

Manual No.1

For information about the D.P.I(SE), DPI(EE), Director SCERT, State Project Director, Sarva Shiksha Abhiyan and Punjab School Education Board, the public may visit the concerned offices in sector 17/ sector 34, Chandigarh and Mohali.

Manual No 2

Power and Duties of Officers and Employees

The Officers of the Department perform duties and exercise as laid down in the standing orders issued by the Department and Punjab Civil Services Rules. The decision making powers begin at the level of under Secretary-no decision making powers vests in the Assistants or the Branch Superintendent.

Copy of standing order and Distribution list attached.

CLASSES OF CASES TO BE SUBMITTED TO THE CHIEF MINISTER FOR FINAL ORDER

1. Case which are required to be submitted to the Governor /the council of Ministers in accordance with the provisions of the rules of Business or of the Standing Orders issued by the Department of General Administration;
2. Cases relating to all policy matter including cases in which new policy is to be formulated or the existing policy relating to the Functioning of the department is to be changed and cases which are not covered by the Schedule appended to the rules of Business of the Government of Punjab(as amended up to date);
3. Cases which affect the relations of the state Government with the government of India; any other state Government, the Supreme Court of India or the High Court of Punjab and Haryana;
4. Proposal for appointment and confirmation of the Head of the Departments;
5. Proposal for the prosecution, suspension, dismissal, removal or Compulsory retirement of the officials holding the posts of Head of the Department and the posts equivalent thereto;
6. Proposal for creation and abolition of Class IV posts.
7. Cases relating to re-employment of the gazetted officers or extension in their term of employment;
8. Proposals involving the alienation either temporary or permanent or of sale, grant or lease of Government property between Rs.25000/ and Rs.75000/-in value of the abandonment or reduction of revenues between Rs.25000/- and Rs. 75000/- except when such alienation, sale grant or lease of Government property or abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the council;
9. Constitution of State Level Committees and Boards:
 - (i) Which have non official member and consequently Where traveling allowance or dearness allowance is to be paid from the State Exchequer or
 - (ii) Where the Committee is a statutory Committee or where the policy laid down as a result or discussion is binding on the Department or the Organisation which constitutes the Board or the committee as the case may be.

CASES TO BE DECIDED AT THE LEVEL OF THE EDUCATION MINISTER

1. All cases of group A officers pertaining to appointments, transfers and promotions (within and out of the State), completion of probation period or reversion of probations;
2. All cases for the prosecution, suspension, dismissal, removal, or compulsory retirement of group `A` officers other than Heads of Departments ;
3. All cases of Group `A` & `B` Officers regarding appeals against punishment and disciplinary proceedings;
4. Cases relating to revision of seniority of group `A` officers;
5. Cases referable to Vigilance Department in respect of Group `A` Officer;
6. Forwarding of applications of foreign assignment outside the country or training abroad of Group `A` officers;
7. Acceptance of resignation of Group `A` officers
8. Formulation or amendment of rules relating to the recruitment and conditions of service of employees of all classes;
9. Cases relating to revision of scale of pay and grant of special pay and allowances of employees of all Groups;
10. Representations by Group `A` officers against adverse remarks in the confidential reports given or counter-signed by the Secretary;
11. Statutory Rules;
12. Proposals for the issue of important statutory notifications under various acts and rules administered by the Department;
13. Cases regarding acquisition of land of Government schools etc;
14. Questions and replies and matter relating to the Punjab Vidhan Sabha and Committees of the Punjab Vidhan Sabha;
15. Cases regarding furnishing of information on policy matters called by the Government of India in respect of Parliament Question with the approval of the Minister;
16. Cases regarding budget estimated/scheduled of New expenditure when provision being for New Schemes for the first time;
 - (a) Formulation of five year plan;
 - (b) Annual plan;
17. Supplementary Estimate with approval of Minister;
18. Cases of write off losses above Rs.25000/-;
19. Cases of expenditure of Rs.50000/- and above in connection with repair, new works, contingencies, installations of machinery etc;
20. Cases regarding grant of first approval of hiring of accommodation;
21. Monthly review by the Ministers of all Plan and Non-Plan Schemes on the basis of monthly review by the Secretary to be submitted to Minister for information;
22. Filling of Appeals in Court cases;
23. Any other matter which the Minister-in-Charge may require to be submitted to him

