

# **INTRODUCTION**

Information and Public Relation Department is the Administrative Department for Implementation of the provisions of the Right to Information Act, 2005. Important information relating to Directorate of TE and SCERT, Orissa, Bhubaneswar is elaborated in the following chapters.

## **Background of this Hand-Book (Right to Information Act. 2005):**

As per RTI Act-2005 and Odisha RTI Rules, 2005.

## **Objective / Purpose of this Hand-Book:**

As per RTI Act-2005 and Odisha RTI Rules, 2005.

## **Who are the Intended users of this hand-book?**

As per RTI Act-2005 and Odisha RTI Rules, 2005.

## **Organization of the information in this hand-book.**

As per RTI Act-2005 and Odisha RTI Rules, 2005.

## **Definitions of various terms used in the handbook.**

As per RTI Act-2005 and Odisha RTI Rules, 2005

## **Contact person.**

As per RTI Act-2005 and Odisha RTI Rules, 2005

## **Procedure and Fee Structure.**

As per RTI Act-2005 and Odisha RTI Rules, 2005

# **CHAPTER 1**

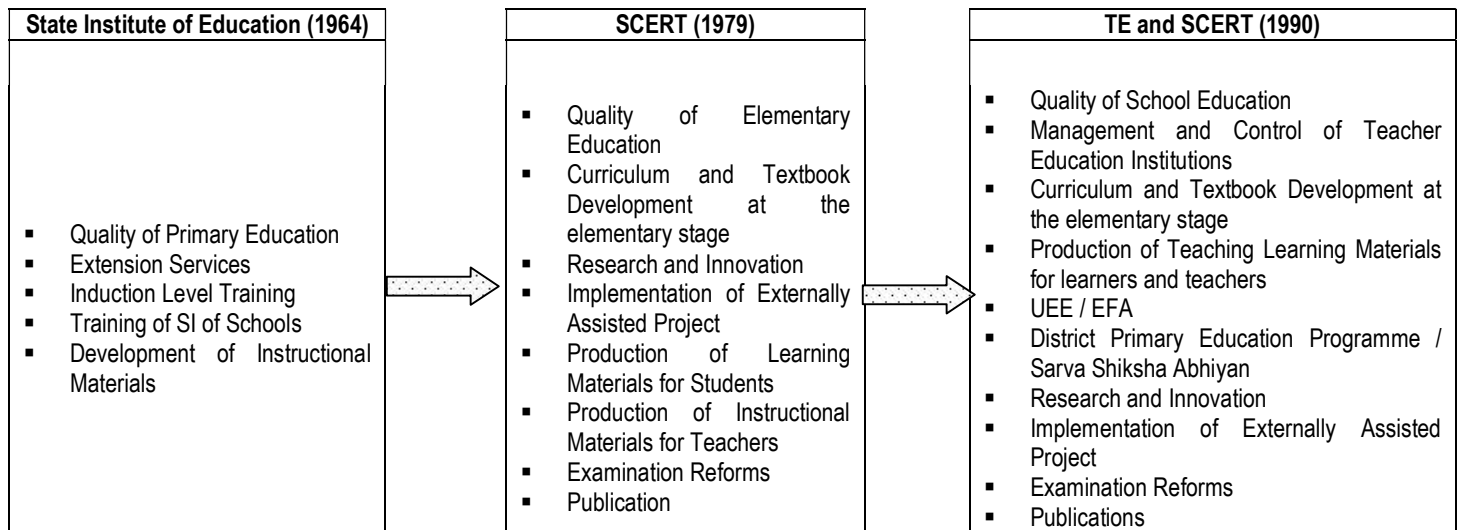
## **PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

### **Mission and Vision :**

- To be a centre for excellence in elementary education and teacher education programme (elementary and secondary) in the state.
- To organize pre-service training for prospective teachers, and capacity building programmes for inservice teachers, conferences, meetings, seminars and briefing sessions for State Education Officers and field functionaries.
- To organize induction level training programmes for the new entrants / teaching workforce of the teachers training institutions.
- To restructure syllabus and curriculum used at the elementary education and teacher education sector so as to make it need-based and relevant based and functional.
- To undertake, aid, promote and coordinate research and innovation activities among faculty members of teacher training institutions.
- To generate new ideas, innovations, improved practices in education, quality monitoring and supervision etc. by conducting studies and researches both short term and longitudinal and their dissemination among faculty members of teacher training institutions.
- To produce high quality teaching learning materials and enriched literature for teachers, trainers, supervisors and key educational functionaries.
- To provide academic and professional support and guidance to agencies and institutions working in the field of education, population and development education, child rights and environment protection, and eco-friendly life style, community education etc.
- To collaborate with other agencies, institutions, organizations for the cause of quality in school education and teacher education programme.

