

INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT TO SCHOOL EDUCATION DEPARTMENT

Introduction

The J&K Right to Information Act, 2009 as passed by the Jammu and Kashmir State Legislature received the assent of the Governor on 20th March, 2009. The Act provides for setting out the regime of Right to Information for the people of the State to secure access to information under the Control of Public Authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a State Information Commission and for matters connected therewith or incidental thereto.

The objective of this handbook is to provide information to the intended users regarding different function being delivered by the School Education Department.

Chapter – 1

Particulars of Organization, Functions and Duties

The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Business Rules. These rules have been framed under section 43 and subsection 2 of Section 45 of the Constitution of the State. The Council of Ministers headed by the Chief Minister is the highest executive authority of the State under the Constitution. Each Minister is In-charge of one or more Administrative Departments. At the Secretariat level, the business of the Government is transacted through various Departments, each one or more Departments headed by an Administrative Secretary.

In terms of Rule 4 (i) of the **Business Rules**, following subjects are assigned to the School Education Department.

- (i) Gazetted Section.
- (ii) Non-Gazetted Section.
- (iii) Administration
- (iv) ETT Section
- (v) Registration of Private Schools .
- (vi) Board of School Education,
- (vii) NCC
- (viii) RMSA
- (ix) SSA

- (x) Planning work.
- (xi) Accounts.

The **SCHOOL EDUCATION DEPARTMENT** by virtue of its duties is the nerve center of the administration. The Department functions under the supervision and guidance of the Deputy Chief Minister, (Minister for School Education) and the Administrative Secretary of School Education department, who at present is of the rank of Secretary to Government. The Department plays a lead role in formulation of policies for smooth functioning of sub Departments. It monitors and coordinates their working. The cases after thorough examination at different levels are submitted for orders of the Competent Authority as provided under rules.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Additional Secretaries/Deputy Secretary and Under Secretaries.

Down-below the Under Secretary there is an established administrative hierarchy headed by the Section Officer. The procedures for dealing with the cases and the functions of the Gazetted staff have been defined in **Secretariat Manual**. As per the Secretariat Manual, the Section Officer is empowered to dispose of certain issues at his own level or seek information from the concerned offices which he feels would be relevant for decision making with a view to dealing with the different issues pertaining to the School Education Department, different Sections have been set up. The brief description is as under:-

(i) **Gazetted Section:** - The Section is headed by an officer of the rank of Additional Secretary. The issues relating to Joint Directors/Chief Education Officers/ Senior Lecturers/Lecturers/Head Masters are being dealt with by the Section. These include the personnel matters like appointments, promotions. Further, the Section regulates the matters of promotion and appointment of Lecturers selected by the PSC. The Administrative Secretary of the School Education Department or his representative not below the rank of Additional Secretary represents the Secretary in the Departmental Promotion Committees in the Public Service Commission. The valuable assistance is provided to the DPC/PSC in finalizing the promotions in accordance with the rules.

(ii) **Non-Gazetted (Section):-** This section deals with the non-Gazetted cadre issues of the employees of the subordinate Offices of the School Education Department.

(iii) **Recognition of Private School:-** The section deals with Recognition/ up-gradation of Private Schools/affiliation and other relates matters

(iii) **Legal Section:-** There is a full-fledged Legal Section in the School Education Department which deals with the legal issues like providing opinion/advise on legal matters pertaining to this Department .The Section attends to the litigation in the cases where either School Education Department is directly involved or where

the Administrative Secretary has been arrayed as a respondent. The Section also provides advice on the policy formulation of the Government which becomes subject matter of litigation before any Competent Court of the Country.

(iv) **Elementary Teachers Training (ETT)**:- The section deals with granting of NOCs to the ETT Colleges/renewal for permit of ETT for purpose of ETT Courses.

(V) **Board of School Education Section**:- The section deals with the issue of recognition /up-gradation /affiliation of private schools affiliated with BOSE and other related matters.

