

RIGHT TO INFORMATION ACT-2005

DISCLOSURES UNDER RTI ACT-2005

**GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF ELEMENTARY EDUCATION, ASSAM
KAHILIPARA, GUWAHATI-19**

GOVERNMENT OF ASSAM
DIRECTORATE OF ELEMENTARY EDUCATION, ASSAM
KAHILIPARA, GUWAHATI-19'

No. EPD/74/2017/27

Dated Kahilipara, the 1st July/2017

NOTIFICATION

Under the provision of Section 4 (I) (b) of the Right To Information Act, 2005, the Directorate of Elementary Education, Assam, Kahilipara hereby publishes the required informations in the "Information Book."

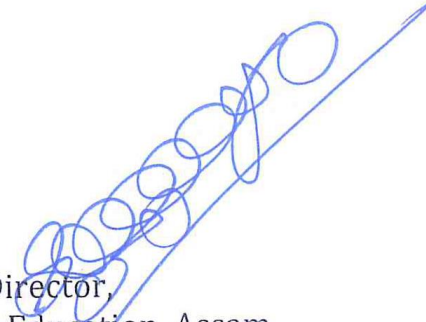
Sd/- S.K. Bhuyan
Director,
Elementary Education, Assam
Kahilipara, Guwahati-19

Memo No. EPD/74/2017/27-A

Dated Kahilipara, the 1st July/2017

Copy for information to:

1. All Officer of this Directorate.
2. The Registrar of this Directorate.
3. All Supdt. of this Directorate.
4. All officials of this Directorate.


Director,
Elementary Education, Assam
Kahilipara, Guwahati-19

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Director,
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CONTENT:

1. Particulars of the organization, functions and duties.
2. Powers and duties of the officers and employees.
3. Procedure followed in the decision making process, including channels supervision and accountability.
4. The norms set by it for the discharge of its function.
5. The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.
6. Statement of the categories of documents that are held by it or under its control
7. 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.
8. A statement of the boards, councils, committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, council, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.
9. A directory of its officers and employees.
10. The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.
11. The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made.
12. The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programme.
13. Particulars of recipients of concessions, permits or authorization granted by it
14. Details in respect of the information, available to or held by it, reduced in an electronic form.
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.
16. The names, designation and other particulars of the public information officers.
17. Some other information.

CHAPTER-I

PARTICULARS OF THE ORGANIZATION, ITS FUNCTIONS AND DUTIES

The name of the organization is Directorate of Elementary Education, Assam under the Department of Education to the Govt. of Assam. It is located at Kahilipara, Guwahati 781019. The Director of Elementary Education, Assam is the Head of the Department under Elementary Education in Assam. The Organizational structure of the staff of this Directorate is shown diagrammatically as in the Table I.

The Directorate of Elementary Education, Assam was established as a separate establishment in July, 1977, with its Head quarter at Kahilipara, Guwahati - 19, for management of Elementary Education to achieve the following objectives.

1. To decentralize management of schools up to the Block level, and
2. To organize activities towards attainment of universalization of Elementary Education (UEE).

Earlier this Directorate belonged to the erstwhile Directorate of Public Instruction (DPI) functioning independently for Assam from 1947.

This Directorate is responsible for administration, control, development and expansion, inspection, supervision, monitoring and evaluation of Elementary Education in Assam. The services of all Sub-divisional Education Officers (Deputy Inspector of Schools) and other subordinate officers (Block Elementary Education Officer & Sub-Inspector of Schools) all over the state have been placed under this Directorate.

The Elementary stage of Education in Assam covers classes from Class I-VIII and also covers students of age group from 6 - 14 years.

MISSION / VISION STATEMENT OF THE PUBLIC AUTHORITY:

Total effective and round all development of Education among new generation with collective vertical mobility of educational achievement.

The vision 2030, so far as the sector of Elementary Education is concerned with its focused on the discharge of the constitutional obligation of provision of free and compulsory education for every child within the age group of 6 - 14 years and fulfillment of the goal of universalization of Elementary Education both in letter and spirit.

CHAPTER-II

POWER AND FUNCTION/DUTIES OF THE OFFICERS AND EMPLOYEES

Director is the head of this organization who controls, supervises, and takes decision as per rules of the Govt. of Assam. He is assisted by the Additional Director, Joint Director, Deputy Directors, Finance & Accounts Officers, Assistant Director, Research Officers, Evaluation & Monitoring Officer, Accounts Officer, Statistical Officer, Assistant Research Officer, Assistant Planning Officer, Registrar, Superintendent, Inspecting Auditor etc.