### **The Backdrop :**

The Directorate of Teacher Education and SCERT came into existence as an independent Directorate on January 15, 1990. It progressively acquired its present status from the State Institute of Education, established in 1964 to State Council of Educational Research and Training (SCERT) in 1979, and from SCERT to TE and SCERT in 1990. Its progressive evolution from SIE to TE and SCERT was largely mandated by ever expanding and emerging developments in education. Three important developments that accelerated the scale and pace of reforms leading to institutional strength included : (i) unprecedented quantitative expansion of the education system to meet the explosion in people's expectations; (ii) shift of emphasis from quantity to quality; and (iii) stress on research, innovation and extension as a means for renewal and reform of the existing system. Expansion and deepening of original roles and responsibilities eventually led to its upgradation.

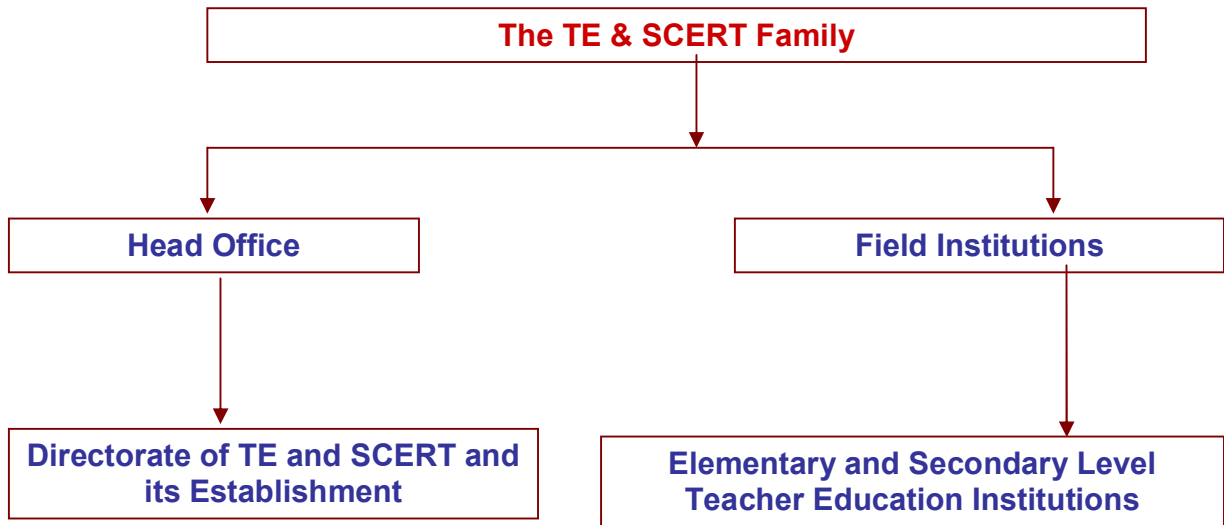


### Important Activities :

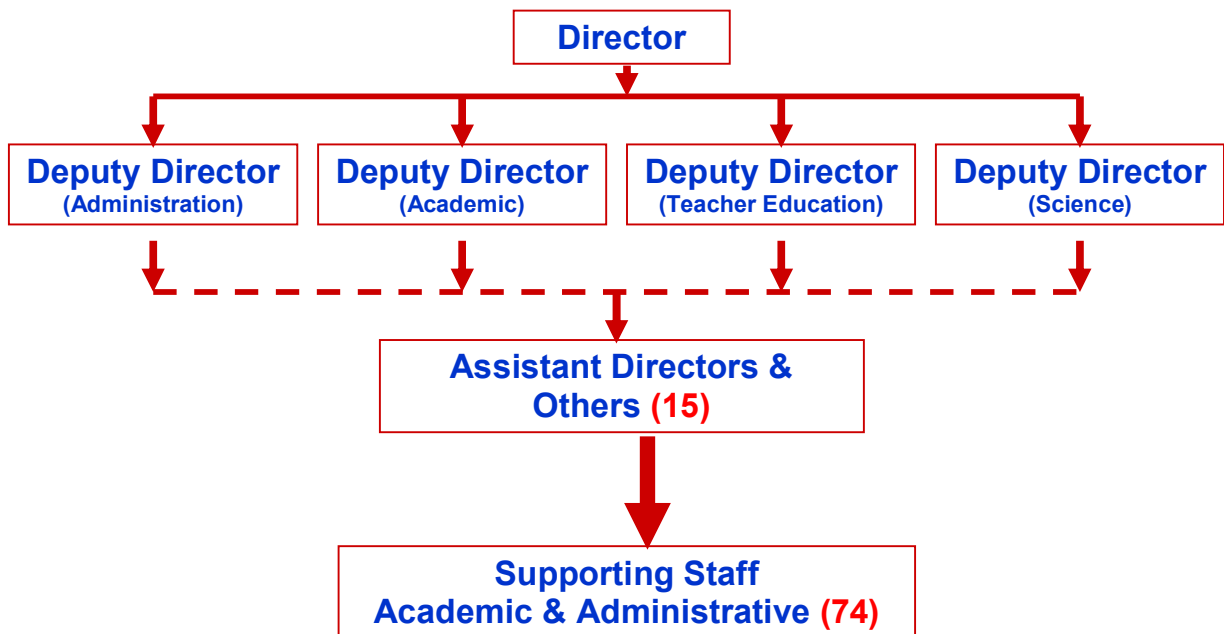
| Sl. No. | Activities   | Major Functions  |
|---------|--|--|
| 1.      | Curriculum Revision and Textbook Preparation                     | <ul style="list-style-type: none"> <li>▪ Preparation of State Curriculum Framework in the light of National Curriculum Framework – 2005.</li> <li>▪ Subject specific curriculum renewal for elementary and secondary classes.</li> <li>▪ Textbook Revision</li> </ul>  |
| 2.      | Distance Education Programme                                     | <ul style="list-style-type: none"> <li>▪ Imparting CT Training to untrained elementary school teachers and SC / ST Shiksha Sahayaks through Distance Mode.</li> <li>▪ 3402 number of teachers trained in first phase.</li> <li>▪ Training in second phase is continuing.</li> </ul>  |
| 3.      | Pre-School Teacher Education                                     | <ul style="list-style-type: none"> <li>▪ Preparation of pre-school teachers</li> <li>▪ NCTE recognition obtained.</li> <li>▪ No. of students to be trained during 2008-2009 : 500.</li> </ul>  |
| 4.      | NTS / NMMS Examination   | <ul style="list-style-type: none"> <li>▪ Conducting State Level Screening Test of NTS and NMMS Examination.</li> </ul>   |
| 5.      | Teacher Education Courses (CT, B.Ed., M.Ed., M.Phil (Education)) | <ul style="list-style-type: none"> <li>▪ Admission to pre-service teacher education courses.</li> <li>▪ Selection of candidates to Teacher Education Courses CCT, B.Ed., M.Ed. and M.Phil (Education) offered by Teacher Education Institutions.</li> <li>▪ Revision of pre-service CT, B.Ed. and M.Ed. Courses.</li> <li>▪ Inclusion of content upgradation, new interactive pedagogy and other contemporary concerns in the context and process of teacher education courses.</li> </ul> |
