

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

DEPARTMENT OF SECONDARY & HIGHER
EDUCATION

**INFORMATION PUBLISHED
IN
PURSUANCE OF SECTION 4(1)(b)
OF
THE RIGHT TO INFORMATION ACT,
2005.**

PUBLISHED ON OCTOBER 10,2005

**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY AND HIGHER EDUCATION**

**INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1)(b) OF
RIGHT TO INFORMATION ACT, 2005.**

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**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (i)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**PARTICULARS OF ORGANISATION, FUNCTIONS
AND DUTIES OF THE DEPARTMENT**

PUBLISHED ON OCTOBER 10,2005

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DEPARTMENT OF SECONDARY & HIGHER EDUCATION**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (i)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

Particulars of Organization, Functions and Duties of the Department

Organization

Article 77(3) of the Constitution of India lays down as follows:

(3) “The President shall make rules for the more convenient transaction of the business of the Government of India, and for the allocation among Ministers of the said business”.

Under the above provision, the President has made the “Government of India (Allocation of Business) Rules, 1961”.

Rule 2 of these Rules says as follows:-

(2) “Allocation of Business – The business of the Government of India shall be transacted in the Ministries, Departments, Secretariats and Offices specified in the First Schedule to these rules (all of which are hereinafter referred to as ‘Departments’)”.

Rule 3(1) of the above Rules further says that “the distribution of subjects among the Departments shall be specified in the Second Schedule to these Rules.....”.

A Department is responsible for formulation of policies of the government in relation to business allocated to it and also for the execution and review of those policies.

The Govt. of India (Transaction of Business) Rules framed under Article 77(3) of the Constitution seek to define the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in-charge, these rules also specify :

- (a) cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its Committees for prior approval; and
- (b) the circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

For the efficient disposal of business allotted to it, a Department is divided into Bureaus, Divisions, Branches and Sections.

A Department is headed by a Secretary to the Government of India who acts as the administrative head of the Department and principal adviser of the Minister on all matters of policy and administration within the Department.

The work in a Department is divided into Bureaux with a Special Secretary / Additional Secretary / Joint Secretary in charge of each Bureau. Such a functionary is normally vested with the maximum measure of independent functioning and responsibility in respect of the business falling within his Bureau, subject to the overall responsibility of the Secretary for the administration of the Department as a whole.

A Bureau comprises a number of Divisions each functioning under the charge of an officer of the level of Director / Joint Director / Deputy Secretary. A division may have several branches each under the charge of an Under Secretary or equivalent officer.

A Section is generally the lowest organizational unit in a department with a well-defined area of work. It consists of Assistants and Clerks supervised by a Section Officer. Initial handling of cases (including noting and drafting) is generally done by, Assistants and Clerks who are also known as the dealing hands.

While the above represents the commonly adopted pattern of organization of a Department, there are certain variations, the most notable among them being the Desk Officer System. In this system the work of a Department at the lowest level is organized into distinct functional Desks each manned by two Desk functionaries of appropriate ranks i.e. Under Secretary or Section Officer. Each desk functionary handles the cases himself and is provided adequate stenographic and clerical assistance.

The Ministry of Human Resource Development (HRD) is one of the Ministries specified in the First Schedule of the above Rules, and consists of the following three Departments:-

- i. **Department of Secondary & Higher Education (S & HE)**
- ii. Department of Elementary Education & Literacy (EE & L)
- iii. Department of Women & Child Development (WCD)

The Minister of Human Resource Development heads the Ministry of HRD. For purposes of the Departments of Secondary & Higher Education and Elementary Education & Literacy, he is assisted by a Minister of State, HRD (Education).

At the administrative level, the Department of Secondary & Higher Education is headed by a Secretary who is assisted by one Additional Secretary and a number of Joint Secretaries/JEA, Directors / Deputy Secretaries/DEA, Under Secretaries / Desk Officers and Section Officers.

Names of Bureaux in the Department, and Bureau-wise numbers of Division, Subordinate Offices, PSUs and Autonomous Organisations are shown below :

S.No	Name of the Bureau	No of Divisions	No. of		
			Subordinate Offices	PSUs	Autonomous Organisations
1.	Secondary Education & Administration	6			6
2.	University & Higher Education	8			27
3.	Technical Education	5		1	50
4.	Languages	7	3		6
5.	Planning	5			2
6.	Integrated Finance Division	1			
	TOTAL	32	3	1	91

FUNCTIONS AND DUTIES

The following subjects are allocated to the Deptt. of S & HE, as per Second Schedule to the Govt. of India (Allocation of Business) Rules, 1961:

1. Secondary Education and Vocational Guidance.
2. University education; Central Universities; Rural Higher Education Foreign Aid Programme relating to Higher Education, Technical Education Planning and Development of School Education.
3. Institutions of higher learning (other than Universities).
4. Books [other than the books with which the Ministry of Information and Broadcasting is concerned] and Book Development (excluding stationery paper and news print industries with which the Ministry of Commerce and Industry is concerned) with respect to the items in the list.
5. Audio Visual Education with reference to the items in the list.

6. Production of University level text-books in Regional Languages.
7. The Copyright Act, 1957 (14 of 1957) and International Conventions on Copyrights.
8. (Deleted)
9. Educational research.
10. Publications, information and statistics.
11. Teacher's training with reference to the items in the list.
12. Development and propagation of Hindi, including multi-lingual dictionaries.
13. Grant of Financial assistance for the teaching and promotion of Hindi.
14. Propagation and development of Sanskrit.
15. Rehabilitation and other problems relating to displaced teachers and students.
16. Central Advisory Board of Education.
17. UNESCO and Indian National Commission for Cooperation with UNESCO.
18. Matters relating to all scholarships including those offered by foreign countries and foreign agencies in subjects dealt with by this Department but excluding scholarships to students belonging to scheduled castes and scheduled tribes, denotified, nomadic and semi-nomadic tribes and General Scholarships Schemes and scholarships to foreign students and different schemes.
19. Education and Welfare of Indian Students overseas; Education Departments of Indian Missions overseas; Financial assistance to education institutions and Indian Students' Associations abroad.
20. Educational Exchange Programmes; exchange of teachers, professors, educationists, scientists, technologists, etc.; programme of exchange of scholars between India and foreign countries.
21. Grant of permission to teachers of Universities, colleges and institutions of higher learning to accept assignments abroad.

