

Govt. Sec. Trg. School,Paralakhemundi,Gajapati

Particulars of Organisation, function and duties

2.1 Objective / Purpose of the public authority

The objective of the Public authority is to maintain all records of its organization.

The purpose of the authority is to publish all the particulars, powers and duties, etc. and to provide relevant information to the concerned Public Information Officer.

2.2 Mission / Vision Statement of the public authority

The mission is to maintain the records, rules, manuals and all other Official documents to facilitate the Right to information.

2.3 Brief History of the Public Authority and context of its formation

The Govt. S.T School, Paralakhemundi, Gajapati has been established since 1956.

2.4 Duties of the Public Authority

Director TE and SCERT (O) BBSR.

2.5 Main activities / function of the public authority

To see the works allotted to the Office done within the specified time frame as indicated in 2.6 below.

2.6 List of Services being provided by the public authority with brief write-up on them.

This institution provides education to the People teacher from C.T course Mass Education Department.

2.7 Organizational structure, Diagram at various levels namely state, Directorate, region, District, Block, etc. (Whichever is applicable)

Govt. S.T School, Paralakhemundi is an educational institution and functions under the direct control of Director TE and SCERT Orissa, Bhubaneswar.

2.8 Expectation of the Public authority from the Public for enhancing its effectiveness and efficiency.

Not applicable as far as the nature of work of this office is concerned.

2.9 Arrangements and methods made for seeking public participation and contribution

Does not arise

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

As far as public grievance is concerned any one can forward their grievance to the Inspector of School, Ganjam Circle.

2.11 Address of the main Office and other Offices at different levels (Please categorise the address district wise for facilitating the understanding by the user)

Govt. S.T School, Paralakhemundi, situated near Katika Gouda Street.

2.12 Morning Houses of the Office: From 10 A.M. to 1.30 P.M

Closing Hours of the Office: From 2.00 P.M. to 5.00 P.m.

From 10.00 A.M to 4.00 P.M.

Chapter – 3 (Manual - 2)

Powers and Duties of Officers

3.1 Please provide details of the powers and duties of the officers and employees of the organization.

Designation	Administrative	Power		Duties
		Financial	Others	
Headmaster	Deals with office administration	Drawing & Disbursing officer	Scheme works	1. Head of Office 2. Establishment works of the office 3. Supervise all the schematic works dealt in the office.
Asst. Teachers	Teaching work			To Assist in office works.
Peon	Maintenance of School			Cleaning of office & file movements distribution of dak.

Chapter – 4 (manual - 3)

Rules, Regulations, Instructions, Manuals & Records for discharging functions.

4.1 Please provide list of rules, Regulation, Instruction, Manuals & Records, held by public authority or under its control or used by its employees for discharging functioning as per the following format is to be filled for each type of document.

Sl No.	Name/title of the document	Type of the document	Brief write up of the document	From where one can get a copy of the Rules, Regulation, Instructions, Manuals & Records	Address, Telephone Number, Fax, Email and others	Fee charged by the Department for a copy of Rules and instructions, manuals and records if any
1.	Educational Manual	General	Contains all the Service matters of the Educational rules	From Law Book publishing agencies in the general market	---	As per price of the Book

Chapter – 5 (Manual 4)

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 or implementation there of :
Implementation – NIL

Chapter – 6 (Manual - 5)

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

6.1 Use the format given below to give the information about the Official documents. Also mention the place where the documents are available for e.g. at secretarial level, directorate level, others (Please mention the level in place of writing, others)

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by / under control of
1	2	3	4	5
DOES NOT ARISE				

Chapter – 7 (Manual 6)

A Statement of boards, Council, Committees and other bodies constituted as its part

7.1 Please provide information of Boards, Councils, Committees and Other Bodies related to the public authority in the following format.