| 6.      | BAS, MAS and TAS Projects  | <ul style="list-style-type: none"> <li>▪ To assess achievement status of primary school students.</li> </ul>   |
| 7.      | Time-on-Task Study for Students                                  | <ul style="list-style-type: none"> <li>▪ To study task-wise utilization of time by teachers and students in schools.</li> </ul>  |

| <b>Sl. No.</b> | <b>Activities</b>                     | <b>Major Functions</b>   |
|----------------|---------------------------------------|--|
| <b>8.</b>      | Quality Enhancement Unit              | <ul style="list-style-type: none"> <li>▪ To develop the capacity of teacher educators of DIETs about different pedagogic issues relating to elementary education.</li> <li>▪ To plan, develop and carryout the teacher training programmes of the state.</li> </ul>  |
| <b>9.</b>      | Inservice Training Programme          | <ul style="list-style-type: none"> <li>▪ To build the capacity of and infuse professionalism to primary and secondary teachers.</li> </ul>   |
| <b>10.</b>     | Department of Science and Mathematics | <ul style="list-style-type: none"> <li>▪ To improve Science education and to popularize Science.</li> <li>▪ Conducting Science Seminars, Science Exhibitions, Science Drama, Science and Mathematics Olympiad and Science Club activity programmes.</li> </ul>   |
| <b>11.</b>     | Population Education Project          | <ul style="list-style-type: none"> <li>▪ Making learners aware of the Inter-relationship between population and sustainable development.</li> <li>▪ Developing in them an understanding of critical nature of essential conditions of population, stabilization for better quality of life at present and future generations.</li> <li>▪ Inculcating in them rational attitude and responsible behaviour towards population and development issues.</li> <li>▪ Making them understand the crucial aspects of adolescent reproductive health, focusing on the elements of process at growing up and implication of HIV / AIDS and drug abuse.</li> <li>▪ Inculcating in them rational attitude towards sex and drugs and promoting respect on the opposite sex.</li> <li>▪ Empowering them to take informal decisions on issue of population and development including those of reproductive health.</li> </ul> |