22. Admission of foreign students in Indian Institutions.
23. Charities and Charitable Institutions, Charities and Religious Endowments pertaining to subjects dealt within this Department.
24. Adhoc scientific research, other than research in higher mathematics, nuclear science and atomic energy, in universities and educational institutions.
25. Vigyan Mandirs.
26. General Policy regarding partial financial assistance to Scientists going abroad for studies in fields other than mathematics, nuclear science and atomic energy.
27. Expansion, Development and Coordination of Technical Education.
28. School of Planning and Architecture.
29. Regional Schools of Printing.
30. Grants-in-aid to State Government institutions, non-Government institutions, professional bodies and technical institutions of Union Territories for technical education. Grants-in-aid for post graduate studies in basic sciences, grants-in-aid for development of higher scientific and technological education and research in educational institutions; Grants-in-aid for fundamental research in science and technology; grants to individuals for fundamental research.
31. All India Council for Technical Education including conduct of its National Diploma and National Certificate Examinations.
32. Practical training facilities for students of engineering and technological institutions.
33. Recognition of professional technical qualification for purposes of recruitment to posts under Government of India.
34. National Research Professorships and Fellowships.
35. Holding of Foreign Examination in the fields of professional and technical education in India.
36. University Grants Commission.

37. National Council for Educational Research and Training.
38. National Book Trust.
39. Administrative Staff College of India, Hyderabad.
40. Indian School of Mines and Applied Geology, Dhanbad.
41. Indian Institutes of Technology at Kharagpur, Mumbai, Kanpur, Chennai, Delhi, Guwahati and Roorkee.
42. Indian Institute of Science, Bangalore.
43. The Tata Institute of Social Sciences, Mumbai.
44. International Students Houses in India and abroad.
45. Schemes for grant of financial assistance to voluntary organisations for promotion of modern Indian languages.



MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (ii)
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POWERS AND DUTIES OF OFFICERS AND
EMPLOYEES OF THE DEPARTMENT

PUBLISHED ON OCTOBER 10,2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (ii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Part I : General

Powers and Duties of Officers and Employees of the Department

Powers and duties of officers and employees working in the Ministries of the Govt. of India are spelt out in Chapter III ('Machinery of Government') of the Central Secretariat Manual of Office Procedure published by the Department of Administrative Reforms and Public Grievances of the Government of India. This Manual is available on the relevant Ministry's website ("darpn.ic.in"). As per the above Manual, function, powers and duties of officers and employees of the Deptt. are as follows :

- (1) **Secretary** – Secretary is the administrative head of the Ministry or Department. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry / Department, and his responsibility is complete and undivided.
- (2) **Additional Secretary** - The Additional Secretary assists the Secretary in the discharge of his functions and supervises the work of such Bureaux / Divisions as may be assigned to him by the Secretary.
- (3) **Joint Secretary / Joint Education Advisor – The Joint Secretary / JEA** is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his Bureau subject to the general responsibility of the Secretary for the administration of the Bureau as a whole.
- (4) **Director / Deputy Secretary/ Jt. Dir / DEA** – Director / Deputy Secretary / JD/ DEA holds charge of a Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming upto him on his own. He should use his discretion in taking orders of the Joint Secretary / Secretary on more important cases, either orally or by submission of papers.
- (5) **Under Secretary/Assistant Education Advisor/Assistant Director** – An Under Secretary/ Assistant Education Advisor/Assistant Director is in charge of the Branch consisting of one or more sections / Desk and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer he

disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.

(6) **Section Officer** : Some of the important duties assigned to Section Officers are as follow:

- A. *General Duties –*
 - (i) **Distribution of work among the staff as evenly as possible;**
 - (ii) Management and co-ordination of the work;

- B. *Responsibilities relating to Dak –*
 - (i) to go through the receipts;
 - (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;

- C. *Responsibilities relating to issue of draft –*
 - (i) to see that all corrections have been made in the draft;
 - (ii) to check whether all enclosures are attached;
 - (iii) to indicate priority marking;

- D. *Responsibility of efficient and expeditious disposal of work and checks on delays –*
 - (i) to keep a note of important receipts;
 - (ii) to ensure that cases are not held up at any stage;
 - (iii) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

- E. *Independent disposal of cases –*

He should take independently action of the following types –

 - (i) issuing reminders;
 - (ii) obtaining or supplying factual information of a non-classified nature;
 - (iii) any other action which a Section Officer is authorized to take independently.

- F. *Duties in respect of recording and indexing –*
 - (i) to approve the recording of files and their classification;

- (ii) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- (iii) Dealing with important and complicated cases himself;
- (iv) Ensuring strict compliance with Departmental Security Instructions.

(7) Assistant / Upper Division Clerk - He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points :-

- (i) to see whether all facts open to check have been correctly stated;
- (ii) to point out any mistakes or incorrect statement of the facts;
- (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- (iv) to put up the Guard file, if necessary, and supply other relevant facts and figures;
- (v) to bring out clearly the question under consideration and suggest a course of action wherever possible.

(8) Private Secretary / Personal Assistant/ Stenographer – He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialised. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below :-

- (i) taking dictation in shorthand;
- (ii) fixing up of appointments;
- (iii) screening the telephone calls and the visitors in a tactful manner;
- (iv) keeping a note of the movement of files;

(9) Lower Division Clerk – Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

Part II : Bureau Specific Posts

In addition to the posts mentioned in Part I which are generally common to all Bureaux, some Bureaux in the Department have certain posts which are specific to them. These posts along with nature of work assigned to them are as follow:

A. Language Bureau

1. **Director, Official Languages (OL)** : He coordinates and monitors the implementation of Official Language Policy of the Union of India in the Departments of Secondary & Higher Education and the Department of Elementary Education & Literacy as well as in Departments' offices/ Universities/ Boards etc. as per the orders/guidelines issued by the Department of Official Language, Ministry of Home Affairs. He also acts as the Member Secretary of Hindi Salahakar Samiti of Ministry of Human Resource Development.
2. **Assistant Directors (OL)** : Vetting of translation from English to Hindi and vice-versa. To assist Director (OL) in the work relating to implementation of Official Language Policy of the Union of India in both Education Departments of the Ministry of Human Resource Development. To assist Director (OL) to ensure proper compliance of the provisions of Official Language Act and Orders issued there under.
3. **Senior/Junior Translators** : Translation of material i.e. Parliament Questions, Cabinet Notes, letters emanating from HRM/MOS and offices of other senior officers, delay statements, standing committee, CABE committee, notification, resolutions, general orders etc.
4. **Licensing Officer** : Processing of scholarships offers from China, Japan, Mexico, Israel, Cuba, Czech, Slovak, Iran etc.

