

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."

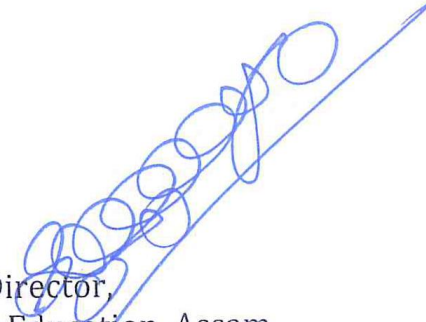
Sd/- S.K. Bhuyan
Director,
Elementary Education, Assam
Kahilipara, Guwahati-19

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

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.

Dated Kahilipara, the 1st July/2017


Director,
Elementary Education, Assam
Kahilipara, Guwahati-19

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 help by it, reduced in an electronic form.
15. The particulars of facilities available 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 under Department of Education, Govt. of Assam. It is located at Kahilipara, Guwahati 781019, Assam. The Director of Elementary Education, Assam is the Head of the Directorate of Elementary Education. 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 to Class VIII and covers students for the age group of 6 – 14 years.

MISSION / VISION STATEMENT OF THE PUBLIC AUTHORITY:

Total effective and all round 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, is 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 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 Additional Director, Joint Director, Deputy Directors, Finance Officers, Assistant Director, Research Officers etc.

The duties 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.

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	Joint Director	Officer	Assisting Director
3	Deputy Director	Officer	Co-operates with the higher officer in discharging official works and looks after performance of the Branch in preliminary level.
4	Assistant Director	Officer	Co-operates with the higher officer
5	Senior Finance & Accounts Officer	Officer	Deals with financial matter.
6	Finance & Accounts Officer	Officer	Deals with financial matter.
7	Evolution and Monitoring Officer	Officer	Evolution and Monitoring of different development scheme.
8	Registrar	Officer	Registration of documents and particulars ,day to day looks after the administration of the Directorate.
9	Inspecting Aditor		Performs Financial matter, Audit, Budget and Expenditure etc.
8	Research Officer	Officer	Helps in planning matter
10	Assistant Research Officer	Officer	Helps in planning matter
11	Superintendent	Head of the Staff of the branch	Supervises the office works of the staff in the Branch and guide the staff for proper disposal of allotted works.
13	Senior Assistant	Staff	Performs duties as per allotment of works mainly putting up matter in files.
14	Nazir	Staff	Ensures availability of materials in the day to day administration.
15	Cashier	Staff	Deals with financial matters.
16	Junior Assistant	Staff	Performs duties as per allotment of works & mainly putting up of matter in files.
17	Typist	Staff	Ensure timely typing of office letters /correspondence etc.
18	Drafty	Staff	Perform bank duties.
19	Driver	Staff	Drives & maintains office vehicles.
20	Peon	Staff	Carry files from employees to officers and others works.
21	Mali	Staff	Clean the premises & gardening.
22	Sweeper	Staff	Clean the premises.

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

<u>Name and designation of the officer</u>	<u>Powers and duties</u>
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.
- 3. Matters relating to Operation Black Board (OBB) teachers.
- 4. Plan preparation.
- 5. Prior permission, Registration, Recognition of private school.

PLANNING & DEVELOPMENT BRANCH

Sl. No.	Designation of staff	Designation	Power & Duties
1	Sri Khirod Das	Research Assistant	Overall supervision of Branch
2	Sri Tapan Kumar	Research Assistant	Overall supervision of Branch
3	Sri Dhiraj Das	Research Assistant	Mid-Day Meal, OBB, Recognition of MES
4	Sri Chandradhar Kalita	Assistant statistical Officer	Perform duties as per allotment of works
5	Smti Nabanita Medhi	Statistical Assistant	Perform duties as per allotment of works
6	Abani Kalita	Statistical Assistant	Perform duties as per allotment of works
7	Dinesh Chakraborty	Statistical Assistant	Perform duties as per allotment of works
8	Mayuri Pujari	Planning Assistant	Perform duties as per allotment of works
9	Samiran Panchanan	Planning Assistant	Perform duties as per allotment of works
10	Bhuchandra Bora	Progress Assistant	Perform duties as per allotment of works
11	Phunu Talukdar	Computer	Perform duties as per allotment of works
12	Sanjib Das	Jr. Asstt.	Perform duties as per allotment of works
13	Jonali Hazarika Das	Jr. Asstt.	Perform duties as per allotment of works
14	Shyamanta Deka	Jr. Asstt.	Perform duties as per allotment of works

APPOINTMENT BRANCH

- The function of the Branch as stated below:
- 1. All Govt. / Provincialised school teacher’s appointment, transfer, pension etc.
 - 2. Establishment of DEEO, DIS & BEE0 office (all).
 - 3. National Award, State Award.

