

ANNEXURE-1

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)
(b)(i) OF THE RIGHT TO INFORMATION ACT, 2005**

(The particulars of the organization, functions and duties)

Sr. No.	Name of the Organization/ Department/ Board/Corporation/ Institution	Function and Duties (in brief)
i)	Director Higher Education, UT, Chandigarh.	The Government deals with the providing of educational facilities to all the students in Govt./ Private aided Schools / Colleges and to exercise Administrative and Financial Control over them. Besides this the Education Department formulates education plan to run Sarva Shiksha Abhiyan and provide adult education including vocational education in all schools/colleges.
ii)	Director School Education	

ANNEXURE 2
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)
(b)(ii) OF THE RIGHT TO INFORMATION ACT, 2005

(The powers and duties of the officers and employees)

Name of the Department/Board/Corporation/Institution/Office: Director School Education, **UT, Chandigarh**

Sr. NO.	Name of the post	Powers and duties (in brief)
i)	Director Higher Education	i) Appointing/Disciplinary in respect of Group-C & D employees of Govt. colleges and Directorate. ii) Exercising financial powers as vested to Head of Department.
ii)	Director School Education	i) Appointing/Disciplinary in respect of Group-C Teaching & Group D Non-Teaching Staff working in Govt. Schools ii) Exercising financial powers as vested to Head of Department

ANNEXURE- 3

PUBLICAION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (iii) OF THE RIGHT TO INFOREMATIION ACT, 2005

(The procedure followed in the decision making process, including channels of supervision and accountability)

Name of the Department/Board/Corporation/Institution/Office: Director School Education,
UT, Chandigarh

Sr. NO.	Nature/type of work	Level at which the Case is initiated (Name of the post)	Name of the post which deal with the case before the decision making authority.	Level at which decision is made (Name of the post).
1)	Appointment/disciplinary proceeding of Group-A post.	Senior Assistant	Superintendent/ Registrar Education	Administrator
2)	Appointment/disciplinary proceeding of Group B	-do-	-do-	Secretary Education/A.A.
3)	Appointment/disciplinary proceeding of Group C & D	-do-	-do-	DHE and DPI(S)

ANNEXURE -4

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b)
(iv) OF THE RIGHT TO INFORMATION ACT, 2005**

(The norms set for the discharge of its functions)

Name of the Department/Board/Corporation/Institution/Office: Director School
Education, **UT, Chandigarh**

Sr. NO.	Item of work	Norms set by the Department (number of days taken for decision making)
i)	Letters received from Government of India as well as from various Departments under the Chandigarh Administration including Boards and Corporations	1) Urgent /Date bound cases to be put up for decision on the same date. 2) Normal cases within three to five days. 3) General cases within 7 days.

ANNEXURE-5

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (v) OF THE RIGHT TO INFORMATION ACT, 2005

(The rules, regulations, instructions, manuals and records, held by it or under control or used by employees for discharging functions)

Name of the Department/Board/Corporation/Institution/Office: Director School Education, **UT, Chandigarh.**

Sr.No.	Name of the Act.	Name of the Rules	Name of the Manuals	Instructions (Write circular No./date)	Any other Record/ Document
		Punjab Civil Services Rules Vol. I and II GFR Pb. Education Code Pb. University Calendar	Manual of instructions Chandigarh Administration.	Instruction / Circular issued by the Administration from time to time	

ANNEXURE-6

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (vi) OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the categories of documents that are held or under control)

Name of the Department/Board/Corporation/Institution/Office: Director School Education, **UT, Chandigarh.**

Sr. NO.	Category of documents
1.	Record to be maintained by the Directorate.
2.	Maintaining personal folders of officials.
3.	Service record of the officials.
4.	Selection procedure.

ANNEXURE-7

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (vii) OF THE RIGHT TO INFORMATION ACT, 2005

(The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof)

Name of the Department/Board/Corporation/Institution/Office: Director School Education, **UT, Chandigarh.**

Sr. No.	Details/Type of arrangements made
	Sub committee on Education i.e. Administrator's Advisory Committee, SSA Committee & NSS Advisory Committee.

ANNEXURE-8

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (viii) OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the boards, councils, committees and other bodies)

Name of the Department/Board/Corporation/Institution/Office: Director School Education, **UT, Chandigarh**

Sr. NO.	Name of the Board(s)	Name of Council(s)	Name of Committee(s)	Name of Other body(s) constituted by the Deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the Minutes of Such meetings are accessible for public (Yes/No)
	N. A.					