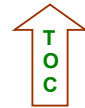
B. Planning Bureau

5. **Joint Director (Planning)** : Nodal officers for Education Statistics in the Department. National Coordinator to liaison with the International Agencies like Organization for Economic Co-operation and Development (OECD) & United Nation's Educational, Scientific and Cultural Organization (UNESCO). Representing the Ministry in various Committees/ Conferences.
6. **Deputy Director (Planning)** : Supervision of the work of Statistical Unit and helping the Joint Director/Joint Secretary in finalization of the Educational Statistics and bringing out the publication.
7. **Assistant Director (Planning)**: Scrutiny and finalization of educational statistics. Data processing and bringing out publications on education. Co-ordination with national agencies like National Sample Survey Organization (NSSO), National Council of Educational Research & Training (NCERT), University Grants Commission (UGC), National Institute of Educational Planning & Administration (NIEPA) etc. and foreign agencies like UNESCO & OECD. Administrative work relating to the Unit. Conducting the training courses on educational statistics for the benefit of District/Block/State level officers.

8. **Senior Statistical Officer (s)** : Collection & Compilation of Educational Statistics covering various topics in this connection.
9. **Statistical Investigator (s)**: Collection, scrutiny, compilation and analysis of data relating to Budget provisions and expenditure in Education in publication by Centre and State Govts. Publication of (i) Analysis of Budgeted expenditure on Education and (ii) Annual Financial Statistics on Education after analyzing the data collected. Coordination in respect of various Plan schemes of Education Departments and liaison with Planning Commission. Compilation and preparation of Five Year Plan and Annual Plan.
10. **Computer** : Data Entry work & computerization of data entry work and helping in bringing out the Statistical publications.

C. Higher Education Bureau

11. Special Officer (Book Promotion): This is a specialized post and the duties of Special Officer (Book Promotion) include all policy and planning aspects relating to Book Promotional Activities within India and abroad.



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**INFORMATION PUBLISHED BY THE DEPARTMENT
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**PROCEDURE FOLLOWED IN THE DECISION-MAKING
PROCESS, INCLUDING CHANNELS OF SUPERVISION AND
ACCOUNTABILITY.**

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MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
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OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Procedure followed in the decision-making process, including channels
of supervision and accountability**

The Govt. of India (Transaction of Business) Rules framed under Article 77(3) of the Constitution define the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in-charge, these rules also specify :

- (a) cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its Committees for prior approval; and
- (b) the circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

2. Action on routine papers is initiated at the level of Dealing Assistants and on important papers, at higher levels e.g., Section Officer/Under Secretary. Normal Channel of submission of papers is :-

Dealing Assistant > Section Officer > Under Secretary > Deputy Secretary/Director

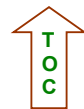
3. Above the level of Deputy Secretary/Director, a case may be disposed of at one of the following levels depending on its nature:-

Joint Secretary
Additional Secretary/Secretary
Minister of State/Minister

4. Subject to what is stated in para 1 above, cases related to all matters of policy, replies to Starred Parliament Questions, appointment to Group "A" posts, foreign visits of Group "A" officers etc. are disposed of at the level of Minister. He has delegated following categories of cases for final disposal at the level of Minister of State:-

1. Replies to all the Un-starred Questions in Parliament.
2. Fulfillment of Parliament Assurances.
3. Papers to be laid on the Tables of both the Houses of Parliament.
4. Extension of dates for fulfilling Parliament Assurances.
5. Authentication of papers to be laid on the Table of the House.

6. All cases of deputation abroad of Officers below the level of Deputy Secretary.
 7. Sanctioning of disciplinary proceedings against all officers below Group “A”.
5. Cases not falling under above categories are disposed of at the level of Secretary/Additional Secretary or Joint Secretary, depending upon their nature. Very routine cases are disposed of at lower level also, eg., Deputy Secretary/Director or even Under Secretary.
6. In cases where appointment /sanction of grant-in-aid/scholarship etc. is to be done based on the recommendations of a Selection Committee /Grant-in-Aid Committee, etc., such recommendations are obtained and processed for final decision at the competent levels. Generally, all expenditure decisions require concurrence of / consultation with Financial Advisor or Ministry of Finance depending on the nature of the case.



MINISTRY OF HUMAN RESOURCE DEVELOPMENT
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INFORMATION PUBLISHED BY THE DEPARTMENT
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**NORMS SET BY THE DEPARTMENT FOR THE
DISCHARGE OF ITS FUNCTIONS**

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DEPARTMENT OF SECONDARY & HIGHER EDUCATION

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Norms set by the Department for the discharge of its functions

Wherever applicable the Ministry follows norms for various items of work as laid down by concerned nodal Ministries/Departments/Organizations e.g. Ministry of Finance, Planning Commission, Ministry of Personnel, Public Grievances and Pensions, Central Vigilance Commission, Cabinet Secretariat, etc. In other cases, norms as laid down in guidelines/circulars etc. of the Ministry itself are followed, wherever applicable.

2. For day-to-day functioning of various Sections/Divisions/Bureaux, norms regarding time limits for disposal of important receipts are fixed by senior officers at dak stage wherever applicable. The time limit for disposal of various cases depends upon the nature of the files and the level of disposal. Cases, which require inter-ministerial consultation and reference to other Ministry(ies), tend to take more time.



**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
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**INFORMATION PUBLISHED BY THE DEPARTMENT
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**ACTS, RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND
RECORDS HELD BY THE DEPARTMENT OR UNDER ITS
CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING
ITS FUNCTIONS**

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INFORMATION PUBLISHED BY THE DEPARTMENT
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**Acts, Rules, Regulations, Instructions, Manuals and Records held by the
Department or under its control or used by its employees for
discharging its functions**

Part I : General

The Department of Secondary & Higher Education follows the instructions, rules and regulations issued by the concerned nodal Departments like Ministry of Finance, Planning Commission, Department of Personnel & Training, etc, wherever applicable. These general rules and regulations include General Financial Rules (GFR), Leave Rules, Rules on Advances to Government Servants, Delegation of Financial Powers, Central Services (Conduct) Rules etc.