**CASES TO BE DECIDED AT THE LEVEL OF PRINCIPAL SECRETARY
SCHOOL EDUCATION**

1. All other cases not mentioned in Annexure-I&II. However the level disposal of Case by Special Secretary/Additional Secretary/joint Secretary and Under Secretary will be decided by the principal Secretary School Education in consultation with the Minister.

CASES WHICH MAY BE DISPOSED OFF BY SPECIAL SECRETARY / ADDL.SECRETARY / JOINT SECRETARY / DEPUTY SECRETARY / UNDER SECRETARY EDUCATION

1. Cases regarding fixation of pay and counting of service for pension.
2. Approval of service for purposes of retirement benefits where such approved of the Govt. is required.
3. Appeals and Representations to the Govt. by non-Gazetted employees.
4. Requisition to Punjab Public service Commission intimating the number of vacancies to be notified.
5. Training of Gazetted officers within the country,
6. Deputation of non-gazetted staff.
7. Submission of plan documents and date to the deptt. of Planning after the Plan has been formulated in consultation with the Secretary Education.
8. All Court Cases relating to service matters issuance of sanction for defence, filing of affidavits.
9. Cases relating to budget Estimates/Schedule of New Expenditure when provision is being made for the continuance of scheme.
10. Cases regarding permission to entertain old bills regarding Salary/T.A and Medical Claims etc.
11. Cases regarding grant of house rent.
12. Cases regarding remuneration to examiners not covered under rules.
13. Cases relating to adjustment of staff and work among the three Directorates of Public Instructions and any dispute and matters relating thereto.
14. Coordination among the various offices under the charge of Education Minister / Secretary.
15. a) Progress and the periodical reports in connection with PAC/Estimate Committees and other Committees of Vidhan Sabha.
b) Initial comments on the observations of the committees where is no disagreement.
16. Amendments of Acts and Rules without change in the basic frame work.
17. Any other factual information required by the Committees of Vidhan Sabha and by the Govt. of India pertaining to Parliament Questions.
18. Cases to be submitted to L.R for advice.
19. Countersignatures on the T.A bills of the Head of Deptt.
20. Cases relating to the appeals for the Primary Teachers.
21. Reimbursement of Medical Charges of gazatted and Non gazatted employees.
22. Sanction of non-refundable advance from Provident Fund of Govt. employees.
23. Grant of Ex-gratia grant to the families of the deceases Government employees.
24. Grant of leave Travel Concession to Class I and Class II officers.
25. Signing of charge-sheets and show cause notices issued to class I and II officers.

**GOVERNMENT OF PUNJAB
DEPARTMENT OF EDUCATION
(Education-6 Branch)**

In partial modification of the standing Orders pertaining to the Department of School Education issued vide orders bearing Endst.No.11/144/95-1 Edu.6/6464-6477, dated 21-3-2005, the following entry is added in Annexure-I (classes of cases to be submitted to the chief Minister for final orders) at Sr.No.10):-

Sr. No. 10 “Appointment of Chairman, vice-chairman and
Members of the Punjab School Education Board.”

Dated, Chandigarh
The April 26, 2005

HARNAM DASS JOHAR
EDUCATION MINISTER,
PUNJAB.

Endst. No. 11/144/95-1Edu.6/ 12787-88

Dated, 9.6.2005

A copy along with a copy of modified standing Orders is forwarded to the following for the information of Hon’ble Governor/ Chief Minister, Punjab.

