

**INFORMATION UNDER SECTION 4 OF THE
J&K RIGHT TO
INFORMATION ACT, 2009 OF
SCHOOL EDUCATION DEPARTMENT, J&K—
HAND BOOK**

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 functions being delivered by the School Education Department.

i. 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 under the overall control of Minister Incharge.

Following subjects are being dealt in the School Education Department.

- (i) Establishment -- Gazetted / Non Gazetted .
- (ii) Administration
- (iii) ETT
- (iv) Registration of Private Schools .
- (v) Board of School Education,
- (vi) NCC
- (vii) RMSA
- (viii) SSA
- (ix) Planning work.
- (x) 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 Minister for School Education) and the Administrative Secretary of School Education department. 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 Special/ Additional /Deputy 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 related 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/advice 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 Officers (PIOs) and FAA have been appointed in the deptt in pursuance of the provisions of the Act.

The officers of the School Education Department remain 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 are from 09.30 A.M to 05 P.M on all working days

ii. 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 Minister incharge 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.

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

-The list of rules, regulations, instructions, manual and records is Posted on the website of the General Administration Department i.e www.jkgad.gov.in

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

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

1. Directorate of School Education, Jammu. (www.Schedujammu.nic.in)
2. Directorate of School Education, Kashmir.(www.dsek.nic.inb)
3. State Institute of Education, Jammu.
4. State Institute of Education, Kashmir.
5. Jammu and Kashmir State Board of School Education.(www.jkbose.co.in)
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.
- Focus on improving quality Elementary Education and emphasis on education for life.

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- Vocationalization of Secondary Education.
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- 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.

v. The pay bands with pay grade pay of the officers and employees of the School Education Department is as under :-

GAZETTED (EDUCATION DEPARTMENT)

S.No	Name	Designation	Pay Band	G.Pay
1.	Shaleen Kabra.,IAS	Comr./Secy	PB IV	10000
2.	Shadi lal Pandita	Director, Finance	37400-67000	8700
3.	B.A Makdoomi	Joint Director (P)	15600-34800	7600

4.	Mohammad Farooq Dar	Addl. Secy.	15600-39100	6600
5.	Mohammad Latif	Dy. Secy.	15600-34800	6600
6.	Tahir Mustafa Malik	Under Secy.	15600-39100	5600
7.	Fayaz Ahmed Fayaz	I/C Nucleus Cell	15600-39100	5400
8.	Tariq Hussain Want	Pvt. Secretary	9300-34800	4800
9.	Ajay Bharti	Under Secy.	9300-34800	4800
10.	Kanchan Bala	Under Secy.	9300-34800	4800
11.	Vijay Kumar	Asstt. Director	9300-34800	4800
12.	Shamim Ahmad Wani	PLO	9300-34800	4280
NON-GAZATTED/CLASS-IV (EDUCATION DEPARTMENT)				
S.No	Name	Deg.	Pay Band	G.Pay
1	Sarbdarshan Singh Jasrotia	AAO	9300-34800	4600
2	Shadi Lal Dhar	AAO	9300-34800	4600
3	Arjunmand Nisa	Sr.Steno	9300-34800	4600
4	Mukhtar Ahmed Bhat	SO	9300-34800	4600
5	Anil Kumar Sharma	SO	9300-34800	4600
6	Bishan Dass	SO	9300-34800	4600
7	Naseema	Accountant	9300-34800	4300
8	Girja Raina	Sts. Officer	9300-34800	4600
9	Zahoor Ahmed Najjar	Sts. Officer	9300-34800	4210
10	Parvez Ahmad	Sts. Officer	9300-34800	4200
11	Shaukat Ahmad Bhat	Head Asstt.	9300-34800	4200
12	Rakesh Kumar	Head Asstt.	9300-34800	4200
13	Ghulam Jeelani Bhat	Head Asstt.	9300-34800	4200
14	Fiaz Ahmad Malik	Head Asstt.	9300-34800	4200
15	Moniesh Kumar	Head Asstt.	9300-34800	4200
16	Aijaz Ahmad Chiloo	Head Asstt.	9300-34800	4200

