	301	111-A C wing
Ms. VRINDA SARUP	JS(EE.II)	23383226 23070584 (Fax)	202	116-C
Sh. Tejpal Yadav	PS to JS(EE-II)	23383226	263	117-C
SMT VANDANA K. JENA	JS (AE)	23387648	240	109-C
Ms. Vandana Chaudhary	PS to JS (AE)	23387648	274	110-C
EE-I Bureau				
SH. K. RAVI RAMACHANDRAN	DS (EE)	23384253	249	119-C
Anita Prakash	US (EE.1)	23381662	461	130-C (Cabin – 2)
SH. B.D. Rai	SO (EE-1)	23386024	466	130-C
D.K. Bhawsar	AEA (EE.2)	23384187	267	225-C
SMT. ARUNA B. SEN	SO(EE.2)	23384251	242	130-C
SH. AMIT KAUSHIK	DIRECTOR (EE)	23382604	227	211-C
SH. MUKUL RATRA	DS(EE.4)	23073542	216	105-D
SH. GULSHAN KUMAR	SO(EE-4)	23384251	623	130-C
SH. R.S. Bhatia	US (EE.12)	23384589	615	130-C (Cabin – 1)
SH. S.K. Mishra	SO (EE.12)		363	316 –D wing
SH.P.K. MOHANTY	DEA (PKM)	23383432	250	326-C
SH. SARVJIT S. AHLUWALIA	US(EE.6)	23073780	405	101-A, 'D' WING
SH. K.C. Rathore	Sr.Stat Officer(MDM)	23385754	468	534-C
SHRI. LAKHAN SINGH	AD(MDM – EE.5)	23385754	468	534-C
SH. R. N. Mohanty	SO (MDM)	23386024	496	130-C

SH. S.M. MEENA	SO(EE.6)	23388254	406 408	102-D
MRS. PRERNA GULATI	DIRECTOR (EE)	23381882	247	213-C
SH. A.K. Qasim	US(EE.9)	23388566	415	222-C
SH. M.K. SAHAY	DO(EE.9)			
SH. H. C. Bhatia	US (EE.10)	23384589	629	130-C (Cabin – 1)
Smt Manju Dhingra	SO	---	428	216 –D
EE-II Bureau				
SH. DHIR JHINGRAN	DIRECTOR	23387934	622	215-D
SH. O. P. CHATURVEDI	US (EE.3)	23381662	213	130-C (Cabin-2)
SH JOSEPH ANTONY	DO(EE.11)	23388254	408	102-D
SH. K.J.D. PRASAD	DS (EE-3)	23386851	413	230-C
SH. R.PRASAD	SO(EE-3)	23384251	323	130-C
MRS. ANITA CHAUHAN	DS	23388098	217	105-D
Smt. Veena Pahuja	S.O.(EE-8)	23388254	407	102-D
SH. P SUKUMAR	DS	23388389	252	406-C
SH. RAVI CHAND	US(EE.13&14)	23385293	459	519-C
SH SANJAY KUMAR	DO (EE-13)		411	216-D
SH. C. K. RAMASWAMY	SO(EE.14)	---	410	216-D
SH K.R. MEENA	DS	23383779	290	209-C
SH. S.R. DOGRA	US(EE-15)	23385745	424	304-C
SH U. C. Srivastava	SO(EE.16)	23388254	400	102-D
Ms. Richa Sharma	DS(MS)	23782883	339	317-C
SH. G.H.RATRA	US(EE.7)	23389613	317	104 – D
SH. Arun Aggrawal	SO(EE.7)	23389613	310	104-D
Sh. J. S. Aswal	SO EE-17	----	430	304-C
Mrs. KAMESHWARI JANDHYALA	CONSULTANT (MS)	23389613	310	104-D

Other Supporting Staff				
Dr. DEEPAK BATRA	Programmer (EE)	---	350	130-C
SH. R. P. MEHRA	PROTOCOL ASSISTANT	---	466	130-C