## STRUCTURE OF TE AND SCERT

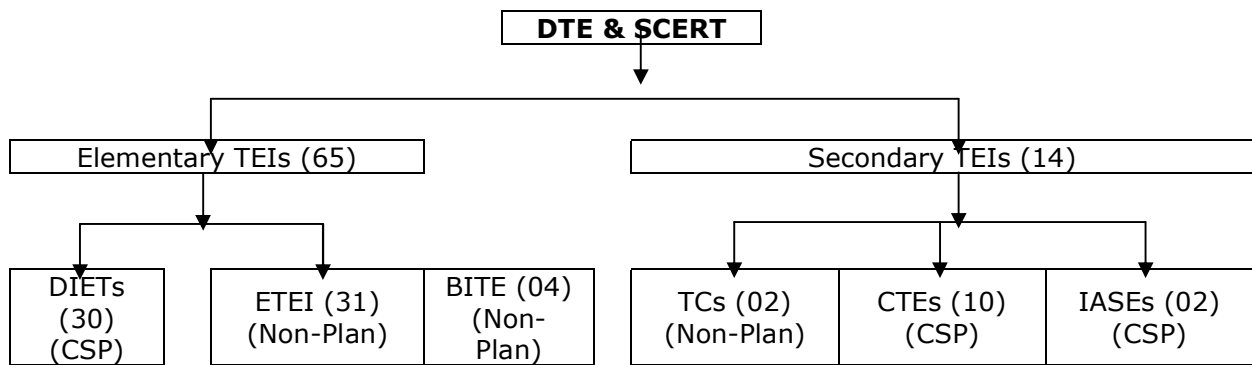


## Directorate of TE and SCERT and its Establishment



## STRUCTURE OF FIELD LEVEL INSTITUTIONS UNDER DIRECTORATE OF TE AND SCERT, ORISSA, BHUBANESWAR

**Institutions under Administrative Control and Management :**



*Notes : TCs : Training Colleges, CTEs : Colleges of Teacher Education, IASEs : Institute of Advanced Studies in Education,  
BITE : Block Institute of Education and Training, DIETs : District Institute of Education and Training*

## CHAPTER 2

# POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

|                      |                                 |   |
|----------------------|---------------------------------|---|
| Designation / Powers | Administrative                  | Cases to be disposed off by different officers of this Directorate as per standing order and rules.   |
|                      | Financial                       | As delegated under rules of OGFR, DPR, Rules Regulating Control and use of Government Vehicles, Service Code, GPF Rules, Treasury Code, Concurrent and Consultation in financial matters. |
|                      | Others                          |   |
| Duties               | As indicated in Chapter 2 above |   |

**CHAPTER 3**

**PROCEDURE FOLLOWED IN DECISION MAKING  
PROCESS**

[Section-4 (1) (b) (iii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.



## **CHAPTER 4**

### **NORMS FOR DISCHARGE OF FUNCTIONS**

[Section-4 (1) (b) (iv)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

## **CHAPTER 5**

### **RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS BY DIRECTORATE OF TE AND SCERT, ORISSA, BHUBANESWAR**

| <b>Sl.<br/>No.</b> | <b>Name / Title of the Documents</b> | <b>Brief Write up of<br/>the Documents</b> | <b>From whom one<br/>can got a copy of<br/>the Rules,<br/>Regulations etc.</b> | <b>Address /<br/>Telephone No. /<br/>Fax etc.</b> | <b>Fee charged by<br/>the Directorate<br/>for a copy of the<br/>Rules</b> |
|--------------------|--------------------------------------|--|--|---|---|
| <b>1.</b>          |                                      |  |  |   |   |

Decisions are being taken as per Government rules of business and on standing orders issued from time to time and other Codal provisions / exertive instructions etc.

**CHAPTER 6**  
**CATEGORIES OF DOCUMENTS UNDER CONTROL**

[Section 4 (1) (b) (vi)]

As per need of the Government.

