

Chapter 6

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

Statement of the categories of documents that are held by it or under its control

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I. Categories of documents (Catalogues and Indexed)

- File registers are maintained in each section of the Directorate of Education.

II. Custodians of Documents/Categories

Sr. No.	Name of the Section	Method of Catalogue and Indexed	Custodian of Documents under each Section
1	DE Office	File Registers	Sr. Steno
2	Administration I Section	File Registers	Director (Administration)
3	Administration I B Section	File Registers	
4	Administration II Section	File Registers	
5	Administration III Section	File Registers	
6	Ex-Officio Section	File Registers	
7	Statistical Section	File Registers	Statistical Officer
8	Adult Section	File Registers	Asst. Director (Adult Education)
9	GIA I & GIA II Section	File Registers	Jt. Dir. Of Accounts
10	Accounts Section	File Registers	Jt. Dir. Of Accounts
11	Planning Section	File Registers	Deputy Director of Education (Planning)
12	Academic Section	File Registers	Deputy Director of Education (Academic)
13	Vocational Section	File Registers	Deputy Director of Education (Vocational)
14	Audit section	File Registers	Asst. Account Officer
15	Legal Section	File Registers	Deputy Director of Education (Legal)

III. Produce to obtain such documents

- The documents of the respective section of the Directorate of Education can be obtained by making an application under the Right to Information Act, 2005 by the applicant by affixing the required fees.