

Manual. 1**Particulars of Organization, Functions and Duties:**

1. The Statistics Section of this Directorate maintains statistical data in various statements pertaining to all the schools and colleges of Government as well as Private Institutions in all respects of students and teachers of this State.
2. Every Academic year this Section calls for information from all the Institutions and thereafter the collected data is scrutinized and tabulated in a **Educational Statistics at a Glance** document. The same is kept available for public reference and information. For this purpose the fresh data is compared with the data of previous year for taking suitable decisions with regard to academic activity in the State.
3. This Section was created in this Directorate and is functioning for more than 35 years in order to maintain details of all the different types of information concerning schools and colleges. However, the document of **Educational Statistics at a Glance** is being maintained since the year 1980-81 onwards. The latest list of **Recognized Educational Institutions in Goa** is also maintained.
4. This Section comprises of :-

Statistical Officer	(1)
Statistical Assistant	(4)
Investigator	(3)
L.D.C	(1) and
Peon	(1)
5. The Statistical staff normally collects information by issuing circular to all the concerned institutions and also go personally to some of the schools when information is not received on scheduled time. The data so collected is scrutinized and finally compiled in various statements and submitted for Printing Binding.
6. This Section also keeps the required information ready in tabulated forms for public reference. Regular reports are sent to Government of Goa and Government of India for their information. Governor's Monthly Report is furnished to General Administration Department (GAD), Porvorim, on monthly basis.
7. The public is well satisfied with the data maintained in the **Educational Statistics at a Glance**. However, if the information is required by any organisation/public in any other form at any time than the same is processed by this section and supplied immediately.
8. Statistical Section, Directorate of Education, Porvorim, Goa.
9. Working hours are from 9.30 am to 13.15 pm and 14.00 pm to 17.45pm for both office and public.
10. The reports and information is sent to all concerned by Registered A.D and D.O letters by Director of Education and when required.

Manual .2**Powers and Duties of Officers and Employees:**

Sr. No	Designation	Powers			Duties
		Administrative	Financial	Others	
1.	Statistical Officer	Supervise staff, sanctions all types of leaves and checks attendance	–	Overall supervision, checking and guidance for scrutiny, compilation and preparation of various statements of data received.	Deals with all correspondence regarding educational statistics and sees that the reports are sent on scheduled time. Any other work as assigned by Superiors.
2.	Statistical Assistant	–	–	Scrutiny and Compilation of data received from Schools and Colleges as well as Private Institutions in all respects of students and teachers of this State.	<ul style="list-style-type: none"> i) Submission of Education Statistics {ES-II (S)}, to Government of India, MHRD, New Delhi. ii) Preparation Educational Statistics At a Glance, and List of Recognised Educational Institutions. iii) Collection of Data from the Special Schools and National Open Schools, iv) Preparation of Governors Monthly Report to be furnished to Under Secretary, ARD, Secretariat. v) Preparation of Numerical Data pertaining to SC/ST of School Education. vi) Submission of required information to the Commission for Linguistic Minority. vii) Preparation of LAQ's and all other miscellaneous work .

3.	Investigator	-	-	Collection of data pertaining to Schools and Colleges taluka wise and compilation of statements as required for the document Educational Statistic at a Glance category wise as ST/SC/OBC and Minority.	Compilation of data as per S.O's instructions, to prepare Educational Statistics at a Glance , document.
4.	L.D.C	-	-	-	Computer typing, maintains different type of leave file, registers daily correspondence as well as inward and outward registers, maintains stationary file.

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Procedure followed in Decision Making Process:

There is no specific procedure in the decision making in this Section. However, as and when any change is required the Statistical Officer approaches the concerned Dy. Director, Director of Administration and Director of Education for a suitable decision in the working procedure of this Section.

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Norms set by it for the discharge of its functions:

Sr. No.	Activity	Time frame/Norm for its completion/disposal	Remarks
1.	• Education Statistics – {ES-II (S)}.	31 st December.	The statistical work requires lot of simultaneous checking and correction of the figures and tables till the final publication of Educational Statistical at a Glance is ready.
2.	• Compilation of data of schools and colleges. • Preparation of Tables for “Educational Statistics at a Glance” . • Furnishing data for Pocket Book, Goa at a Glance, Socio Economic Indicators, State Domestic Product, Income Expenditure figures of schools and colleges.	The compilation starts in the first week of November and the work has to be completed by the last week of February of the subsequent year.	
3.	Information for Selected Educational Statistics.		