## **CHAPTER 7**

# **PARTICULARS OF ARRANGEMENT IN FORMULATION OF POLICY**

[Section 4 (1) (b) (vii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

**CHAPTER 8**  
**BOARD, COUNCILS, COMMITTEES AND OTHER BODIES**  
**CONSTITUTED**

[Section 4 (1) (b) (viii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

## CHAPTER 9

### DIRECTORY OF OFFICERS AND EMPLOYEES

[Section 4 (1) (b) (ix)]

| Sl. No. | Name of the Employee     | Designation               | Contact No.  | Mobile No. | Address   |
|---------|--------------------------|---------------------------|--------------|------------|---|
| 1.      | Shri Gangadhar Sahoo     | Director                  | 0674-2502928 |            | Heads of Department Building, Unit-5, Bhubaneswar- 1, pin751001 |
| 2.      | Dr. Nibedita Nayak,      | Deputy Director (Admn.)   |              | 9437143118 |   |
| 3.      | Dr. Snigdha Mishra,      | Deputy Director (TE)      |              | 9937789735 |   |
| 4.      | Dr. Adikanda Behera      | Assistant Director        |              | 9776461250 |   |
| 5.      | Ms. Sarada Mishra        | Assistant Director        |              | 9438422803 |   |
| 6.      | Dr. Premananda Biswal    | Assistant Director        |              | 9437565330 |   |
| 7.      | Shri Prasanta Kumar Rath | Assistant Director        |              | 9040538918 |   |
| 8.      | Shri Tapas Kumar Nayak   | Assistant Director        |              | 9438590624 |   |
| 9.      | Ms. Sabita Sahoo         | Assistant Director        |              | 9437141772 |   |
| 10.     | Dr. Minakshi Panda       | Assistant Director        |              | 9437630650 |   |
| 11.     | Shibu Soren              | Establishment Officer     |              |            |   |
| 12.     | Ms. Sailabala Behura     | PA to Director            |              | 9938069536 |   |
| 13.     | Laxman C. Murmu          | Section Officer           |              | 9861149389 |   |
| 14.     | Sushant Kumar Mohapatra  | Assistant Section Officer |              | 9437560442 |   |
| 15.     | Jatindra Kumar Behera    | Statistical Assistant     |              | 9438328588 |   |
| 16.     | Mrunal Kanta Jena        | Statistical Assistant     |              | 9437668458 |   |
| 17.     | Binod Kumar Nayak        | Junior Assistant          |              | 9438396875 |   |
| 18.     | Namita Chhotray          | Junior Assistant          |              | 9437133452 |   |
| 19.     | Prasanna Kumar Rout      | Junior Assistant          |              | 9237000947 |   |
| 20.     | Dillip Kumar Moharatha   | Junior Assistant          |              | 7504690873 |   |
| 21.     | Kunja Bihari Pradhan     | Junior Assistant          |              | 9438291218 |   |
| 22.     | Prasant Kumar Kar        | Library Attendant         |              | 9338223990 |   |
| 23.     | Abhimanyu Behera         | Assistant Teacher         |              | 9937118844 |   |
| 24.     | Bichitrananda Sahoo      | Assistant Teacher         |              | 9040937837 |   |
| 25.     | Radha Damodar Satapathy  | Junior Stenographer       |              | 9439860753 |   |
| 26.     | Amareswar Pradhan        | Peon                      |              | 9853085650 |   |
| 27.     | Dinabandhu Nayak         | Peon                      |              | 9437153224 |   |
| 28.     | Dullav Kishore Murmu     | Peon                      |              | 9438674462 |   |
| 29.     | Debaranjan Bhoi          | Peon                      |              | 9438320465 |   |
| 30.     | Shri Isak Pradhan        | Hostel Watchman           |              | 9438265619 |   |
| 31.     | Shri Rudraditya Panda    | Peon                      |              | 8887856952 |   |
| 32.     | Basudev Gochhayat        | Sweeper                   |              | 9556469641 |   |
| 33.     | Yudhisthir Nayak         | Sweeper                   |              | 9178309437 |   |
| 34.     | Jogendra Kumar Naik      | Sweeper                   |              | 8144821597 |   |
| 35.     | Basanta Kumar Behera     | Water Bearer              |              | 7894415725 |   |
| 36.     | Satrughan Sethi          | Nightwatchman             |              | 9938411899 |   |
| 37.     | Pabitra Kumar Swain      | Gardener                  |              | 7894344369 |   |
| 38.     | Sanatan Munda            | Darwan                    |              | 9437470059 |   |
| 39.     | Bijay Kumar Moharana     | Technical Assistant       |              | 9861084650 |   |

