

Particulars of Organization, Functions and Duties
[Section 4(1) (b) (i)]

1 to 10 Nil

Manual. 2

Powers and Duties of Officers and Employees
[Section 4(1) (b) (ii)]

Please provide details of the powers and duties of officers and employees of the organization.

Sr. No	Designation	Powers			Duties
		Administrative	Financial	Others	
1.	Dy. Director of Education (AE)	1. Recommends proposals for opening of special schools. 2. Recommends proposals for opening of Adult Literacy & Vocational Training Centres. 3. Recommends proposals for for grant of recognition to special schools. 4. Granting NOC for posts of teaching and non teaching posts of special schools. 5. Granting approval for the appointment of teaching and non teaching staff of special schools. 6. Sanctioning various types of leave to the staff working under the Adult Education Section. 7. Scheme of Science Technology. 8. Centrally sponsored Scheme Incentive to Girls for Secondary Education.	To recommend sanctioning grants to the various schemes implemented by the Adult Education Section.		1. To implement Schemes such as Scheme for Education of Children with Special Needs. 2. Adult Literacy and Vocational Training for Adults. 3. Grant in Aid to Bal Bhavan, Sanjay Centre for Special School Education. 4. Implementation of Scheme of Cash incentives to girls from Std.I to XII. 5. All administrative matters pertaining to special schools 6. Centrally sponsored Scheme Incentive to Girls for Secondary Education.

2.	Asstt. Director of Education(AE)	<ol style="list-style-type: none"> 1. Recommends proposals for opening of special schools. 2. Recommends proposals for opening of Adult Literacy & Vocational Training Centres. 3. Recommends proposals for grant of recognition to special schools. 4. Recommends granting NOC for posts of teaching and non teaching posts of special schools. 5. Recommends granting approval for the appointment of teaching and non teaching staff of special schools. 6. Scheme of Science Technology. 7. Centrally sponsored Scheme Incentive to Girls for Secondary Education. 	To recommend sanctioning grants to the various schemes implemented by the Adult Education Section.		<ol style="list-style-type: none"> 1. To implement Schemes such as Scheme for Education of Children with Special Needs. 2. Adult Literacy and Vocational Training for Adults. 3. Grant in Aid to Bal Bhavan, Sanjay Centre for Special School Education. 4. Implementation of Scheme of Cash incentives to girls from Std.I to XII. 5. All administrative matters pertaining to special schools 6. Centrally sponsored Scheme Incentive to Girls for Secondary Education.
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3.	Headclerk	-	-	-	<ol style="list-style-type: none">1.Processing of various files pertaining to proposal for opening of special schools, Sanction of special schools, recognition of special schools, NOC for posts of teaching and non teaching posts of special schools, approval for the appointment of teaching and non teaching staff of special schools and resource room teachers for regular schools, Scheme of Managing /Committee for special schools. Files regarding the Scheme for Education of Children with Special Needs to provide them financial assistance.2.Scheme for Literacy and Vocational training for adults.3.Incentive to Girls for Secondary Education.4. Governors Report.5. Right to Information Act.6. Economic Survey.7. Physical Achievements.8. Processing miscellaneous matters received by the section.9.Attending time bound work of the section.
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4.	Accountant	-	-	-	<ol style="list-style-type: none"> 1. Maintaining Budget check register. 2. Preparing of revised estimates, budget estimates of each scheme of Adult Education Section. 3. All Account matter such as drafting replies to audit paras drafted by auditor and providing information asked therein, regarding grants provided to Bal Bhavan, assistance given under the Scheme for Education of children with special Needs. 4. Processing bills.
5.	A.D.E.I.	-	-	-	<ol style="list-style-type: none"> 1. Centrally Sponsored Scheme "Incentive to Girls for Secondary Education"
6.	Statistical Assistant.	-	-	-	<ol style="list-style-type: none"> 1. Looking after Scheme Cash incentive for purchase of School uniform/text book/furniture for Girl students studying in Std.Ist to XIIth. 2. Letters pertains to M.H.R.D. 3. Bal Bhavan 4. Matters pertaining to Sanjay School and release of grants.
7.	Jr.Stenographer	-	-	-	<ol style="list-style-type: none"> 2. Jr.Steno attached to DDE(AE) & ADE. 2. Scrutiny of application pertaining to the Scheme for Education of children with special Needs. 3. Disbursement of assistance i.e. T.A./Escort/Equipement Assistance to institution on attendance

