

Chapter – 1

Preface

Now that the Right to Information has been made one of the fundamental rights of every Indian citizen, it is of paramount importance that all the processes and procedures undertaken by all departments under state government are made transparent. With transparency, there shall be significant improvement in efficiency and accountability of the bureaucracy. It can be expected that the Right to Information will usher in a new dawn of Indian bureaucracy, which is fundamentally strong, responsible and open to public scrutiny.

This booklet seeks to provide all the general information about Gujarat Council of Primary Education that are useful from the public point of view. This organization was established in November 1995, under the Societies Registration Act, 1860, as a state implementing society to provide additional support and inputs to the state education department interventions. In collaboration with the Directorate of Primary Education, this organization has initiated state- wide endeavors for universalization of primary education in Gujarat by providing additional inputs for achieving the objectives of universal enrolment and retention of the children by providing them with access to quality education.

This booklet provides important information about the structure of this organization, along with details about the roles and responsibilities of its various functional components. This booklet will be found useful by any citizen who wishes to know about interventions being undertaken by the organization in the field of elementary education in Gujarat. Any individuals, groups or NGOs who wish to join our endeavors at State, district or grass root levels will find this booklet quite useful and informative.

Since this organization is implementing many innovative projects, several acronyms are used to describe various activities, groups and committees which are at Annexure – A.

Shri M. N. Bhad, Addl. State Project Director has been assigned the responsibility of Public Information Officer, while Shri Vipin Shah, State Project Engineer has been assigned the responsibility of Assistant Public Information Officer. For further details, any of the two officers may be contacted.

Undersigned has been assigned the responsibility of Appellate authority . Cases failing to receive the information within a specified period or aggrieved with the decision may prefer an appeal to the Appellate authority.

It is hoped that the booklet will satisfy the basic information needs of general public, generating their active participation in various project interventions.

September,2005

Meena Bhatt
State Project Director
State Project Office, SSA
Gujarat Council of Primary Education
Gandhinagar

Chapter – 2

2. Particulars of Organisation, its functions and duties

2.1 Objectives and Aims of the Council

- (a) To Act as an autonomous and independent body for implementation of the Gujarat Primary Education Projects Viz. District Primary Education Programme (DPEP) and Sarva Shiksha Abhiyan (SSA) and any other centrally aided education related projects as outline in the project documents published by Government of Gujarat and the revised versions that may be prepared on the basis of joint review from time to time.
- (b) To extend the activities of the council in the selected districts from the State of Gujarat in respect of selected and sponsored projects.
- (c) To function as a social mission for bringing about a fundamental change in the primary education system, and through it, in the overall sociocultural situation.
- (d) To pursue the following specific objectives of the Gujarat Primary Education Projects viz.
 - (i) Universalization of Primary Education of (a) access to primary education for all, children upto 14 years of age (b) universal participation till they complete the elementary stage through formal or alternative education programme; and (c) Universal achievement atleast of Minimum Levels of Learning.
 - (ii) Modification in the educational system to serve the objectives of women's equality and their empowerment.
 - (iii) Making necessary intervention to provide equal educational opportunity to adults and children belonging to the scheduled Castes, Scheduled Tribes and the deprived sections of Society.
 - (iv) Imparting education relating to the working and living conditions of the people improving thereby their ability to cope with problems of livelihood, environment, and mother and child survival.
 - (v) Laying special emphasis in all educational activities on culture and communication, science and environment and inculcation of a sense of social justice.

2.2 Mission / Vision of the Council

The council is engaged in implementation of Sarva Shiksha Abhiyan (SSA), National Programme for Education for Girls at Elementary Level (NPEGEL), Kasturba Gandhi Balika Vidyalyay (KGBV). The salient futures for the programmes are as under.

- A programme with a clear time frame for Universal Elementary Education
- A response to the demand for quality basic education all over the country.
- An opportunity for promoting social justice through basic education.

- An effort at effectively involving the Panchayati Raj Institutions, Village and Urban Slum Level Education Committees, Parent Teachers Associations, Mother Teachers Associations and other grassroot level structures in the management of elementary schools.
- An expression of political will for Universal Elementary Education across the country.
- A partnership between the Central, State and the Local Governments.
- An Opportunity for states to develop their own vision of elementary education.

The programme also seeks to :

- Open Alternative Schooling center in habitations which do not have schooling facilities.
- Strengthen existing school infrastructure through provision of additional classroom, toilets, drinking water, maintenance grant.
- Capacity building of teachers through extensive training.
- Assistance for development of teaching learning material (TLM)
- Development of academic support structures.

2.3 Brief history and formulation of the Council

- The Gujarat Council of Primary Education (GCPE) was established as a state level autonomous and independent society for implementation of the District Primary Education Programme, (DPEP-II) in the districts of Banaskantha, Panchmahal and Dang of the state.
- It was registered on 8th November,1995, under the Societies Registration Act, 1860 and the Bombay Public Trusts Act, 1950.
- It has expanded to implement DPEP-IV in six more districts for the state i.e. Sabarkantha, Surendranagar, Kutchh, Bhavnagar, Jamnagar and Junagadh
- Since – 2001, it is implementing Sarva Shiksha Abhiyan (SSA) Mission in all the 25 districts and 4 Municipal Corporations (Ahmedabad, Surat, Vadodara and Rajkot) of the state.
- It is also implementing the National Programme for Education of Girls at Elementary Level (NPEGEL) since October,2003.
- Since October,2004 it is also implementing Kasturba Gandhi Balika Vidyalaya (KGBV) scheme in the state.
- The Council has concluded District Primary Education Programme Phase – II in three districts and District Primary Education Programme Phase – IV in six districts in June,2003 and June,2005 respectively.
- Suitable changes have been made in the Memorandum of Association of the GCEE to enable it to carry out implementation of the projects in the education related sector in the State.