APPOINTMENT A

Sl. No.	Designation of Superintendent/ staff	Designation	Power & Duties
1	Bina Mishra	Superintendent	Overall supervision of Branch
2	Mohendra Morang	Senior Assistant	Perform duties as per allotment of works
3	Ramesh Barman	Senior Assistant	Performs duties as per allotment of works
4	Nripen Sarma	Senior Assistant	Performs duties as per allotment of works
5	Pradip Konwar	Senior Assistant	Performs duties as per allotment of works
6	Kamaleswar Deka	Senior Assistant	Perform duties as per allotment of works
7	Bijoy Nath	Senior Assistant	Performs duties as per allotment of works
8	Bhagirath singh	Junior Assistant	Performs duties as per allotment of works
9	Hiranya Pathak	Junior Assistant	Performs duties as per allotment of works
10	Purnima Thapa	Grade IV	Carries files from employees to officers and others works.

APPOINTMENT B

Sl. No.	Designation of Superintendent/ staff	Designation	Power & Duties
2	Mohendra Morang	i/c Superintendent	Overall supervision of Branch
3	Umesh Nath	Senior Assistant	Performs duties as per allotment of works
4	Boloram Nath	Senior Assistant	Performs duties as per allotment of works
5	Janu Porja	Senior Assistant	Performs duties as per allotment of works
6	Dhiraj Bhatta	Senior Assistant	Performs duties as per allotment of works
7	Bhagirath Singh	Junior Assistant	Perform sduties as per allotment of works
8	Kasturi Deka	Junior Assistant	Performs duties as per allotment of works
9	Saranani Rabha	Junior Assistant	Performs duties as per allotment of works
10	Labanya Kalita	Gr. IV	Carry files from employees to officers and others works.

ACCOUNTS –A

Function of Accounts “A” Branch:

- 1. Drawal of salary of officers and staff of the Directorate. The Cashier in maintaining the cash book for drawal and disbursement.
- 2. G.P.F advance to the staff of this Directorate and to the staff (both teaching and Non-teaching) of Govt. and provincialised L.P and U.P Schools of the State except Hill Districts.
- 3. House Building advance to the staff of this Directorate along with 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 of the staff & Medical Re-imbursement.

Accounts Branch “A”

Sl. No.	Designation of Superintendent/ staff	Designation	Power & Duties
1	Dipali Devi	i/c Superintendent	Overall supervision of Branch
2	Satya Kalita	Senior Assistant	Performs duties as per allotment of works
3	Kandrapa Roy	Senior Assistant	Performs duties as per allotment of works.
4	Jogesh Bhuyan	Sr. Assistant	Performs duties as per allotment of works.
4	Haren Kumar Phukan	Junior Assistant	Performs duties as per allotment of works
5	Pallabi Das	Junior Assistant	Performs duties as per allotment of works
6	Ghana Kanta Deka	Peon	Carries files from employees to officers and others works.

ACCOUNTS BRANCH “B”

Function of the Branch:
All matters relating to allotment of fund for payment of salary, Arrear salary, Non-Salary, LTC in respect of L.P & U.P Schools, DEEO, DIS and BEE0 office, ceiling, preparation of Non-plan Budget, allotment of fund for salary to the deputed teachers.

ACCOUNTS BRANCH “B”

Sl. No.	Designation of Superintendent/ staff	Designation	Power & Duties
1	Smti Dipali Devi	i/c Superintendent	Overall supervision of Branch
2	Tarulata Phukan	Sr. Assistant	Performs duties as per allotment of works
3	Bijoy Ch. Nath	Sr. Assistant	Performs duties as per allotment of works
4	Bina Mishra	Sr. Assistant	Performs duties as per allotment of works
5	Kandarpa Roy	Sr. Assistant	Performs duties as per allotment of works
6	Hiren Bhagawati	Sr. Assistant	Performs duties as per allotment of works
7	Mukunda Madhab Dutta	Jr. Assistant	Performs duties as per allotment of works
8	Tutumoni Phukan	Jr. Assistant	Performs duties as per allotment of works
9	Lankeswar Kakati	Grade IV	Carries files from employees to officers and others works.