					received from schools.
8.	U.D.C.	-	-	-	<ol style="list-style-type: none"> 1. Permission /Recognition to open special schools. 2. Scheme of Managing/Committee of special schools. 3. N.O.C.'s for appointment of teaching and non-teaching staff of special schools. 4. Approvals for appointment of teaching and non teaching staff of special schools. 5. N.O.C.'s for appointment of teachers of Resource room in regular schools. 6. Approval for appointment of teachers of Resource room in regular schools. 7. Matters pertaining to special Schools
9.	L.D.C. (transferred and post vacant	-	-	-	<ol style="list-style-type: none"> 1. Centrally Sponsored Scheme "Incentive to Girls for Secondary Education" 2. Scrutiny of application pertaining to the Scheme for Education of children with special Needs. 3. Disbursement of assistance i.e. T.A. Escort/Equipement Assistance to institution on attendance received from schools.
10.	L.D.C.	-	-	-	<ol style="list-style-type: none"> 1. Maintaining of Inward, Outward, file registers. 2. Preparing grant-in-aid bills related to i) Scheme for Education of children with

					special Needs ii) Scheme for Literacy & Vocational Training for adults iii) Cash incentive for purchase of School uniform/text book/furniture for Girl students studying in Std.Ist to XIIth iv) Bal Bhavan v) Sanjay School.
11.	Driver	-	-	-	Driving and to look after section vehicle.
12.	Peon 1	-	-	-	Duties of peon.
13.	Peon 2 (transferred and post vacant)	-	-	-	Duties of peon

Manual. 3
Procedure followed in Decision Making Process
[Section 4(1) (b) (iii)]

The procedure can be described both in narrative form and through Flow process Chart in narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

As and when the proposals are received the dealing hand puts up the proposals after scrutiny. The file is submitted to the Headclerk of the Section. Further the Headclerk after examining the proposals further submits the files to the Asstt. Director of Education (AE), for The Asstt. Director of Education(AE) submits the files to the Dy. Director of Education(AE) for appropriate decision.

So far as accounts matters are concerned the proposals are put up by the dealing hand after scrutiny to the Headclerk, than to the Accountant. The file is further submitted by the Accountant to the Asstt. Director of Education(AE) for recommendation. The Dy. Director of Education(AE) for appropriate decision.

CHART

Administrative

Dealing Hand
 |
 Headclerk
 |
 A.D.E.(AE)
 |
 D.D.E.(AE)
 |
 D.E.

Accounts

Dealing Hand
 |
 Accountant
 |
 A.D.E.(AE)
 |
 D.D.E.(AE)
 |
 A.A.O.

 D.E.

Manual. 4

Norms set by it for the discharge of its function [Section 4(1) (b) (iv)]

Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes.

Sr.No.	Activity	Time Frame/Norm for its completion/disposal	Remarks
1.	Proposal for opening of special schools	Proposal to be submitted six months in advance so that the permission is granted by May of the preceding year.	
2.	Sanctioning of posts of special schools	Proposal is to be submitted at the beginning of the academic year based on the enrolment position. The proposal is disposed after obtaining the report from the A.D.E.I. And the time taken for this process is about 1 to 1.1/2 months.	
3.	Approval for appointment of staff in special school.	Proposals are disposed off within a month if the same is in order.	
4.	Sanctioning of financial assistance to the children with special Needs.	Grants are released in 2 instalments at the end of each term subject to submission of attendance certificate by school.	
5.	G.I.A. to Bal Bhavan as per pattern of assistance.	Grants are released to Bal Bhavan for the purpose of maintenance to Bal Bhavan and salary to the staff in 2 instalments.	
6.	G.I.A. to Sanjay Centre for Special Education.	Grants are released to Sanjay Centre for Special Education for the purpose of maintenance to Sanjay Centre for Special Education and salary to the staff in 2 instalments.	
7.	Cash incentive for purchase of School uniform/text book/ furniture for Girl students	The concern institution has to submit the list of girl child students to this office. This list are then scrutinised and submitted to the Director approval and sanction. The time taken for this process is	

	studying in Std.Ist to XIIth	approximately 2 months provided the same is in order.	
8.	Proposal for opening of centre under Scheme for Literacy and Vocational training for adults.	The proposal is disposed after obtaining the report from the A.D.E.I. and external evaluation report from the committee.	
9.	Incentive to Girls for Secondary Education”	The concern institution has to submit the list of girl child students to this office.This list are then scrutinised and submitted to the M.H.R.D. The time taken for this process is approximately 2 months provided the same is in order. M.H.R.D. sends F.D. warrants in respect of the girl students to this office and then the warrants are send to the schools.	