2.4 Functions of the Council.

To provide useful and relevant elementary education for all children in the 6 to 14 age group by 2010, with an aim to bridge social, regional and gender gaps with active participation of the various communities in the management of the schools and to emphasis on mainstreaming the out-of – school children and never enrolled children through diverse strategies, as far as possible, and on providing primary schooling for all children in 6-14 age

group. The thrust is on bridging of gender and social gaps and a total retention of all children in schools.

2.5 Activities / duties of the council

The following activities / duties are carried out by the council taking into consideration the provisions contained in the frame work for implementation SSA .

1. To provide school / Alternative schooling.
2. To provide a room for every teacher for every grade / class, whichever is lower in primary and upper primary.
3. Civil Works: Improvement of school facilities and BRC / CRC construction and additional classroom at CRC level.
4. Maintenance and repair of school building (subject to specific norms)
5. School Grant (limited to Rs. 2000/-)
6. Teachers grant for TLM (subject to the limit by the norms)
7. Provision for Teacher Training
8. Provision for training of community leaders
9. Efforts to meet the special need of Disabled children
10. Provision for Research, Evaluation Supervision and Monitoring
11. To establish the Management structure.
12. Innovative activity for girls education, early child hood, care and education, interventions for children belonging to SC/ST community.
13. To establish educational units like BRC at block level and CRC at cluster level and to provide fund for their activeness and capacity building.
14. To provide fund for setting up Alternative Schooling centers, Bridge course, remedial course, Back-to- school camps with a focus on mainstreaming out of school children into regular schools.
15. Preparatory activities for micro-planning, household surveys, studies, community mobilization, school-based activities, office equipment, training and orientation at all levels etc.
16. To establish Model Cluster School under NPEGEL and provide fund for TLM, sports and vocational training.
17. Provision for grant to Model Cluster School for meeting the expenditure on various activities for promotion of girls education.
18. Provision for awards to school/ teacher at cluster level for the achievements in enrollment, retention and learning outcomes of girls students.
19. Training to teachers and peoples participants for gender sensitization
20. Provision for opening of ECCE.

2.6 Brief notes on services provided by the council

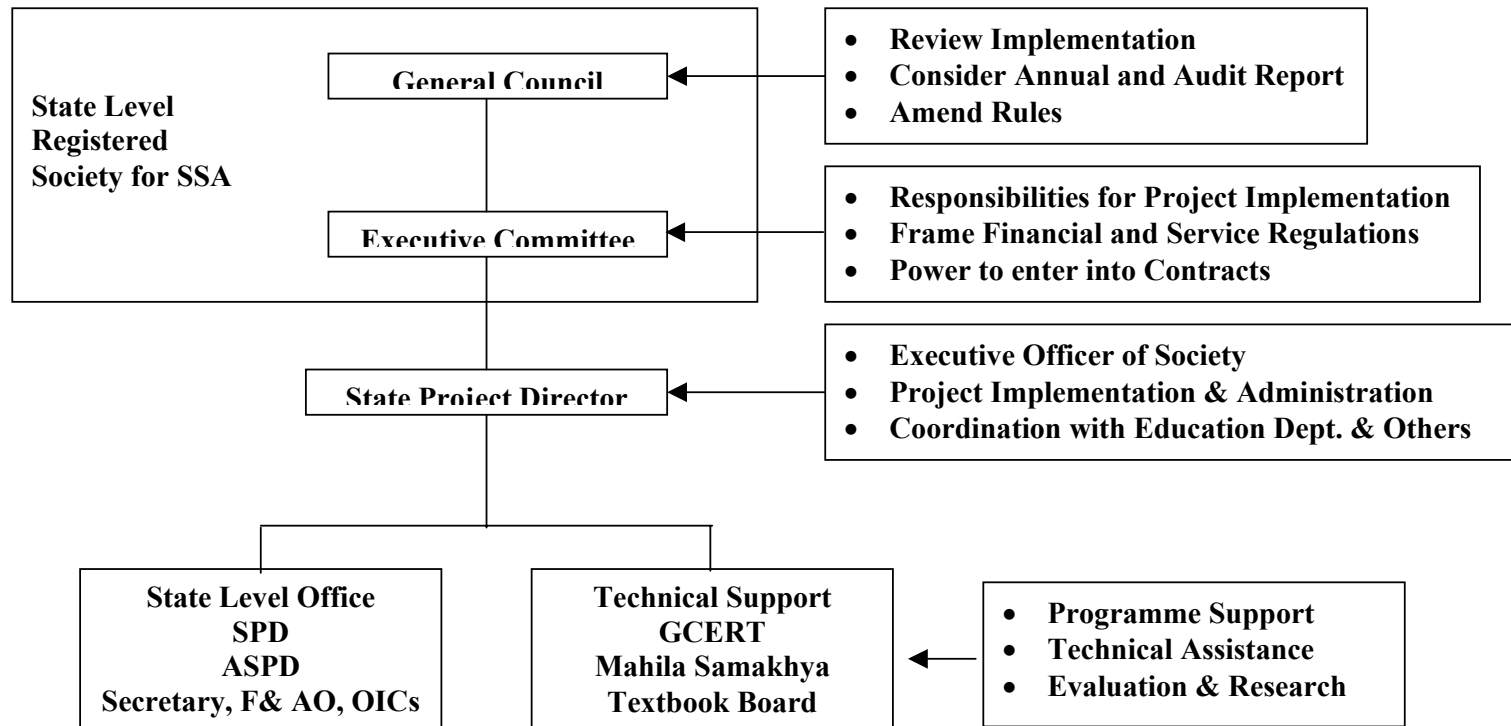
Creating quality infrastructure and support services in primary education, opportunity to teacher to motivate their characteristics pre-service and in-service education of teachers, teaching learning materials, classrooms processes, pupil evaluation, monitoring and supervision etc. are being dealt with by the council as listed below:

- (i) To provide reasonably good school building and equipment to all schools;