**Part II : Acts, Rules, Regulations, Instructions, Manuals, Records specific to the
Department which are used for discharging its functions**

Details of Acts, Rules, etc. which are specific to this Department are given below:-

Sl. No.	Bureau/Division	Acts, Rules, Regulations, Instructions, Manuals/ Records used for discharging functions
1.	Administration Division	<ol style="list-style-type: none">1. Deputy Director(Planning), Asstt. Director (Planning) and Asstt. Education Officer (Statistics) Recruitment Rules, 19992. Jt. Director (Planning)Recruitment Rules, 20003. Joint Educational Advisor(Gen.) Recruitment Rules, 19884. Deputy Educational Advisor(Gen.) and Asstt. Educational Advisor(Gen.) Recruitment Rules, 19875. Education Officer(Gen.) Recruitment Rule, 19926. Deputy Educational Advisor(Sanskrit) Recruitment Rules, 19847. Asstt. Educational Advisor(Sanskrit) Recruitment Rules, 1984.8. Addl. Apprenticeship Advisor/ Director

		(Tech.) Recruitment Rules, 1984
		<p>9. Education Officer (Sanskrit) Recruitment Rules, 1986.</p> <p>10. Ministry of Education (Group-A & Group –B Posts) Recruitment Rules, 1985.</p> <p>11. Copyright Information officer & Licencing officer – Group A posts, Recruitment Rules – 2004.</p> <p>12. Sr. Systems Analysts & Programmer (Amendment) Rules 3003.</p> <p>13. Special Officer (Book Promotion) Rules 1984.</p> <p>14. Ministry of HRD (Deptt. of Edu.) Joint Educational Adviser (Tech.) Recruitment Rules, 1994.</p> <p>Ministry of HRD (Deptt. of Edu) Special Officer (Copyright) Recruitment Rules, 1985</p>
2.	Secondary Education	<p>Guidelines for the following schemes:</p> <ol style="list-style-type: none"> 1. Information & Communication Technology in Schools. 2. Inclusive Education of Disabled Children. 3. Assistance for Strengthening Girls Hostels 4. Improvement of Science Education in Schools 5. Introduction of Yoga in Schools 6. Environmental Education in Schools
3.	University & Higher Education	<ol style="list-style-type: none"> 1. University Grants Commission, Act, 1956 and Rules made there under. 2. The Banaras Hindu University Act, 1915 and the Rules made thereunder 3. The Aligarh Muslim University Act, 1920 and the Rules made thereunder 4. The University of Delhi Act, 1922 and the Rules made thereunder 5. The Jawaharlal Nehru University Act, 1966 and the Rules made thereunder 6. The North-Eastern Hill University Act, 1973 and the Rules made thereunder 7. The University of Hyderabad Act, 1974 and the Rules made thereunder 8. The Pondicherry University Act, 1985 and the Rules made thereunder 9. The Indira Gandhi National Open University Act, 1985 and the Rules made thereunder. 10. The Jamia Millia Islamia Act, 1988 and the Rules made thereunder 11. The Assam University Act, 1989 and the

		Rules made thereunder.
		<ol style="list-style-type: none"> 12. The Nagaland University Act, 1989 and the Rules made thereunder 13. The Tezpur University Act, 1993 and the Rules made thereunder 14. The Babasaheb Bhimrao Ambedkar University Act, 1994 and the Rules made thereunder 15. The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya Act, 1996 and the Rules made thereunder. 16. The Copyright Act, 1957 17. The Copyright Rules, 1958 18. The Register of Copyrights (as provided under section 44 of the Copyright Act) 19. Index of the Register of Copyrights 20. The Notification constituting the Copyright Enforcement Advisory Council (CEAC)
4.	Technical Education	<ol style="list-style-type: none"> 1. The Institutes of Technology Act 1961. 2. The Scheme, Regulations and Bye-laws of IISc., Bangalore 3. Block Grant Scheme 2005 (Non-plan) 4. All India Council for Technical Education Act, 1987 and rules made thereunder. 5. Guidelines of the Scheme of Community Polytechnic 6. Guidelines of the Scheme of Polytechnics for Persons with Disabilities. 7. Apprentices Act, 1961 (amended from time to time)
5.	Planning	<ol style="list-style-type: none"> 1. National Policy on Education, 1986, as revised in 1992; 2. Programme of Action 1992; 3. Guidelines of the Scheme of Studies, Seminars etc. and guidelines. 4. Rules/Regulations and byelaws of the Bharat Shiksha Kosh;
6.	Languages	<ol style="list-style-type: none"> 1. Scheme of Assistance to State Government for Appointment of Language Teachers, 2. Scheme of Assistance to State Government for Development of Sanskrit Education. 3. Scheme of Scholarship to Students from Non-Hindi speaking States for Post Matric Studies in Hindi. 4. National Merit Scholarship Scheme.

		5. Scheme of Assistance for Strengthening Education in Human Values
		6. Guidelines regarding the manner in which certificates are to be submitted by authentication seekers. 7. Auroville Foundation Act 1988, and Rules made thereunder. 8. Scheme for Financial Assistance for Strengthening Voluntary Organisations engaged in Promotion of UNESCO's Programme and Activities.



MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (vi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**STATEMENT OF THE CATEGORIES OF DOCUMENTS
THAT ARE HELD BY THE DEPARTMENT OR UNDER
ITS CONTROL**

PUBLISHED ON OCTOBER 10, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (vi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

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

Part I : General

I. Documents Common to all Bureaux

1. Replies to Parliament Questions.
2. Annual Report of the Department.
3. Annual Reports and Audited Statements of Accounts of Autonomous Organizations, which are required to be tabled in Parliament by the Department.
4. Financial Sanctions.
5. Utilization Certificates furnished by State Governments and other bodies to whom grants are sanctioned by the Department.
6. Audit Reports.
7. Orders regarding appointments in respect of officers of Autonomous Organizations who are appointed by the Department.
8. Orders regarding nominations by Central Government on the Boards etc. of various Autonomous Organizations
9. Orders constituting Committees from time to time, and Reports submitted by such Committees.
10. Circulars and Office Orders issued from time to time.
11. Correspondence with other Departments/Bodies/Agencies/Persons.
12. Deputation Orders regarding foreign visits of Officers of the Department and of members of official delegations deputed by the Department.