(vi) **Planning and Statistics Section**:- This section deals with Plan formulation and monitoring of the schemes and programmes of the School Education Department. It also deals with the issues relating to Directorate of RMSA which include infrastructure Development of Secondary and Higher Secondary Schools, creation of adequate number of Class rooms as per teacher student ratio or class student ratio including Computer, Lab. Science, Library, Art/Craft/Culture Room, Toilet Blocks, Drinking Water facilities for imparting quality education.

(vii) **Rashtriya Madhyamik Shiksha Abhiyan (RMSA)**: It is a Centrally Sponsored Scheme which was launched by the Government of India in 2009-10 for providing quality education upto secondary level. The scheme envisages providing accessibility to the students in the age group of 14-18 years by providing High School within the radius of 5 Kms and Higher Secondary School within the radius of 7-10 Kms.

(viii) **Sarva Shiksha Abhiyan (SSA)**: It is Central Sponsored Scheme which was launched by the Government of India in the year 2000. In J&K, the Scheme was launched in March, 2003 with the objective of providing quality education at elementary level like:-

- Enrolment of all children in the Schools.
- All Children to complete 08 years elementary Schooling.
- Focus on improving quality Elementary Education and emphasis on education for life.
- Bridge all social and gender category gaps.
- Universal retention of all children in the age group of 6-14.
- Inclusive Education for Children with Special Needs.

The Department is implementing the following schemes /initiatives under the plan:-

- ⌚ Vocationalization of Secondary Education.
- ⌚ In-service teachers training.
- ⌚ Construction of School Buildings.
- ⌚ Sarva Shiksha Abhiyan (SSA).
- ⌚ Mid Day Meal Scheme (MDM).
- ⌚ Saakshar Bharat Mission-2012 (Adult Literacy Programme).
- ⌚ Rashtriya Madhyamik Shiksha Abhiyan (RMSA).

(ix) **RTI Section** (Public Information Officer PIO) :- Any citizen can seek information pertaining to School Education Department in terms of the relevant provisions of J&K Right to Information Act-2009 and Rules notified there under.

The Public Information Officer (PIO) in case of issues pertaining to School Education Department is **S/Shri Ashok Kumar, FA/CAO of**

Accounts Section, Tahir Mustafa Malik (Gazetted) , Ajay Bharti (Non-Gazetted &Private School, Jammu), Kanchan Bala (Private Schools Kashmir, NCC, BOSE) Under Secretaries to Government, School Education Department and Nazir Ahmad Kakpuri, Nodal Officer, RMSA/SSA) and Shamim Ahmad Wani, Public Law Officer of Legal Section . Shri Shahnawaz Bukhari, KAS Deputy Secretary to Government, School Education Department is the 1st Appellate Authority. The officers of the School Education Department available for public hearing on every working day between 03 to 5 p.m. Any person can approach the officers for redressal of grievances/enquire about the status of pending cases, if any, in the School Education Department. The particulars of the officers of the School Education Department are available on its Website www.jkeducation.gov.in

Office Timings

Morning Hours of the office = 09.30 A.M

Closing Hours of the office = 05.00 P.M

Chapter – 2

Powers and Duties of Officers and Employees

The School Education Department plays a lead role in formulation of policies for smooth functioning of its sub Departments. It monitors and coordinates their working. For better appreciation of the cases involving policy decisions relating to the department, the matters are placed before the Hon'ble Minister for School Education Department . The cases after thorough examination at different levels are submitted for orders of the Competent Authority as provided under rules. However, depending upon the delegation of powers, the cases are submitted to the Secretary School Education, the Hon'ble Deputy Chief Minister, as the case may be. The Administrative Secretary of the Department is assisted by a team of officers of the rank of Additional Secretary/Deputy Secretary and Under Secretaries.

Down-below the Under Secretary there is an established Gazetted/ Non-Gazetted administrative hierarchy headed by the Section Officer. The procedures for dealing with the cases and the functions of the Non-gazetted staff have been defined in **Secretariat Manual**. As per the Secretariat Manual, the Section Officer is empowered to dispose of certain issues at his own level or seek information from the concerned offices which he feels would be relevant for decision making.