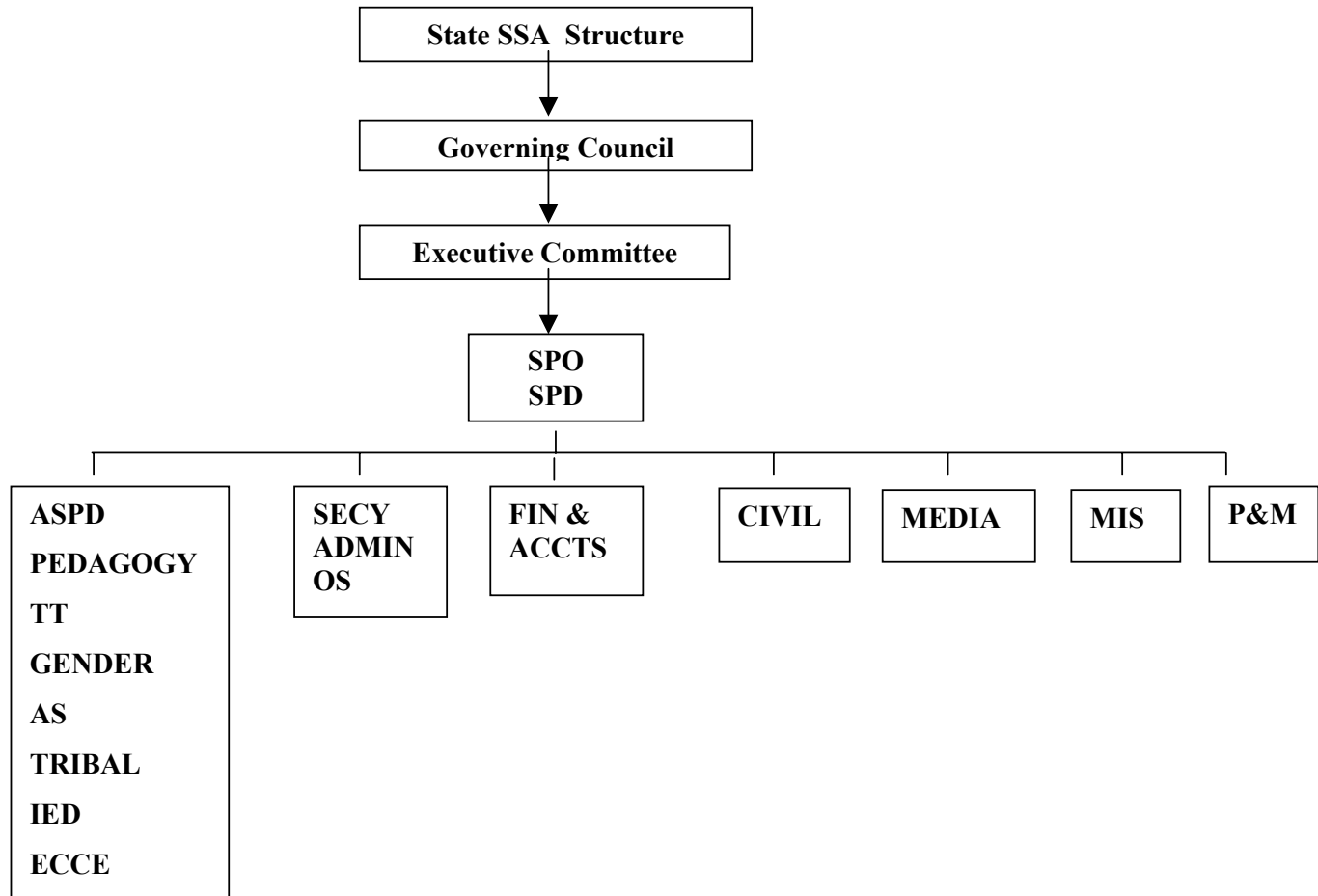
- (ii) To provide quality ECCE to children from 2.5 to 6 years of age ;
- (iii) To ensure a minimum of 2 to 3 hours per day of meaningful stay of each child in ECCE .
- (iv) To arrange to provide trained teachers in all schools and trained instructors to all alternative schooling centers (EGS & AIE)
- (v) To organize quality in-service teacher education to all teachers and to monitor follow up in classroom transactions on a periodical basis .
- (vi) To create and sustaining teacher motivation
- (vii) To revitalize supervision system for quality elementary education.
- (viii) Development of competency based and contextual teaching – learning material
- (ix) To improve teaching – learning processes making it learner oriented
- (x) To provide remedial teaching to pupils with low achievement ;
- (xi) To introduce participatory management of elementary education with community support.

