

[Section 4(1) (b) (ii) to (xvii)]

(ii)	The powers and duties of its officers and employees;	<p><u>Asstt. Director of Education – III</u></p> <ol style="list-style-type: none"> 1) Controlling of Section. 2) Looking after construction, maintenance and repairs of Govt. School buildings. 3) Allotment of accommodation in the Govt. vacant/partially vacant Govt. School buildings as per request. 4) Acquisition of Land for Govt. School buildings. 5) Purchase of books for Govt. Primary School Library reading. 6) Financial Assistance for teachers children for professional courses. 7) Financial Assistance for retired teachers and dependent of retired teachers from National Foundation for Teachers Welfare Funds. 8) Advertisement. 9) Selection for meritorious teachers for State Awards: <u>Categories</u> <ol style="list-style-type: none"> 1. Two Awards for Primary Teachers – One in each district. 2. Two Awards for Secondary Teachers – One in each district. 3. Two Awards for Headmasters of a High Schools – One in each District. 4. One Award for Higher Secondary Teacher – One from entire State. 5. One Award for Principal of a Higher Secondary – One from entire State. 10) <u>Selection for National Awards:</u> <u>Categories</u> <ol style="list-style-type: none"> 1. Primary and Secondary School teachers. 2. Sanskrit teacher of Sanskrit Pathashalas run on traditional lines. 3. Arabic/Persian Teachers of Madrasas run on traditional lines.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	Every dealing hand puts up the decision making mater to the higher official within four days.

(iv)	The norms set by it for the discharge of its functions;	Request comes from the respective subordinate offices, which is submitted to P.W.D. for preparation of estimate. On receiving of estimate from P.W.D. Govt. approval is taken for obtaining Administrative Approval and Expenditure Sanction.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or use by its employees for discharging its functions;	Whenever there are cases of constructions, repairs and maintenances.
(vi)	A statement of the categories of documents that are held by it under its control;	Plans and estimates of the repairs and construction of Govt. School buildings and file of Land Acquisition of Govt. School building.
(vii)	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;	As regards of repairs, constructions and extension PTA is consulted.
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as it is part of for the purpose of its advice, an 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;	As regards to:- 1) Selection of teachers for State Awards. State Working Committee is appointed consisting of Chairman and four members. 2) Selection of teachers for National Awards. Committee consisting of Chairman, Member Nominee, MHRD, Govt. of India and one more member, 3) State Working Committee for considering Financial Assistance for retired teachers and dependent under National Foundation for Teachers Welfare Funds consisting of Chairman and five members.
(ix)	A directory of its officers and employees;	-
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	-
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;	-
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	-
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	-
(xiv)	Details in respect of the	-

	information, available to or held by its, reduced in an electronic form;	
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	-
(xvi)	The names, designations and other particulars of the Public Information Officers;	-
(xvii)	Such other information as may be prescribed;	-

(S.K. Talkar)
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