17	Anku Chowra	Head Asstt.	9300-34800	4200
18	Afroza Hamid	Sts. Asstt.	9300-34800	4200
19	Ravinder Singh	Acctt. Asstt.	9300-34800	4210
20	Vinod Kumar Gandotra	Sr. Asstt.	5200-20200	2400
21	Farooq Ahmed Bhat	PA to HDCM	5200-20200	4200
22	Sanjay Kumar	Acctt. Asstt.	5200-20200	2800
23	Dev Jyoti	Sr. Asstt.	5200-20200	2400
24	Riyaz Ahmed Mir	Sr. Asstt.	5200-20200	2400
25	Ranjana Gupta	Sr. Asstt.	5200-20200	2400
26	Bhupinder Singh	Jr. Asstt.	5200-20200	1900
27	Suhail Rehman Choudhary	JSA	5200-20200	2400
28	Ram Singh	Sr. Assistant	5200-20200	2400
29	Vijay Raina	Jr. Assistant	5200-20200	1900
30	Shafiq Ahmed Katoch	Jr. Assistant	5200-20200	1900
31	Adil Bashir	Jr. Assistant	5200-20200	1900
32	Umer Maqbool	Jr. Assistant	5200-20200	1900
33	Mehraj ud Din Sheikh	Jr. Assistant	5200-20200	1900
34	Altaf Hussain Sofi	Jr. Asstt.	5200-20200	2400
35	Susheel Kumar	L. Asstt.	5200-20200	1900
36	Khatim Hussain	Jr. Asstt.	5200-20200	1900
37	Gurcharan Singh	Driver	9300-34800	4200
38	Abdul Rashid Mir	Driver	5200-20200	2800
39	Atta Mohd. Bhat	Daftari	5200-20200	1900
40	Ghulam Mohi-Ud-Din Bhat	Jamadar	5200-20200	1800
41	Abdul Hamid Bhat	Jamadar	5200-20200	1800
42	Irshad Ahmad Hajam	Nursery Man	5200-20200	1400
43	Bashir Ahmed Bhat	Jamadar	5200-20200	1400

44	Ramesh Kumar Bhat	Orderly	4400-7440	1400
45	Surjit Singh	Orderly	4400-7400	1300

v. **At present following officers are posted in the Deptt**

Shaleen Kabra, IAS

Room No. 34, Ground Floor,
Mini Block-Civil Secretariat Jammu
Ph. No. 0191-2549675,
Fax No. 0191-2566504

Shadi Lal Pandita,

Room No. 31, Ground Floor,
Mini Block Civil Secretariat Jammu
Ph. No. 0191-
Fax No. 0191-

Mohammad Farooq Dar, KAS

Room No. 1/21
Mini Block, Civil Secretariat Jammu
Ph. No. 0191-
Fax No. 0191-

Mohammad Latif, KAS

Room No. 1/7
Mini Block, Civil Secretariat Jammu
Ph. No. 0191-2520976
Fax No. 0191-

Basharat Ahmed Makhdoomi,

Room No. 18, Ground Floor,
Mini Block Civil Secretariat Jammu
Ph. No. 0191-2
Fax No. 0191-

Tahir Mustafa Malik,

Room No. 1/25
Mini Block Civil Secretariat Jammu

Ajay Bharti,

Room No. 13, Ground floor,
Mini Block Civil Secretariat Jammu

Kanchan Bala,

Room No. 13, Ground Floor,
Mini Block Civil Secretariat Jammu

Shamim Ahmed Wani,
Room No. 1/34 ,
Mini Block Civil Secretariat Jammu

Vijay Kumar,
Room No. 16, Ground Floor,
Mini Block Civil Secretariat Jammu

vi. Details of Public Information Officers and First Appellate Authority as on 31.01.2015 of School Education Department, Civil Secretariat, J&K

1.	Name & Designation	Tahir Mustafa Malik, Under Secretary to Govt.
	PIO of the Section/Matter	Gazetted, Joint Director/CEO/Principal / ZEO/ Sr. Lecturer /Lecturer/BOSE
	Mobile No.	94191-39786
	Email	tahirmustafamalik@gmail.com
2.	Name & Designation	Ajay Bharti, Under Secretary to Govt..
	PIO of the Section/Matter	Non-Gazetted /Recognition , Jammu/ NCC/ Headmasters
	Mobile No.	9419101605
	Email	Bhartiajay1771@gmail.com
3	Name & Designation	Kanchan Bala
	PIO of the Section/Matter	Non-Gazetted/Recognition, Kashmir/General/Misc.
	Mobile No.	9906369466
	Email	Kanchan.kas.bala@gmail.com
4.	Name & Designation	Fayaz Ahmed Fayaz, Nodal Officer
	PIO of the Section/Matter	RMSA/SSA
	Mobile No.	9419517354
	Email	
5	Name & Designation	Shamim Ahmad Wani, Public Law Officer
	PIO of the Section/Matter	Legal
	Mobile No.	
	Email	Swani2011@gmail.com
6	Name & Designation	Vijay Kumar, Assistant Director
	PIO of the Section/Matter	Planning
	Mobile No.	
	Email	Vijayplanning85@gmail.com
FIRST APPELLATE AUTHORITY (SECRETARIAT LEVEL)		
7	Name & Designation	Mohammad Latif, KAS Deputy Secretary to Govt.
	Mobile No.	9419285222
	Phone No.	0191-2520976 -Jammu 0194-2477020 –Srinagar
	Email	