



No. 12-12/Edn/RTI/CCA/2010/ 3866
अण्डमान तथा निकोबार प्रशासन
Andaman And Nicobar Administration
लोक सूचना अधिकारी का कार्यालय
Office of the Public Information Officer
शिक्षा निदेशालय, Directorate Of Education

पोर्ट ब्लेयर Port Blair दिनांक dated 14th August, 2013

To
The Director,
National Informatics Centre,
A & N Administration,
Port Blair

Sub:- Implementation of Section 4 and its 17 points manual of RTI Act, 2005- reg:-

Sir,

I am directed to refer to Admn's letter No. 11-69/2012-AR/178 dated 13th May, 2013 received from Assistant Secretary (AR), A & N Administration on the subject Implementation of Section 4 and its 17 points manual of RTI Act, 2005, the requisite comments/suggestion as called for therein are furnished as under:-

POINT WISE REPLY OF SECTION – 4' AND IT'S 17 POINTS OF RIGHT TO INFORMATION ACT, 2005

SN	Particulars/Points	Reply
1	The Particulars of the organization, functions and duties.	The Directorate of Education of A & N Administration deals with all matters related to Schools Education i.e. from Pre-Primary to Class XIIth.
2	The powers and duties of its officers and employees.	All the matters related to staff and students of the Education department under A & N Administration. <ul style="list-style-type: none">• All the Service matters of the staff of Education department.• Matter related to issue of NOC for obtaining Passport.• Filling up the all vacant posts of staff of Group A, B & C Gazetted & Non Gazetted posts with approval of the UT Administration.• Creation of various Posts of the Education Department.• Renewal of various temporary post of Education department.• Conversion of various posts of Education Department.• Amendment & Framing of Recruitment Rules of various posts under the Education department.• Grant of Scholarship/ Pre-Metric & Post-Metric Scholarship for the students of the A & N Islands.• Dealing with Court Cases viz Ho'ble CAT/High Court/Supreme Court & Civil Court Cases of Education Department.• Disciplinary & Departmental proceedings.• Award of ACP/MACP to all the staff of Education department.• Various departmental advances.• Duty-cum Tour of students & staff under various exposure visits/schemes.• Placement of teachers for various trainings.• Affiliation of all the Government Schools of A & N Islands.• Inspection & Monitoring of the Schools & it's

		<p>educational activities.</p> <ul style="list-style-type: none"> • Conduct of School level/Zonal Level & State Level Science & Craft Exhibition. • Conduct of School level/Zonal Level/State Level & National level Games & Sports. • Implementation of Right to Free & Compulsory Education Act-2009 in all the schools of Education department. • Implementation of various schemes of SSA & RMSA in all the schools of A & N Islands. • Running of DIET, N.C.C, Scouts & Guides under the umbrella of Education department. • Conduct of CBSE & Home Examinations. • Implementation of Mid day meal schemes. • To improve the level of quality of Education in Govt. schools, a MoU has signed between Education department & CII, Institute of quality, Bangalore with the approval of the UT Administration.
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 Manual of Office procedure, by Administrative wing of the department of UT Administration as amended time to time.
4	The norms set by it for the discharge of its functions.	As prescribed in the Manual of Office procedure, by Administrative wing of the department of UT Administration as amended time to time.
5	The Rules, Regulations, instruction, Manuals and record, held by it or under its control or used by its employees for discharging the functions.	Manual of Office procedure of UT Administration. CBSE, NCERT, RTI Act-2005, RTE Act-2009, norms of SSA/RMSA and Central Government Rules- Swamy's Publication.
6	A statement of the categories of documents that are held by it or under its control.	The Principal of the respective schools or zonal officers have their own establishment set up, hence the service records like personal files, Leave Accounts, Service Books except Group A & B Gazetted Officers maintained by the respective Principal of the schools/zonal officers. The Principal/Zonal officers are empowered to take decisions which are under the ambit of them. However the Personal files/Service Books and leave accounts and writing of ACRs/APAR of Group A & B Gazetted Officer are maintained in the Directorate of Education.
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 school Education & Literacy, Govt. of India, New Delhi as and when directed by MHRD to the UT 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.	Some school level committees are constituted under Mid day Meal schemes and some committees are constituted under RTE Act, 2009 and any information accessible to public are published through local Govt. media and website of UT Administration.