2.7 Management structure from state to grassroot level

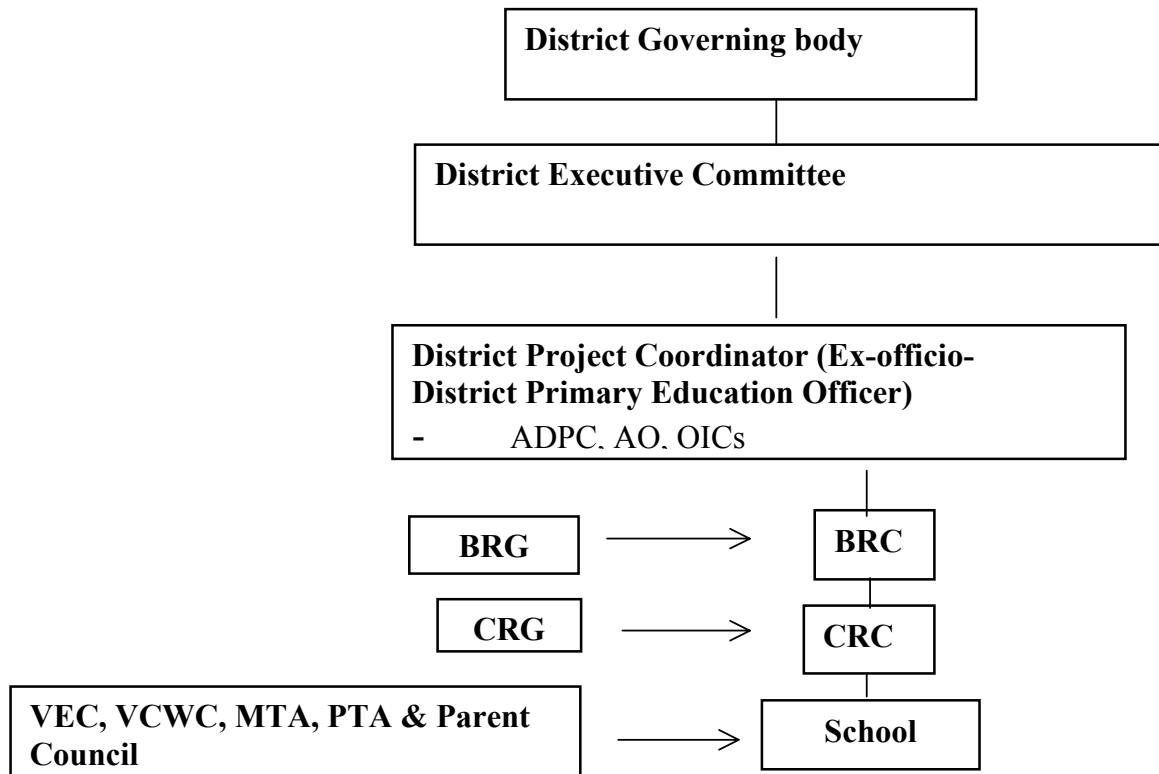
Management Structure – State Level



Management Structure – State Office



District Management Structure

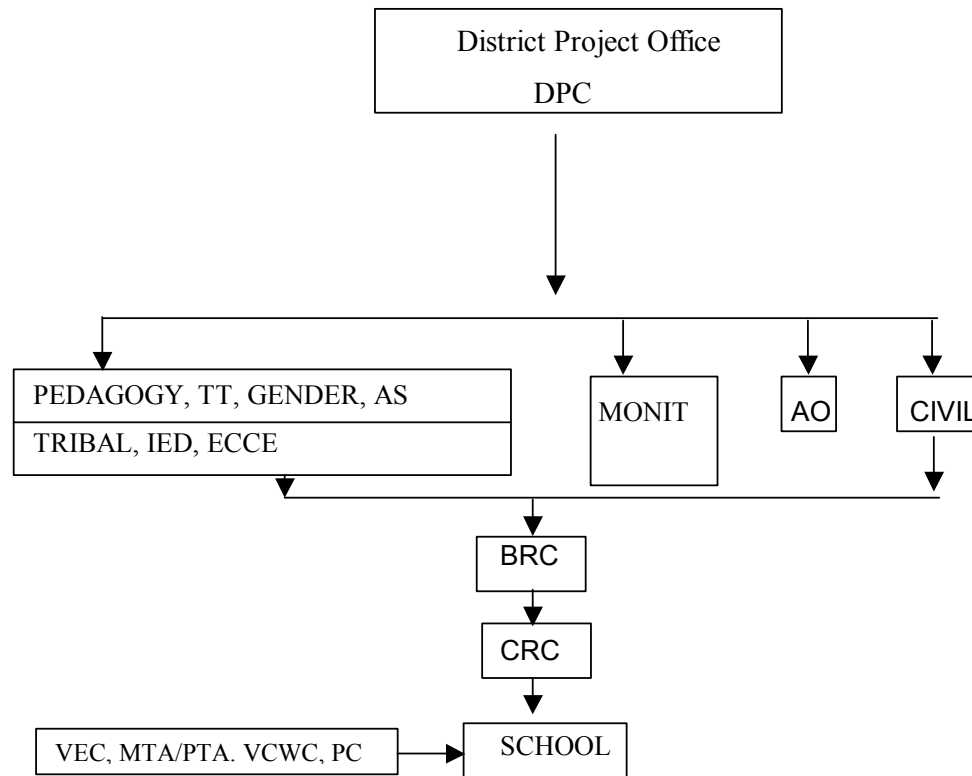


- Policy decisions
- Review implementations

- Responsibilities for project implementation

- Overall implementation and Supervision
- Coordination with Education Department

Management Structure – District Office Level



2.8 Public participation for improvement in achieving efficiency and effectiveness of the organization

Sarva Shiksha Abhiyan is an effort to Universalize elementary education by community ownership of the school system. Hence an effective involvement of Village Education Committees, Parent Teachers' Associations, Mother Teacher Associations and other grass root level structures have been created to support the management of elementary schools.

2.9 Arrangement that exists to gain peoples' participation

MTAs and PTAs play advisory role to improve elementary education in the village. VECs play an active role in improving school environment by getting peoples's participation in various activities. VCWCs play an important role in various construction activities required for a school like drinking water facilities, construction of classrooms etc.

For quality improvement in elementary education, resource groups from state to cluster levels have been identified. These groups oversee the policy, planning, implementation and monitoring of all quality related interventions. Their major role is to advise and assist at various levels in pedagogical improvement, teacher education / training and activities related to classroom transaction.

2.10 Supervision and Monitoring Machinery in the management providing services

At district and sub district level Co-ordinators of Block Resource Centres and Cluster Resource Centres are the key functionary for supervision and monitoring link. At state level the Heads of the units shown in the management structure are the supervising and monitoring authority in their field, under the control of the State Project Director .

2.11 Addresses of the Head Office and Subordinate offices

Head Office : Office of the State Project Director, SSA Mission, Sector – 17, Gandhinagar

Subordinate Offices : Subordinate District Offices are situated under the control of District Project Co-ordinator cum District Primary Education Officer.