Establishment Branch:

- 1. Appointment, regularization, confirmation of the staff of this Directorate.
- 2. Maintenance of service books of the staff.
- 3. Sanction of earned leave, commuted leave etc. to the staff of this Directorate.
- 4. Drawal of proceeding, suspension of the staff.

Sl. No.	Designation of staff	Designation	Power & Duties
1	Sri Boloram Nath	Senior Assistant	Performs duties as per allotment of works
2	Sri Bhagirath Singh	Junior Assistant	Performs duties as per allotment of works
3	Haren Kumar Phukan	Junior Assistant	Performs duties as per allotment of works
4	Labanya Kalita	Peon	Carries files and others works

Appointment (SIU) Branch:

Sl. No.	Designation of staff	Designation	Power & Duties
1	Sri Anil Phukan	Sr. Assistant	Performs duties as per allotment of works
2	Sri Simanta Bayan	Jr. Assistant	Performs duties as per allotment of works
3	Sri Devajit Barman	Jr. Assistant	Performs duties as per allotment of works
4	Sri Ritu Kumar	Jr. Assistant	Performs duties as per allotment of works
5	Sri Sanjoy Gohain	Jr. Assistant	Performs duties as per allotment of works
6	Ms Sweety Parbosa	Jr. Assistant	Performs duties as per allotment of works

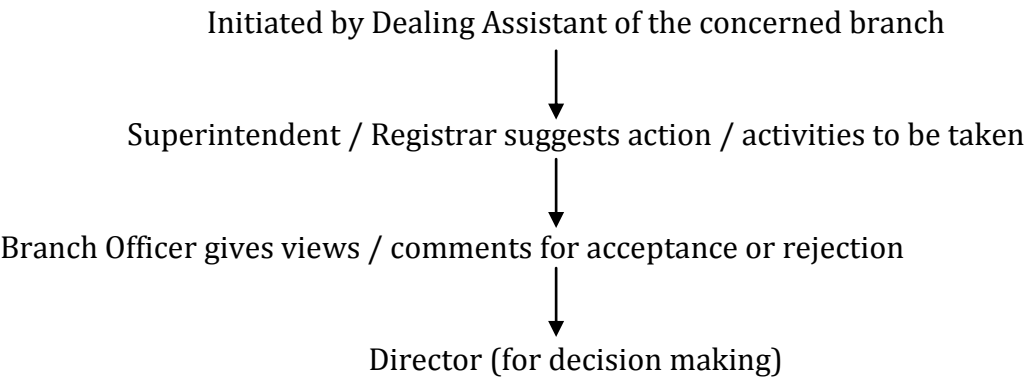
RTI Cell:

Sl. No.	Designation of SPIO ,APIO and staff	Designation	Power & Duties
1	Smti Rumi Choudhury	Deputy Director	SPIO
2	Sri Jibeswar Medhi	Inspecting Auditor	APIO
3	Sri Girindra Haloi	Sr. Asstt.	RTI matters
4	Sri Umesh Kumar	Sr. Assistant	RTI matters
5	Dhiren Kalita	Computor	RTI matters
6	Bhagirath Sing	Jr. Asstt.	RTI matters
7	Meghali Baruah	S.A	RTI matters
8	Bhupali Das	Jr. Asstt.	RTI matters
9	Satyajit Das	Jr. Asstt.	RTI matters

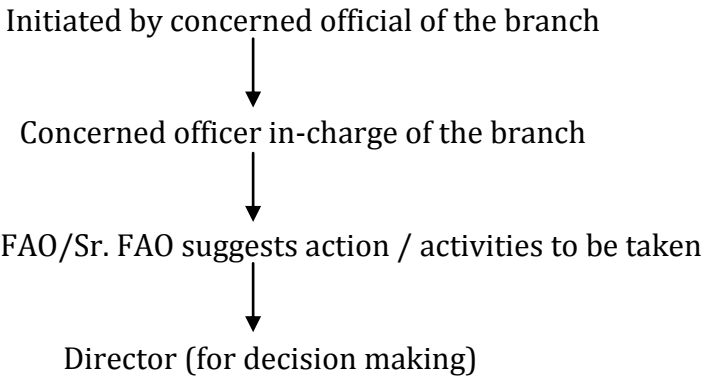
CHAPTER III

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.