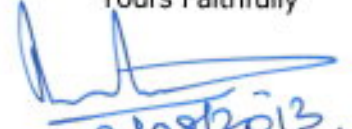
9	A directory of its officers and employees.	<p>Directory of Officers of Education department is as under:-</p> <table border="1" data-bbox="724 271 1518 1077"> <thead> <tr> <th>SN</th> <th>Designation</th> <th>Telephone No.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Director of Education/First Appellate Authority</td> <td>03192-232777 03192-230101 (Fax)</td> </tr> <tr> <td>2</td> <td>Assistant Director of Education (Admn)/PIO</td> <td>03192-242415 03192-230101 (Fax)</td> </tr> <tr> <td>3</td> <td>Assistant Director of Education (Per)/AP/O</td> <td>03192-245498 03192-230101 (Fax)</td> </tr> <tr> <td>4</td> <td>Assistant Director of Education (Plg)/PIO</td> <td>03192-231939 03192-230101 (Fax)</td> </tr> <tr> <td>5</td> <td>Deputy Education Officer, South Andaman/PIO</td> <td>03192-232665 03192-232665 (Fax)</td> </tr> <tr> <td>6</td> <td>Deputy Education Officer, Wimberton/PIO</td> <td>03192-255256 03192-255256 (Fax)</td> </tr> <tr> <td>7</td> <td>Deputy Education Officer, Rangar/PIO</td> <td>03192-274240 03192-274240 (Fax)</td> </tr> <tr> <td>8</td> <td>Deputy Education Officer, Diglipur/PIO</td> <td>03192-272212 03192-272212 (Fax)</td> </tr> <tr> <td>9</td> <td>Asst. Education Officer, Mayabunder/PIO</td> <td>03192-273240 03192-273240 (Fax)</td> </tr> <tr> <td>10</td> <td>Education Officer, Car Nicobar/PIO</td> <td>03192-265037 03192-265037 (Fax)</td> </tr> <tr> <td>11</td> <td>Principal, Govt. SSS Hurbay/PIO</td> <td>03192-284300 03192-284300 (Fax)</td> </tr> <tr> <td>12</td> <td>Asst. Education Officer Nancowrie/PIO</td> <td>03192-263225 03192-263225 (Fax)</td> </tr> <tr> <td>13</td> <td>Principal, Govt. SSS, C/Bay/PIO</td> <td>03192-264240 03192-264240 (Fax)</td> </tr> </tbody> </table> <p>The Directory of its employees is not possible to upload/published due to huge nos. of employees.</p>	SN	Designation	Telephone No.	1	Director of Education/First Appellate Authority	03192-232777 03192-230101 (Fax)	2	Assistant Director of Education (Admn)/PIO	03192-242415 03192-230101 (Fax)	3	Assistant Director of Education (Per)/AP/O	03192-245498 03192-230101 (Fax)	4	Assistant Director of Education (Plg)/PIO	03192-231939 03192-230101 (Fax)	5	Deputy Education Officer, South Andaman/PIO	03192-232665 03192-232665 (Fax)	6	Deputy Education Officer, Wimberton/PIO	03192-255256 03192-255256 (Fax)	7	Deputy Education Officer, Rangar/PIO	03192-274240 03192-274240 (Fax)	8	Deputy Education Officer, Diglipur/PIO	03192-272212 03192-272212 (Fax)	9	Asst. Education Officer, Mayabunder/PIO	03192-273240 03192-273240 (Fax)	10	Education Officer, Car Nicobar/PIO	03192-265037 03192-265037 (Fax)	11	Principal, Govt. SSS Hurbay/PIO	03192-284300 03192-284300 (Fax)	12	Asst. Education Officer Nancowrie/PIO	03192-263225 03192-263225 (Fax)	13	Principal, Govt. SSS, C/Bay/PIO	03192-264240 03192-264240 (Fax)
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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 & Staff/Employees of Education department are Central Government Employees and are receiving salaries as per the Government of India. There are no system of any other compensation or remuneration. This is being maintained in the cash section of the various DDOs of the Education department.																																										
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 Education department/ respective Govt. schools under UT Administration for salaries and other expenses etc in different heads as per the proposed budget estimate or the Financial year under the elementary education sectors. This is being maintained in the Accounts Section of the Directorate of Education.																																										
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	No objection Certificate for Passport.																																										
14	Details in respect of the information, available to or held by it, reduced in an electronic form.	-																																										
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.	The Information regarding working hours of Education department/Schools State Library are as per the time fixed by the UT Administration.																																										
16	The names and designations and other particulars of the Public Information Officers.	1. Dr. R. N. Prasad, Asst. Director of Education (Admn) as the Public Information Officer (RTI).																																										

17	Such other information as may be prescribed and thereafter update these publications every year.	As & when required.
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The above information's pertains to education department may kindly uploaded on the A & N Administrations website please.

This is for your kind information please.

Yours Faithfully


12/08/2013
लोक सूचना अधिकारी

Public Information Officer

Copy to:-

1. PA to First Appellate Authority/Director of Education for Kind information of FAA/DE please.
2. Assistant Secretary (AR), A & N Administration for kind information wrt his letter No. 11-69/2012-AR/178 dated 13th May, 2013.

लोक सूचना अधिकारी

Public Information Officer

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