2.12 Time for Opening of the Office – 10.30

Time for Closing of the Office – 18.10

Chapter – 3

3.1 Powers and functions of the Officers and Staff working under the organization

1. Functions and powers of the State Project Director:

Administrative :

- a. As a principal Executive Officer, execute proper administration in day to day working of the council
- b. Implement various activities of the project in a mission mode under the directions and guidance of the chairman of the Executive Committee.
- c. Prescribe the duties and functions of the officers and staff of the Council
- d. Exercise such supervision and disciplinary control as may be necessary.

Financial :

- a. Is responsible for proper administration and utilization of the funds of the council

Others :

- a. Constitute Steering Group for each of the programme components and functional areas.
- b. Constitute a Task force, comprising heads of the Steering Groups which would function as a cohesive team for achievement of the objects of the project.
- c. Co-ordinate and exercise general supervision over the activities of the Council including its Branches and units.
- d. Conduct meeting of the Council and its Executive Committee and keep a record of proceedings of these meetings in accordance with these rules, and
- e. Discharge such other functions as may be assigned to him or her by the executive committee in furtherance of the objects of the council.

2. Job Chart of Additional State Project Director:

- (a) To look after all the pedagogical activities under SSA
- (b) To review the activities of Officer In charge Gender, Tribal, Teachers Training, Media and Documentation, Alternative Schooling, IEDC etc.
- (c) To assist the SPD in pedagogical matters.
- (d) To monitor the progress of programme in districts.
- (e) To organize the activities to create educational environment.
- (f) To co-ordinate NGOs and Government organizations with SSA activities.
- (g) Any other duty, which may be assigned by the SPD.

3. Job Chart of Secretary, State Project Office, SSA

- (a) To create and monitor the Administrative Set – Up at the State and District Project Offices for smooth functioning of the programme.
- (b) To recruit and deploy the right kind of personnel at the State and District Project Offices, so that the project does not suffer for want of

adequate manpower. To get the most committed personnel and strengthen their capacities and motivation by organizing induction training programme.

- (c) To facilitate visiting dignitaries from MHRD and Mission during their tour to Gujarat.
- (d) To assist the State Project Director in monitoring and supervising the administrative network from the State to District levels. To co-ordinate project activities between different functional areas.
- (e) To correspond with MHRD, State Education Department and other National, State and District level agencies.
- (f) To provide co-ordination support to State and District Project Offices.
- (g) To gain the confidence of Executive Committee and Governing Council, as well as, co-ordinating with various functional officers and agencies for effective follow up / implementation of the decisions taken during the EC/ GC meetings.
- (h) Above all, to facilitate smooth and efficient functioning of State and District Project Offices.
- (i) Any other duty which may be assigned by the State Project Director.

4. Job Chart of Finance and Accounts Officer :

Finance & Accounts Officer is the Manager of the Finance and Accounts wing of the State Project Office for effective financial management.

- (a) As a procurement officer to carry out procurement covering civil works, equipment, goods, services and resource support under SSA in accordance with the prescribed procedures outlined in the manual of Financial Management and procurement or other State Government procurement procedures as the case may be.
- (b) To secure an efficient system of financial management at all levels in the Council.
- (c) To prepare Annual Work Plan & Budget.
- (d) To advise the Chairman and State Project Director and any other authority of the council of financial accounting and audit matters.
- (e) To secure control over flow of expenditure i.e. budgetary control as well as preparation of estimates, accuracy in classification of accounts, reconciliation of expenditure and any subsequent enquiry resulting there from :
- (f) To prepare consolidated financial accounts including Annual Accounts in the manner prescribed in the Bye Laws of the council as may from time to time be required by the State Project Director or Chairman :
- (g) To ensure audit of accounts of the Council within 6 months of the expiry of the financial year.
- (h) To inspect or cause to be inspected the accounts maintained at the District, Taluka, group of schools or school level and at any other place or office or organization where the accounts of the expenditure incurred out of finance / funds of the council are maintained.
- (i) To ensure that the accounts in respect of the fund provided by the council to mobilizing agencies / NGOs/ resource institutions are inspected and audited as considered appropriate and necessary.

- (j) To call for such information from any authority in the field units and / or other offices which may be required for compilation of information, estimates or annual accounts or for processing objections raised by Chartered Accountant or Comptroller & Auditor General of India or Central or State Government.

5. Job Chart of State Project Engineer :

- (a) To formulate state level Annual Work Plan for civil works component under SSA, NPEGEL and KGBV.
- (b) To create an efficient supervision and monitoring system by involving a trained community to ensure proper quality of construction works under SSA
- (c) To promote cost effective construction by using of locally available materials and skills.
- (d) To involve the community in the construction process to ensure their future involvement in repair and maintenance of the building, by providing training to the community on regular maintenance aspects and to develop manuals / brochures to create awareness on the issue.
- (e) To co-ordinate and liaise with MHRD, GOI, Ed.Cil from project clearance of civil works under SSA, NPEGEL, KGBV.
- (f) To execute civil works through district office / VCWC as per SSA norms and World Bank procurement procedure including constructions of class room, Toilet Block, Drinking Water facility, Rainwater harvesting system, repairs of schools etc.
- (g) To take up various workshops, seminars, researches and capacity building exercises relating to Civil Works from the fund available for Research Evaluation, Supervision and Monitoring

6. Job Chart of Officer In Charge : Teacher Training:

- (a) To formulate State level Annual Work Plans for teacher training and pedagogy under SSA.
- (b) To advise State Project Director on identifying areas of pedagogical inputs as an additionality to state interventions.
- (c) Co-ordinate with GCERT, GSTBB and other academic and pedagogical institutes for implementing intervention for quality improvement.
- (d) Appraise the district AWP's from the districts and make suitable modifications to enhance efficacy of teacher training.
- (e) To guide district coordinators in implementing project related pedagogical and other capacity building interventions at Block and Cluster level.
- (f) To play a proactive role in implementing the pedagogical interventions decided by SRG (Pedagogy) in collaboration with other State level Government/ Semi Government of NGOs.