13. Memoranda of Understanding/Contracts/Agreements executed with various agencies
14. Press Releases issued from time to time

Part II : Bureau-specific Documents

S.No.	Bureau/Division	Documents held
1.	Administration	<ol style="list-style-type: none"> 1. Orders of appointment and seniority lists of employees of the Department 2. Posting/transfer orders of employees of the Department 3. Stock Registers 4. Work Orders given to Agencies engaged to provide various services like maintenance, cleanliness, transport etc. 5. Logbooks in respect of the Department's vehicles. 6. Registers for Receipts and Dispatch. 7. Bills received and paid for services and items like electricity, water, telephone, Petrol & Lubricants and Stationery.
3.	University & Higher Education	<ol style="list-style-type: none"> 1. Publication of NIEPA relating to Education Services under GATS. 2. Index of the Register of Copyrights 3. Applications received for (i) registration of copyright; (ii) making changes in the Register (iii) submitting objections; and (iv) seeking inspections or taking extracts 4. Lists of Deemed Universities/ State Universities/ Central Universities etc.
4.	Technical Education	<ol style="list-style-type: none"> 1. Notification indicating composition of AICTE.
5.	Planning	<ol style="list-style-type: none"> 1. Report of the Education Commission, 1964-66 (The Kothari Commission). 2. Resolution constituting CAGE and minutes of meetings of CAGE 3. Reports of 7 CAGE Committees received in June-July, 2005. 4. Analysis of Budgeted expenditure on Education. 5. Annual Financial Statistics on Education. 6. Fixed Deposit of BSK. 7. Selected Educational Statistics- 2002-03. 8. Education in India, Volume-I & IV- 1997-98

		<p>9. Education in India, Volume II – 1996-97</p> <p>10. Education in India, Volume III – 1999-2000</p> <p>11. Selected Information on School Education – 1999-2000 & 2000-01</p>
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.	Languages	<ol style="list-style-type: none"> 1. Scholarship Offer Documents provided by the Foreign Countries. 2. Bonds & Undertakings furnished by the candidates. 3. Resolution/notifications relating to constitution of Indian National Commission for cooperation with UNESCO 4. No Obligation to Return to India (NORI) applications/ records. 5. Particulars/Records of students sent abroad. 6. Application forms, photocopies of educational certificates, documents concerning submission of fees, identification proofs submitted by individuals for authentication. 7. Educational Exchange Programme (EEP) with foreign countries
7.	IFD	<ol style="list-style-type: none"> 1. Detailed Demands for Grants of the Deptt. of S&HE for the year 2. Performance Budget for the year 3. Reappropriation orders.



MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (vii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR
CONSULTATION WITH, OR REPRESENTATION BY, THE
MEMBERS OF THE PUBLIC IN RELATION TO THE
FORMULATION OF DEPARTMENT'S POLICY OR
IMPLEMENTATION THEREOF**

PUBLISHED ON OCTOBER 10, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (vii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of Department's policy or implementation thereof.

Draft legislations/Policy documents under consideration and Reports of various Committees, etc. submitted to the Ministry are placed on the Department's website, from time to time for inviting comments of the public.



**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (viii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**STATEMENT OF BOARDS, COUNCILS, COMMITTEES OR OTHER BODIES
CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS A PART OF
THE DEPARTMENT OR FOR THE PURPOSE OF ITS ADVICE, AND 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**

PUBLISHED ON OCTOBER 10, 2005

**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (viii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

Statement of Boards, Councils, Committees or other Bodies consisting of two or more persons constituted as a part of the Department or for the purpose of its advice, and 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.

Sl.No.	Bureau/Division	Name of the Board/ Council/ Committee/ Other Bodies	Whether meetings of these Bodies open to public	Whether minutes of their meetings accessible for public
1	Administration	1. Office Council of the Department. 2. Committee to examine complaints of sexual harassment of women at work place. 3. Local Purchase Committee. 4. Canteen Committee	NO	Subject to provisions of RTI Act.
2	Secondary Education	1. Monitoring Committee for review of syllabus at School level 2. Grants-in-aid Committee for IEDC Scheme	NO	Subject to provisions of RTI Act.
3	Higher Education	1. Grants-in-aid Committee for Scheme of Assistance to the Institutions of Higher Learning of All India Importance. 2. Technical Committee (Copyrights) 3. Copyright Board 4. The Copyright Enforcement Advisory Council (CEAC)	NO	Subject to provisions of RTI Act.
	Technical	1. Council of IITs	NO	Subject to

	Education	<ol style="list-style-type: none"> 2. Standing Committee of the Council of IITs, 3. Expert Committee appointed to examine the Vision Documents of the identified institutions and to suggest the plan of action for their upgradation to the level of IITs. 4. Two Committees for implementation of the Charter of Indian Institute of Science for Education and Research (IISER) at Pune and Kolkata as recommended by the Scientific Advisory Council to the Prime Minister (SAC – PM). 5. National Institute of Technology Council 6. High Level Committee on recognition of Educational Qualifications 7. Board of Governors, Finance Committee, Building & Works Committee and Senate of the Institutions 		provisions of RTI Act.
5	Planning	<ol style="list-style-type: none"> 1. A High Level Group to consider specific issues relating to all sectors of education and women and child development in NE Region. 2. Grant-in-aid Committee to consider the proposal for financial assistance under the Scheme of Studies, Seminars Etc. 3. Central Advisory Board of Education (CABE) 	NO.	Subject to provisions of RTI Act