1. Secretary to Governor, Punjab.
2. Principal Secretary to Chief Minister Punjab.

Endst. No. 11/144/95-1Edu.6/12789-96

Superintendent
Dated 9.6.2005

A copy is forwarded to the following for information:-

1. Chief Secretary to Govt. Punjab (General Coordination Branch);
2. Principal Secretary to Govt., Punjab, Department of Finance;
3. Principal Secretary to Govt., Punjab, Department Of School Education;
4. Special Secretary School Education (V);
5. Special Secretary School Education (A);
6. Under Secretary School Education;
7. Superintendent, Education-2,3,4,5 & 7 Branch;
8. PS/Parliamentary Secretary, School Education.

Endst.No. 11/144/95-1Edu.6/12797

Superintendent
Dated 9.6.2005

A copy is forwarded to the Secretary to Hon’ble Minister Education for the information of Hon,ble Education Minister.

Superintendent

**GOVERNMENT OF PUNJAB
DEPARTEMENT OF EDUCATION
(EDUCATION – VI. Branch)**

ORDER

In order to stream-line the working of the Department, the work of the Education Department amongst different branches is distributed as under:-

Education-I Branch

1. All matters relating to P.E.S.I. and II personnel of Colleges Cadre and transfer policy thereof.
2. Administration of Universities including their rules and regulations;
3. Budgetary provisions of Punjabi University, Guru Nanak Dev University and Punjab University;
4. Grant-in-aid to the universities;
5. Setting up of chairs in the Universities/ Setting up of autonomous institutions;
6. Administration of College building and their construction work;
7. Demands of ----- Government colleges teachers;
8. Opening of new colleges/Class admission therein;
9. All matters concerning revision of pay scale on the recommendation of U.G.C including anomalies arising out of Punjab Pay Commission, report Concerning Education Department;
10. All cases pertaining to Integration period of 1966 and thereafter in respect of Government College;
11. Construction and Maintenance of College building, land including purchase of equipment tools and furniture etc;
12. Financial assistance to the wards of disabled soldiers and scholarship scheme to colleges/universities;
13. All matter relating to Private colleges;
14. Misc. matter relating to colleges;
15. Non-Plan, Plan Budget(C.S.S) and S.N.E a relating to Government, Private colleges;
16. Audit paras objection and inspection report relating to Directorate of Colleges;
17. Policy regarding admission to Professional Colleges;
18. Any other matter pertaining to universities and colleges.
19. All matters relating to Sanskrit Maha Vidhyala;

Education-II, Branch

1. All matters (unless specifically extended) relating to School Lecturers/ Headmasters and teachers including vocational teachers and demands of their Unions.
2. All matters relating to school classical and vernacular teachers in Govt. Schools i.e. Language, Drawing and P.T.I teachers etc and demand of their unions and demands of S.C/B.C unions;
3. Assembly/Parliamentary Questions, Assembly/Parliamentary regarding school matters class III Staff.
4. All policy matters regarding above mentioned
5. Co-ordination of priority appointments of masters, vocational masters, class-III and class-IV, employee and filing up of vacancies of back-log of -----
-----personnel.
6. Welfare of children, handicapped children SC/BC welfare scheme of Middle, High and Senior Secondary School and free and compulsory education Act (School-Side) including free books and free education of handicapped children;
7. Matters regarding school uniform, Double Parent Teacher Association and co-education;
8. Allocated to Edu-IV Br. vide order No. 11/90/93 14315 dt. 24-7-2000.
9. Sports matter and school games
10. All matters relating to Total literacy Social formal and non-formal education.
11. Allocated to Education cell of schools including opening schools and allotment of subject groups;
12. Any other matter related to schools;