7. Job Chart of Officer in Charge : Gender

- (a) To formulate state level Annual Work Plan for Girls Education, ECCE, NPEGEL and KGBV.
- (b) To integrate the gender perspective in activities of various functional areas, such as Community Mobilization, Alternative Schooling, EGS &

AIE, Special Focus Group (Tribal, IED, S.C., Minorities etc), Teacher Training / Class room processes, VEC training, civil works e.g. toilets for girls, research, upper primary access, disaggregated data (EMIS & H.S. survey etc.)

- (c) To integrate planning for implementation of NPEGEL , KGBV with SSA planning.
- (d) To ensure access and quality education to the girls of disadvantage groups of society.
- (e) To develop and promote facilities to provide access and to facilitate retention of girls and to ensure greater participation of woman and girls in the field of education.
- (f) To improve the quality of education through various, interventions and to stress upon the relevance and quality of girls education for their empowerment.
- (g) To develop material including teaching learning material, CDs, films and other material, helping in the review / development of text books, development of guidelines for incorporation of gender concerns, development / compilation of supplementary reading material for girls, including life skills to provide the support needed for girls education.

8. Job Chart of Officer in Charge : Media & Documentation

- (a) Preparation of state level documentation for Joint Review Mission.
- (b) Preparation of English & Hindi versions of Annual Reports and Audited Accounts for submission to Lok Sabha
- (c) Co-ordinate with print and electronic media for advocacy for the project and organize mobilization activities
- (d) Preparation of progress reports for the meeting of EC & GC.
- (e) Preparation of any other project related reports

9. Job Chart of Officer in Charge : Planning & Management

- (a) To impart training to project functionaries to ensure decentralization in planning and create awareness for planning to the grassroot level institution.
- (b) Co-ordinate Appraisal of district level Annual Work Plans in co-ordination with MIS
- (c) Monitoring progress in various project interventions
- (d) Co-ordinate with Govt. and Non-Govt. organization for under taking Research & Evaluation of various project interventions
- (e) Advise SPD on state level planning and management of the project.
- (f) Assign impact / evaluation studies for the project.

10. Job Chart of Officer in Charge : MIS

The Scope of MIS under SSA is :

- (a) To provide information on :
 - Access, retention and quality related issues
 - Intervention –wise progress of SSA, NPEGEL, KGBV implementation
 - Schooling scenario of children in the target group
 - Progress of EGS / AIE related issues.

- (b) To act as a Decision Support System (DSS) for implementation agencies.
- (c) To provide support and assistance in preparation of perspective / Annual Work Plan and Budget.
- (d) To implement utilization of MIS in Planning and Management in of the project.
- (e) To assist the management in monitoring the progress of the project through computerized MIS.
- (f) To help management in reviewing the previous year's activities in light of phased goals & objectives of the programme.
- (g) to assist in computerizing information of various areas of the project.

11. Job Chart of Officer in Charge : Tribal

- (a) To formulate state level Annual Work Plan for the children of Scheduled Tribe (ST) and Scheduled Caste (SC) under SSA
- (b) To formulate a special policy statement & strategy for providing education to ST / SC children.
- (c) To identify the pockets of ST concentration based on research / survey, case studies etc and ensure they all are provided for with schooling facilities.
- (d) To delineate the special programmes for urban S.T. children, which have been envisaged in the plan.
- (e) To intervene for community mobilization to ensure participation of ST children in educational activities be planned
- (f) To link up with on going programmes of various departments, NGOs / Voluntary organizations etc. in addressing the problems of ST children in the plan.

12. Job Chart of Officer in Charge : A.S.

- (a) To formulate state level Annual Work Plan for 'Out of School Children' component under SSA providing detail information in how to mainstream out of school children in regular schools alongwith the number of bridge course, back to school camp to be conducted and the proposed number of targeted children in each of these categories.
- (b) To devise appropriate strategies to enhance access, enrolment and retention of hard-to-reach children (i.e. children from S.C. and S.T. communities) in the educational system working children and girls especially adolescent girls who are deprived of education owing to various factors such as distance to schools sibling care etc.
- (c) To collect data relating to out of school children, by holding house – to house survey on the basis of sex and age, after conducting microplanning exercise.
- (d) To identify reasons for dropping-out or for not being enrolled in the schools.
- (e) To undertake an exercise to get an estimate about the projected population of the target group and enrollment trend for devising adequate provisions for the schooling facility.
- (f) To form Resource Group at state / district levels with help on NGOs / experts/educational functionaries to provide ideas, advice and

suggestions to bring the diverse group of out of school children in the elementary education.

- (g) To play a proactive role to involve the community in motivating the children to come to school and in the running and supervision of Alternative Schooling centres
- (h) To formulate a detailed strategy on training of teachers and other functionaries.

13. Job Chart of IED Co-ordinator

- (a) To Plan articulate the approach / strategy for providing education to Children With Special Needs (CWSN) taking into consideration the activities that are specific CWSN (resource support, teacher training, aid and appliances etc.) linkages with other ongoing activities like community awareness , VEC training in-service teacher training, Civil Works ECCE and Gender.
- (b) To identify category wise CWSN through household survey. And collect data regarding percent of total child population is of CWSN and percent of the CWSN are enrolled and out of school.
- (c) To devise strategies to provide resource support to CWSN like (i) appointment of resource teachers (ii) long-term training to selected general teachers (iii) using NGOs / special schools for training / assessment / implementation IED.
- (d) To play proactive role in community mobilization / parental sensitization programmes to bring all CWSN to school.
- (e) To play a proactive role in development of design from primary schools and removal of architectural barriers in existing schools to provide an enabling environment of CWSN (ramps) / handrails/ toilet modifications / arrangement inside the classrooms
- (f) To carry out monitoring and evaluation of ongoing programme from time to time. For this purpose devise appropriate monitoring mechanisms at every level and filed tested at regular intervals.