The main function of this Directorate are-

- (a) Overall control on the Elementary Education of the State.
- (b) Co-ordination with the Govt. and other organizations.
- (c) Inspection and supervision of schools as a supporting agency.
- (d) Appointment and transfer of teaching and non-teaching staff.
- (e) Budgetary activities regarding payment of salary, grants for infrastructure development /establishment of schools.
- (f) Extension works on pensionary benefit to the all employees under this Directorate.
- (g) National & State Award of Elementary Teachers (both LPs & Ups).

Operationalisation plan-scheme, MDM Scheme, scholarship and other incentives programme.

Duties and function

Sl. No.	Designation of officers & staff	Level Officers & Staff	Duties & Function
1	Director	Officer	Controlling (overall in-charge of the Directorate)
2	Additional Director	Officer	Controlling (overall in-charge of the Directorate)
3	Joint Director	Officer	Assisting the Director
4	Deputy Director	Officer	Co-operates with the higher officers in discharging official works and looks after performance of the Branch at preliminary level.
5	Senior Finance & Accounts Officer	Officer	Deals with all financial matters.
6	Officers on Special Duties(O.S.D)	Officer	Deals with High Court Matters.
7.	Finance & Accounts Officer	Officer	Deals with Pension and other financial matter.
8	Assistant Director	Officer	Co-operates with the higher officers
9	Research Officer	Officer	Helps in planning matter
10	EMO	Officer	Evaluate the schematic matter and monitoring the released fund for both plan & Non- Plan head under Elementary Education.
11.	Accounts Officer	Officer	Deals with all accounts and Budget related matters.
12.	Statistical Officer	Officer	Deals with all statistical data under Elementary Education.
13.	Assistant Research Officer	Officer	Helps in planning matters.
14.	Assistant Planning Officer	Officer	Helps in planning matters.
15.	Registrar	Officer	Registration of documents and particulars ,day to day looks after the administration of the Directorate.
16.	Superintendent	Head of the Staff of the branch concerned	Supervises the office works of the staff in the Branch and guide the staff for proper disposal of allotted works.
17.	Inspecting Auditor	Officer	Deals with audit and accounts related matters.
18.	Senior Assistant	Staff	Performs duties as per allocation of works, primarily look in the matter through files.
19.	Nazir	Staff	Ensures availability of materials in the day to day administration.
20.	Cashier	Staff	Deals with financial matters.(Cash related)

21.	Junior Assistant	Staff	Performs duties as per allocation of works & process the matter through files.
22.	Typist	Staff	Ensure timely typing of official letters /correspondence etc.
23.	Drafty	Staff	Perform bank and treasury duties..
24.	Driver	Staff	Drives & maintains office vehicles.
25.	Peon	Staff	Carries official files from employees to officers take table and others works.
26.	Sweeper	Staff	Cleaning the office rooms and premises(Toilet etc).

The power and duties of the officers and employees of the Directorate of Elementary Education, Assam are given below:

Name and designation of the officer

Powers and duties

- | | |
|--------------------------------------|---------------------------------------|
| 1. Sri Sanjib Kumar Bhuyan, Director | Overall in-charge of the Directorate. |
| 2. Dr. Asomi Gogoi, Joint Director | Assist the Director |

PLANING & DEVELOPMENT BRANCH

The following functions / activities are dealt in Planning & Development Branch.

1. Permission, Recognition and Provincialisation of venture schools.
2. Mid-day Meal Scheme, SSA matters etc.
3. Matters relating to Operation Black Board (OBB) teachers.
4. Preparation of Annual Plan & other Plan related matter of Elementary Education..
5. Prior permission, Registration, Recognition of private school.

PLANNING & DEVELOPMENT BRANCH:

Sl. No.	Name of Officer/Official	Designation	Power & Function/Duties
1.	Sri Chandradhar Kalita	Assistant statistical Officer	Perform duties as per allotment of works
2.	Sri Tapan Kumar	Research Assistant	Overall supervision of Branch
3.	Sri Dhiraj Das	Research Assistant	Mid-Day Meal, OBB, Recognition of MES
4.	Samiran Panchanan	Planning Assistant	Perform duties as per allotment of works
5.	Mayuri Pujari	Planning Assistant	-Do-
6.	AbaniKalita	Statistical Assistant	-Do-
7.	Smti Nabanita Medhi	Statistical Assistant	-Do-
8.	Dinesh Chakraborty	Statistical Assistant	-Do-
9.	Bhuchandra Bora	Progress Assistant	-Do-
10.	PhunuTalukdar	Computer	-Do-
11.	Sanjit Das	Jr. Asstt.	-Do-
12.	Jonali Hazarika Das	Jr. Asstt.	-Do-
13.	Shyamanta Deka	Jr. Asstt.	-Do-
14.	Rajen Deka	Office Peon	Carries files from employees to officers table and other official works of De. Branch.
15.	Brajen Barman	Office Peon	Carries files from employees to officers table and other official works of De. Branch.