The existing norms / rules / procedures and provisions as laid down in the office memorandum issued by the Govt. are followed.

The Directorate 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 in education Service Rule, 1981, the Assam Provincialisation Act, 1978 relevant guide / instructions / Office Memorandum issued time to time by the Department including other Departments. Pension Rules, Assam Civil Service Discipline and Appeal Rules.

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 (Year wise): Budget provision is shown as per scheme and requirement, year-wise Performance Budget:	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 Education Service 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 State Government 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 area and guardian of the school for every primary and Middle School. Committee of the school looks after the development of school building, compound and educational environment.

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 Officer & Employees is 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
1	Sri Sanjib Kumar Bhuyan	Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
2	Dr. Asomi Gogoi	Joint Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
3	Sri Dipak Sarma	Dy. Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
4	Dr. Basanti Bordoloi	Dy. Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
5	Sri Abdul Razzaque	Dy. Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
6	Sri Manoranjan Kakoti	Dy. Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
7	Smti Rumi Choudhury	Dy. Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
8	Sri Sanjib Sarma-	Senior Finance & Accounts Officer	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
9	Md. Mustafa Al Amin	Finance & Accounts Officer	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
10	Sri Munindra Bharali	Asstt. Director	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
11	Sri Rajib Lochan Boruah	Asstt. Director	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 Gopesh Ch. Pathak	Registrar	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
15	Sri Chandradhar Kalita	ASO	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
16	Sri Khirod Das	RA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
17	Sri Dhiraj Das	RA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati

18	Sri Tapan Kumar	RA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
19	Sri Samiran Panchanan	Planning Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
20	Smti Mayuri Pujari	Planning Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
21	Smti Nabanita Medhi	SA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
22	Sri Baikuntha Rajbonshi	SA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
23	Sri Abani Kalita	SA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
24	Sri Dinesh Chakraborty	SA	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
25	Sri Bhuchandra Bora	Progress Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
26	Smti Phunu Talukdar	Computor	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
27	Smti Dipti Barbaruah	Computor	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
28	Sri Dhiren Kalita	Computor	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
29	Sri Girish Das	Computor	Directorate of Elementary Education , Assam, Kahilipar Guwahati-19
30	Sri Bipin Das	Computor	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
31	Sri Pratap Saikia	Steno	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
32	Smti Bina Mishra	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
33	Mrs. Dipali Devi	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
34	Sri Mahendra Morang	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
35	Smti Rohila Boro	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
36	Sri Anil Phukan	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
37	Sri Janu Porja	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
38	Sri Boloram Nath	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
39	Sri Ramesh Barman	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
40	Mrs. Tarulata Phukan	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
41	Sri Kamaleswar Deka	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
42	Sri Satya Narayan Kalita	Sr. Asstt.	Directorate of Elementary Education

			, Assam, Kahilipara , Guwahati
43	Sri Umesh Nath	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
44	Sri Nripen Sarma	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
45	Sri Bijoy Nath	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
46	Sri Umesh Kumar	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
47	Sri Kandrapa Roy	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
48	Sri Hiren Bhagawati	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara ,9Guwahati
49	Sri Narayan Teron	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
50	Sri Jogesh Bhuyan	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
51	Sri Pradip Konwar	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
52	Sri Dhiraj Kr. Bhattacharjya	Sr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
53	Sri Nani Bora	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
54	Sri Girin Haloi	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
55	Sri Haren Phukan	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
56	Sri Shyamanta Deka	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
57	Mrs. Kasturi Deka	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
58	Sri Dipak Goswami	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
59	Sri Moni Das	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
60	Sri Bhagirath Singha	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
61	Simanta Bayan	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
62	Bhupali Das	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
63	Devajit Barman	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
64	Hiranya Kr. Pathak	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
65	Jonali Hazarika Das	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati
66	Mini Kakati	Jr. Asstt.	Directorate of Elementary Education , Assam, Kahilipara , Guwahati