Manual. 5

Rules, regulations, instructions, manuals and records for discharging functions. [Section 4(1) (b) (v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format:-

Sr.No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications.
1.	Goa School Education Act, 1984. Goa School Education Rules, 1986.	Deals with the service conditions of the teachers working in special schools.	-	Available in Government Printing Press.
2.	Scheme for Education of Children With Special Needs.	Financial assistance is provided to the disabled children studying in special and regular schools.	-	
3.	Pattern of assistance to Bal - Bhavan	Under the scheme the grants are sanctioned	-	
4.	Pattern of assistance to Sanjay Centre for Special Education.	Under the scheme the grants are sanctioned	-	

Manual. 6

A statement of the categories of documents that are held by it or under its control [Section 4(1) (b) (vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued (An illustrative list is given below).

A statement of the categories of documents held.

Sr.No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available.
1.	Register of special schools	Enrolment of students and number of teachers and on-teaching staff.	Adult Education Section	The scheme is implemented in the year 2004-05.
2.	List of students sanctioned financial assistance under the scheme for education of children with special needs.	Name of the students and the amount of grants disbursed to students and institutions.	- do -	The scheme is implemented in the year 2004-05.
3.	Budget cheque register	Funds made available/ expenditure incurred under head of accounts.	- do -	- do -
4.	Inward and Outward registers	Letters received/Dispatched	- do -	Five years
5.	Register of adult literacy	Enrolment of adult learners	- do -	Revised Scheme is implemented in

	centres			the year 2010.
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Manual. 7

**Particulars of any arrangement that exists for consultation with or
Representation by the members of the public in relation the
Formulation of its policy of implementation.**

[Section 4(1) (b) (vii)]

Sr.No.	Name and address of the consultative committee/bodies	Constitution of the committee/body	Roe and responsibility	Frequency of meetings
-	-	-	-	-

Other procedures adpted for formal or informal consultations with the public may also be indicated such as

Other details whether the meetings are open to public, minutes are accessible to public etc. may be indicated.

Manual. 8**A statement of boards, council, committees and other bodies constituted****[Section 4(1) (b) (viii)]**

This can be prepared in the following format:-

Sr. No.	Name & address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public.	Frequency of meetings	Remarks
1.	Bal Bhavan Board, Campal, Panaji.	To bring out the hidden talents in a child by exposing them to various activities in an atmosphere free from the formalities of the formal school education and disciplines which go with the school walls in a free atmosphere devoid of inhibitions by arousing their	1) Chairperson 2) Vice Chairman 3) 6 members 4) Treasurer and 5) Membersecretary.	19/03/2012	18/03/2015	No	Under R.T.I.	Quarterly	-

		inquisitiveness and interest. The aim of Bal Bhavan is to reach out not only to the urban areas but also to the rural sector through various creative and performing activities.							
2.	Sanjay Centre Board, Porvorim.	The Centre aims at creating and providing facilities of special education, occupational and vocational training, home management programme, counselling, teaching for slow learners and other related activities particularly for the challenged children.	1) Chairman 2) 11 members 3) Membersecretary.	13/09/2012	12/09/2015	No	Under R.T.I.	Quarterly	-
3.	Committee for the revision of scheme of children with special needs.	To study the existing revised scheme and prepare new scheme with the required additions and modifications.	Committee of 10 members including Educationa Departments officers, N.G.O.'s and representative of special schools and resource room.	19/06/2012	Till Govt. approves the scheme.	No	Under R.T.I.	As and when required.	-

Manual. 9

Directory of Officers and Employees [Section 4(1) (b) (ix)]

Sr.No.	Name	Designation	Office Tel. No.	e-mail Address
1.	Shri K.K. Nadkarni	Dy. Director of Education	0832- 2416023/0832-416033	ddadedu-educ.goa@nic.in
2.	Shri Shivakumar Jangam	Asstt. Director of Education	0832- 2416023/0832-416033	ddadedu-educ.goa@nic.in
3.	Smt. Artemisia G.Fernandes	Headclerk	0832- 2416023/0832-416033	-
4.	Smt. Vidhya Kholkar	Accountant	0832- 2416023/0832-416033	-
5.	Smt. Anita K. Naik	A.D.E.I.	0832- 2416023/0832-416033	-
6.	Shri Francis D'Souza	Stat.Asstt.	0832- 2416023/0832-416033	-
7.	Smt. Mangal D.S. Agni.	Jr. Steno	0832- 2416023/0832-416033	-
8.	Smt. Cecilia Dias Sapeco	U.D.C.	0832- 2416023/0832-	-

			416033	
9.	Shri Hari Gauns	L.D.C.	0832- 2416023/0832-416033	-
10.	Shri Vishwant Cabral	Driver	0832- 2416023/0832-416033	-
11.	Smt. Shalini D. Kuttikar	Peon	0832- 2416023/0832-416033	-