Chapter - 3

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

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The list of rules, regulations, instructions, manual and records is Posted on the website of the School Education Department i.e www.jkeducation.gov.in

Chapter – 4

A statement of boards, council, committees and other Bodies constituted as its part.

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The School Education Department Administers and Monitors the functioning of the following Organizations/Statutory Bodies/Boards/Directors:-

1. Directorate of School Education, Jammu. (for further details visit www.jkeducation.gov.in.)
2. Directorate of School Education, Kashmir.
3. State Institute of Education, Jammu.
4. State Institute of Education, Kashmir.
5. Jammu and Kashmir State Board of School Education.
6. **Sarva Shiksha Abhiyan. (SSA)**
7. **Rashtriya Madhyamik Shiksha Abhiyan (RMSA).**
8. **Fee Structure Committee.**

Sarva Shiksha Abhiyan (SSA). It is Central Sponsored Scheme which was launched by the Government of India in the year 2000. In J&K, the Scheme was launched in March, 2003 with the objective of providing quality education at elementary level like:-

- Enrolment of all children in the Schools.
- All Children to complete 08 years elementary Schooling.

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- ⊙ Construction of School Buildings.
- ⊙ Sarva Shiksha Abhiyan (SSA).
- ⊙ Mid Day Meal Scheme (MDM).
- ⊙ Sakshar Bharat Mission-2012 (Adult Literacy Programme).

Rashtriya Madhyamik Shiksha Abhiyan (RMSA). It is a Centrally Sponsored Scheme which was launched by the Government of India in 2009-10 for providing quality education upto secondary level. The scheme envisages providing accessibility to the students in the age group of 14-18 years by providing High School within the radius of 5 Kms and Higher Secondary School within the radius of 7-10 Kms.

State Board of School Education:- The section deals with the issue of recognition /up-gradation /affiliation of private schools affiliated with BOSE.

For further detilas vist JKBOSE website.

www.jkbose.nic.in

**The names, designations and other particulars of
The Public Information Officers.**

1.	Name	Ashok Kumar
	Designation	Financial Advisor/CAO
	Mobile No.	9419157255
	Fax No/Fax	0191-2544708 (Srinagar) 0194-248424
	Email	Ashokthukaan@hotmail.com
	Address	School Education Department.
2.	Name	Tahir Mustafa Malik
	Designation	Under Secretary
	Phone No.	0191-250976-Jammu 0194- 0194-2477020 (Srinagar) Mobile No. 9419139786
	Ph./Fax	0191-250976 Fax
	Email	tahirmustafamalik@gmail.com
	Address	School Education Department.
3.	Name	Ajay Bharti
	Designation	Under Secretary
	Phone No.	Mobile No. 9419101605
	Fax	0191-2560230-Jammu 0194-2477020 (Srinagar)
	Email	bhartiajay1771@gmail.com
4.	Name	Kanchan Bala
	Designation	Under Secretary
	Phone No.	0191-256230 (Jammu) 0194-2477020 (Srinagar)
	Fax	As above
	Email	kanchan.kas.bala@gmail.com
5.	Name	Nazir Ahmad Kakpuri
	Designation	Nodal Officer I/C Nucleus Cell (RMSA/SSA
	Phone No.	9419049064
	Fax	0191-256230-Jammu 01942477020 (Srinagar)
	Email	nakakpore@gmail.com
	Address	School Education Department.
6.	Name	Shamim Ahmad Wani
	Designation	Public Law Officer
	Phone No.	9419145281
	Fax	0191-256230-Jammu 01942477020 (Srinagar)

	Email	Swani2011@gmail.com
	Address	School Education Department.

1st Appellate Authority

6.	Name	Shahnawaz Bukhari
	Designation	Deputy Secretary to Government
	Mobile No.	9419035716
	Phone/Fax	0191-2560230 (Jammu) 01942477020 (Srinagar)
	Email	s.sabukhari11@gmail.com
	Address	School Education Department.