Adult Education Bureau

SMT. ANURADHA MALL	Director (AE)	23074113	301	100-D
DR. NASEEM AHMED	EO (AE.1 & D.II)	23383213	437	403-C
Ms. PRATIBHA SAXENA	SO(AE.1)	23383213	477	403-C
SH. S. SRINIVAS	US(AE.3)	23383538	445	408-C
SH. KIRTVARDAN	SO (AE-3)	23383213	441	404-C
SH. R. K. CHOPRA	US(AE- 4)	23381095	203	409-C
SH. SATISH LOOMBA	Director (AE)	23383214	230	221-C
SH. S. K. OHRI	US(AE.5)	23383780	404	101-A 'D' Wing
SH. RAVINDER SINGH	SO(AE.5)	23383213	440	404-C
SH. SURESH KUMAR	Director (AE)	23387538	266	316-C
SH. Y.D. MEHTA	US(AE.6)	23383538	351	408-C
SH. M.S. RAWAT	S.O.AE.6	23383213	438/613	403-C
SH.M.P.TIWARI	US (AE-8)	23383213	357	403-C
MS. C. V. SARADA	SO(AE.8)	23383213	442	404-C

Annexure-IV

Statement giving information as required under sub-clause (x) of Section 4(1)(b) of the RTI Act, 2005

Monthly emoluments of the Officers and Employees of the Department of EE&L

S.NO.	NAME	DESIGNATION	GROSS PAY
1	KUMUD BANSAL SMT	SECRETARY	45930
2	VRINDA SARUP	JOINT SECRETARY	39612
3	ANURADHA GUPTA	JOINT SECRETARY	38735
4	VANDANA KUMARI JENA	JOINT SECRETARY	33011
5	JAGAN MATHEWS (ON TRAINING)	JOINT SECRETARY	41415
6	SURESH KUMAR	DIRECTOR	34217
7	AMIT KAUSHIK	DIRECTOR	30707
8	ANURADHA MALL	DIRECTOR	34217
9	D JHINGRAN	DIRECTOR	34217
10	PRERNA GULATI SMT	DIRECTOR	35478
11	R K SHARMA	DIRECTOR	34919
12	SATISH LOOMBA	DIRECTOR	34217
13	SOMYA T DAVE (COMPULSORY WAITING)	DIRECTOR	29303
14	NIRMAL KUMAR AZAD	PS TO MOS	23676
15	ANITA CHAUHAN Ms.	D S	32020
17	P SUKUMAR	D S	29400
18	K J D PRASAD	D S	28741
19	K RAVI RAMACHANDRAN	D S	27560
20	K R MEENA	D S	25651
21	RICHA SHARMA	D S	25793
22	P K MOHANTY	DEA	28084
23	MUKUL RATRA	DS	26109
24	D K BHAWSAR	AEA(G)	23784
25	A K JHINGAN	SR PPS	25651
26	ABDUL KAREEM QASIM	U S	27450
27	H C BHATIA	U S	23150
28	R S BHATIA	U S	27650
29	RAVI CHAND	U S	27450

30	S R DOGRA	U S	23413
31	SARVAJIT SINGH AHLUWALIA	U S	22643
32	Y D MEHTA	U S	35003
33	ANITA PRAKASH SMT.	U S	22643
34	R K CHOPRA	U S	23984
35	O P CHATURVEDI	U S	28284
36	BALJIT SINGH	U S	27450
37	G H RATRA	U S	22272
38	M P TIWARI	U S	27650
39	S. SRINIVAS	U S	22072
40	JOSEPH ANTONY	D O	15873
41	MANISH KUMAR SAHAY	D O	17037
42	SANJAY KUMAR	D O	19587
43	LAKHAN SINGH	A D	22379
44	DR. NASIM AHMED	E O	17271
45	SURAJ MAL MEENA	S O	19347
46	KIRTI VARDHAN	S O	21166
47	RAVINDER SINGH	S O	20559
49	VEENA PAHUJA	S O	17238
50	UMESH CHANDRA SRIVASTAVA	S O	17238
51	CHUNDA ORAON	S O	13161
52	J S ASWAL	S O	16495
53	M S RAWAT	S O	15442
54	UMED SINGH I	S O	18561
55	WILLIAM MINZ	S O	14214
56	C K RAMASWAMY	S O	19347
57	SATISH KUMAR (UNDER SUSPENSION)	S O	12278
58	MEENA ANAND SMT	S O	18561
59	USHA MOHLA	S O	19002
60	B D RAI	SO	19884
61	MANJU DHINGRA SMT	SO	20325
62	PRATIBHA SAXENA MS	SO	13161
63	SANJAY KUMAR MISHRA	SO	17238
64	ANIL KUMAR G	P S	16105
65	MUKESH HARIT	P S	15623
66	NEELU NANGIA SMT	P S	24584