Chapter – 4

4.1 **The rules, regulations, instructions, manuals and records, held by the council, to be used by its employees for discharging its functions.**

Name of the Document	Kind of Document
i. Memorandum of Association (MOA)	- Rules
ii. Frame work for Implementation of Sarva Shiksha Abhiyan	- Instructions
iii. Service Rules and Regulation (SSA)	- Rules
iv. Manual on Financial Management and Procurement (SSA)	- Manual

The rules, regulations, instructions, manuals and records, held by the council will be available at :

Office of the State Project Director
Sarva Shiksha Abhiyan Mission
Sector – 17, Gandhinagar
Ph. No. - 079-23234939
Fax No. – 079-23232436

Chapter – 5

5.1 Arrangement that exists for consultation followed with or representation by the members of the public in relation to the formation of policy or administration thereof

The representatives from the public like NGOs who distinguished themselves in the area of education for scheduled cast, scheduled tribes and integrated education for the disabled, women who distinguished themselves in the area of primary education, alternative education and adult education, educationists known for their experience and interested in primary education, women with experience and interested in women development in education, representative from teachers organization are representing as members of the Governing Council and the Executive Committee of the council.

Chapter – 6

6.1 A statement of the categories of the documents that are held by the council or under its control.

Sr. No.	Documents available at	Name of the document	Procedure to obtain document	With / in control of
1	State Project Office	Annual Work Plan and Budget of SSA , NPEGEL, KGBV	In person or by post after paying fee as per rule	Account Branch
2	“	Annual Reports and Annual Financial Statement & Annual Accounts	“	“
3	“	Aide Memorie, State Report and Recommendation of Joint Review Missions visiting State	“	Media and Document ation Unit
4	“	Progress Reports of the Project for Executive Committee and Governing Body.	“	“
5	“	Minutes of the meeting of Executive Committee	“	Establishm ent Branch
6	“	Minutes of the meeting of Governing Body	“	“

Chapter – 7

7 Statement of board, council, committees and other organization that are formed as a part of the organization

7.1 Information regarding board, council, committees and other institutions

• Name & address of recognized organization :	Gujarat Council of Elementary Education, SSA Mission, Sector – 17, Gandhinagar
• Kind of organization :	Society Registered under Societies Registration Act – 1860
• Brief details of the council - Year of Establishment - Its objectives :	- November, 1995 - as detailed in Chapter – 2
• Composition of the organization (SIS)	Following are the first members of SIS as per provision under MOA <ul style="list-style-type: none"> • Chief Secretary to Government of Gujarat • Secretary, Education Department • Principal Secretary, GAD • Principal Secretary, Finance • Principal Secretary, Agriculture & Rural Development • Secretary, Legal Department • Director, Primary Education • Director, GCERT • Deputy Secretary, Education Department • State Project Director
• Head of the organization :	State Project Director
• Head Office :	Office of the State Project Director, Gujarat Council of Elementary Education, SSA Mission, Sector – 17, Gandhinagar
• No. of Meetings to be held :	Executive Committee is to meet atleast once in each quarter of the year.
• Whether public participate in the meeting ? :	No
• Whether proceeding of the meeting is prepared ?	Yes
• Whether proceedings of the meeting is available to the public ? :	No

Chapter – 8

8. Statement showing the details regarding name, designation and other particulars of the Asstt. Public Information Officer, Public Information Officer and Appellate Authority

Sr. No.	Designation	STD Code	Phone No.		Fax	E.Mail	Address
			Office	Residence			
1	State Project Engineer	079	23234939	23246248	23232436	dpepgujarat@yahoo.com	Plot No. 1269/2, Sector – 7/D, Gandhinagar

Sr. No.	Designation	STD Code	Phone No.		Fax	E.Mail	Address
			Office	Residence			
1	Addl. State Project Director	079	23234939	23241132	23232436	dpepgujarat@yahoo.com	Plot No. 493/1, Sector – 8/ B, Gandhinagar

Sr. No.	Designation	STD Code	Phone No.		Fax	E.Mail	Address
			Office	Residence			
1	State Project Director	079	23234939 23235069	23222594	23232436	dpepgujarat@yahoo.com	Plot No. 64/1, Sector – 2 / A, Gandhinagar

Chapter – 9

9. **Procedure followed in the decision making process, including channels of supervision and accountability**

The Executive Committee is an authority to exercise all the Administrative, financial and Academic powers. The State Project Director is the Principal Executive Officer of Council and all the administrative and financial affairs, including implementation of the various activities of the projects are being dealt and carried over under his / her control.

The matters pertaining to the general Administration of the project, service matters of the officers and staff, creation of posts, qualifications, selection procedure, pay and emoluments, discipline, control etc. are looked after by the Administrative branch under the supervision and control of the Secretary / Additional State Project Director of the State Project Office. For taking any decision on any matter in this regards, the file is put up to the State Project Director by the Branch, which is routed through the Secretary / Additional State Project Director at State Project Office.

The matters pertaining to the finance and Accounts are dealt by the Accounts Branch for taking any decision on financial matter, the file is put up to the State Project Director through the Finance and Accounts Officer.

The Pedagogical activities are dealt under the supervision of the Additional State Project Director. All the cases in connection with pedagogical activities, are dealt by the concerned officer in charge and routed through the Addl. State Project Director.

The processes under the civil works are dealt by the civil works branch. Any decision regarding the issues of civil works activities is taken by the State Project Director. The file for decision put up by the civil work branch is routed through the State Project Engineer.

