

F.No. 1-730/2013-D-IV  
अण्डमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
सचिवालय/SECRETARIAT

Port Blair, dated the 20<sup>th</sup> March, 2014.

**POINT WISE REPLY OF SECTION 4.1 OF RIGHT TO INFORMATION ACT, 2005**

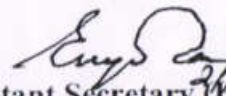
S.No.	Particulars	Reply
1.	The Particulars of the organization, functions and duties	The Development-IV section of this Administration deals matters of Higher Education also with the matters related to all the colleges under the jurisdiction of A & N Administration which are beyond the purview of the HOD and need Administrative approval. There are three Degree Colleges and one Technical College under this Administration viz. - JNRM, TGCE, MGGC, and DBRAIT. The branch is also dealing with allotment of Professional technical/Non-technical seats to the students of A & N Islands allocated by the Ministry of Human Resource Development, Ministry of Health & Family Welfare and also by the State Government.
2.	The Powers and duties of its officer and employees.	All the matters related to staffs and students of the colleges under A & N Administration: <ul style="list-style-type: none"> <li>- Filling up of the post of Principals, Associate/Assistant Professors.</li> <li>- Filling up of post Group 'B' &amp; 'C' posts of the Government Colleges of A &amp; N Administration.</li> <li>- Confirmation of staffs in various posts of the Government Colleges of A &amp; N Administration.</li> <li>- Movable and immovable properties of staffs of all the colleges.</li> <li>- Renewal of various temporary posts of the Government Colleges of A &amp; N Administration.</li> <li>- Creation of various posts of the Government Colleges of A &amp; N Administration.</li> <li>- Amendment and framing of Recruitment Rules of the Government Colleges of A &amp; N Administration.</li> <li>- Court Cases viz. CAT/ High court/ Supreme court/Civil court cases of the Government Colleges of A &amp; N Administration.</li> <li>- Advance increment/Senior Scale/ Selection Grade under Career Advancement Scheme. (CAS).</li> <li>- Opening of University/ Model Degree College/New Degree College.</li> <li>- Affiliation of the Government Colleges of A &amp; N Administration.</li> <li>- Framing of Instruction for grant of Scholarships for the students of A &amp; N Islands.</li> <li>- Progress report of colleges.</li> <li>- Conversion of various Posts of colleges.</li> <li>- Expenditure Sanction of estimate, Schemes &amp; Project.</li> <li>- Various Departmental Advances.</li> <li>- Duty-cum-tour of the College staff.</li> <li>- Allocation of Professional/Technical/ Non-Technical seats at mainland Institutions/Colleges.</li> <li>- Online registration of NIT Seats and allotment.</li> </ul>

		<ul style="list-style-type: none"> <li>- RTI Matters.</li> <li>- Public Grievances relating to the Govt. Colleges, A &amp; N Administration.</li> <li>- Disciplinary Proceeding of Group A, B &amp; C official relating to Govt. Colleges, A &amp; N Administration.</li> <li>- Matter related to issue NOC for Passport/employment.</li> <li>-Sanction of various kind of leave to this staff of colleges.</li> <li>- Placement of Lecturer for refresher course.</li> <li>- Opening of New Degree College (ANCOL.)</li> <li>- Allotment of Land for New Degree College (ANCOL)</li> <li>- Affiliation for New Degree college with Pondicherry University.</li> <li>-Creation of Post for New Degree College (ANCOL.)</li> </ul>
3.	The Procedure followed in the decision-making, process including channels of supervision and accountability.	The Procedure followed in the decision making process is as prescribed in the A & N Administration, Manual of Office Procedure, by Administrative Reforms Wing, Secretariat followed as amended from time to time.
4.	The norms set by it for the discharge of its functions.	As per the A & N Administration, Manual of Office Procedure, by Administrative Reforms Wing, Secretariat.
5.	The rules, regulations, instruction, manuals and records, held by it or under its control or used by its employees for discharging its functions.	<p>UGC Regulation, 2010- Degree Colleges.</p> <p>AICTE Norms- Technical Colleges.</p> <p>RTI Act, 2005.</p> <p>Manual of Office Procedure- Administrative Reforms Wing, Secretariat.</p> <p>Central Government Rules – Swamy's Publication.</p> <p>Allocation of seats- Criteria fixed by the MHA, as amended from time to time.</p>
6.	A statement of the categories of documents that are held by it or under its control.	The Principal of the respective Colleges or HOD as such every Colleges have their own establishment set up, hence the service records like- Personnel File, Leave Accounts, Service Books, APARs are maintained by the respective colleges. The Principals are empowered to take decisions which are under the ambit of the HOD.
7.	The Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.	All the policies framed by the Ministry of Human Resource & Development, Department of Higher Education, Government of India, New Delhi as and when directed by MHRD to the A & N Administration.