APPOINTMENT BRANCH

The function of the Branch as Appointment are as follow:

1. All Govt./Provincialised school teacher's appointment, transfer, pension related matters.
2. Establishment of all DEEO, DIS & BEEO office.

APPOINTMENT 'A' Branch

Sl. No.	Name of Employees (Officers/Officials)	Designation	Power & Function/Duties
1.	Ramesh Barman	Senior Assistant	Perform duties as per allocation of works
2.	KamaleswarDeka	Senior Assistant	-Do-
3.	NripenSarma	Senior Assistant	-Do-
4.	PradipKonwar	Senior Assistant	-Do-
5.	Bhagirath Singh	Senior Assistant	-Do-
6.	HiranyaPathak	Junior Assistant	-Do-
7.	PurnimaThapa	Office Peon	Carries files from employees to officer and others works.

APPOINTMENT 'B' Branch

Sl. No.	Name of Employees (Officers/Officials)	Designation	Power & Function/Duties
1	Mohendra Morang	Superintendent	Overall supervision of Branch concerned.
2.	Janu Porja	Senior Assistant	Performs duties as per allocation of works
3.	Boloram Nath	Senior Assistant	-Do-
4.	Umesh Nath	Senior Assistant	-Do-
5.	Dhiraj Bhatta	Senior Assistant	_Do-
6.	Bhagirath Singh	Junior Assistant	-Do-
7.	Kasturi Deka	Junior Assistant	-Do-
8.	Saranani Rabha	Junior Assistant	-Do-
9.	Labanya Kalita	Office Peon	Carries files from employees to officers and others works

Appointment 'B' (SIU) Branch:

Sl. No.	Name of Employees (Officers/Officials)	Designation	Power & Function/Duties
1.	Sri Anil Phukan	Superintendent	Performs duties regarding appointment of works of TET qualified Teacher both Lp/Up Schools against regular vacancies and Gr-III & Gr-IV employees in both filed level offices (DEEO/DIS/BEEOs) and LP/UP Schools under the Directorate of Elementary Education Department, Assam.
2.	Sri Simanta Bayan	Jr. Assistant	-Do-
3.	Sri Devajit Barman	Jr. Assistant	-Do-
4.	Sri Sanjoy Gohain	Jr. Assistant	-Do-
5.	Ms. Sweety Parbosa	Jr. Assistant	-Do-
6.	Md. Rafque Ali	Office Peon	Carries files from employees to officers and others works

ACCOUNTS -A Branch :

The main Function of Accounts "A" Branch are as follows :

1. Drawal of salary of officers and staff of this Directorate. The Cashier will maintained the Cash Book for drawal and disbursement of salary and other SOPD & Esstt etc..
2. G.P.F advance to the staff of this Directorate as well as both Teaching and Non-teaching staff of Govt. and provincialised L.P and U.P Schools of the State except Hill Districts six school under arrear.
3. House Building advance to the staff of this Directorate as well as the Teaching and Non-Teaching staff of Govt. and provincialised L.P & U.P Schools of the State.
4. Preparation of all grant-in-aid bills as per Govt.'s order.
5. Preparation of Bill of Pensionary benefits & Medical Re-imburement of the staff of this Directorate.

Sl. No.	Name of Employees (Officers/Officials)	Designation	Power & Function/Duties
1.	Satya Narayan Kalita	Senior Assistant	Performs duties as per allocation of works
2.	Kandrapa Roy	Senior Assistant	-Do-
3.	Jogesh Ch. Bhuyan	Sr. Assistant	-Do-
4.	Haren Kr. Phukan	Sr. Assistant	_Do-
5.	Pallabi Das	Junior Assistant	-Do-

ACCOUNTS BRANCH "B"

The Preliminary Function of the Account 'B' Branch as mention below:

All matters relating to allocation of fund for payment of monthly salary, Arrear salary, LTC inrespect of L.P & U.P Schools Teachers, DEEO, DIS and BEE0 office as well as the staff ceiling, preparation of Esstt. Budget estimate ,allotment of fund for salary to the deputed teachers, Advocate bills and Audit related matters.

Sl. No.	Name of Employees (Officers/Officials)	Designation	Power & Function/Duties
1	Smti Dipali Devi	Superintendent	Overall supervision of the Branch concerned.
3	Bijoy Ch. Nath	Sr. Assistant	-Do-
4	Kandarpa Roy	Sr. Assistant	-Do-
5	Hirendra Bhagawati	Sr. Assistant	-Do-
6	Bhupali Das	Jr. Assistant	-Do-
7	Anup Ch. Das.	Jr. Assistant	-Do-
8	Mukunda Madhab Dutta	Jr. Assistant	-Do-
9	Tutumoni Bargohai Phukan	Jr. Assistant	-Do-
10	Lankeswar Kakati	Office Peon	Carries files from employees to officers tables and others official matters as and when allotted.