Manual. 10

**The Monthly Remuneration Received by Each of its Officers and Employees
Including the System of Compensation as Provided in Regulations
[Section 4(1) (b) (x)]**

Please provide information in following format

Sr.No.	Name	Designation	Pay Scale	Monthly Remuneration
1.	Shri K.K. Nadkarni	Dy. Director of Education (AE)	15600-31900+6600	
2.	Shri Shivakumar Jangam	Asstt. Director of Education(AE)	15600-31900+6600	

3.	Smt. Artemisia G.Fernandes	Headclerk	9300-34000+4600	
4.	Smt. Vidhya Kholkar	Accountant	9300-34000+4200	
5.	Smt. Anita K. Naik	A.D.E.I.	9300-34000+4600	
6.	Shri Francis D'Souza	Stat.Asstt.	9300-34000+4200	
7.	Smt. Mangal D.S. Agni.	Jr. Steno	9300-34000+4200	
8.	Smt. Cecilia Dias Sapeco	U.D.C.	5200-20200+2800	
9.	Shri Hari Gauns	L.D.C.	5200-20200+2400	
10.	Shri Vishwant Cabral	Driver	5200-20200+2800	
11.	Smt. Shalini D. Kuttikar	Peon	5200-20200+1900	

Manual. 11

**The Budget Allocated to each Agency (Particulars of all plans, proposed expenditure and reports on disbursement made)
[Section 4(1) (b) (xi)]**

Non-Plan Budget

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year
-	Information furnished by the Accounts Section				

Plan Budget

Name of the scheme	Activities to be performed	Date of commencement budget	Expected Date of completion	Amount sanctioned	Amount dispersed/spent
-	-	-	-	-	-

Manual. 12

[Section 4(1) (b) (xii)]

List of institutions given subsidy

Sr.No.	Name & Address of	Purpose for	No. of beneficiaries	Amount of	Previous years	Previous years
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	the institution	which subsidy provided		subsidy	utilization progress	achievements
-	-	-	-	-	-	-

Not applicable

List of individuals given subsidy

Sr.No	Name & Address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of time subsidy given in past with purpose.
-	-	-	-	-	-

Not applicable

Manual 13

Particulars of Recipients of concessions, permits or authorization**Granted by it****[Section 4(1) (b) (xiii)]**

Sr.No.	Name and address of the beneficiary	Nature of concession/permit/ authorization provided	Purpose for which granted	Scheme and Criteria for Selection	No. of Similar concession given in past with purpose.
-	-	-	-	-	-

Not applicable

Manual 14

Particulars of Recipients of concessions, permits or authorization

Granted by it

[Section 4(1) (b) (xiv)]

Information available in an electronic form

13.1. Please provide the details of the information related to the various schemes which are available in the electronic format.

Sr.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being use as back end data base.
-	-	-	-	-

Not applicable

Manual 15

Particulars of the facilities available to citizens for obtaining information

[Section 4(1) (b) (xv)]

Facilities available for obtaining information

13.2. Please provide the details of the information related to the various schemes which are available in the electronic format.

Sr.No.	Facility available	Nature of information	Working Hours
Information Counter	-	-	-
Web site	http://education.goa.gov.in	1)Scheme for Education of Children with Special Needs. 2)Environmental Education 3) Bal Bhavan 4) Scheme for Literacy and Vocational Training for Adults.	-
Library	-	-	-
Notice Board	-	-	-

Manual 16

Name & designation and other particulars of Public Information Officers

[Section 4(1) (b) (xvi)]

List of Public Information officers

Sr.No.	Designation of the officer designated as PIO	Postal address	Telephone No.	E-mail address	Demarcation of area/activities, if more than one PIO is there
1.	Asstt. Director of Education (AE)	Directorate of Education, Porvorim –Goa.	2416023 2416033	ddadedu-educ.goa@nic.in	Adult Education Section

List of Assistant Public Information Officer

Sr.No.	Designation of the officer designated as APIO	Postal address	Telephone No.	E-mail address	Demarcation of area/activities, if more than one PIO is there
1.	Asstt. Director of Education (AE)	Directorate of Education, Porvorim –Goa.	2416023 2416033	ddadedu-educ.goa@nic.in	Adult Education Section

First Appellate Authority with in the department.

Sr.No.	Designation of the officer designated as First Appellate Authority/	Postal address	Telephone No.	E-mail address
1.	Addl. Director/Dy. Director of Education (Plg.)	Directorate of Education, Porvorim –Goa.	2416043/2416139	dir-educ.goa@nic.in

Manual 17**[Section 4(1) (b) (xvi)]**

Other information as may be prescribed

All other information held by the department which is not provided in the previous manuals shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

Not applicable.