

**DIRECTORATE OF EDUCATION  
GOVERNMENT OF HIMACHAL PRADESH**

**Note on implementation of Right to Information Act by The Department of  
Secondary Education/Action Plan thereof.**

<b>S.no.</b>	<b>Section/Sub Section of the Act.</b>	<b>Subject</b>	<b>Departmental Comments</b>
1.	<b>CHAPTER-II  Section-4 (b)(i)</b>	The particulars of organizations, functions and duties of the Education Department.	<p>Director of Education H.P. Shimla-171001.</p> <ul style="list-style-type: none"> <li>* To manage the Secondary Education System in Himachal Pradesh.</li> <li>* Exercise administrative &amp; Financial Control over its various functionaries comprising of District/ Colleges/ Public Libraries/ NCC offices and Sr. Sec. School, High Schools &amp; Middle Schools in State.</li> <li>* To implement Policies relating to Secondary Education and above in the State .</li> <li>* To implement centrally sponsored schemes as well as the state plan &amp; non-plan scheme in the field of Secondary Edu. &amp; above.</li> <li>* To manage and control service matters of teaching/non-teaching staff of Secondary Education and above .</li> <li>* To exercise financial control over Privately managed Government aided Secondary Schools and Govt. aided Colleges in H.P. under H.P. Private institutions Act. 1997 and Regulations 2004.</li> </ul>

2.	<b>Section-4 (b)(ii)</b>	The powers and duties of various officers and employees of Education Department posted in the Directorate and subordinate offices.	Enclosed at <b>Annexure-I</b>
3.	<b>Section-4 (b)(iii)</b>	The procedure followed in the decision making process, including channels of supervisions and accountability in the Directorate of Edu. in particular and Edu. Department in general	<p>* In the decision making Process concerning the policy making the proposal are formulated at the Directorate level and submitted to the Administrative Department of the State and the decisions of the Government in respect of the policies as well as other instructions/ directions of Government in the field of Secondary Edu. and above are implemented through the district and Secondary Schools as well other institutions under its control.</p> <p>* Apart from above the supervisory channel adopted in the State to inspect the Dy. Director Offices, Schools &amp; Colleges is as under:</p> <ol style="list-style-type: none"> <li>1. District Offices/Colleges are inspected by the Officers of the Directorate and Secretariat.</li> <li>2. Sr. Secondary Schools/High Schools are inspected by the Dy. Directors of Secondary Education in the District &amp; by the Officers of the Directorate and Secretariat.</li> <li>3. Middle Schools are inspected by the Heads of its complex Schools, by the Dy. Directors of the District concerned and also by the officers of the Directorate as well as by the Secretariat.</li> <li>4. The follow up action on the inspection report is taken by the respective appointing authority at the appropriate level.</li> </ol>

4.	<b>Section-4 (b)(iv)</b>	The norms set by the Education department for the discharge of its functions.	<p>* The inspection norms are displayed separately at <b>Annexure-II</b></p> <p>* The norms for opening of schools are at <b>Annexure-III.</b></p> <p>* The norms for posting of teachers in Middle/High/Sr. Secondary and Colleges are at <b>Annexure-IV.</b></p>
5.	<b>Section-4 (b)(v)</b>	The rules, regulations, instructions, manuals and records, held by or under the control of the Education Department in general and Directorate in particular.	For Service matters in respect of teaching and non-teaching employees of the department, the rules/instructions of the personnel department to the Government of Himachal Pradesh are followed and adhered to.
6.	<b>Section-4 (b)(vi)</b>	A statement of the categories of the documents that are held by the Directorate of Education under its control	<p>* The documents relating to the service matter of Headmaster, Lecturers (school cadre), TGTs, C&amp;V teachers Librarians/Asst. Librarians (non UGC), Supdt. Gr-II, Sr. Asstt., Jr. Asstt./Clerks and different categories of Para Teachers, contract teachers and Class-IV employees working under the control of the Director Education H.P.</p> <p>* Education Code.</p> <p>* Other instructions relating to financial matters .</p> <p>* Instructions relating to the implementation of centrally sponsored schemes.</p>
7.	<b>Section-4 (b)(vii)</b>	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation its	PTA s in Schools and Colleges, H.P.Board of School Education D/Sala, SCERT, Universities through their Executive Councils, Old Student Associations, PRIs, Social Justice & Empowerment and Tribal Development etc.

		<p>policy or administration of the Education department and its subordinate agencies upto college/school level.</p>	
<p>8.</p>	<p><b>Section-4 (b)(viii)</b></p>	<p>A statement of the board, councils, committees and other bodies consisting of two or more persons constituted as part of Education Department or its subordinate agencies upto college/school level or for 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.</p>	<p>PTA s in Schools and Colleges, H.P.Board of School Education D/Sala, SCERT, Universities through their Executive Councils, Old Student Associations, PRIs, Social Justice &amp; Empowerment and Tribal Development etc. The meetings of these boards, councils, committees and other bodies are not open to Public generally. The minutes of such meetings are circulated within the Department but can be supplied to the public on demand.</p>

9.	<b>Section-4 (b)(ix)</b>	A directory of officers and employees posted in the Edu. department i.e. officers, Principals College/ School Cadre H.M./Lect. College/School cadre, TGTs, Ministerial staff, C&V and Class IV employees.	The directory is being formulated and same is under process. Immediately after its completion the same will be available on the departmental website.
10	<b>Section-4 (b)(x)</b>	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in regulations in the Edu. department in general and Directorate in particular.	Remuneration is paid through treasuries and all its branches (sub-treasuries) are not fully computerized hence requires more time for its compilation. However available information is enclosed at <b>Annexure-V</b>
11	<b>Section-4 (b)(xi)</b>	The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Enclosed <b>Annexure-VI</b>

12.	<b>Section-4 (b)(xii)</b>	The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes.	Enclosed <b>Annexure-VII</b>
13.	<b>Section-4 (b)(xiii)</b>	Particulars of recipients of concessions, permits or authorizations granted by Education Department.	Enclosed <b>Annexure-VIII</b>
14.	<b>Section-4 (b)(xiv)</b>	Details in respect of the information available to or held by Education Department reduced in an electronic form.	May access the departmental web-site <b>www.educationhp.org</b>
15	<b>Section-4 (b)(xv)</b>	The particulars of facilities available to citizens for obtaining information, including the working of a library or reading room, if maintained for public use.	Enclosed <b>Annexure-IX</b>

16	<b>Section-4 (b)(xvi)</b>	The names, designations and other particulars of the Public information Officers.	Enclosed <b>Annexure-X.</b>
17.	<b>Section-4 (b)(xvii)</b>	Such other information as may be prescribed.	