Education – III Branch

1. Amalgamated fund and pup-----fund relating to High/Higher Secondary Schools/ and fee including policy regarding these.
2. All matter relating to recognized and privately managed schools including service security Act (Tribunal) and all matters relating to private Bodies.
3. All matters relating to Punjab School Education Board including Adarash Schools managed by it.
4. All matters relating to hiring of accommodation/ buildings, purchase of cars, jeeps, condemnation of vehicles and installation of telephones etc.
5. All matters relating to Dasmesh Academy Sainik Schools, Private Model Schools and Navodya Vidhalayas.
6. Taking over of Privately managed schools except Primary Schools.
7. Nationalisation of text book syllabi.
8. Grand-in-aid to High/Higher Secondary School except Primary School;
9. Reference regarding voluntary organization ()
10. Assembly/ Parliamentary questions and Assembly/ Parliamentary assurances of above related .
11. Policy matters regarding above mentioned subject.

EDUCATION -IV BRANCH

1. Budget Plan(CSC) Non-Plan S.N.E.-----of D.P.I (s) Punjab including overall Co-ordination of budget and all matters regarding Education Cash and G.P.F.
2. All matters relating to PES I and II personnel High/Higher Sr.Sec.Schools and inspection Cadre including demands of the .
3. All matters relating to Finance Commission, Pay Commission, /Estimate Committee and Audit of Schools.
4. National Education policy and other policy ----- High/ 10+2 system of education.
5. Policy matters of vocational education including centrally sponsored scheme of vocational .
6. Assembly/ Parliamentary questions and Assembly/ Parliamentary assurance regarding Budget, P ----- II ----- and G.P.F.
7. Regarding issue of General instructions of Schools.
8. All matters concerning Central Advisory Board Education and Education reforms commission report and its implementation.
9. Border Area Development Scheme.
10. Education minister/ Secretarian Conference and their co-ordination Research, Seminar, Conferences etc. concerning Education as a whole.
11. Acquisition of land, construction, repair of School buildings and other related matters on both plan and non-plan (sides) other than primary Schools.
12. C.M's Governor's and C.S's references regarding above mentioned subject.
13. Computerisation in Schools (allocated vide orders No. 11/90, Edu-6/14315-16 dt. 24-7-2000.

EDUCATION – V BRANCH

1. All matters relating to Plan (Centrally Sponsored Scheme excluding vocational education) and Non-Plan Budget, SNE, relating to Director Punjab.
2. All matters relating to Ministerial staff (Gazetted/ non Gazetted) including Class IV and other Misc. categories both at HQS and in the field officers including demands of their unions.
3. All policy matters regarding above mentioned personnel.
4. Scholarship scheme of schools.
5. All matters pertaining to SCERT/NCERT/ Audio Visual Education.
6. All matters relating to establishment of Junior Laboratory Assistant and Senior Laboratory Assistant.
7. All matters including policy matters relating to In-service Training Centre Diets and PTTTT, Mahilpur District Hoshiarpur.
8. All matters relating to teacher training programme.
9. 20-Point programme.
10. Assembly/Parliamentary questions and Assembly/ Parliamentary assurances regarding above mentioned subjects.
11. C.M's Governor's and C.S's references regarding above mentioned subjects.

EDUCATION -VI BRANCH

1. Annual Administration report on the working of Education Department excluding Annual Administration report of Primary Directorate.
2. Co-ordination of court cases.
3. Co-ordination of administrative Secretaries meetings.
4. Weekly Co-ordination committee meeting of the Heads of Departments.
5. Submission of Weekly report of important cases/ difference of opinions cases disposed of.
6. Co-ordination of Assembly/ Parliament assurances.
7. Co-ordination of Governor's speech.
8. Co-ordination of Assembly/Parliamentary questions.
9. Misc. receipts and allocation of disputed receipts.
10. Bet and sub mountain Areas Advisory Committee.
11. Co-ordination of chief Minister's references.
12. All types of National/State Awards and special certificates.