Name & Address of the affiliated Body	:	National council for teacher Education Eastorn Regional Committee 15 Neelakahanta Nagar, Nayapalli, BBSR - 751012
Type of the affiliated fBody (Board, Council, Committee, Other Body)	:	Council
Brief introduction of the affiliated Body (Establishment year, Objectives / main activities)	:	Established in 1995 A Statutory body of the Govt of India Planning and co-ordination and development of teacher Education System
Role of the Affiliated Body (Advisory / Managing / Executive / Others	:	Other
Structure & Member Constitution	:	Not applicable as this is a school
Head of the Body	:	N.A.
Address of the main Office and its Branches	:	NIL
Frequency of the Meetings	:	N.A.
Can public participate in the meetings	:	N.A.
Are minutes of the meetings prepared	:	N.A.
Are minutes of the proceedings available to the public ? If yes please provide information	:	N.A.

about the procedure to obtain them

Chapter – 8 (Manual 7)

The names, designation and other particulars of the Public Information Officer

- 8.1 Please provide contact information about the Public Information officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

Name of the Public Authority :

Sl. No.	Name	Designation	STD Code			Fax	Email	Address
1	R.K. Panda	H.M I/c.	06815	222382		--	--	Govt. S.T. School, Parlakehmundi,Dist. Gajapati.

Chapter – 9 (Manual 8)

Procedure followed in Decision Making Process

Sl.No.	Item of Works	Process of Action
9.1	What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulation etc. can be made)	Director TE and SCERT (O) BBSR is the decision making authority and takes decisions as per rules prescribed by Govt.
9.2	What are the documented procedures / laid down procedures / Defined criteria / Rules to arrive at a particular decision for important matters ? What are different levels	The files are routed through the H.M. to the the Inspector of Schools or Director TE and SCERT (O) BBSR

	through which a decision process moves ?	
9.3	What are the arrangements to communicate the decision to public	N.A.
9.4	Who are Officers at various levels whose opinions are sought for the process of decision-making?	N.A.
9.5	Who is the final authority that wets the decision ?	After the decision taken by Director TE and SCERT (O) BBSR. Headmaster carries out the works.
9.6	Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.	
	Subject on which the decision is to be taken	N.A.
	Guidelines / Direction, if any	N.A.
	Process of Execution	N.A.
	Designation of the Officers involved in the decision making	Director TE and SCERT (O) BBSR
	Contact information of above mentioned officers	-do-
	If not satisfied by the decision, where and how to appeal	Commissioner, School and Mass Education, Bhubaneswar.

Chapter – 10 (Manual 9)
Directory of Officers and Employees

10.1 Please provide information district wise in following format

Sl No	Name	Designation	STD Code	Ph. No			Email	Address
				Office	Home	Fax		
1	Sri R. K. Panda	H.M I/c	06815	222382				G.S.T. School, Paralakhemundi, Dist Gajapati.
2	Smt. L. K. Tiwari	Hindi Teacher						-do-
3	Smt. Surojit Nayak	Contract Teacher						-do-
4	Sri S. Sahu	Jr. Clark						-do-
5	Sri U. Das	Peon						-do-
6	Smt. Ch. Padhi	Peon						-do-

Chapter 11 (Manual 10)

The Monthly Remeration Received by each of its Officers and Employees, including the System of Compensation as provided in regulations

Sl. No.	Name	Designation	Monthly remuneration / Pay Scale	Compensation / Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1.	Sri R.K. Panda	H.M. I/c	5000 to 8000		
2.	Smt. L.K. Tiwari	Hindi	5000 to 8000		
3.	Sri S. Sahu	Jr. Clerk	3050 to 4950		
4.	Sri U Dash	Peon	2550 to 3200		
5.	Smt. Ch.Padhy	Peon	2550 to 3200		

Chapter 12 (Manual 11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

For Public authorities responsible for development, construction, technical works

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format

Year

Sl No.	Name of the Scheme /head	Activity	Starting date of the activity	Amount proposed	Amount sanctioned	Amount released/ disbursement	Actual expenditure for the last year	Responsible the quality and the complete execution of the work
NIL								

For other public authorities

Sl.No.	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed (No. of installments)	Total Expenditures
NIL					

Chapter 13

The Manner of execution of subsidy programmes

NIL

Chapter 14 (Manual 13)

Particulars of recipients of concessions, permits or authorization granted by it

NIL

Chapter 15 (Manual 14)

Norms set by it for discharge of its functions

15.1 Please provide the details of the Norms / standards set by the Departments for execution of various activities / programmes. . NIL

Chapter 16 (Manual 15)

Information available in an electronic Form

16.1 Please provide the details of information related to the various schemes which are available in the electronic format

NIL

Chapter 17 (Manual 16)

Particulars of the facilities available to citizens for obtaining information

17.1 Means, methods or facilitation available to the public which are adopted by the Department for dissemination of information like

- Notice Board
- Inspection of records in the Office

Chapter 18 (Manual 17)

Other Useful Information

NIL