Establishment Branch:

The main functions of the establishment branch are as follows:

1. Appointment, regularization, confirmation of services of officers & staff of as well as the field level officed (DEEO/DIS/BEE0 etc.)
2. Maintenance of service books of officers & staffs of this Directorate.
3. Sanction of earned leave, commuted leave etc. to the officers & staff of this Directorate.
4. Drawal of proceeding, suspension of the staff of this Directorate.

Sl. No.	Name of Employees (Officers/Officials)	Designation	Power & Function/Duties
1	Sri Boloram Nath	Senior Assistant	Performs duties as per allotment of works
2	Sri Bhagirath Singh	Junior Assistant	-Do-
3	Haren Kr. Phukan	Sr. Assistant	-Do-
4	Labanya Kalita	Peon	Carries files and others official works .

Examination & Training Branch:

Sl. No.	Name of Employees (Officers/Officials)	Designation	Power & Function/Duties
1	Smti Rahila Baro	Superintendent	Overall supervision of the Branch concerned.
2.	Sri Baikuntha Rajbangshi	Statistical Assistance	Performing duties of CM Special Scholarship Examination in Elementary School.
3.	Sri Umesh Kumar	Sr. Asstt.	Performing duties deputation of officers /teachers in training courses.

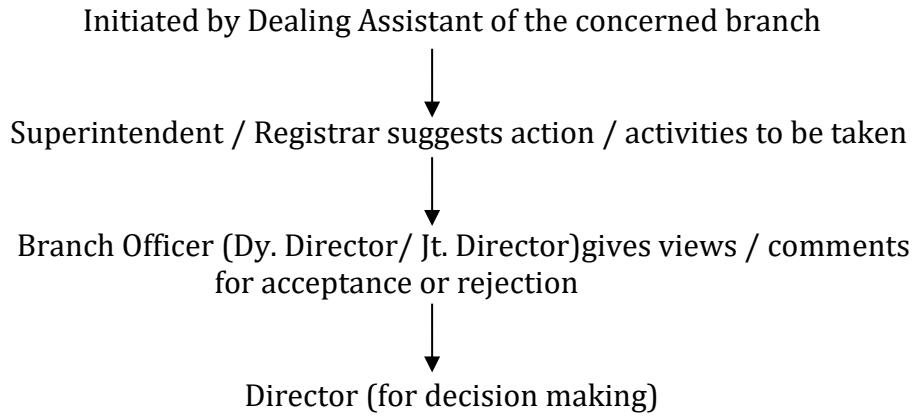
RTI Cell:

Sl. No.	Name of Employees (Officers/Officials)	Designation	Power & Function/Duties
1.	Smti Rumi Choudhury	Deputy Director	SPIO
2.	Sri Jibeswar Medhi	Inspecting Auditor	APIO
3.	Sri Girindra NathHaloi	Sr. Asstt.	Matters related to RTI
4.	Dhiren Ch. Kalita	Comptor	-Do-
5.	Meghali Baruah	S.A	-Do-
6.	Mini Kakati	Jr. Asstt.	-Do-
7.	Satyajit Das	Jr. Asstt.	-Do-
8.	Ritu Kumar	Jr. Asstt.	-Do-
9.	Nilima Das	Office Peon	Carries files from employees to officers and others works

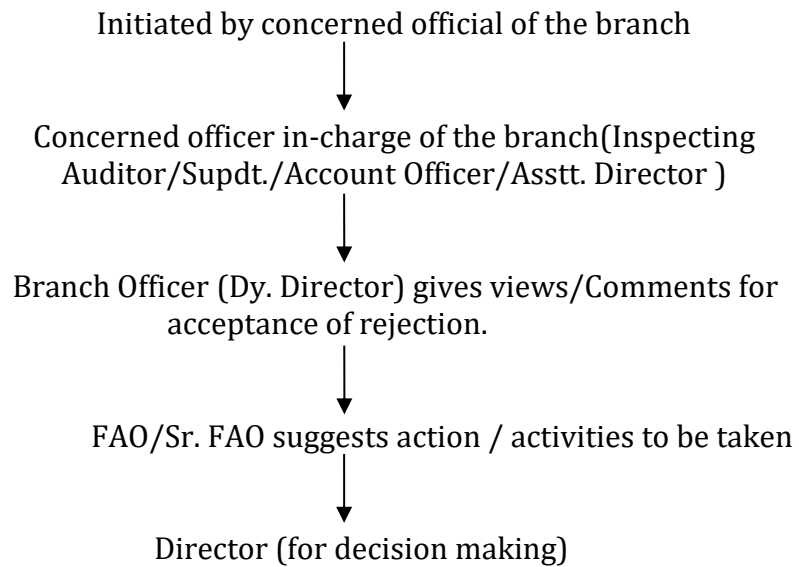
CHAPTER III

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

1. **Administrative:**



2. **Financial:**



CHAPTER IV

The norms set by it for the discharge its functions:

1. The existing norms / rules / procedures and provisions as laid down in the office Memorandum issued by the Govt. of Assam strictly followed.
2. The Director of Elementary Education, Assam has not brought out any rules, regulation or manuals.