EDUCATION-VII BRANCH

1. All policy matters regarding primary/Elementary Directorate and its personnel.
2. All matters relating to plan, (C.S.S) Non-Plan Budget SNE relating to Directorate of Elementary Education.
3. All matters relating to Government Primary Schools/Elementary Schools J.B.T. Teachers of Primary and Pre-Primary (Nursery) Schools including opening of new Schools.
4. All matter relating to acquisition of land construction/repair of building, purchase of equipment, tools furniture etc. concerned primary schools.
5. Audit paras/objection relating primary/Elementary Wing.
6. Free and compulsory Education Act(Primary), Welfare of Children, handicapped children, women, scheduled Caste, B.C. Welfare Scheme(Primary and Elementary) including free books and free education of handicapped children.
7. Assembly/ Parliamentary questions and Assembly/ Parliamentary assurance regarding Primary/Elementary Education.
8. All matters relenting to conduct of ETT examination recruitment of ETT/ Primary teachers, demands of employed/un-employed ETT including all the Court cases regarding ETT examination and admission.
9. Amalgamated finds and pupils fund relating to Primary.
10. C.M's, Governor's and C.S references regarding Primary/Elementary education.

Manual – 3

Rules, regulations, Instructions, Manual and Records, for Discharging Functions

List of Rules, Regulations, Instructions, Manual and record held by public authority or under its control or used by its employees for discharging functions.

Sr. No.	Name/Title of the documents	Type/Description of document	From where one can get a copy of rules, regulations, instructions, manual and records
1.	Punjab Civil Services Rules	Book-rules framed by Govt. of Punjab regarding service matters.	From the Market.
2.	Punjab Financial Rules & Budget Manual	Book-Rules/Instructions framed by Govt. of Punjab regarding financial matters/powers.	From the Market.
3.	Manual of Instructions	Book-Instructions issued by Punjab Govt. regarding office.	From General Administration Department.

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 thereof.

Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies?

Not applicable.

Manual -5

A statement of the categories of documents that are held by the Authority or under its control

Sr. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by under control of
1.	Rules	Punjab Education Services Class-III (Primary School Cadre service Rules	As per provisions of right to information Act/ Rules	
2.	Notification	Constitution of Elementary Education Directorate	As per provision of Right to information act/Rules	
3.	Act	The Punjab pay Scales of Teachers Act., 2004 (Punjab Act No. 1 of 2005)	As per provisions of Right to information Act/Rules Available from the market /O/O D.P.I(SE)	
4.	Act	The Punjab School Education Board Act 1969	Available from the market or O/O P.S.E.B.	
5.	Rules	Education Service Rules2004 (Group 'A')	Available from Govt. Press.	
6.	Act	Punjab Education Development Act, 1998	Available from Govt. Press.	
7.	Act Rules	The Punjab Privately Managed Recognized Schools Employees (Security of Service) Act, 1979 (Punjab Act. No. 18 of 1979) The Punjab Privately Managed Recognised Schools Employees (Security of Service) Rules, 1981.	Available from market or O/O D.P.I (SE)	
8.	Rules	The Punjab Education Department (Subordinate Offices) Clerical Service Rules, 1941	Available from O/O D.P.I (SE)	
9.	Rules	Notification dated 16.8.1979 1) The Punjab State Education Class-III (School Cadre) Service Rules 1978 2) The Punjab Education Services (School & Inspection) (Class-II) Rule-1976	Available from O/O D.P.I(SE)	

Manual – 6

A statement of Boards, Council, Committees and other bodies Constituted as its part

Information on Boards, Councils, Committees and Other Bodies related to the public authority is as follows:-

Name and address of the Affiliated Body

1. Punjab School Education Board,
Mohali.
2. Sarv Sikhiya Abhiyan Authority
Sector-34, Chandigarh.
3. I.C.T. Society, Sector-34, Chandigarh.

Information relating to the affairs and functions of the Punjab School Education Board may be obtained from the Chairman/Secretary of the Board.

Information relating to the Sarv Sikhiya Abhiyan Authority and I.C.T. Society may be obtained from the D.G.S.E. State Project Director S.S.A Sector-34, Chandigarh.