ANNEXURE-9**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)
(b)****(ix) OF THE RIGHT TO INFORMATION ACT, 2005****(Directory of the officers and employees)****College Directorate**

S.No.	Designation	Name	Tel.No +91 172
1	Education Secretary	Sh. K. K Jindal , IAS	2740017, 2740069(F)
2	PA to Education Secretary	Sh. Surinder Kumar	2740017
3	Director Higher Education	Sh. Jatinder Yadav, IAS	2740045
4	PA to Director Higher Education	Ms. Meena	2740045
5	Dy. Director Administration	Sh. Arjun Dev	
5	Registrar Education (Colleges)	Sh. Ramlal Thakur	2740704
6	Deputy Controller (F&A)	Sh. Ashwani Dogra	5021693
7	State Liaison Officer (NSS)	Sh. Bikram Rana	2740695
8	Assistant Controller (F&A)	Sh. Vijay Kumar Vij	2740702
9	Section Officer-II	Sh. Deepak Pathania	5089286
10	Section Officer-I	Mrs. Manjit Kaur	5089286
11	Superintendent (Colleges - I Branch)	Mrs. Jaintara	2740247
12	Superintendent (College - II Branch)	Mrs. Geeta Bisht	2740247
13	Superintendent (Admin)	Sh. Jasvir Singh	2740247

School Directorate

S.No.	Designation	Name	Tel.No +91 172
1	Director School Education	Sh. Rubinderjit Singh Brar, PCS	2740411
2	P.A. to DPI(S) UT	Sh. Shiv Kumar	2740411
3	Registrar (Schools)	Mr. Jasvir Singh	2740703
4.	Dy. Director School Education	Mrs. Saroj Mittal	2740398
5.	Dy. Director Vocational Education	Mrs. Suman Sharma	2740398
6	Dy. Director Adult Education-I	Vacant	2700745
7	Dy. Director Adult Education-II	Mrs. Vinay R. Sood	2700745
8	District Education Officer	Mrs. Rajinder Kaur	2782770
9	Assistant Controller (F & A)	Sh. Bhupinder Singh Jatana	2701239
10	Assistant Director Vocational Education	Mrs. Anita Sharma (Additional Charge)	2740324
11	Deputy District Education Officer-I	Mrs. Anujit Kaur	5021692
12	Deputy District Education Officer-II	Mrs. Sukhneer Sekhon	5021696
13	Assistant Director Adult Education-I	Mr. Baljinder Singh	2740745
14	Assistant Director Adult Education-II	Mrs. Anita Lekhi	2740745
16	Superintendent (School - III Branch)	Mrs. Neelam Kumari	2740247
17	Superintendent (School - II Branch)	Sh. Parvesh Kumar	2740247
18	Superintendent (School - I Branch)	Sh. Umesh Kumar Sethi	2740247
19	Public Relation Officer	Sh. Rajpal Singh	2749415

SUMMARY OF EMPLOYEES

Sr. no.	Designation	No of employees
1.	Director Higher Education	1
2.	Director School Education	1
3.	Dy. Director Administration	1
4.	Deputy Controller (F&A)	1
5.	Registrar	02
6.	Assistant Controller (F & A)	02
7.	State Liaison Officer	01
8.	Section Officer	03
9.	Superintendent	08
10.	Sr. Assistant	30
11.	Clerks/Jr. Assistant	30
12.	Restorer	01
13.	Driver	04
14.	Sr. Scale Stenographer	01
15.	Jr. Scale Stenographer	01
16.	Steno typist	02
17.	Class-IV including Sweeper & Chowkidar	17
	Total:	105

Annexure – 12

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(xii) OF THE RIGHT TO INFORMATION ACT, 2005

(The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes)

Name of the Department/ Board/
Corporation/Institution/Office : Director School Education, **UT,**
Chandigarh

Sr. No.	Scheme under subsidy given.	Manner of execution of subsidy programme.	Amount allocated (Rs.)	Details of beneficiaries.
	NIL	NIL	NIL	NIL

Annexure – 13

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(xii) OF THE RIGHT TO INFORMATION ACT, 2005

(Particulars of recipients of concessions, permits or authorizations granted)

Name of the Department/Board/
Corporation/Institution/Office : **Director School Education, UT, Chandigarh**

Sr. No.	Concessions/Permit/ Authorization grant	Name of receipts	Address of recipient
1.	No fee upto 8 th Class for all students in Govt. Schools, SC/ST & Girls students upto 12 th Class and SC/ST students upto post graduate level in Colleges.		