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

			, Assam, Kahilipara , Guwahati-19
94	Rajen Deka	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
95	Nilima Das	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
96	Kishor Sarma	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
97	Sankar Haloi	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
98	Billal Ali	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
99	Prabhat Ch. Das	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
100	Purnima Thapa	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
101	Dipjyoti Kalita	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
102	Pankaj Basumatary	Gr.-IV	Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19
103	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		Director	30,000-110,000	17,500
1	Sri Sanjib Kumar Bhuyan	Addl. Director	30,000-110,000	16,900
2	Dr. Asomi Gogoi	Joint Director	30,000-110,000	15,100
3	Sri Dipak Sarma	Dy. Director	30,000-110,000	14,500
4	Dr. Basanti Bordoloi	Dy. Director	30,000-110,000	14,500
5	Sri Abdul Razzaque	Dy. Director	30,000-110,000	14,500
6	Sri Manoranjan Kakoti	Dy. Director	30,000-110,000	14,500
7	Smti Rumi Choudhury	Dy. Director	30,000-110,000	14,500
8	Sri Sanjib Sarma-	Senior Finance & Accounts Officer	30,000-110,000	14,500
9	Md. Mustafa Al Amin	Finance & Accounts Officer	30,000-110,000	12,700
10	Sri Munindra Bharali	Asstt. Director	30,000-110,000	13,900
11	Sri Rajib Lochan 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	10,300
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 Samiran Panchanan	Planning Asstt.	14,000-49,000	7,400
20	Smti Mayuri Pujari	Planning Asstt.	14,000-49,000	7,400
21	Smti Nabanita Medhi	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	Smti Phunu Talukdar	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 Pratap Saikia	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
34	Smti Rohila Boro	Sr. Asstt.	14,000-49,000	8000
35	Sri Anil Phukan	Sr. Asstt.	14,000-49,000	8000
36	Sri Janu Porja	Sr. Asstt.	14,000-49,000	8000
37	Sri Boloram Nath	Sr. Asstt.	14,000-49,000	8000
38	Sri Ramesh Barman	Sr. Asstt.	14,000-49,000	8000
39	Mrs. Tarulata Phukan	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 Hiren Bhagawati	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 Nani Bora	Jr. Asstt.	14,000-49,000	6,200
53	Sri Girin Haloi	Jr. Asstt.	14,000-49,000	8000
54	Sri Haren Phukan	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 Bhagirath Singha	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	Debajit Barman	Jr. Asstt.	14,000-49,000	6,200
63	Hiranya Kr. Pathak	Jr. Asstt.	14,000-49,000	6,200
64	Jonali Hazarika 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	Ghana Kanta Deka	Gr.-IV	12,000-37500	3900
82	Lankeshar Kakati	Gr.-IV	12,000-37500	3900
83	Ratna Devi	Gr.-IV	12,000-37500	3900
84	Brajen Barman	Gr.-IV	12,000-37500	3900
85	Chamala Upadhya	Gr.-IV	12,000-37500	3900
86	Joy Ch. Das	Gr.-IV	12,000-37500	3900
87	Sailen Mali	Gr.-IV	12,000-37500	3900
88	Dimbeswar Nath	Gr.-IV	12,000-37500	3900
89	Ramani Kalita	Gr.-IV	12,000-37500	3900
90	Rafikul Ali	Gr.-IV	12,000-37500	3900
91	Labanya Kalita	Gr.-IV	12,000-37500	3900
92	Bhupen Das	Gr.-IV	12,000-37500	3900
93	Rajen Deka	Gr.-IV	12,000-37500	3900
94	Nilima Das	Gr.-IV	12,000-37500	3900
95	Kishor Sarma	Gr.-IV	12,000-37500	3900

96	Sankar Haloi	Gr.-IV	12,000-37500	3900
97	Billal Ali	Gr.-IV	12,000-37500	3900
98	Prabhat Ch. Das	Gr.-IV	12,000-37500	
99	Purnima Thapa	Gr.-IV	12,000-37500	
100	Dipjyoti Kalita	Gr.-IV	12,000-37500	
101	Pankaj Basumatary	Gr.-IV	12,000-37500	
102	Surja Rabha	Gr.-IV	12,000-37500	

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.
Sl.

No.

Name & Designation Contact 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 Jibeswar Medhi, 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/- Sri Sanjib Kumar Bhuyan
Director,
Elementary Education, Assam
Kahilipara, Guwahati-19

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