Manual – 7

The names, designation and other particulars of the Punjab Information officers

Assistant Public Information Officers:-

Name	Designation	S.T.D Code	Ph. No. Office Home	Fax	Email	Address
Sh. Ramesh Kumar Verma	Superintendent Education-2	0172	2742243 PBX 717	Nil	Nil	Mini Sectt. Sector 9, Chandigarh.
Sh. Uma Kant Tiwari	Superintendent Education-3	0172	2742243	Nil	Nil	Mini Sectt. Sector 9, Chandigarh.
Sh. Hardeep Singh	Superintendent Education-4	0172	2742243	Nil	Nil	Mini Sectt. Sector 9, Chandigarh.
	Superintendent Education-5	0172	2742243	Nil	Nil	Mini Sectt. Sector 9, Chandigarh.
Sh. Balwant Singh	Superintendent Education-6	0172	2742243	Nil	Nil	Mini Sectt. Sector 9, Chandigarh.
Smt. Ravi Kiran	Superintendent Education-7	0172	2742243	Nil	Nil	Mini Sectt. Sector 9, Chandigarh.

Public Information Officers:-

Sr. No.	Name	Designation	S.T.D	Ph.No. Office Home	Fax	Email	Address
1	Smt. Indu Mishra	Addl. Secretary School Education	0172	2742243, 2740682	Nil	Nil	

Appellate Authority (Secretary Level):-

Sr. No.	Name	Designation	S.T.D	Ph.No. Office Home	Fax	Email	Address
1.	Sh. Krishan Kumar, I.A.S	Special Secy. School Education	0172	2624673	Nil	Nil	

Manual – 8

Procedure followed in Decision Making Process

The Department of Education is responsible for administering and formulating Policies, Acts, Rules & Regulations concerning the Education sector in the State. In order to take decisions on various matters the Department follows the procedure laid down in the Secretariat Manual of Instructions, Rules of Business and Standing Orders.

Manual – 9
Directory of Officers and Employees

Sr. No.	Name	Designation
1.	S. Parkash Singh Badal	Chief Minister, Punjab
2.	Smt. Upinderjit Kaur	Education Minister, Punjab
3.	Sh. Karanbir Singh Sidhu, I.A.S.	Secretary School Education
4.	Sh. Ashok Kumar Gupta. I.A.S	Special Secy. School Education
5.	Smt. Seema Jain, I.A.S	Special Secy. School Education
6.	Sh. Bant Singh, PSS	Under Secy.
7.	Sh. Mewa Singh Purkhali	Superintendent-Education-2
8.	Sh. R.S. Bawa	Superintendent-Education-3
9.	Sh. Kuldeep Singh	Superintendent-Education-4
10.	Sh. Satwant Singh	Superintendent- Ed.5
11.	Sh. Harbans Lal Chawla	Superintendent- Ed.6
12.	Sh. Amarjit Singh Walia	Superintendent- Ed.7
13.	Sh. Gurdial Singh Mahi	Senior Assistant – Ed-2
14.	Sh. Davinderpal Singh Chatrath	Sr. Asstt.Ed-2
15.	Sh. Harbhajan Singh	Sr. Asstt.Ed-2
16.	Sh. Gurprit Singh	Sr. Asst.Ed-2
17.	Sh.Nirmal Singh	Sr. Asst.Ed-2
18.	Sh.Jaswinder Singh	Sr. Asst.Ed-3
19.	S. Sohan Singh	-do-
20.	Smt. RajKumari	-do-
21.	Smt. Harjeet Kaur	-do-
22.	Sh. Oma Kant Tiwari	Sr. Asstt.Ed.-4
23.	Smt. Kamlesh Kumari	-do-
24.	Sh. K.K Singla	-do-
25.	Sh. Charan Singh	-do-
26.	Sh. Joginder Singh	-do-
27.	Sh. Vijay Verma	Sr.Asst.Edu.5
28.	Smt. Tulsi Mehta	-do-
29.	Smt. Jaspal Kaur	-do-
30.	Sh. Jaswinder Singh Sandhu	-do-
31.	Sh. Surinder Pal Gupta	-do-
32.	Sh. Vasudev Madan	Sr.Asst.-6
33.	Smt. Sushma Mahajan	-do
34.	Smt. Amarjit Kaur	-do
35.	Sh. Pawna Kumar Dhawan	-do-
36.	Sh. Chaman Lal	Sr.Astt.7
37.	Sh. Anwar Ahmed Khan	-do-
38.	Sh. Lal Singh	-do-
39.	Sh. Maninderjit Singh	-do-