Annexure – 14

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(xii) OF THE RIGHT TO INFORMATION ACT, 2005

(Details in respect of the information, available reduced in an electronic form)

Name of the Department/Board/
Corporation/Institution/Office : **Director School Education, UT, Chandigarh**

Sr. No.	Type of information
	N.A.

Annexure – 15

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(xii) OF THE RIGHT TO INFORMATION ACT, 2005

(Particulars of facilities available to citizens for obtaining information)

Name of the Department/Board/
Corporation/Institution/Office : **Director School Education, UT, Chandigarh**

Sr. No.	Facilities available	Remarks (No. of days in a week/Timings etc.)
	Applications under RTI Act are accepted on line, through e- Jan Sampark Centre as well as by post/in person.	5 days in a week/9:00 a.m. to 5:00 p.m.

Information of Appellate Authority, Central Public Information Officer and Assistant Central Public Information Officer in respect of office of the Director School Education and District Education Officer

S r. N o.	BRANCH	CPIO	ACPIO	First Appellate Authority
1.	School Branch-I	Sh. Umesh Kumar Sethi, Supdt. of the School Branch-I	Senior Assistant of School Branch-I	Mrs. Suman Sharma, Dy. Director Vocational Education, Chandigarh 2740509
2.	School Branch-II	Mr. Parvesh , Supdt. of the School Branch-II	Senior Assistant of School Branch-II	Mrs. Saroj Mittal, Dy. Director School Education, Chandigarh 2740647
3.	School Branch-III	Mrs. Neelam Kumari, Supdt. of the School Branch-III	Senior Assistant of School Branch-III	Mrs. Suman Sharma, Dy. Director Vocational Education, Chandigarh2740509
4.	Accounts Branch - DPI Office	1. Smt. Kiran Bala, Supdt. of Accounts Branch 2.Sh. Manjit Kaur, Section Officer-I of SO-I Branch 3. Sh. Deepak Pathania, Section Officer-II of S.O. -II Branch	Senior Assistant of Accounts Branch Senior Assistant of S.O.-I Branch Senior Assistant of S.O.-II Branch	Mrs. Saroj Mittal, Dy. Director School Education, Chandigarh 2740647
5.	Vocational Education Wing	Mrs. Anita Sharma. Assistant Director Vocational Education (officiating)	Senior Assistant	Mrs. Saroj Mittal, Dy. Director School Education, Chandigarh2740647
6.	Accounts Branch - DEO Office	Sh. Desh Raj, Supdt. of Accounts Branch	Senior Assistant of Accounts Branch	Mrs. Saroj Mittal, Dy. Director School Education, Chandigarh2740647
7.	Establishment Branch - DEO Office	Sh. Ashwani Kumar, Supdt. of Establishment Branch	Senior Assistant of Establishment Branch	Mrs. Suman Sharma, Dy. Director Vocational Education, Chandigarh2740509
8.	BEO Office	Sh. Joginder Singh, BEO Chandigarh	Jr. Assistant of BEO Office	Mrs. Suman Sharma, Dy. Director Vocational Education, Chandigarh2740509
9.	Branch dealing with Sports	Sh. Amardeep Singh, Sr. Sports Organizer, Office of DEO	Sh. Rajiv Tandon, Assistant Education Officer, Office of DEO	Mrs. Suman Sharma, Dy. Director Vocational Education, Chandigarh2740509
10	Branch dealing with Private schools	Sh. Gulshan Kumar, ADO, Office of DEO	Sh. Raghu, Circle Auditor, Office of DEO	Mrs. Saroj Mittal, Dy. Director School Education, Chandigarh2740647

Information of Appellate Authority, Central Public Information Officer and Assistant Central Public Information Officer in respect of Director Higher Education

Designation	Name of the Officer	Address and Tel no. +91 172
Appellate Authority (in respect of DHE office)	Sh. Arjun Dev, Deputy Director Admin, Room No. 3, 1st Floor, Additional Deluxe Building, Sector 9, Chd	Tel no. 2740704(O)
Central Public Information Officer (in respect of DHE office)	Smt. Jaintara, Supdt. College-I Branch, Room No.7, Ist Floor, Additional deluxe Building, Sector-9, Chd.	Tel no. 2740247(O)
Central Public Information Officer (in respect of DHE office)	Smt. Geeta Bist, , Supdt. College-II Branch, Room No.7, Ist Floor, Additional deluxe Building, Sector-9, Chd.	Tel no. 2740247(O)
Central Public Information Officer (in respect of DHE office)	Sh. Jasvir Singh, Supdt. Admin Branch, Room No.6, Ist Floor, Additional deluxe Building, Sector-9, Chd.	Tel no. 2740247(O)