67	R P ARORA	P S	21773
68	TEJPAL YADAV	PS	17554
69	TILAK RAJ	PS	20559
70	DR. DEEPAK BATRA	PROGRAMMER	16056
71	K C RATHORE	SR.STAT.OF	18616
71A	UMA GARG	SR.STAT.OF	23081
72	ANITA RANI MISS	ASSISTANT	13224
73	ANJALI VADODKAR SMT	ASSISTANT	16772
74	CHANDAN KUMAR	ASSISTANT	12528
75	CHARLES LAKRA	ASSISTANT	12203
76	GULSHAN KUMAR	ASSISTANT	17158
77	GURCHARAN SINGH	ASSISTANT	13431
78	JAI SHANKAR PRASAD	ASSISTANT	12914
79	KUSUM SHARMA SMT	ASSISTANT	15615
80	M B PASRIJA	ASSISTANT	16387
81	PROMILA CHOUDHARY	ASSISTANT	15615
82	P MUTHURATHINAM	ASSISTANT	10053
83	RAHUL DWIVEDI	ASSISTANT	12914
84	SAURANSHU SINHA	ASSISTANT	14843
85	SURESH CHANDER	ASSISTANT	13431
86	S C SAINI	ASSISTANT	17158
87	SUMAN KOHLI SMT.	ASSISTANT	12528
88	S S SANDHU	ASSISTANT	12528
89	SUMAN RANI BHATNAGAR SMT.	ASSISTANT	12528
90	UMED SINGH-II	ASSISTANT	15229
91	MAHESH KUMAR GUPTA	ASSISTANT	12528
92	SAURABH OMAR	ASSISTANT	12528
93	OM PRAKASH SINGH	ASSISTANT	12528
94	JYOTI SWAROOP ASTHANA	ASSISTANT	12528
95	RAJESH KUMAR	ASSISTANT	12528
96	ANITA MEENA SMT	ASSISTANT	10053
97	CHANDER KANTA GANDHI	ASSISTANT	10974
98	DEV RAM GAUTAM	ASSISTANT	10460
99	G JAYACHANDRA RAJU	ASSISTANT	16176
100	GANGA MEHRA SMT.	ASSISTANT	10053
101	K DALEEP KUMAR	ASSISTANT	12817

102	KIRAN ASTHANA SMT	ASSISTANT	11895
103	KUSUM JAIN SMT	ASSISTANT	16387
104	MOTILAL CHAKRABORTY	ASSISTANT	12528
105	P C CHAUHAN	ASSISTANT	10053
106	PRATEBHA RANI SMT	ASSISTANT	13124
107	PURAN CHAND	ASSISTANT	15229
108	PARVEEN ANAND SMT	ASSISTANT	14843
109	POONAM SHARMA SMT	ASSISTANT	14843
110	RAMA SHANKER	ASSISTANT	15229
111	RANJANA	ASSISTANT	10053
112	SHIV NANDAN KUMAR	ASSISTANT	15615
113	SHRI RAM MEENA	ASSISTANT	12528
114	SURJIT CHATTERJEE	ASSISTANT	16387
115	V R BHUSANDE	ASSISTANT	11895
116	SUSHMA BATRA SMT	ASSISTANT	12628
117	BUDH RATAN	ASSISTANT	12610
118	R P MEHRA	ASSISTANT	17158
119	SURINDER KAUR SMT	ASSISTANT	12510
120	SULEKHA KHANNA SMT	ASSISTANT	16387
121	TULSI RAM	ASSISTANT	12610
122	USHA SHARMA	ASSISTANT	16387
123	BIMLESH PAWAR SMT	P A	16387
124	HANS RAJ	P A	15615
125	INDRA AHUJA MISS	P A	19443
126	JAGTAR SINGH	P A	16671
127	KISHAN CHAND	P A	20325
128	RANI RAIZADA MS.	P A	20766
129	RITA DHIMAN SMT.	P A	15615
130	VALSALA M RAMESH	P A	15229
131	REKHA BHAYANA SMT.	P A	20325
132	K L KHURANA	PA	15329
133	ANGADHAN K P	STENO	8649
134	ANIL DHIMAN	STENO	10764
135	ANITA KOHLI SMT.	STENO	14071
136	JAYA GHILDYAL	STENO	10984
137	NANDA SINGH NEGI	STENO	11895