		<p>4. Standing Committees of CABE</p> <p>5. Bharat Shiksha Kosh (BSK)- General Body, Board of Governors</p>		
6	Language	<p>1. Grants in Aid Committee under the Scheme for Development of Sanskrit Education.</p> <p>2. Selection Committee for Presidential Award for Certificate of Honour.</p> <p>3. Coordination Committee of Central language Institutions.</p> <p>4. Indian National Commission for cooperation with UNESCO</p> <p>5. GIAC under the scheme for financial assistance to VO's, UNESCO clubs and Associated schools.</p> <p>6. Joint Working Group (JWG) constituted under the provisions of EEP. These are constituted on Country-to-Country basis depending upon the areas & level of academic cooperation.</p> <p>7. Hindi Salahakar Samiti.</p> <p>8. Departmental Official Language Implementation Committee</p>	NO	Subject to provisions of RTI Act



MINISTRY OF HUMAN RESOURCE DEVELOPMENT
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INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (ix)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**DIRECTORY OF OFFICERS AND EMPLOYEES OF THE
DEPARTMENT**

PUBLISHED ON OCTOBER 10, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (ix)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Directory of Officers and Employees of the Department

As per Statement enclosed at [Annexure - I](#)



**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (x)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**MONTHLY REMUNERATION RECEIVED BY EACH OF
DEPARTMENT'S OFFICERS AND EMPLOYEES,
(FOR PAID MONTH OCTOBER, 2005 ; SALARY MONTH, SEPT.,2005)
INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED
IN ITS REGULATIONS.**

PUBLISHED ON OCTOBER 10, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (x)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Monthly remuneration received by each of Department's Officers and Employees, (for paid month October, 2005 ; salary month, sept.,2005) including the system of compensation as provided in its regulations.

As per Statement enclosed at ANNEXURE-1



**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**BUDGET ALLOCATED TO EACH OF THE DEPARTMENT'S
AGENCIES, INDICATING THE PARTICULARS OF ALL PLANS,
PROPOSED EXPENDITURES AND REPORTS ON
DISBURSEMENTS MADE**

PUBLISHED ON OCTOBER 10, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Budget allocated to each of the Department's agencies, indicating the particulars of all Plans, proposed expenditures and reports on disbursements made

As per Statement enclosed at [ANNEXURE-II](#)



**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS
OF BENEFICIARIES OF SUCH PROGRAMMES**

PUBLISHED ON OCTOBER 10, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Bureau Specific Information :

Sl. No.	Bureau/Division	Name of the Subsidy Programme	Amount allocated	Manner of Execution	Details of Beneficiaries (during 2005-06, up to 30.9.05)
1.	Administ-ration Division	1.HRM's Discretionary Fund	Rs.5.00 lakhs	On request and at the discretion of HRM	1. Shri Abhay Shankar Pandey, Lucknow. 2. Shri B. Malia Alex, Nagarcoil, Tamil Nadu 3. Ms. Anita Umar Pandit, Burdawan, W.B 4. Shri Manish Kumar, Nawada, Bihar 5.Km.Hema Bagoli, Champav-at, Uttaranchal
2.	Planning	2.Financial Assistance under the Scheme of Studies, Seminars etc.	As per statement enclosed (Annexure -III)	All the proposals received are considered by the Grants-in-aid Committee constituted for the purpose	As per statement enclosed. (Annexure-III)

3.	Language	<p>Grants under the Scheme of Assistance for Strengthening Education in Human Values.</p> <p>4. Grants under the Scheme of strengthening of voluntary organizations, UNESCO clubs and associated schools</p> <p>5. Scheme of Assistance for Book Promotional Activities</p>	<p>Rs. 3.00 Crores</p> <p>Rs.3 lakhs</p> <p>The grant under the scheme are released to the organisations</p>	<p>Through Central Govt. agencies, education institutions, Panchayati Raj Institutions, registered societies, public trusts and non profit making companies</p> <p>Disbursed directly by bank transfer</p>	<p>As in the list at Annexure – IV.</p> <p>i. The Secretary General, Confederation of UNESCO Clubs and Association of India (CUCAI), N.D.</p> <p>ii. The Secretary General, UNESCO Association Guwahati, Assam.</p> <p>iii. The Telugu Employees Welfare Association, New Delhi.</p>
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			belonging to writers, publishers and booksellers on Adhoc basis to meet 75% of the approved expenditure for organizing seminars/ trainings/ workshops etc.		
4.	SE Bureau	Assistance under IEDC Scheme	Rs.45.00 Crores	Through State Government, UTs and NGOs	
		6. Assistance under Scheme of Girls' Hostels	Rs.10.00 Crores	Through NGOs	



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DEPARTMENT OF SECONDARY & HIGHER EDUCATION**

**INFORMATION PUBLISHED BY THE DEPARTMENT
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OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS
OR AUTHORIZATIONS GRANTED BY THE DEPARTMENT**

PUBLISHED ON OCTOBER 10, 2005

**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xiii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

Particulars of recipients of concessions, permits or authorizations granted by the Department

Sl. No.	Bureau/ Division	Type of Concession/ Permits/ Authorizations granted	Particulars of Recipients of the Concession/ Permits/ Authorizations
1.	Administration Division	1.Repair & maintenance of staff cars 2.Hiring of Vehicles for Official Use 3.Supply of Petrol & Lubricants 4. Cleaning Services 5.Maintenance of Water filters 6.Cable connections 7.Security Services 8. Name plates etc 9.Maintenance of Telephones 10AMC Of EPBAX systems 11Printing of official letters etc 12 Preparation of Rubber Stamps 13 Operationalisation of	Ms.Archana Motors, R.K.Puram, New Delhi M/s.T.S.Tours & Travels, Masjid Moth, New Delhi M/s Prem Oil Corp., Church Road, ND-1 M/s Yashcan Enterprises, Mandawali, Delhi-92 M/S Fairdeal Technologies,Naraina, New Delhi New Friends Cable Networks,Jawahar Bhawan Sony Security & Allied Services,Madangir, New Delhi M/S Patra Enterprises HariNagar, ND M/s B & U Telecom, Sangam Vihar, ND M/S.Gurusons Communications, South Ex-II,ND M/S Dolphin Printo-Graphics, Jhandewalan Ext.ND M/S Sachdeva Arts,Uttam Nagar,N.D M/s Sympoh Marketing Pvt. Ltd,