Manual – 10

The Monthly remuneration received by each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

The monthly Remuneration of the Officers/Employees of the Department are paid as per the Punjab Govt. rules and regulations.

CHAPTER – 12 (MANUAL -11)

The Budget Allocated to each Agency

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

Name of the Scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount Sanctioned Rs in Lakhs in year 2005-06	Amount released/ disbursed (no of Installments)	Actual expenditure for the last year 2004-05	Responsible officer for the quality and the complete Execution of the work.
2	3	4	5	6	7	8	9	10
ED 1.1 Administration and Supervision. Additional staff, (Distt H.O)				25.00	0	-		
ED 1.2 of primary Schools (schools with 20 Teachers)				-	0	-		
ED 1.3 Education guarantee Scheme (25% 4 State Share)				-	0	-		
ED 1.6 Part Time Sweepers in schools				3.60	0	-		
ED 1.7 Sarva Shikaha Abhiyan (State Share 25%), SSA Including & EDUSAT				7200.00	4020.00 1980.00	1013.34	2677.83	
ED 1.9 In service training to JBT teachers in DIETS-TA				40.00	6.00	-		

7.	ED 1.11 Grants under 11 th Finance Commission Elementary Education				162.00	1.00	-		
8	ED 1.13 Universal and Compulsory Elementary Education (PMGY)				-	-			
9	ED 1.14 Construction of Primary Schools Buildings with the assistance of NABARD share 90% State Share 10%				-	0	-		
10	ED 1.14 Mid-Day-Meal Scheme (MDA) ACA				A 1940.00 B 587.20 C 3914.70	0	1309.86		
11	ED 1.16 Selective Finds for Maintenance and repair of existing 4490.00 primary schools buildings.				-	-			
12	ED 1.17 Management information system (New Scheme)				-	0			
13	ED 1.18 Free Textbooks to Boys students (Non SC) at primary stage (New Scheme)				1.00(TP)	-			
14	CS 26 (XV) Sarva Shiksha Abhiyan CS Share 75% (Including EGS, Girls Education, NPGEL, KGBV & EDUSAT)				18000.00	3040.00	3040.00	3056.49	

PLAN BUDET ALLOCATED TO THE DPI (SE), PUNJAB, CHANDIGARH FOR THE YEAR 2005-06.

Name of Scheme	Activity	Starting Date of Activity	Planned end date of activity	Amount proposed	Amount Sanctioned By F.D.	Amount Released/ Disbursed	Actual Expenditure	The responsible Officer and Complete execution of the work
2	3	4	5	6	7	8	9	10
ED 1.12 Up-gradation of Primary Schools to Middle Standard	Salary component of 529 Masters/Mistresses	--	--	1000.00	1000.00	140.00	140.00	-
Ed2.2 Strengthening of Science Education	TA/DA component of Science Masters/ Mistresses for State/ National level Seminar	--	--	6.00	--	--	--	--
ED2.2 (ii) Improvement of Science education in schools	TA/DA of ISTC Teachers for attending Seminars	--	--	4.00	--	--	--	--
ED.2.13 Up-gradation of Middle School to High Level	Salary of 1872 posts of various categories	--	--	1600.00	1600.00	370.00	370.00	--
ED.2.15(a) Introduction of 10+2 System of Education in Government Schools	Salary of 1872 posts of Various categories	--	--	2700.00	2700.00	425.00	425.00	--
ED.2.17 Adult Education Programme (State Share)	To give education to the illiterate persons in the age group of 15-35	--	--	250.00	250.00	--	--	--
ED 2.21 Infrastructure Development in Govt. Schools (Edu.Cess)	For providing Infrastructural facilities in Govt. Schools	--	--	100.00	84.47	84.47	84.47	--