## CHAPTER 10

## MONTHLY REMUNERATION AND COMPENSATION OF OFFICERS AND EMPLOYEES

[Section 4 (1) (b) (x)]

| Sl. No. | Name of the Employee     | Designation               | Scale of Pay | Salary Received (in Rs.) |
|---------|--------------------------|---------------------------|--------------|--------------------------|
| 1.      | Shri Gangadhar Sahoo     | Director                  | 37400-67000  |                          |
| 2.      | Dr. Nibedita Nayak,      | Deputy Director (Admn.)   | 37400-67000  |                          |
| 3.      | Dr. Snigdha Mishra,      | Deputy Director (TE)      | 37400-67000  |                          |
| 4.      | Dr. Adikanda Behera      | Assistant Director        | 37400-67000  |                          |
| 5.      | Ms. Sarada Mishra        | Assistant Director        | 37400-67000  |                          |
| 6.      | Dr. Premananda Biswal    | Assistant Director        | 37400-67000  |                          |
| 7.      | Shri Prasanta Kumar Rath | Assistant Director        | 15600-39100  |                          |
| 8.      | Shri Tapas Kumar Nayak   | Assistant Director        | 9300-34800   |                          |
| 9.      | Ms. Sabita Sahoo         | Assistant Director        | 9300-34800   |                          |
| 10.     | Dr. Minakshi Panda       | Assistant Director        | 15600-39100  |                          |
| 11.     | Shibu Soren              | Establishment Officer     | 9300-34800   |                          |
| 12.     | Ms. Sailabala Behura     | PA to Director            | 9300-34800   |                          |
| 13.     | Laxman C. Murmu          | Section Officer           | 9300-34800   |                          |
| 14.     | Sushant Kumar Mohapatra  | Assistant Section Officer | 9300-34800   |                          |
| 15.     | Jatindra Kumar Behera    | Statistical Assistant     | 9300-34800   |                          |
| 16.     | Mrunal Kanta Jena        | Statistical Assistant     | 9300-34800   |                          |
| 17.     | Binod Kumar Nayak        | Junior Assistant          | 5200-20200   |                          |
| 18.     | Namita Chhotray          | Junior Assistant          | 5200-20200   |                          |
| 19.     | Prasanna Kumar Rout      | Junior Assistant          | 5200-20200   |                          |
| 20.     | Dillip Kumar Moharatha   | Junior Assistant          | 5200-20200   |                          |
| 21.     | Kunja Bihari Pradhan     | Junior Assistant          | 5200-20200   |                          |
| 22.     | Prasant Kumar Kar        | Library Attendant         | 4930-14680   |                          |
| 23.     | Abhimanyu Behera         | Assistant Teacher         | 5200-20200   |                          |
| 24.     | Bichitrananda Sahoo      | Assistant Teacher         | 5200-20200   |                          |
| 25.     | Radha Damodar Satapathy  | Junior Stenographer       | 9300-34800   |                          |

## CHAPTER 11

### BUDGET ALLOCATED TO EACH AGENCY

[Section 4 (1) (b) (xi)]

| Head  | Budget Provision<br>during 2020-2021 | Proposal submitted<br>for 2021-2022 |
|---|--------------------------------------|-------------------------------------|
| <b>10-2202-80-001-0618-Headquarters Organization (EOM)</b>  |                                      |                                     |
| 136 – Pay   | 30900                                | 31827                               |
| 855 – Arrear Pay  | 2960                                 | 2960                                |
| 156 – DA  | 7416                                 | 8912                                |
| 403 – HRA   | 2074                                 | 2240                                |
| 516 – RCM   | 102                                  | 102                                 |
| 523 – OA  | 70                                   | 70                                  |
| 06001 – Travel Expenses   | 34                                   | 34                                  |
| 01004 – Salaries for consolidated   | 210                                  | 231                                 |
| 07001 – LTC   | 30                                   | 1                                   |
| <b>08001 – Office Expenses</b>  |                                      |                                     |
| 074 – Electricity   | 400                                  | 400                                 |
| 149 – Water Charges   | 90                                   | 90                                  |
| 154 – Telephone Charges   | 56                                   | 56                                  |
| 397 – Motor Vehicle   | 440                                  | 440                                 |
| 943 – Motor Vehicle Hiring Charges  | 324                                  | 324                                 |
| 506 – Other Contingencies   | 1316                                 | 210                                 |
| 09001 – RRT   | 6                                    | 6                                   |
| 20002 – Other Charges   | 30                                   | 1                                   |
| 78118 – Upgradation of Computer   | 1500                                 | 100                                 |
| 78012 – Computer Consumables  | 50                                   | 50                                  |
| 33011 – Spare and Services  | 10                                   | 10                                  |
| 12001 – Consulting Charges  | 180                                  | 1                                   |
| 12003 – Legal Charges   | 228                                  | 50                                  |
| <b>Total</b>  | <b>48426</b>                         | <b>48115</b>                        |
| <b>10-2202-02-105-1262-Government Secondary Training School<br/>(Programme Expenditure State Sector Scheme)</b> |                                      |                                     |
| 136 – Pay   | 127772                               | 131605                              |
| 855 – Arrear Pay  | 4129                                 | 1                                   |
| 156 – DA  | 33060                                | 36850                               |
| 403 – HRA   | 5876                                 | 5746                                |
| 516 – RCM   | 673                                  | 673                                 |
| 523 – OA  | 11271                                | 10000                               |
| 01004 – Salaries for consolidated   | 10000                                | 11000                               |
| 06001 – Travel Expenses   | 323                                  | 323                                 |