138	RAMAKRUSHNA BEHERA	STENO	10764
139	SAPNA SHARMA SMT	STENO	13300
140	SHWETA GUPTA	STENO	10764
141	RAVINDER KUMAR	STENO	10764
142	AMARJIT SINGH SETIA	A/C CLERK	11425
143	ANIL EKKA	U D C	8473
144	D S ADHIKARI	U D C	8298
145	HARI SINGH	U D C	11425
146	J C BHATI	U D C	11425
147	MEENAKSHI MANN	U D C	9526
148	M C SHARMA	U D C	9441
149	MAIBAM ROBINDRO SINGH	U D C	7420
150	PRAPHULA MINJ MISS	U D C	7420
151	SMT. PROMILA MARWAHA	U D C	11425
152	RAM PYARE	U D C	9220
153	RAGHU NATH SHARMA	U D C	8649
154	S BALAJI	U D C	11205
155	SATYAVIR SINGH	U D C	9351
156	SANJAY KUMAR SINHA	U D C	7420
157	B SATHPAL	U D C	9601
158	KAMALJIT KAUR	U D C	9000
159	RANDHIR	U D C	10102
160	VASANT C BURDE	U D C	8122
161	V P GOPALAKRISHNAN	U D C	9220
162	MURARI SINGH	U D C	9275
163	CHANDAN SINGH	L D C	8739
164	DEVI CHARAN	L D C	8349
165	DHARMENDRA KUMAR	L D C	8184
166	KESHAV NANDAN KUMAR	L D C	6575
167	LAXMI NARAYAN BHATT	L D C	7742
168	MOHIT SHARMA	L D C	6443
169	SITESH SATYAM	L D C	7687
170	SATBIR SINGH	L D C	8184
171	ARBIND KR. SINGH	L D C	6311
172	DILIP KANT RANJAN	L D C	6311
173	SATYA NARAYAN	L D C	8349

174	GAURAV KATOCH	LDC	5653
175	JAGDEV BHAGAT	DAFTRY	6613
176	RAKESH AGGARWAL	DAFTRY	8709
177	VINOD KUMAR I	DAFTRY	8070
178	ANIL KUMAR II	DAFTRY	8533
179	DIL BAG SINGH II	DAFTRY	8379
180	DHAN PAL SINGH	DAFTRY	7131
181	KANHIYA SAH	DAFTRY	6736
182	JAGDISH PRASAD	SR PEON	8379
183	RAMAKANT YADAV	SR PEON	7262
184	BUDH RAM	PEON	7761
185	MAMAN SINGH	PEON	8070
186	MAHABIR SINGH	PEON	6367
187	MANJU SHARMA	PEON	7254
188	RAJENDER RAI	PEON	7915
189	ARUN KANTI PAL	PEON	5630
190	CHANDER SEKHAR PATNAIK	PEON	6613
191	DEVI RAM	PEON	8135
192	SURINDER KUMAR-I	PEON	6796
193	SUNDER SINGH RANA	PEON	5345
194	OM PRAKASH	PEON	7049
195	RANGI MEHTO	PEON	6490
196	SONPAL SINGH	PEON	7915
197	SHIV SHANKAR MEHTO	PEON	6859
198	VIKHAM	PEON	7494
199	MAHESH KUMAR	PEON	7049
200	RAJ KUMAR-II	PEON	6244
201	RAMANAND	PEON	7121
202	RAM KUMAR	PEON	7915

