

**Action taken Report on implementation of Suo Motu disclosure under  
Section 4 of RTI Act, 2005**

<b>S No</b>	<b>Particulars/Points</b>	<b>Reply</b>
1.	The Particulars of the organization, functions and duties.	The Directorate of Education of A&N Administration deals with all matters related to Schools Education i.e. from Pre-Primary to Class XIIth.
2.	The powers and duties of its officers and employees.	<p>All the matters related to staff and students of the Education Department under A&amp;N Administration.</p> <ul style="list-style-type: none"> <li>• All the Service matters of the staff of Education Department.</li> <li>• Matter related to issue of NOC for obtaining Passport.</li> <li>• Filling up all vacant posts of staff of Group A, B &amp; C Gazetted and Non Gazetted posts with approval of the UT Administration.</li> <li>• Creation of various posts of the Education Department.</li> <li>• Renewal of various temporary post of Education Department.</li> <li>• Conversion of various posts of Education Department.</li> <li>• Amendment &amp; Framing of Recruitment Rules of various posts under the Education Department.</li> <li>• Grant of Scholarship/Pre-Matric &amp; Post Matric Scholarship for the students of A&amp;N Islands.</li> <li>• Dealing with Court Cases viz. Hon'ble CAT/High Court/Supreme Court &amp; Civil Court Cases of Education Department.</li> <li>• Disciplinary &amp; Departmental proceedings.</li> <li>• Award of ACP/MACP to all the staff of Education Department.</li> <li>• Various Departmental advances.</li> <li>• Duty-cum Tour of students and staff under various exposure visits/schemes.</li> <li>• Placement of teachers for various trainings.</li> <li>• Affiliation of all the Government Schools of A&amp;N Islands.</li> <li>• Inspection &amp; Monitoring of the Schools and its educational activities.</li> <li>• Conduct of School Level/Zonal Level &amp; State Level Science &amp; Craft Exhibition.</li> <li>• Conduct of School Level/Zonal Level/State</li> </ul>

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		<p>Level &amp; National Level Games &amp; Sports.</p> <ul style="list-style-type: none"> <li>• Implementation of Right to Free &amp; Compulsory Education Act-2009 in all the Schools of Education Department.</li> <li>• Implementation of various schemes of SSA &amp; RMSA in all the schools of A&amp;N Islands.</li> <li>• Running of DIET, NCC, Scouts &amp; Guides under the umbrella of Education Department.</li> <li>• Conduct of CBSE &amp; Home Examinations.</li> <li>• Implementation of Mid-day meal schemes.</li> <li>• To improve the level of quality of Education in Govt. schools, a MoU has signed between Education Department &amp; CII, Institute of quality, Bangalore with the approval of the UT Administration.</li> </ul>
3.	The Procedure followed in the decision making process including channels of supervision and accountability.	The Procedure followed in the decision making process is as prescribed in the Manual of Office Procedure by Administrative Wing of the department of UT Administration as amended time to time.
4.	The norms set by it for the discharge of its functions.	As prescribed in the Manual of Office Procedure by Administrative Wing of the department of UT Administration as amended time to time.
5.	The Rules, Regulations, instruction, Manuals and record held by it or under its control or used by its employees for discharging the functions.	Manual of Office Procedure of UT Administration. CBSE, NCERT, RTI Act-2005, RET Act-2009, norms of SSA/RMSA and Central Government Rules – Swamy’s Publication.
6.	A statement of the categories of documents that are held by it or under its control.	The Principal of the respective schools or Zonal Officers have their own establishment set up, hence the service records like personal files, Leave Accounts, Service Books except Group A & B Gazetted Officers maintained by the respective Principal of the schools/Zonal Officers. The Principal/Zonal Officers are empowered to take decisions which are under the ambit of them. However, the Personal files/Service Books and leave accounts and writing of ACRs/APAR of Group A & B Gazetted officer are maintained in the Directorate of Education.
7.	The Particulars of any arrangement that exists for consultation with or	All the policies framed by the Ministry of Human Resource & Development, Department of School Education & Literacy, Govt. of India, New Delhi as