|   |  |   |
|---|--|---|
| 07001 – LTC   | 60                                       | 1                                       |
| 074 – Electricity   | 3930                                     | 3930                                    |
| 149 – Water Charges   | 600                                      | 600                                     |
| 154 – Telephone   | 1230                                     | 1230                                    |
| <b>Head</b>   | <b>Budget Provision during 2020-2021</b> | <b>Proposal submitted for 2021-2022</b> |
| 506 – Other Contingencies   | 366                                      | 366                                     |
| 09001 – RRT   | 30                                       | 30                                      |
| 18034 – Purchase of Library Books   | 80                                       | 80                                      |
| 78118 – Upgradation of Computer   | 1750                                     | 1750                                    |
| 78012 – Computer Consumables  | 175                                      | 175                                     |
| 33011 – Spare and Services  | 35                                       | 35                                      |
| 12001 – Consulting Charges  | 1  | 1                                       |
| 18035 – Purchase of Furniture   | 3300                                     | 3300                                    |
| <b>Total</b>  | <b>204661</b>                            | <b>207696</b>                           |
| <b>10-2202-02-105-0555-Government Training College (Programme Expenditure State Sector Scheme)</b>                          |  |   |
| 136 – Pay   | 143299                                   | 38460                                   |
| 855 – Arrear Pay  | 2611                                     | 1                                       |
| 156 – DA  | 35630                                    | 10769                                   |
| 403 – HRA   | 8674                                     | 2459                                    |
| 516 – RCM   | 381                                      | 95                                      |
| 523 – OA  | 28600                                    | 700                                     |
| 01004 – Salaries for consolidated   | 1168                                     | 63                                      |
| 06001 – Travel Expenses   | 130                                      | 33                                      |
| 07001 – LTC   | 1  | -                                       |
| 074 – Electricity   | 1327                                     | 332                                     |
| 149 – Water Charges   | 265                                      | 60                                      |
| 154 – Telephone   | 370                                      | 90                                      |
| 506 – Other Contingencies   | 245                                      | 60                                      |
| 09001 – RRT   | 50                                       | 13                                      |
| 32004 – Equipments  | 75                                       | 19                                      |
| 18034 – Purchase of Library Books   | 31                                       | 8                                       |
| <b>Total</b>  | <b>222857</b>                            | <b>53162</b>                            |
| <b>10-2202-80-800-1476-Training for All India Competitive Examination (IAS) (Programme Expenditure State Sector Scheme)</b> |  |   |
| 136 – Pay   | 461                                      | 1                                       |
| 855 – Arrear Pay  | 8  | 1                                       |
| 156 – DA  | 112                                      | 1                                       |
| 403 – HRA   | 1  | 1                                       |
| 516 – RCM   | 2  | 1                                       |