		Documentation Centre and Maintenance of Photocopiers of Modi Xerox 14. AMC for Fax Machines 15. Repair & Miantenance of Risograph machines 16. AMC of Computers, Printers etc 17. Repair & Maintenance of Electric appliances	Dariyagang,N.D.-2 M/S Integrated Technologies, Arunanchal Bld..N.D-1 M/s VSM India (P) Ltd,N.D M/S Northern Communications (P) Ltd,Punjabi Bagh Ext., ND M/S Techno Enterprises, Kingsway Camp
2	Language	Authentication of educational documents	No agent appointed during the year as on 0.9.2005



**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION**

**INFORMATION PUBLISHED BY THE DEPARTMENT
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**DETAILS IN RESPECT OF THE INFORMATION,
AVAILABLE TO OR HELD BY THE
DEPARTMENT, REDUCED IN AN ELECTRONIC
FORM**

PUBLISHED ON OCTOBER 10, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xiv)
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**Details in respect of the information, available to or held by the
Department, reduced in an electronic form**

Detailed information about the Department is available on the website
www.education.nic.in

List of main links pertaining to this Department, information on which can be
accessed through the website, is given below :-

1. Secondary Education
2. Higher Education
3. Technical Education
4. Languages
5. National Policy on Education
6. Schemes
7. Scholarships
8. Education Support
9. Education Statistics
10. Autonomous Bodies
11. Services
12. Announcements
13. Publications
14. States' Education Profile



MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**PARTICULARS OF FACILITIES AVAILABLE TO
CITIZENS FOR OBTAINING INFORMATION,
INCLUDING THE WORKING HOURS OF A LIBRARY OR
READING ROOM, IF MAINTAINED FOR PUBLIC USE**

PUBLISHED ON OCTOBER 10, 2005

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION

INFORMATION PUBLISHED BY THE DEPARTMENT
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Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

A FACILITATION COUNTER OF THE Department is functional at Gate No. 6, C-wing Shastri Bhawan, New Delhi 110001. Working Hours of the Counter are from 9.30 AM to 5.30 PM on all working days.

The Facilitation Counter provides, inter alia, the following services to citizens/clients / customers:

- (1) Information regarding services provided and programmes, schemes etc. supported by the Department.
- (2) Forms etc. of public use.
- (3) Receiving, acknowledging and forwarding the grievances / applications/ requests/ forms etc. (related to the services provided by the Department), and information on their status of disposal.



**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SECONDARY & HIGHER EDUCATION**

**INFORMATION PUBLISHED BY THE DEPARTMENT
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OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

**NAMES, DESIGNATIONS AND OTHER PARTICULARS
OF THE PUBLIC INFORMATION OFFICERS**

PUBLISHED ON OCTOBER 10, 2005

				Communication Technology in Schools. vi) National Foundation for Teachers' Welfare.
4.	Dy. Secretary	Sh.P.R.Ramaswamy,	23387961	Matters concerning i) Hostel Scheme for Girls Studying in Secondary & Higher Secondary Schools, ii) Universalisation of Secondary Education. iii) Coordination and International Collaboration in Secondary Education.
5.	Dy. Secretary	Sh. R. Chakravarty		Matters concerning i) Quality Improvement Scheme in Schools, ii) Environmental Education, iii) International Science Olympiads, iv) Population Education Project, v) Establishment of Libraries and Laboratories in Schools and their upgradation
II University & Higher Education Bureau				
6.	Dy. Secretary (U-I)	Sh. Sunil Tated (additional charge)	23070989	Matters concerning i) Higher Education Policy, ii) University Grants Commission (UGC) Act, Rules and Regulations and related issues, iii) Parliamentary Committee on HRD for Higher Education, iv) EDUSAT.
7.	Dy. Secretary (U.II)	Sh. Sunil Tated	23070989	Matters relating to i) UGC academic programmes/ schemes, ii) Scheme of National Research Professorship, iii) Policy matters of Higher Education, iv) Issues concerning State Universities /Colleges including Punjab University, v) Substance Abuse in Universities / Colleges, vi) Revision of Pay scales

				of University/College Teachers
8	Dy. Secretary	Ms. Anupama Bhatnagar	23388641	Matters concerning i) Clearances in respect of research visas, ii) University Teachers attending conferences abroad, iii) Foreign Scholars visiting India, iv) Coordination in University & Higher Education Bureau.
9.	Dy. Secretary (CU)	Sh. R.D. Sahay	23384861	All matters concerning i) Central Universities & Autonomous Colleges, ii) National Assessment and Accreditation Council (NAAC), iii) Commonwealth of Learning, iv) Release from Non-lapsable Central Pool of Resources (NLCPR) for North East. v) Financing of Education
10.	Deputy Educational Advisor (ICR)	<u>Dr.D.K.Paliwal</u>	23385489	All matters relating to i) Institutions Deemed to be Universities, ii) Councils of Higher Education and Research namely Indian Council of Social Science Research (ICSSR), Indian Council of Philosophical Research (ICPR), Indian Council of Historical Research (ICHR), Indian Institute of Advanced Study (IIAS), Association of Indian Universities (AIU), iii) Scheme of Assistance to institutions of Higher Learning, iv) Project of History of Indian Science, Philosophy & Culture.
11.	Dy. Secretary (MC)	(Post vacant on the date of Order)		Matters concerning i) Educational issues of Minorities,

				ii) National Commission on Minority Educational Institutions, iii) Modernization of Madrasas.
12.	Director (BP)	Sh. Shailendra Sharma	23389375	Matters concerning i) National Book Trust (NBT), ii) Book Promotion, iii) Book Fairs
13.	Director (CR)	Sh. Madhukar Sinha	23386561	i) Registration of Copyrights ii) Matters related to Copyrights Board iii) Nodal work relating to Copyrights Act, 1957

III Technical Education Bureau				
14.	Director	Smt. Irina Garg	23381894	Matters concerning i) Indian Institutes of Technology (IITs), ii) Indian Institute of Science, Bangalore iii) Institutes of Information Technology, iv) All India Engineering Entrance Examination (AIEEE), v) Central Legislation regarding Admission / fees in Professional Institutes, vi) Indian National Digital Library in Science and Technology Consortium, vii) Networking of Premier Institutions and CSIR Labs
15.	Director	Sh. Puran Singh	23387153	Matters concerning i) All India Council of Technical Education (AICTE), ii) Indian Schools of Mines, Dhanbad iii) Technical Institutes of UTs iv) Coordination in Technical Education Bureau.
16.	Director	Sh. Vijay Bharat	23384721	Matter concerning i) National Institutes for