8.	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.	No such committees are formed. All the Govt. Colleges of A & N Island are under the control of A & N Administration and any information accessible to public are published through Local print and electronic media and apart from this the same is uploaded in the Administration's website.																														
9.	A directory of its officers and employees	<b><u>Officers of Department of Higher Education.</u></b> 1. Shri. Anand Prakash, IAS, Chief Secretary. → 2. Smti. Rina Ray, IAS, Principal Secretary (Education). → 3. Shri. D.N.Singh, DANICS, Secretary (Education). → 4. Shri. F.C Dass, Deputy Secretary (Education). → 5. Shri. Esupadam, Assistant Secretary (Education.) →		<table border="1"> <thead> <tr> <th><i>Ph. No.</i></th> <th><i>Ext.</i></th> <th><i>Fax</i></th> </tr> </thead> <tbody> <tr> <td>23110/234087</td> <td>200</td> <td>232656</td> </tr> <tr> <td>233227</td> <td>203</td> <td>232236</td> </tr> <tr> <td>232777</td> <td></td> <td></td> </tr> <tr> <td>239141</td> <td>266</td> <td></td> </tr> <tr> <td>231158</td> <td>219</td> <td></td> </tr> </tbody> </table>	<i>Ph. No.</i>	<i>Ext.</i>	<i>Fax</i>	23110/234087	200	232656	233227	203	232236	232777			239141	266		231158	219											
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		<b><u>Staff of D-IV Section (Higher Education)</u></b> Shri. Sundaram Thomas, Office Superintendent Smti. Pandiammal, AIC Smti. Kanan Bala Mridha, AIC Smti. R. Sunitha, HGC Smti. Anju Vijay, HGC Shri. R.Raji, HGC Smti. K.R.Siju, LGC Shri. S.Ramagovinda, LGC. Shri. Mathew Soloman, Daftry Smti. Naseem Banu, MTS Shri. Zulfikar Ali, Peon	<table border="1"> <thead> <tr> <th><b>Ph. No.</b></th> <th><b>Ext.</b></th> </tr> </thead> <tbody> <tr><td>231023</td><td>240</td></tr> <tr><td>231023</td><td>240</td></tr> <tr><td>231023</td><td>240</td></tr> <tr><td>231023</td><td>240</td></tr> <tr><td>231023</td><td>240</td></tr> <tr><td>231023</td><td>240</td></tr> <tr><td>231023</td><td>240</td></tr> <tr><td>231023</td><td>240</td></tr> <tr><td>231023</td><td>240</td></tr> <tr><td>231023</td><td>240</td></tr> <tr><td>231023</td><td>240</td></tr> <tr><td>231023</td><td>240</td></tr> <tr><td>231023</td><td>240</td></tr> </tbody> </table>	<b>Ph. No.</b>	<b>Ext.</b>	231023	240	231023	240	231023	240	231023	240	231023	240	231023	240	231023	240	231023	240	231023	240	231023	240	231023	240	231023	240	231023	240	
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10.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	The officers and Employees of this Administrative Branch are Central Government Employees and are receiving salaries as prescribed by the Government of India. There is no system of any other compensation or remuneration. This is being maintained in the Cash Section of the Secretariat. A & N Administration.																														

11.	The Budget allocated to each of its agency, indicating the particulars of all plans proposed, expenditures and reports on disbursement made.	The Budget is allocated to all colleges under A & N Administration for their salaries, Other expenses etc. in different heads as per the proposed budget estimate of the Financial year under the Education Sector. This is being maintained by the respective Colleges.
12.	The manner of execution of subsidy programmes including the amounts allocated and details of beneficiaries of such programmes.	-NA-
13.	Particulars of recipients of concessions, permits or authorizations granted by it.	-NA-
14.	Details in respect of the information, available to or held by it, reduced in an electronic form.	The on-line registration of NIT Seats.
15.	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.	No Library or reading room is available for public use. However, any information on higher education can be had from this branch during office hours on all working days.
16.	The names and designations and other particulars of the Public Information Officers.	Shri. Esupadam, Assistant Secretary (Hr. Edn.), is addressed as the Public Information Officer in the RTI Matters.
17.	Such other information as may be prescribed and thereafter update these publications every year.	

etc

  
 Assistant Secretary (Hr. Edn.)  
 2/13/14  
 11/3/2014  
 2/13