|  |  |   |
|--|--|---|
| 523 – OA   | 1  | 1                                       |
| 06001 – Travel Expenses  | 1  | -                                       |
| 07001 – LTC  | -  | -                                       |
| 506 – Other Contingencies  | 14                                       | -                                       |
| <b>Head</b>  | <b>Budget Provision during 2020-2021</b> | <b>Proposal submitted for 2021-2022</b> |
| 12006 – Payment for Professional and Special Services  | 204                                      | -                                       |
| <b>Total</b>   | <b>804</b>                               | <b>6</b>                                |
| <b>10-2202-80-General-003-Training-1067-Popularization of Science and Technology Programme – 18022 – Other Expenditure</b> |  |   |
| 519 – Other Miscellaneous Charges  | 5500                                     | 5500                                    |
| <b>10-2202-80-108-Examination-1012- Other Expenditure – 78277 – NTS / NMMS Examination</b>                                 |  |   |
| 519 – Other Miscellaneous Charges  | 6000                                     | 7200                                    |
| <b>10-2202-80-108-003-Training-1483-Training of Inspecting Officer – 78491 – Curriculum Development of Textbook</b>        |  |   |
| 519 – Other Miscellaneous Charges  | 1000                                     | 1000                                    |
| <b>10-2202-80-003-3381-Samagra Shiksha – Centrally Sponsored Plan Scheme</b>   |  |   |
| 136 – Pay  | 149679                                   | 119224                                  |
| 855 – Arrear Pay   | 3427                                     | 1                                       |
| 156 – DA   | 36880                                    | 33382                                   |
| 403 – HRA  | 6218                                     | 3550                                    |
| 516 – RCM  | 500                                      | 381                                     |
| 523 – OA   | 231                                      | 222                                     |
| 01004 – Salaries for consolidated  | 15000                                    | 15452                                   |
| 06001 – Travel Expenses  | 200                                      | 200                                     |
| 07001 – LTC  | 30                                       | -                                       |
| 506 – Other Contingencies  | 1  | 1                                       |
| 20002 – Other Charges  | 65611                                    | 50000                                   |
| <b>Total</b>   | <b>277777</b>                            | <b>222413</b>                           |
| <b>10-2202-80-789-3381-Samagra Shiksha – Centrally Sponsored Plan Scheme</b>   |  |   |
| 136 – Pay  | 58568                                    | 47510                                   |
| 855 – Arrear Pay   | 1133                                     | 1                                       |
| 156 – DA   | 14400                                    | 13302                                   |
| 403 – HRA  | 1742                                     | 713                                     |
| 516 – RCM  | 200                                      | 150                                     |
| 523 – OA   | 120                                      | 86                                      |
| 01004 – Salaries for consolidated  | 5000                                     | 4801                                    |
| 06001 – Travel Expenses  | 150                                      | 150                                     |
| 07001 – LTC  | 30                                       | -                                       |
| 506 – Other Contingencies  | 1  | 1                                       |
| 20002 – Other Charges  | 26120                                    | 25000                                   |

|  |  |   |
|--|--|---|
| <b>Total</b>   | <b>107464</b>                            | <b>91714</b>                            |
| <b>10-2202-80-796-3381-Samagra Shiksha – Centrally Sponsored Plan Scheme</b> |  |   |
| 136 – Pay  | 87731                                    | 89016                                   |
| 855 – Arrear Pay   | 2270                                     | 1                                       |
| 156 – DA   | 19000                                    | 24925                                   |
| <b>Head</b>  | <b>Budget Provision during 2020-2021</b> | <b>Proposal submitted for 2021-2022</b> |
| 403 – HRA  | 2706                                     | 2664                                    |
| 516 – RCM  | 300                                      | 296                                     |
| 523 – OA   | 120                                      | 117                                     |
| 01004 – Salaries for consolidated  | 5000                                     | 5208                                    |
| 06001 – Travel Expenses  | 200                                      | 200                                     |
| 07001 – LTC  | 30                                       | -                                       |
| 506 – Other Contingencies  | 1  | 1                                       |
| 20002 – Other Charges  | 49800                                    | 40000                                   |
| <b>Total</b>   | <b>167158</b>                            | <b>162428</b>                           |
| <b>10-2202-80-001-3381-Headquarters (CSP)</b>                                |  |   |
| 20002 – Other Charges  | 13400                                    | 20000                                   |
| <b>Total</b>   | <b>13400</b>                             | <b>20000</b>                            |

## **CHAPTER 12**

### **MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

[Section 4 (1) (b) (xii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

## **CHAPTER 13**

### **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED**

[Section 4 (1) (b) (xiii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

## **CHAPTER 14**

### **INFORMATION AVAILABLE IN AN ELECTRONIC FORM**

[Section 4 (1) (b) (xiv)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

## **CHAPTER 15**

### **PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

[Section 4 (1) (b) (xv)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

## CHAPTER 16

### NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICER

[Section 4 (1) (b) (xvi)]

| Sl. No. | Name             | Designation                       | STD Code | Office Phone No. | Fax No. | E-mail                  | Address  |
|---------|------------------|-----------------------------------|----------|------------------|---------|-------------------------|--|
| 1.      | Shri Shibu Soren | Establishment Officer (Nodal PIO) | 0674     | 2502928          | 2502929 | tescertodisha@gmail.com | Heads of Department Building, Unit-5, Bhubaneswar-1, pin751001 |



## **CHAPTER 17**

### **OTHER USEFUL INFORMATION**

[Section 4 (1) (b) (xvii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.