				<p>Technical Teachers' Training & Research (NITTTRs),</p> <p>ii) Community Polytechnics,</p> <p>iii) Vocational Education,</p> <p>iv) Sant Longowal Institute of Engineering & Technology,</p> <p>v) North Eastern Regional Institute of Science & Technology (NERIST)</p>
17.	Deputy Educational Advisor (T)	Sh. G. L. Jambulkar	23384276	<p>Matters concerning</p> <p>i) National Institutes of Technology (NITs),</p> <p>ii) Reservation of seats in degree and diploma level courses for States/UTs lacking in such facilities</p> <p>iii) Recognition of Degrees for jobs.</p>
18.	Deputy Educational Advisor (T)	Dr. C.T. Mahajan	23385744	<p>Matters concerning</p> <p>i) Indian Institutes of Management (IIMs),</p> <p>ii) Modernization & Removal of Obsolescence Scheme,</p> <p>iii) National Institute of Industrial Engineering (NITIE), Mumbai,</p> <p>iv) School of Planning & Architecture (SPA), New Delhi,</p> <p>v) Council of Architecture,</p> <p>vi) National Institute of Foundry & Forge Technology, Ranchi</p> <p>vii) Educational Consultant of India Limited (Ed.CIL),</p> <p>viii) Technical Education, Quality Improvement Programme (TEQUIP),</p> <p>ix) International Cooperation.</p>
IV	Planning Bureau			
19.	Director (P)	Sh. S. N. Burman	23070837	<p>i) Administrative & Financial matters of National Institute of Educational Planning & Administration (NIEPA)</p>

				<ul style="list-style-type: none"> ii) Scheme of Studies, Seminars Evaluation etc., for implementation of the Education Policy iii) Women's Component of Plan Allocation in respect of the Department. iv) SC/ST matters relating to Education.
20.	Dy. Secretary (NER)	Sh S.M. Abbas	23381397	<ul style="list-style-type: none"> i) Nodal Responsibility for North Eastern Region (NER). ii) Matters relating to Non-lapsable Central Pool of Resources (NLCPR) for the NE Region iii) Human Rights Education iv) Educational Development in J&K
21.	Dy. Secretary (PN)	Sh. Anil Kapoor	23074159	<ul style="list-style-type: none"> i) National Policy on Education (NPE) ii) Programme of Action (POA) iii) Central Advisory Board of Education (CABE) iv) Indian Education Service v) Finance Commission – Education related matters vi) Inter-State Council – Education related matters.
				<ul style="list-style-type: none"> vii) Coordination of Government's National Common Minimum Programme (NCMP) viii) Prime Minister's Thrust Areas ix) National Commission on Education x) Bharat Shiksha Kosh (BSK) xi) Central Plan xii) Annual Action Plans xiii) State Plans xiv) Twenty Point Programme xv) Compilation of Budget Documents. xvi) Monitoring of Central and Centrally-Sponsored Schemes <p>Coordination in Planning Bureau.</p>

22.	Joint Director (P)	Sh. Chandrakant	23381877	All work relating to Educational Statistics.
23.	Dy. Secretary (CDN)	Sh. R.C. Pandey	23073815	i) Coordination work relating to Deptt. of S&HE, as a whole. ii) Standing Committee of Parliament
V	Language Bureau			
24.	Director (ES)	Sh. S.K. Biswas	23384501	All matters concerning i) Foreign Scholarships, ii) Agatha Harrison Memorial Fellowship
25.	Director (NS)	Sh. Arvind Suri	23381728	Matters concerning i) Authentication of Educational Documents of applicants going aboard for seeking employment or higher education and allied issues , ii) National Merit Scholarship Scheme iii) Scheme of Scholarship to students from Non-Hindi Speaking States for post Matric studies in Hindi.
26.	Director (UNESCO)	Sh. Shailendra Sharma	23389375	Matters concerning i) UNESCO –incl. Coordination activities relating to nomination in UNESCO related Seminars / Conferences / Workshops / Prizes and Fellowships, ii) Auroville Foundation
27.	Director (OL)	Sh. D.P. Bandooni	23382921	Implementation of Official Language Policy and supervision of the Hindi Translation Unit
28.	Dy. Secretary (Languages)	Sh. S. Mohan	23397984	i) Development & Propagation of Indian and Foreign Languages through nine Language Institutions, viz. a. Kendriya Hindi Sansthan, Agra b. Central Hindi Directorate, New Delhi. c. Commission for Scientific and Technical

				<p>Terminology, New Delhi.</p> <p>d. National Council for Promotion of Urdu Language, New Delhi.</p> <p>e. National Council for Promotion of Sindhi Language, Vadodara</p> <p>f. Central Institute of English and Foreign Language, Hyderabad (CIEFL)</p> <p>g. Central Institute of Indian Language, Mysore (CIIL),</p> <p>h. Rashtriya Sanskrit Sansthan, New Delhi.</p> <p>i. Maharishi Sandipani Rashtriya Ved Vidya Prashithan, Ujjain.</p> <p>ii) Coordination work in Language Bureau</p>
29.	Dy. Secretary (IC Cell)	Smt. Indumathy	23383193	<p>i) Education Exchange Programmes (EEPs) and Education component of Cultural Exchange Programmes (CEPs) with various countries</p> <p>ii) Collaboration in Education Sector with foreign countries, visits, etc.</p>
30.	Dy. Secretary (EHV)	Sh. Satish Kumar	23381264	Scheme of Financial Assistance for Strengthening Education in Human Values

VI ADMINISTRATION				
31.	Dy. Secretary (A)	Sh. Madan Mohan	23385915	<p>Following matters related to Deptts. of S&HE and EE & L :</p> <p>i) Personnel & Establishment matters,</p> <p>ii) House keeping activities, Services & Supply</p> <p>iii) Parliament Unit</p> <p>iv) Office Council</p> <p>v) Employees' Welfare</p>
VII FINANCE				
32.	Director (Finance)	Ms. N. Sumati	23389247	Budget & Expenditure Management.

2. It is further declared for general information that concerned Joint Secretaries in the Department will act as the Appellate Authority under Section 19(1) of the RTI Act in respect of Deputy Secretaries / Directors, etc. functioning under them, as CPIOs.