Manual .5**Rules, regulations, Instructions, manuals and records for discharging functions.**

Sr. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications.
-----N.A-----				

Manual.6**A statement of the categories of documents that are held by it or under its control.**

Sr. No	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1.	Educational Statistics at a Glance	Details of students teachers.	Statistics Section	—
2.	List of Recognised Educational Institutions	—	—	—

Manual .7**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 of implementation.**

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

Manual .8**A statement of boards, council, committees and other bodies constituted**

Sr. No.	Name & address of the body	Main function 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
-----N.A-----									

Manual .9**Directory of Officers and Employee:**

Sr.No.	Name	Designation	Office Tel.No	E-mail Address
1.	Smt. Ruth M. D'Mello	Statistical Officer	2416023	_
2.	Kum. Kumudini A.P. Dessai.	Statistical Assistant	-do-	_
3.	Smt. Poonam M. Phadate	-do-	-do-	_
4.	Shri. Anil R.Toraskar	-do-	-do-	_
5.	Smt. Varsha R. Sakordekar	-do-	-do-	_
6.	Shri Suraj D. Vernekar	Investigator	-do-	_
7.	Shri Mahesh V. Keny	-do-	-do-	_
8.	Vacant (Due to Promotion and transfer)	-do-	-do-	_
9.	Smt. Artimiz Colaco	L.D.C	-do-	_
10.	Smt.Sudha Palyekar	Peon	-do-	_

Manual .10**The monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations.**

Sr.No.	Name	Designation	Pay scale
1.	Smt. Ruth M. D'Mello	Statistical Officer	9300-34800
2.	Kum. Kumudini A.P. Dessai.	Statistical Assistant	9300-34800
3.	Smt. Poonam M. Phadate	-do-	5200-20200
4.	Shri. Anil R.Toraskar	-do-	5200-20200
5.	Smt. Varsha R. Sakordekar	-do-	5200-20200
6.	Shri Suraj D. Vernekar	Investigator	5200-20200
7.	Shri Mahesh V. Keny	-do-	5200-20200
8.	Vacant (Due to Promotion and transfer)	-do-	5200-20200
9.	Smt. Artimiz Colaco	L.D.C	5200-20200
10.	Smt.Sudha Palyekar	Peon	5200-20200

Manual .11**The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made):****Non-Plan Budget**

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimates	Revised Estimates	Expenditure for the last year
-----N.A-----					

Plan Budget

Name of the plan scheme	Activities to be undertaken	Date of commencement	Expected date of completion	Amount sanctioned	Amount disbursed/spent
-----N.A-----					

Manual .12**List of Institutions given subsidy:**

Sr.No.	Name address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of Subsidy	Previous years utilization progress	Previous years achievements
-----N.A-----						

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
-----N.A-----					

Manual.13**Particulars of Recipients of Concessions, permits or authorization granted by it.**

Sr. No.	Name & 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
-----N.A-----					

Manual.14**Particulars of Recipients of Concessions, permits or authorization granted by it.**

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.
-----N.A-----				

Manual .15**Particulars of the facilities available to citizens for obtaining information:**

Sr. No.	Facility available	Nature of information	Working Hours
1. Information Counter	-	-	-
2. Web site	www.education.goa.gov.in	Statistical Publication <ul style="list-style-type: none"> • Educational Statistics at a Glance of Students and Teachers. • List of Recognised Educational Institutions. 	-
3. Library	-	-	-
4. Notice Board	-	-	-
5. Others	Ready Publication in Statistics Section.	<ul style="list-style-type: none"> • Educational Statistics at a Glance of Students and Teachers. • List of Recognised Educational Institutions. 	9.30 am to 13.15 pm and 14.00 pm to 17.45 pm

Manual.16**Name & designation and other particulars of Public Information Officers.**

Sr.No.	Designation of the officer designated as PIO	Postal Address	Telephone No.	Email-Address	Demarcation of area /activities, if more than one PIO is there
-----N.A-----					

List of Assistant Public Information Officers.

Sr.No.	Designation of the officer designated as APIO	Postal address	Telephone No.	E-Mail address	Demarcation of area/activities, if more than one APIO is there.
-----N.A-----					

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
-----N.A-----				

Manual .17**Other information as may be prescribed.**

There is no other special information as far as this Section is concerned. However, the required data is furnished to the public as and when asked as per the directives of **Director of Education.**