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	representation by the members of the Public in relation to the formulation of its policy of implementation thereof.	and when directed by MHRD to the UT Administration.																														
8.	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of 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.	Some School Level Committees are constituted under Mid-day Meal schemes and some Committees are constituted under RTE Act, 2009 and any information accessible to public are published through local Govt. media and website of UT Administration.																														
9.	A directory of its Officers and employees.	<p>Directory of Officers of Education Department is as under:-</p> <table border="1" data-bbox="675 1160 1382 2038"> <thead> <tr> <th data-bbox="675 1160 751 1238">S. No.</th> <th data-bbox="751 1160 1161 1238">Designation</th> <th data-bbox="1161 1160 1382 1238">Telephone No.</th> </tr> </thead> <tbody> <tr> <td data-bbox="675 1238 751 1361">1.</td> <td data-bbox="751 1238 1161 1361">Director of Education/First Appellate Authority</td> <td data-bbox="1161 1238 1382 1361">03192-232777</td> </tr> <tr> <td data-bbox="675 1361 751 1485">2.</td> <td data-bbox="751 1361 1161 1485">Head of Office/Deputy Director Education (Acad)/PIO</td> <td data-bbox="1161 1361 1382 1485">03192-232415</td> </tr> <tr> <td data-bbox="675 1485 751 1563">3.</td> <td data-bbox="751 1485 1161 1563">Deputy Director Education(Perl)/APIO</td> <td data-bbox="1161 1485 1382 1563">-</td> </tr> <tr> <td data-bbox="675 1563 751 1641">4.</td> <td data-bbox="751 1563 1161 1641">Deputy Director Education (Plg)/DPIO</td> <td data-bbox="1161 1563 1382 1641">03192-234938</td> </tr> <tr> <td data-bbox="675 1641 751 1720">5.</td> <td data-bbox="751 1641 1161 1720">Assistant Director (Admn-I)/DPIO</td> <td data-bbox="1161 1641 1382 1720">03192-232449</td> </tr> <tr> <td data-bbox="675 1720 751 1798">6.</td> <td data-bbox="751 1720 1161 1798">Assistant Director (Admn-II)/DPIO</td> <td data-bbox="1161 1720 1382 1798">03192-</td> </tr> <tr> <td data-bbox="675 1798 751 1877">7.</td> <td data-bbox="751 1798 1161 1877">Senior Accounts Officer (Edn)/DPIO</td> <td data-bbox="1161 1798 1382 1877">03192-230884</td> </tr> <tr> <td data-bbox="675 1877 751 1955">8.</td> <td data-bbox="751 1877 1161 1955">Statistical Officer (Edn)/DPIO</td> <td data-bbox="1161 1877 1382 1955">03192-234170</td> </tr> <tr> <td data-bbox="675 1955 751 2038">9.</td> <td data-bbox="751 1955 1161 2038">Deputy Education Officer, South Andaman/PIO</td> <td data-bbox="1161 1955 1382 2038">-</td> </tr> </tbody> </table>	S. No.	Designation	Telephone No.	1.	Director of Education/First Appellate Authority	03192-232777	2.	Head of Office/Deputy Director Education (Acad)/PIO	03192-232415	3.	Deputy Director Education(Perl)/APIO	-	4.	Deputy Director Education (Plg)/DPIO	03192-234938	5.	Assistant Director (Admn-I)/DPIO	03192-232449	6.	Assistant Director (Admn-II)/DPIO	03192-	7.	Senior Accounts Officer (Edn)/DPIO	03192-230884	8.	Statistical Officer (Edn)/DPIO	03192-234170	9.	Deputy Education Officer, South Andaman/PIO	-
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		10.	Deputy Education Officer, Wimberlygunj/PIO	03192-255256
		11.	Deputy Education Officer, Rangat/PIO	03192-274240
		12.	Deputy Education Officer, Diglipur/PIO	03192-272212
		13.	Deputy Education Officer, Mayabunder/PIO	03192-273240
		14.	Education Officer, Car Nicobar/PIO	03192-265037
		15.	Assistant Education Officer, Nancowrie/PIO	03192-263225
		16.	Principal, GMSSS Hutbay/PIO	03192-284300
		17.	Principal, PM SHRI GSSS Campbell Bay/PIO	03192-264240
		The Directory of its employees is not possible to upload/publish due to huge nos. of employees.		
10.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	The Officers & Staff/Employees of Education Department are Central Government Employees and are receiving salaries as per the Government of India. There is no system of any other compensation or remuneration. This is being maintained in the cash section of the various DDOs of the Education Department.		
11.	The Budget allocated to each of its agency, indicating the particulars of all plans proposed, expenditures and reports on disbursement made.	The Budget is allocated to Education Department/respective Govt. schools under UT Administration for salaries and other expenses etc in different heads as per the proposed budget estimate for the Financial year under the elementary education sectors. This is being maintained in the Accounts Section of the Directorate of Education.		
12.	The manner of execution of subsidy programmes including the amounts allocated and details of beneficiaries of such programmes.	NA		
13.	Particulars of recipients of concessions permits or authorizations granted by it	No Objection Certificate for Passport.		

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14.	Details in respect of the information, available to or held by it, reduced in an electronic form.	NA
15.	The Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	The information regarding working hours of Education Department/Schools, State Library are as per the time fixed by the UT Administration.
16.	The names and designations and other particulars of the Public Information Officers.	Shri. Gyan Sheel Dubey, Head of Office/DDE(Acad) as the Public Information Officer.
17.	Such other information as may be prescribed and thereafter update these publications every year.	As & when required.

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