Statement giving information as required under sub-clause (xi) of Section 4(1)(b) of the RTI Act, 2005

**Position of Expenditure in respect of Department of Elementary
Education & Literacy**

(Rs. in crore)

Sector	BE 2005-06	Funds certified as on 30.9.2005	% w,r,t, certification of funds BE 2005- 2006
Plan	12531.76	6313.82	50.38
Non-Plan	4.77	2.13	44.67
Total	12536.53	6315.95	50.38

	NER PROVISION	Provision for Projects/Scheme of North Eastern Areas & Sikkim	1053.50
		Amount re- appropriated so far	297. 92
		Balance	755.58

				PLAN
EXPENDITURE STATEMENT				
MINISTRY OF HUMAN RESOURCE DEVELOPMENT				
DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY				
DEMAND NO. 56				(Rs. In Lakhs)
2	3	4	5	6
Name of the Bureau	Scheme/ Programme	BE 2005-2006	Funds Certified as on 30-09-2005	% w.r.t. certification of Funds BE 2005-2006
ELEMENTARY EDUCATION		1121726.00	622065.27	55.46
ADULT EDUCATION		26100.00	9317.06	35.70
NER PROVISION		105350.00	0.00	0.00
Grand Total:		1253176.00	631382.33	50.38

				PLAN
2	3	4	5	6
Name of the Bureau	Scheme/ Programme	BE 2005-2006	Funds Certified as on 30-09-2005	% w.r.t. certification of Funds BE 2005-2006
ELEMENTARY EDUCATION	Strengthening of Teachers Training Institutions	18000.00	10563.01	58.68

	National Council of Teacher Education	450.00	0.00	0.00
	National Bal Bhawan	450.00	225.00	50.00
	Nutritional Support to Primary Education (Mid day Meal)	301076.00	165139.46	54.85
	Sarva Shiksha Abhiyan	715600.00	418148.89	58.43
	Kasturba Gandhi Swantantra Vidyalaya	22500.00	2780.48	12.36
	Shiksha Karmi Project	650.00	650.00	100.00
	Mahila Samakhya	3000.00	1221.41	40.71
	District Primary Education Programme	60000.00	23337.02	38.90
	NER	0.00	0.00	
Total: Elementary Education		1121726.00	622065.27	55.46

				PLAN
2	3	4	5	6
Name of the Bureau	Scheme/ Programme	BE 2005-2006	Funds Certified as on 30-09-2005	% w.r.t. certification of Funds BE 2005-2006
ADULT EDUCATION	Literacy Campaigns and Operation restoration	2250.00	601.50	26.73
	Continuing Education	16592.00	5896.14	35.54
	Jan Shikshan Sansthan	3559.00	2077.92	58.38
	Support to NGOs	2250.00	543.52	24.16
	NLMA	100.00	0.90	0.90
	Directorate of Adult Education	1237.00	141.08	11.41
	NIAE		0.00	
	Population Education in Adult Education programme	112.00	56.00	50.00
Total :- Adult Education		26100.00	9317.06	35.70
NER PROVISION	All Schemes	105350.00		

		EXPENDITURE STATEMENT			NON-PLAN
		MINISTRY OF HUMAN RESOURCE DEVELOPMENT			
		DEPARTMENT OF ELEMENTARY EDUCATION & LITERACY			
DEMAND No. 56					
S. No.	Name of the Bureau	Scheme/ Programme	BE 2005-2006	Funds Certified as on 30-09-2005	% w.r.t. certification of Funds BE 2005-2006
1	ELEMENTARY EDUCATION		253.00	126.16	49.87
2	ADULT EDUCATION		224.00	86.93	38.81
GRAND TOTAL			477.00	213.09	44.67