CHAPTER V

The rules, regulations, instruction, manuals and records held by or under its control or used by its employees for discharging its functions.

The employees of this Directorate, while discharging official works normally follow the rules/regulations as provided under the Assam Elementary Education(Provincialization) Service and conduct Rules,1981, the Assam Provincialisation Act, 1978 relevant guide / instructions / Office Memorandum issued from time to time by the Administrative Department including other Departments., Pension Rules, Assam Civil Service conduct Rules, Disciplinary and Appeal Rules etc.

Chapter VI

A Statement of the categories of documents that are held by it or under its control.

Sl. No.	Category of the document	Name of the document and its introduction in one line.	Held by / Under Control
1	Documents regarding Budget	Annual Budget (Yearwise): Budget provision is shown as per scheme and requirement, year-wise Performance Budget and Audit.	Director of Elementary Education, Assam
2	Document regarding plan	(a) Annual Plan (yearwise): Physical and financial requirement is shown as per last year achievement for the year. (b) Five Year Plan: Physical and financial target is shown. The target and achievement for last 5 year is also shown.	Director of Elementary Education, Assam
3	Documents: Annual report of the Department	Annual report is published where various data regarding elementary education is included.	Director of Elementary Education Assam
4	Files	(a) Different files are maintained for keeping records of different matters.	Director of Elementary Education, Assam

5) The Assam Elementary Education Service and Conduct Rules, Act/ 1981.

6) The Assam Provincialisation Act, 1978.

7) F. R. & S. R. issued by the Govt.

8) Government notifications and circular issued from time to time.

9) Guidelines for implementation of different schemes / projects issued by the Govt. of Assam and Government of India.

Chapter VII

The particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or administration thereof.

No such arrangement exists policies are formed by the Govt. Based on policies, implementation is done in consultation with departmental official as per overall guidelines from time to time.

CHAPTER- VIII

A Statement of boards council committees and other bodies constituted as its part or for the purpose of its advice and as to whether meetings of those boards, council, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

Managing Committee of School: There is a provision to constitute a School Managing Committee by the people of feeder and guardian areas of each Primary and Middle School. Committee of the said school looks after the matter of development of school building, campus and educational environment from time to time.

Brief Introduction: The Committee is constituted by the guardians and other people of feeder area of the school. The structure of the Committee is as follows:

- i. President: 1 no.
- ii. Secretary: The Headmaster of the school is selected as secretary.
- iii. Member:--
 - i. Guardian Member (at least one lady)
 - ii. Donor Member.
 - iii Teacher representative.

4) Role of the Body: Development works of school building, compound, educational environment etc.

5) Head of the Body: The president is the head of the managing Committee.

6) Address: School Address.

7) Frequency of Meeting: As per requirement.

8) Can public participate in the meeting: Yes

9) Are minutes of the meeting prepared: Yes

CHAPTER IX

Directory of its officers and employees

Directory of Officers & Employees are shown as follows:

Manual -IX

Directory of Officers and Employees Directorate of Elementary Education, Assam

Sl. No	Name of the Officers & Staff	Designation	Address
1.	2	3	4
2.	Sri Sanjib Kumar Bhuyan	Addl. Director, Director, i.c	Office of the Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
3.	Dr. Asomi Gogoi	Joint Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
4.	Smti Mamata Hojai	Joint Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
5.	Sri Dipak Sarma	Dy. Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
6.	Sri ManoranjanKakoti	Dy. Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
7.	Smti Rumi Choudhury	Dy. Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
8.	Sri Titu Gogoi	Dy. Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
9.	Sri Sanjib Sarma-	Senior Finance & Accounts Officer	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
10.	Sri Munindra Bharali	Asstt. Director(Planning)	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
11.	Sri Rajib Lochan Boruah	Asstt. Director (Budget & accounts)	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
12.	Smti Indumoti Narzari	Evolution and Monitoring Officer	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
13.	Sri Jibeswar Medhi	Inspecting Auditor	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
14.	Sri Chandradhar Kalita	ASO	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
15.	Sri Tapan Kumar	RA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
16.	Sri Dhiraj Das	RA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
17.	Sri Samiran Panchanan	Planning Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati

18.	Smti Mayuri Pujari	Planning Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
19.	Smti Nabanita Medhi	SA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
20.	Sri Baikuntha Rajbongshi	SA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
21.	Sri Abani Kalita	SA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
22.	Sri Dinesh Chakraborty	SA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
23.	Sri Bhuchandra Bora	Progress Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
24.	Mrs. Dipali Devi	Superintendent	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
25.	Sri Mahendra Morang	Superintendent	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
26.	Smti Rohila Boro	Superintendent	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
27.	Sri Anil Phukan	Superintendent	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
28.	Sri Janu Porja	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
29.	Sri Boloram Nath	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
30.	Sri Ramesh Barman	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
31.	Sri Kamaleswar Deka	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
32.	Sri Satya Narayan Kalita	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
33.	Sri Umesh Nath	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
34.	Sri Bijoy Ch. Nath	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
35.	Sri Nipen Sarma	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
36.	Sri Umesh Kumar	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
37.	Sri Hiren Bhagawati	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara ,9Guwahati
38.	Sri Kandrapa Roy	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
39.	Sri Narayan Ch. Teron	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
40.	Sri Jogesh Ch Bhuyan	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
41.	Sri Pradip Konwar	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati

42.	Sri Dhiraj Kr. Bhattacharjya	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
43.	Sri Bhagirath Singha	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
44.	Sri Girindra Nathj Haloi	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
45.	Sri Pratap Saikia	Steno	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
46.	Smti PhunuTalukdar	Computor	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
47.	SmtiDiptiBarbaruah	Computor	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
48.	Sri DhirenKalita	Computor	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
49.	Sri Girish Das	Computor	Directorate of Elementary Education , Assam, KahiliparGuwahati-19
50.	Sri Bipin Das	Computor	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
51.	Sri Nani Bora	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
52.	Sri Haren Phukan	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
53.	Mrs. Kasturi Deka	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
54.	Sri Shyamanta Deka	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
55.	Sri Dipak Goswami	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
56.	Sri Moni Das	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
57.			
58.	Simanta Bayan	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
59.	Bhupali Das	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
60.	Devajit Barman	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
61.	Hiranya Kr. Pathak	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
62.	Jonali Hazarika Das	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
63.	Mini Kakati	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
64.	Mukanda Madhab Dutta	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
65.	Pallabi Das	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19

66.	Pranab Sarma	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
67.	Ritu Kumar	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
68.	Sanjit kumar Das	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
69.	Sanjoy Gohain	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
70.	Saranani Rabha	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
71.	Satyajit Das	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
72.	Anup Chandra Das	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
73.	Tutumoni Borgohain	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
74.	Sweety Parbosa	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
75.	RatanNath	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
76.	Umesh Das	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
77.	Tilak Kalita	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
78.	Kaliram Nath	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
79.	Ghana Kanta Deka	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
80.	Lankeshar Kakati	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
81.	Ratna Devi	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
82.	Brajen Barman	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
83.	Chamala Upadhya	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
84.	Joy Ch. Das	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
85.	Sailen Mali	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
86.	Dimbeswar Nath	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
87.	Ramani Kalita	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
88.	Rafique Ali	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
89.	Labanya Kalita	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
90.	Bhupen Das	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
91.	Rajen Deka	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
92.	Nilima Das	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19

93.	Kishor Sarma	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
94.	Sankar Haloi	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
95.	Billal Ali	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
96.	Prabhat Ch. Das	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
97.	PurnimaThapa	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
98.	Dipjyoti Kalita	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
99.	Pankaj Basumatary	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
100.	Surja Rabha	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19

CHAPTER-X

Monthly remuneration received by each officers and employees, including the system of compensation as provided in its regulations:

Monthly remuneration is received by each of its employees as per the pay scales and rank shown against each of the officers/employees in the table below:

Sl. No	Name of the Officers & Staff	Designation	Scale of pay(Rs.)	Grade Pay
1	2	3	4	
1.	Vacant	Director	30,000-110,000	17,500
2.	Sri Sanjib Kumar Bhuyan	Addl. Director, Director i/c	30,000-110,000	16,900
3.	Dr. Asomi Gogoi	Joint Director	30,000-110,000	15,100
4.	Sri Dipak Sarma	Dy. Director	30,000-110,000	14,500
5.	Dr. Basanti Bordoloi	Dy. Director	30,000-110,000	14,500
6.	Sri Abdul Razzaque	Dy. Director	30,000-110,000	14,500
7.	Sri Manoranjan Kakoti	Dy. Director	30,000-110,000	14,500
8.	Smti Rumi Choudhury	Dy. Director	30,000-110,000	14,500
9.	Sri Sanjib Sarma-	Senior Finance & Accounts Officer	30,000-110,000	14,500
10.	Sri MunindraBharali	Asstt. Director	30,000-110,000	13,900
11.	Sri RajibLochan Boruah	Asstt. Director	30,000-110,000	13,900
12.	Smti Indumoti Narzari	Evolution and Monitoring Officer	30,000-110,000	13,300
13.	Sri Gopesh Pathak	Registrer	22,000-87000	11,500
14.	Sri Jibeswar Medhi	Inspecting Auditor	22,000-87000	9,100
15.	Sri Chandradhar Kalita	ASO	22,000-87000	9,100
16.	Sri Khirod Das	RA	22,000-87000	9,100
17.	Sri Dhiraj Das	RA	22,000-87000	9,100
18.	Sri Tapan Kumar	RA	22,000-87000	9,100
19.	Sri SamiranPanchanan	Planning Asstt.	14,000-49,000	7,400
20.	SmtiMayuriPujari	Planning Asstt.	14,000-49,000	7,400
21.	Smti NabanitaMedhi	SA	14,000-49,000	7,400
22.	Sri Baikuntha Rajbonshi	SA	14,000-49,000	7,400
23.	Sri Abani Kalita	SA	14,000-49,000	7,400
24.	Sri Dinesh Chakraborty	SA	14,000-49,000	7,400

25.	Sri Bhuchandra Bora	Progress Asstt.	14,000-49,000	7,400
26.	Smt iPhunuTalukdar	Computer	14,000-49,000	6,200
27.	Smti Dipti Barbaruah	Computer	14,000-49,000	6,200
28.	Sri Dhiren Kalita	Computer	14,000-49,000	6,200
29.	Sri Girish Das	Computer	14,000-49,000	6,200
30.	Sri Bipin Das	Computer	14,000-49,000	6,200
31.	Sri PratapSaikia	Steno	14,000-49,000	7,400
32.	Smti Bina Mishra	Sr. Asstt.	14,000-49,000	8000
33.	Mrs. Dipali Devi	Sr. Asstt.	14,000-49,000	8000
34.	Sri Mahendra Morang	Sr. Asstt.	14,000-49,000	8000
35.	Smti Rohila Boro	Sr. Asstt.	14,000-49,000	8000
36.	Sri Anil Phukan	Sr. Asstt.	14,000-49,000	8000
37.	Sri Janu Porja	Sr. Asstt.	14,000-49,000	8000
38.	Sri Boloram Nath	Sr. Asstt.	14,000-49,000	8000
39.	Sri Ramesh Barman	Sr. Asstt.	14,000-49,000	8000
40.	Sri Kamaleswar Deka	Sr. Asstt.	14,000-49,000	8000
41.	Sri Satya Narayan Kalita	Sr. Asstt.	14,000-49,000	8000
42.	Sri Umesh Nath	Sr. Asstt.	14,000-49,000	8000
43.	Sri Nripen Sarma	Sr. Asstt.	14,000-49,000	8000
44.	Sri Bijoy Nath	Sr. Asstt.	14,000-49,000	8000
45.	Sri Umesh Kumar	Sr. Asstt.	14,000-49,000	8000
46.	Sri Kandrapa Roy	Sr. Asstt.	14,000-49,000	8000
47.	Sri HirenBhagawati	Sr. Asstt.	14,000-49,000	8000
48.	Sri Narayan Teron	Sr. Asstt.	14,000-49,000	8000
49.	Sri Jogesh Bhuyan	Sr. Asstt.	14,000-49,000	8000
50.	Sri Pradip Konwar	Sr. Asstt.	14,000-49,000	8000
51.	Sri Dhiraj Kr. Bhattacharjya	Sr. Asstt.	14,000-49,000	8000
52.	Sri Haren Phukan	Jr. Asstt.	14,000-49,000	6,200
53.	Sri Nani Bora	Jr. Asstt.	14,000-49,000	6,200
54.	Girin Haloi	Jr. Asstt.	14,000-49,000	6,200
55.	Sri Shyamanta Deka	Jr. Asstt.	14,000-49,000	5,600
56.	Mrs. Kasturi Deka	Jr. Asstt.	14,000-49,000	6,200
57.	Sri Dipak Goswami	Jr. Asstt.	14,000-49,000	5,600
58.	Sri Moni Das	Jr. Asstt.	14,000-49,000	5,600
59.	Sri BhagirathSingha	Jr. Asstt.	14,000-49,000	6200
60.	Anup Ch. Das	Jr. Asstt.	14,000-49,000	6,200
61.	Bhupali Das	Jr. Asstt.	14,000-49,000	6,200
62.	Devajit Barman	Jr. Asstt.	14,000-49,000	6,200

