

## **Chapter 4**

### **Proactive Disclosure under Section 4 (1) (b) (iv) of the Right to Information Act, 2005**

#### **Norms set for the discharge of functions**

Government of Goa  
DIRECTORATE OF EDUCATION  
Alto, Porvorim-Goa

## **Proactive Disclosure under Section 4 (1) (b) (iv) of the Right to Information Act, 2005**

### **Norms set for the discharge of functions**

#### **I Services rendered by the Department**

##### **1. Public Service: Authentication**

Authentication of the Original Final Mark sheet, Passing certificate by Goa Board under the purview of Directorate of Education.

Designated Officer: Director (Directorate of Education)

##### **2. NOC/Approval for Aided schools:**

NOC for the Teaching and Non-Teaching posts of the Aided schools as per the workload of the schools. Further approval is also granted after the appointment of the candidates to the Teaching and Non-Teaching posts in the aided schools.

##### **3. Staffing pattern for Teaching and Non-Teaching Staff for aided schools:**

Categorization of the schools is done based on the student's strength of the aided course in accordance with the documentary evidence provided by the schools.

##### **4. Salary and Maintenance Grants:**

The Directorate of Education sanction and releases Grant-in-Aid to the Primary, Secondary, Higher Secondary Schools and Vocational Institutions towards the payments of salary and other expenditures in the Institutions made by the Managing Committee as per Education Rules 1986

The Aided High Schools and Higher Secondary Schools are granted Maintenance Grants for repair, maintenance and day-to-day working of their Aided Institution.

5. The Directorate of Education is looking after the revision of pension cases as per O.M. No.12/2/2022-Fin(R&C)/3222 dated 10/03/2023 received from Under Secretary Finance (Rev. & Control) Secretariat, Porvorim regarding extension of pension benefits to the pre maturely retired employees who had retired at the age of 58 years

## II The Time limit set by the department for execution of various activities / programmes.

Sr. No	Activity	Time frame/Norm for its completion disposal
1	All type of NOC's and approvals of teaching and non-teaching posts of Government Schools	15 days to 45 days
2	NOC for acquiring a movable and immovable property	7 days to 15 days
3	NOC for grant of EOL/Study leave, etc.	7 days to 30 days
4	All matter relating to Grant-in-Aid, allotment of funds	Seven days, subject to availability of funds
5	Implementation of various schemes	One month to 3 months subject to availability of funds
6	Authentication of Educational certificate	7 days
7	GPF Advances/Withdrawal	30 days
8	GPF final Payment	30 days
9	Pay fixation	One month
11	Framing of RR's	6 months to 1 year
12	Creation of posts	6 months to 1 year
13	Administrative approval and Expenditure Sanction for various minor/major work	7 days to 30 days
14	Granting of probation and confirmation of teachers	30 days to 90 days