S. No.	Name of the Bureau	Scheme/ Programme	BE 2005-2006	Funds Certified as on 30-09-2005	Non- Plan % w.r.t. certification of Funds BE 2005-2006
1	ELEMENTARY EDUCATION	National Bal Bhawan	253.00	126.16	49.87
Total: Elementary Education			253.00	126.16	49.87
2	ADULT EDUCATION	Directorate of Adult Education	180.00	76.79	42.66
		Jan Shikshan Sansthan, Delhi	37.00	8.03	21.70
		NLMA/ TA/ DA	7.00	2.11	30.14
Total: Adult Education			224.00	86.93	38.81

Annexure-VI

Statement giving information as required under sub-clause (xvi) of Section 4(1)(b) of the RTI Act, 2005
NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

S. No.	Designation	Name of Officer occupying the post on the date of Office Order	Telephone Nos	Subject matter
1.	Deputy Secretary [Coordination] (Division I)	Sh. K. Ravi Ramachandran	23384253	(i) All matters pertaining to Coordination, Plan & Budget work of the Deptt., Parliament Work Coordination, NE coordination, Residual matters not assigned to any other Divisional Head.
				(ii) Funding Agency – SIDA, CIDA, Other funding agencies not assigned to any other Divisional Head
				(iii) FDI in Elementary Education, Matters concerning UNESCO [excl. EFA], International Cooperation
				(iv) Implementation & Monitoring of Sarva Shiksha Abhiyan (SSA), Mid-Day Meal (MDM) & Teacher Education (TE) schemes in Tamil Nadu & Karnataka
2.	Director [Policy] (Division II)	Sh. Amit Kaushik	23382604	(i) All matters pertaining to Elementary Education Policy; Education. For All (EFA); Fast Track Initiative (FTI); Elementary Education as Fundamental Right, Central & State Legislations pertaining to Elementary Education; Education. Cess, Prarambhik Shiksha Kosh; Convention on the Rights of the Child (CRC)
3.	Deputy Secretary (Division II)	Sh. Mukul Ratra [in respect of subject matter mentioned under 2 (i) only]	23073452	(ii) National Bal Bhawan, Public – Pvt. Partnership (PPP) in Elementary Education
				(iii) Funding Agency – ADB
				(iv) Implementation & Monitoring of SSA, MDM & TE schemes in – Haryana, Himachal Pradesh & Chandigarh

4.	Deputy Educational Adviser [MDM] (Division III)	<u>Sh. P. K. Mohanty</u>	23383432	<p>(i) All matters pertaining to Mid-Day Meal Programme: Coordination work of the Division; Allocation of Food grains; Monitoring of MDM Programme in the country as a whole, and in individual States/UTs except Tamil Nadu, Karnataka, Haryana, Himachal Pradesh & Chandigarh; Matters pertaining to NSMC, and State & lower level SMCs in States/UTs mentioned above.</p> <p>(ii) Mid-Day Meal Programme: Policy & Guidelines of MDM Scheme; Budget & Accounts; Payment to FCI; Release of Transport Subsidy; Release of Central Assistance for Cooking Cost, and for Management, Monitoring & Evaluation (MME) to States & UTs; Provision of Infrastructure (Kitchen Sheds, Water Supply, Cooking Device, Utensils, etc.) for MDM Scheme. Matters relating to School Health & Physical Education</p>
5	Director [Teacher Education] (Division IV)	<u>Ms. Prerana Gulati</u>	23381882	<p>(i) All matters pertaining to Scheme of Teacher Education, Monitoring of TE Scheme in the country as a whole, and in individual States/UTs except Tamil Nadu, Karnataka, Haryana, Himachal Pradesh & Chandigarh; SOPT.</p> <p>(ii) National Curriculum Framework & MLLs for Elementary Education, Organisations of Elementary School Teachers</p> <p>(iii) National Council for Teacher Education (NCTE), Manpower Planning for Elementary Teachers; IPTT – ITV Project</p> <p>(iv) Content & Process of Teacher Education, including ICT in Teacher Education</p> <p>(v) Funding Agency - JICA, KFW</p>