Chapter – 10

10. **A Directory of Officers and Employees :**

Sr. No.	Name	Designation	STD Code	Phone No.		Fax	E.Mail	Address
				Office	Residence			
1	Ms. Meena Bhatt	State Project Director	079	23234939 23235069	23222594	23232436	dpepgujarat@yahoo.com	Plot No. 64/1, Sector – 2 / A, Gandhinagar
2	Shri M.N.Bhad	Addl. State Project Director	079	23234939	23241132	23232436	dpepgujarat@yahoo.com	Plot No. 493/1, Sector – 8/ B, Gandhinagar
3	Shri S. D. Solanki	Finance & Account Officer	079	23234939	23229148	23232436	dpepgujarat@yahoo.com	Plot No. 1498/1 Sector – 3/ D, Gandhinagar
4	Sh. V.J. Valand	OIC TT	079	23234939	02774 - 240527	23232436	dpepgujarat@yahoo.com	Block No. 62, Vibhag – 2, Kalyan Society, Modasa
5	Dr. D. R. Sharma	OIC - Planning & Management	079	23234939	23246972	23232436	dpepgujarat@yahoo.com	Plot No. 245, 3 rd Floor, Rudraksh Apt. Sector –22, Gandhinagar
6	Sh. Vipin Shah	State Project Engineer	079	23234939	23246248	23232436	dpepgujarat@yahoo.com	Plot No. 1269/2, Sector – 7/D, Gandhinagar
7	Sh. B.H. Patel	Accounts Officer	079	23234939		23232436	dpepgujarat@yahoo.com	Plot No. 155/1 Sector – 2/ B, Gandhigagar
8	Sh. N.J. Parmar	Accountant	079	23234939	23249397	23232436	dpepgujarat@yahoo.com	Plot No. 397/1 Sector – 2 / B, Gandhinagar
9	Sh. H. J. Shukla	Office Asst. (Incharge OIC – Media & Documentation)	079	23234939	27497772	23232436	dpepgujarat@yahoo.com	Q-303,Indraprastha Driv-In, Ahmedabad

Chapter – 11

11 The Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in the regulation

No system of compensation is provided in the regulations. The officers and employees appointed on deputation from the State Government are paid pay and allowances in the category of their pay scale, sanctioned from time to time. The employees appointed on contract basis are paid consolidated remuneration as fixed from time to time by the State Project Director.

The details of monthly remuneration as on 30.9.2005 to officers and employees appointed on deputation is indicated below :

Sr. No.	Name	Designation	Pay Scale (Rs.)	Basic Pay (Rs.)
1	Ms. Meena Bhatt	State Project Director	16000-450-20050	18250
2	Shri M.N.Bhad	Addl. State Project Director	12000-375-16500	12375
3	Shri S. D. Solanki	Finance & Account Officer	8000-275-14050	12400
4	Sh. V.J. Valand	OIC TT	8000-275-14050	10200
5	Dr. D. R. Sharma	OIC - Planning & Management	8000-275-14050	10200
6	Sh. Vipin Shah	State Project Engineer	8000-275-14050	9650
7	Sh. B.H. Patel	Accounts Officer	6500-200-10500	8500
8	Sh. N.J. Parmar	Accountant	5500-175-9000	7250
9	Sh. H. J. Shukla	Office Asst. (Incharge OIC – Media & Documentation)	4000-100-6000	4800

Chapter – 12

12 Statement showing the budgetary outlay and expenditure incurred by Gujarat Council of Primary Education for Sarva Shiksha Abhiyan (SSA) and National Programme of Education for Girls at Elementary Level (NPEGEL) for the year 2005-06

Rs. In Crore

SSA			NPEGEL		
Outlay	Fund received	Expenditure	Outlay	Fund received	Expenditure
265.67	203.91	205.70	37.65	34.04	34.12

Chapter – 13

13 The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes

No subsidy programmes are executed under this organization.

Chapter – 14

14 Particulars of recipients of concessions, permits or authorizations granted by it

No concessions, permits or authorizations are granted under this organization

Chapter – 15

15 Norms adopted for discharge of the functions of the council

The Functions of the council are discharged as per the norms indicated in a Frame work for Implementation of Sarva Shiksha Abhiyan Mission.

Chapter – 16

16 Details in respect of the information, available to or held by it, reduced in an electronic form ;

No information reduced in such form held by this organization

Chapter – 17

17 The particulars of facilities available to citizens for obtaining information

the following facilities are made available to the citizens for obtaining the information

- Notice Board
- As per the procedure prescribed from time to time to obtain copies of the documents

Annexure - A
List of Abbreviations

AIE	Alternative and Innovative Education
AS	Alternative Schooling
BRC	Block Resource Centre
BRCC	Block Resource Centre Co-ordinator
CRC	Cluster Resource Centre
CRC	Cluster Resource Centre Co-ordinator
DEEP	Distance Elementary Education Programme
DIET	District Institute of Education & Training
DISE	District Information System for Education
DPEP	District Primary Education Programme
DPO	District Project office
EC	Executive Committee
ECCE	Early Child Care and Education
ECE	Early Childhood Education
EE&L	Elementary Education & Literacy
EGS	Education Guarantee Scheme
EMIS	Educational Management Information System
GC	General Council
GOI	Government of India
ICDS	Integrated Child Development Scheme
IED	Integrated Education for Disabled
MHRD	Ministry of Human Resource Development
MIS	Management Information System
MLL	Minimum Level of Learning
MTA	Mother Teachers' Association
NCERT	National Council of Education Research and Training
NCTE	National Council of Teacher Education
NER	Net Enrolment Ratio
NGO	Non Government Organisation
NIEPA	National Institute of Educational Planning & Administration
NPE	National Policy on Education
PMIS	Project Management Information System
PRI	Panchyati Raj Institution
PTA	Parent Teachers' Association
SCERT	State Council of Educational Research and Training
SIEMAT	State Institute of Education Management and Training
SIS	State Implementation Society
SPD	State Project Director
SPO	State Project Office
SSA	Sarva Shiksha Abhiyan
SC	Scheduled Cast
ST	Scheduled Tribe
TLC	Total Literacy Campaign
TLE	Teaching Learning Equipment
TLM	Teaching Learning Material
TOR	Terms Of Reference
UEE	Universalisation of Elementary Education
VCWC	Village Civil Works Committee
VEC	Village Education Committee
WEC	Ward Education Committee