CENTRALLY SPONSORED SCHEMES

Name of Scheme	Activity	Starting Date of Activity	Planned end date of activity	Amount proposed	Amount Sanctioned by F.D.	Amount Released Disbursed	Actual Expenditure	The responsible Officer and Complete execution of the work
2	3	4	5	6	7	8	9	10
CS-I Taking over NFC	Salary component	--	--	6.00	--	--	--	--
CS-II Adult education prog	To give education to illiterate persons in the Age group 15-35	--	--	500.00	--	--	--	--
CS-21 Improvement of Science Education	To provide Science material in Schools	--	--	350.00	--	--	--	--
CS-28 Integrated Education of disabled children	To provide education and assistance to disabled children	--	--	200.00	--	--	--	--
Total		--	--	1056.00	--	--	--	--

Sr. No.	Name of Scheme	Activity	Starting Date of Activity	Planned end date of activity	Amount proposed	Amount Sanctioned by F.D.	Amount Released Disbursed	Actual Expenditure	The responsible Officer and Complete execution of the work
1	2	3	4	5	6	7	8	9	10
8	ED.2.23 Shiksha Bhawan	For construction of Shiksha Bawan at Mohali	--	--	100.00	--	--	--	--
9	ED.2.24 Special Education Handicapped Children	For providing books, Uniform, scholarships For handicapped children	--	--	58.50	--	--	--	--
10	E.D.230 Information Communication Technology (ICT) Project	For providing computer education to school children	--	--	2185.00	1770.00	1770.00	1770.00	--
	Total		--	--	8003.50	7161.47	2789.47	2789.47	--

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Subsidy Programmes

1. Free Education is provided to all children up to 8th class.
2. Free books are provided to all S.C. Children up to 10th class.
3. Free books are provided to non S.C. girls under S.S.A up to 10th class.
4. Scholarship is given to be S.C. children up to Matric and post Matric level.

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Particulars of Recipients of Concessions, permits or Authorization granted by it

- 1.** Free Education is provided to all children up to 8th class.
- 2.** Free books are provided to all S.C. Children up to 10th class.
- 3.** Free books are provided to non S.C girls under S.S.A up to 10th class.
- 4.** Scholarship is given to be S.C. children up to Matric and post Matric level.

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Norms set for the discharge of its functions

The employees are required to work as per norms given in the Manual of office procedure of Punjab Civil Secretariat.

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Information available in an electronic form

For information on Boards, Councils, Committees and other Bodies related to the public authority is as follows:-

Name and address of the Affiliated Body

1. Punjab School Education Board,
Mohali.
2. Sarva Sikhiya Abhiyan
Authority
Sector-34, Chandigarh.
3. I.C.T. Society.

Information relating to the affairs and functions of the Punjab School Education board may be obtained from the Public Information Officer of the Board.

Information relating to the Sarva Sikhiya Abhiyan Authority and I.C.T. Society may be obtained from the Public Information Officer of S.S.A. Sector-34, Chandigarh.

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Particulars of the facilities available to citizens for obtaining Information

- 1.** Rules framed by the Department are notified in the official gazette and are available to the Public. Similarly as per requirement of law other important matters are also notified in the official gazette.
- 2.** Now the public can obtain information about the Department through the Assistant Public Information Officers/Public Information Officers also.

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Other Useful Information