63.	Hiranya Kr. Pathak	Jr. Asstt.	14,000-49,000	6,200
64.	JonaliHazarika Das	Jr. Asstt.	14,000-49,000	6,200
65.	Mini Kakati	Jr. Asstt.	14,000-49,000	6,200
66.	Mukanda Madhab Dutta	Jr. Asstt.	14,000-49,000	6,200
67.	Pallabi Das	Jr. Asstt.	14,000-49,000	6,200
68.	Pranab Sarma	Jr. Asstt.	14,000-49,000	6,200
69.	Ritu Kumar	Jr. Asstt.	14,000-49,000	6,200
70.	Sanjit kumar Das	Jr. Asstt.	14,000-49,000	6,200
71.	Sanjoy Gohain	Jr. Asstt.	14,000-49,000	6,200
72.	Saranani Rabha	Jr. Asstt.	14,000-49,000	6,200
73.	Satyajit Das	Jr. Asstt.	14,000-49,000	6,200
74.	Simanta Bayan	Jr. Asstt.	14,000-49,000	6,200
75.	Tutumoni Borgohain	Jr. Asstt.	14,000-49,000	6,200
76.	Sweety Parbosa	Jr. Asstt.	14,000-49,000	6,200
77.	Ratan Nath	Driver	14,000-49,000	5000
78.	Umesh Das	Driver	14,000-49,000	5000
79.	Kaliram Nath	Drafty	12,000-37500	4400
80.	Tilak Kalita	Drafty	12,000-37500	4400
81.	LankesharKakati	Gr.-IV	12,000-37500	3900
82.	Ratna Devi	Gr.-IV	12,000-37500	3900
83.	Brajen Barman	Gr.-IV	12,000-37500	3900
84.	Chamala Upadhya	Gr.-IV	12,000-37500	3900
85.	Joy Ch. Das	Gr.-IV	12,000-37500	3900
86.	Sailen Mali	Gr.-IV	12,000-37500	3900
87.	Dimbeswar Nath	Gr.-IV	12,000-37500	3900
88.	RamaniKalita	Gr.-IV	12,000-37500	3900
89.	Rafique Ali Ahmed	Gr.-IV	12,000-37500	3900
90.	Labanya Kalita	Gr.-IV	12,000-37500	3900
91.	Bhupen Das	Gr.-IV	12,000-37500	3900
92.	RajenDeka	Gr.-IV	12,000-37500	3900
93.	Nilima Das	Gr.-IV	12,000-37500	3900
94.	Kishor Sarma	Gr.-IV	12,000-37500	3900
95.	Sankar Haloi	Gr.-IV	12,000-37500	3900
96.	Billal Ali	Gr.-IV	12,000-37500	3900
97.	Prabhat Ch. Das	Gr.-IV	12,000-37500	3900
98.	Purnima Thapa	Gr.-IV	12,000-37500	3900
99.	Dipjyoti Kalita	Gr.-IV	12,000-37500	3900
100.	Pankaj Basumatary	Gr.-IV	12,000-37500	3900
101.	Surja Rabha	Gr.-IV	12,000-37500	3900

CHAPTER-XI

Budget allotted to each of its agency, indicating particular of all plans, proposed expenditures and reports on disbursements made.

CHAPTER-XII

Manner of execution of subsidy programmes including the amount allocated and details of the beneficiaries of such programme.

CHAPTER-XIII

Particulars of recipients of concessions, permits or authorities granted by it.
Nothing as such is granted.

CHAPTER-XIV

Details in respect of the information available to or held by it reduced in an electronic form.
Partly it is available.

CHAPTER-XV

Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room if maintained for public use.
No such library or reading room is maintained by the Directorate for public use.

CHAPTER-XVI

Names, Designation and other particular of the public information officer.
The following officers have been designated as First Appellate Authority, State Public Information Officer and Assistant State Public Information Officer of the Directorate.

Name , Designation & Phone No.:

Sl. No.	Name	Designation	Phone No.
1	Sri Sanjib Kumar Bhuyan	Director first Appellate Authority of the Directorate	Ph : 9435067369
2	Smti Rumi Choudhury,	Deputy Director, State Public Information Officer	Ph: 98641 55514
3.	Sri JibeswarMedhi	Inspecting Auditor Assistant Public Information Officer	Ph: 94353 07515

CHAPTER-XVII

Some useful Information:

The Directorate maintain a register. Application submitted are maintained chronologically by the SPIO/ASPIO and each application will bear a number and date which will be noted on the receipt handed over to the applicant for making further reference.

Declaration:

It is hereby declare that the existing provisions of the Acts/Rules etc. now in vogue in the Directorate of Elementary Education, Govt. of Assam do not violate the provisions of the Right to Information Act. 2005.

Sd/- S.K. Bhuyan

Director,
Elementary Education, Assam
Kahilipara, Guwahati-19

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