				<p>EDUSAT</p> <p>(i) Overall policy regarding utilization of EDUSAT for Elementary Education and Literacy.</p> <p>(ii) Establishment of SITs and ROTs in institutions funded under the Teacher Education Scheme (i.e. DIETs, CTEs /IASEs and SCERTs) and</p> <p>(iii) Content for Training of Teachers for use through EDUSAT.</p>
6	Director [Equity & Disadvantaged Groups] (Division V)	Sh. Dhir Jhingran	23387934	<p>(i) All matters pertaining to Technical Support Group (TSG) Coordination.</p> <p>(ii) Functional Area: EGS&AIE; Disadvantaged Groups (SC/ST/Minority/Urban/Child Labour)</p> <p>(iii) States: Bihar, Jharkhand, J&K</p> <p>(iv) Other than SSA: INDUS Project; Coord with ILO</p>
7	Deputy Secretary (Division V)	Sh. K. J. Dyva Prasad	23384589	<p>(v) General: SSA coord/guidelines/clarifications; Project Approval Board of SSA; SSA National Mission; External funding for SSA; EMIS (DISE) and monthly monitoring</p> <p>(vi) Inter-related Agency coord: World Bank</p> <p>(vii) States: Arunachal Pradesh, Meghalaya, Orissa, West Bengal, Punjab</p>
8	Deputy Secretary [Social Mobilization] (Division VI)	Ms. Anita Chauhan	23388098	<p>(i) All works pertaining to SSA Joint Review Mission (JRM)</p> <p>(ii) Functional Area: Girls Education; ECCE; National Programme for Education Girls at Elementary Level (NPEGEL); Community mobilization; Media and documentation</p> <p>(iii) States: Maharashtra, Mizoram, Tripura, Goa, Delhi</p> <p>(iv) Inter-related Agency Coordination: UNICEF</p> <p>(v) Other than SSA: Kasturba Gandhi Balika Vidyalaya (KGBV) Scheme</p>

9	Deputy Secretary [Capacity Building in Plg and Mgnt.] (Division VII)	Sh. P. Sukumar	23388389	(i) All matters pertaining to Coordination with NIEPA; Coordination with NIAR
				(ii) Functional Area: Planning Appraisal; Education Management; SIEMAT; Monitoring institutions; I&E component of EGS&AIE scheme, Capacity building of non-DPEP States
				(iii) Other than SSA: Residual matters of NFE
				(iv) Functional Area: Computer aided Learning; Web portal
				(v) States: Assam, Kerala, Manipur, Nagaland, UP, Uttaranchal
				(vi) Inter-related Agency Coordination: USAID
10	Deputy Secretary [Infrastructure Provisioning] (Division VIII)	Sh. K. R. Meena	23383779	(i) All matters pertaining to DPEP policy and coordination (including external funding coordination of DPEP), Monitoring of DPEP, JRM of DPEP
				(ii) Functional Area: Financial Management; Financial Monitoring; Audit Reports and QPR of SSA
				(iii) Other than SSA: Residual matters of Shiksha Karmi & Lok Jumbish projects.
				(iv) Functional area: Civil works & Progress in Infrastructure Provisioning (schools, classrooms, toilets, drinking water, TLE, teachers, school grants and maintenance grants)
				(v) Other than SSA: Operation Black Board (OBB) residual matters.
				(vi) States: Andhra Pradesh, Rajasthan, Sikkim, D&N Haveli, Daman & Diu, A&N Islands, Lakshadweep, Pondichery
				(vii) Inter-related Agency Coordination: EC, DFID

