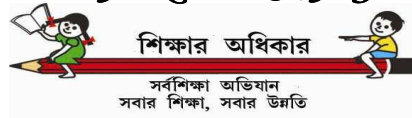


Govt. of West Bengal
OFFICE OF THE DISTRICT PROJECT OFFICER
Sarva Shiksha Mission
UTTAR DINAJPUR



01. The particulars of its organization, functions and duties :-

Branch of Elementary Education, Govt. of West Bengal. To ensure Access, Enrolment, Quality Education and Retention of learner up to Elementary Level. To minimize the Dropout Rate of the learner and to facilitate enrolment to all the children of age group 6+ to 14+ in School.

02. The powers and duties of its officers and employees :-

To implement the National Programme of Sarva Shiksha Mission through out the District. The officers and the employees have the power to justify the implemented programme at beneficiary level.

03. The Procedure followed in the decision making process, including channels of supervision and accountability :-

Decision making authority is State Project Director, Paschim Banga Sarva Shiksha Mission at Bikash Bhawan, Salt Lake City, Kolkata – 91. There are 17 number of Circle Level Resource Centre at Block Level and 115 number of Cluster Resource Centre at Panchayat Level through out the District.

04. The norms set by it for the discharge of its functions :-

As per guideline of State Project Director, Paschim Banga Sarva Shiksha Mission, Kolkata.

05. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :-

As provided by the State Project Director, Paschim Banga Sarva Shiksha Mission, Kolkata from time to time.

06. A statement of the categories of documents that are held by it or under its control :-

Documents related to different grants, viz. Construction Grant, Free Text Book Grant, Uniform Grant, School Grant, Maintenance Grant, Grant for CWSN Childre, Grant for Schooling of the Out of School Children, Grant for Teachers Training etc.

07. The 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 :-

For implementation of the policy there is a Committee, viz. District Sarva Shiksha Mission Committee represented by the public representative and Govt. stakeholders.

08. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public :-

There are several Committees for proper implementation of the National Programme. Such as District Pedagogy Committee, District Selection Committee, District Sarva Shiksha Mission Committee, No minutes are accessible for public.

09. A directory of its officers and employees :-

District Project Officer, Addl. District Project Officer, Dy. District Project Officer, Finance & Accounts Officer, District Coordinator, MIS-in-Charge, Accountant, UDA(Cash), District Programme Coordinator, Assistant Engineer, H.Q. and Field Jr. Engineer, Data Entry Operator Upper Division Assistant, Lower Division Assistant Technical Assistant and Group "D" Staff.

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :-

Remuneration :-

Sl No.	Officers / Staff	Amount
01	District Project Officer	50,618.00
02	Addl. District Project Officer	47,545.00
03	Dy. District Project Officer	Vacant
04	Assistant Engineer	28,038.00

Contd :- P - 03

05	MIS-in-Charge	23,070.00
06	Finance & Accounts Officer	21,064.00
07	District Coordinator (CM & AS), (IED), (Research & Studies)	21,161.00
08	District Coordinator (PMIS)	20,241.00
09	District Coordinator (Pedagogy), (Planning)	19,321.00
10	H.Q. and Field Jr. Engineer	16,880.00
11	District Programme Coordinator (Pedagogy)	17,135.00
12	District Programme Coordinator (Pedagogy), (CM & AS)	16,356.00
13	Accountant	15,834.00
14	UDA (Cash)	17,914.00
15	Data Entry Operator	14,761.00
16	Lower Division Assistant	12,950.00
17	Technical Assistant	11,108.00
18	Group "D" Staff	10,086.00
19	Group "D" Staff	9,647.00

- 11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :-**

SSA :- 2013-14 (Provisional)

<i>Budget Allocation</i>	<i>Plan of activity</i>	<i>Proposed Expenditure</i>
142,45.520 Lakh	Remuneration of staff, infrastructure development, Enrollment, Teachers Training, Free Text Book Grant, Uniform Grant, Research & Studies, CWSN Grant etc.	142,45.520 Lakh

KGBV :- 2013-14 (Provisional)

<i>Budget Allocation</i>	<i>Plan of activity</i>	<i>Proposed Expenditure</i>
242.40 Lakh	To provide all kind of Academic and residential facilities.	242.40 Lakh

- 12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :-**

There is no subsidy programme

- 13. Particulars of recipients of concessions, permits or authorizations granted by it :-**

All the children of the age group 6+ to 14+ of this District

14 Details in respect of the information, available to or held by it, reduced in an electronic form :-

Information related to different grant and documents related to maintain pupil teacher ratio including District Information System for Education (DISE).

15 The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use :-

We have no library or reading room for usage of public.

16 The names, designations and other particulars of the Public Information Officers :-

District Project Officer, Sarva Shiksha Mission, Uttar Dinajpur.

17 Such other information as may be prescribed; and thereafter update these publications every year :-

Not applicable for this year.

RS 29.5.13

**District Project Officer
Sarva Shiksha Mission, Uttar Dinajpur**