1st

Chapter – 6 The net monthly remuneration (excluding GPF & other deductions) received by each of the officers and employees of the School Education Department is as under

S No	Name	Deg.	Gross	Net Pay
1	Hirdesh Kumar	Secretary	94968	39968
2	Choudhary R.A. Inqlabi	Addl. Secy.	72318	41237
3	B.A Makdoomi	Joint Director (P)	75780	44699
4	Syed Shahnawaz Bukhari	Deputy Secy.	70520	36395
5	Ahmed Hussain Bhat	Deputy Secy.	63640	33769
6	Ashok Kumar	FA/CAO	49040	32959
7	Tariq Hussain Want	Pvt. Secretary	60440	33359
8	Tahir Mustafa Malik	Under Secy.	42438	30357
9	Prabhu Singh	APRO to HDCM	57700	34596
10	Shamim Ahmad Wani	PLO	39720	29639
11	Shadi Lal Dhar	AAO	42900	39700
12	Nasir Bilal Shah	SO	36040	22240
13	Pamposh Ganjoo	SO	36040	24040
14	Girja Raina	Sts. Officer	48380	38362
15	Naseema	Accountant	49620	23600
16	Mohammad Amin Dar	Accountant	45280	30711
17	Zahoor Ahmed Najar	Sts. Officer	40880	18764
18	Arjunmand Nisa	Sr.Steno	35500	28414
19	Bishan Dass	SO	32340	11254
20	Ghulam Jeelani Bhat	Head Asstt.	31500	25406
21	Rajesh Kumar Sapolia	Head Asstt.	32490	22190

22	Fiaz Ahmad Malik	Head Asstt.	28488	22288
23	Moniesh Kumar	Head Asstt.	28920	21826
24	Aijaz Ahmad Chiloo	Head Asstt.	28920	24789
25	Anku Chowra	Head Asstt.	28920	24920
26	Farooq Ahmed Bhat	PA to HDCM	32286	25986
27	Parvez Ahmad	Sts. Asstt.	33920	28796
28	Afroza Hamid	Sts. Asstt.	32720	14645
29	Ravinder Singh	Acctt. Asstt.	42380	34086
30	Shaukat Ahmad Bhat	Sr.Asstt.	34000	21347
31	Kewal Krishan	Deputy Forestor	28860	27860
32	Vinod Kumar Gandotra	Sr. Asstt.	32045	25492
33	Rubina Bhat	Telephone Opt.	26905	24905
34	Riyaz Ahmed Mir	Sr. Asstt.	25445	16945
35	Tawoos Hussain	Sr.Asstt.	20965	17465
36	Ranjana Gupta	Sr.Asstt.	20919	17919
37	Bhupinder Singh	Jr. Asstt.	20031	18428
			1523258	1009356

PAY OF OFFICER UNDER NPS.

S. No	Name	Deg.	Gross	Net Pay
1	Ajay Bharti	Under Secy.	40460	30410
2	Kanchan Bala	Under Secy.	37820	28373
3	Anshu Raina	JSA	22145	20320
4	Seema Kumari	JSA	22145	20320
5	Sagar Khajuria	JSA	22145	20320
6	Suhail Rehman Choudhary	JSA	22077	20306
7	Ram Singh	Sr. Assistant	21915	20160
8	Vijay Raina	Jr. Assistant	19113	17635
9	Shafiq Ahmed Katoch	Jr. Assistant	20013	18445
			227833	196289

PAY OF CLASS-IV EMPLOYEES

S No	Name	Deg.	Gross Amt	Net Pay
1	Gh. Mohd. Hajam	Daftari	23575	23565
2	Atta Mohd.	Daftari	21797	14297
3	Ghulam Mohi-Ud-Din Bhat	Jamadar	23107	11973
4	Abdul Hamid Bhat	Jamadar	19525	14515
5	Irshad Ahmad Hajam	Nursery Man	20465	16398
6	Bashir Ahmed Bhat	Jamadar	18475	15826
	Total		126944	96574