11	Deputy Secretary [Quality Improvement; Student Assessment] (Division IX)	Ms. Richa Sharma	23782883	(i) All matters pertaining to Mahila Samakhya
				(ii) Functional Area: Gender
				(iii) States: States covered by Mahila Samakhya [For purposes of MS only]
				(iv) Inter-related Agency coordination: Netherlands
				(v) General: Coordination with NCERT and IGNOU; Coordination with TE scheme
				(vi) Functional Area: IED; Quality Improvement (Teacher Training, BRC/CRC's/teacher grants, TLM/Free textbooks, Pedagogy, etc); Distance Education under SSA; Quality monitoring; Research & Evaluation
				(vii) States: Chattisgarh, Madhya Pradesh, Gujarat
				<u>EDUSAT</u> (i) Establishment of SITs & ROTs in institutions funded from SSA (i.e. SIEMATs, BRCs, CRCs and Elementary Schools). (ii) Use of EDUSAT for Teacher Training Programmes funded from SSA and (iii) Content for Elementary Education for use through EDUSAT
12	Director [Additional charge AE.I & D.II (AE)]	Ms. Anuradha Mall	23384113	(i) All matters pertaining to Cases of TLC /PLP/PRI/CEP and all other matters related to Bihar (38 districts), Jharkhand (22), Uttar Pradesh (70), Rajasthan (32), Uttranchal (13), Tamil Nadu (29), Pondicherry (4).
				(ii) Policy matters of the scheme of Continuing Education Programme (CEP) and Budget of CEP.

				<p>(iii) All matters pertaining to National Literacy Mission Authority (NLMA) – constitution of council of NLMA, its Executive Committee and Project Approval Committee (PAC), convening meeting and preparing agenda for the meeting of Executive Committee and PAC.</p> <p>(iv) Policy matters of State Literacy Mission Authority</p>
13	Director (A.E.-3 & 4) & A.E.-6	Ms. Anuradha Mall	23384113	<p>(i) All works pertaining to TLC/PLP and CE in the State of Assam, Arunachal Pradesh, Manipur, Nagaland, Sikkim, Tripura, West Bengal, Meghalaya, Mizoram, Madhya Pradesh, Chhatisgarh, Andhra Pradesh & Orissa (13 States, 211 Districts)</p> <p>(ii) SC/ST, OBC, Weaker Sectoion/Minorities and Women Education</p> <p>(iii) AFLP in Orissa (9 Districts, 122 NGOs)</p> <p>(iv) Bharat Gyan Vigyan Samiti (BGVS)</p> <p>(v) Cabinet Note</p> <p>(vi) E.F.A.</p> <p>(vii) Monthly D.O. to Cabinet Secretary</p> <p>(viii) All policy matters pertaining to the scheme of Assistance to VA's in the field of Adult Education.</p> <p>(ix) Constitution of GIAC and its meetings. Processing all cases of NGOs and placing the eligible ones before GIAC. Release of funds after approval by GIAC and IFD</p> <p>(x) All cases of TLC/PLP/Mopping up operations/PRI/CE etc. in the states of Karnataka, Gujarat</p>

				(xi) All residual matters pertaining to NIAE including audit by AGCR from the year 2000-01 onwards.
14	Director, (A.E.-5)	Sh. Satish Loomba	23383214	(i) Policy relating to the Schemes of Literacy Campaigns.
				(ii) All Plan and Budget matters relating to the Bureau.
				(iii) Implementation of TLC/PLP/CE in the States of Haryana (19 districts), Punjab (17), Jammu & Kashmir (14), Delhi (9), Goa (2), Daman & Diu (2) and Chandigarh (1), Maharashtra (23).
				(iv) C&AG Paras.
				(v) Utilization Certificates.
				(vi) Parliamentary Standing Committees.
				(vii) 20-Point Programme.
				(viii) Annual Action Plan/Performance Budget/Economic Survey/Unspent Balance/Annual Report etc.
				(ix) Monitoring of Expenditure under all the schemes of the Bureau.

				(x) Coordination work within Adult Education Bureau, other than specifically allocated.
15	Director (A.E.-6 & 8)	Sh. Suresh Kumar	23387538	(i) All work pertaining to Directorate of Adult Education.
				(ii) State Resource Centres (SRCs) - 25.
				(iii) Literacy – States – Himachal Pradesh (12 districts), Kerala (14), Union Territory –Lakshwadeep.
				(iv) UNESCO & international matters.
				(v) Misc. work
				(vi) All work pertaining to Jan Shikshan Sansthan (JSS) – 150
				(vii) Sanction of new Jan Shikshan Sansthan (JSS).
				(viii) Policy planning.