

Information under section 4 of the Right to Information Act, 2005 in respect of the General Education Department.

Clause	Provision in the Act	Information in respect of General Education Department
(i)	the particulars of its organisation, functions and duties	<p>The General Education Department administers school education from pre-primary level to the secondary level and also teacher training through three line departments viz. Directorate of Public Instruction, Directorate of Higher Secondary Education and Directorate of Vocational Higher Secondary Education. Detailed functions of the aforementioned line departments and other institutions are available in the department's website (www.education.kerala.gov.in)</p>
(ii)	the powers and duties of its officers and employees	<p>Secretary :</p> <p>The head of the department is the Secretary. He/She is responsible for the careful observance of Rules of Business and other instructions laid down in the transaction of business in the department. The Secretary exercises general supervision of the officers and other members of staff.</p> <p>Special Secretary :</p> <p>Special Secretary occupies a position next to that of Secretary. He/She exercise the same powers as that of Secretary in respect of the subjects specifically allotted to him/her and circulate file to ministers as per the procedures laid down from time to time. They are competent to represent the department before committees of Legislature.</p>

Additional Secretary/Joint Secretary :

He/She also occupies a position almost identical to that of Special Secretary in regard to the subject allotted to him/ her by the Secretary.

Deputy Secretary :

He/She also occupies a position next to that of Additional Secretary/Joint Secretary in regard to the subject allotted to him/ her by the Secretary.

Under Secretary :

He/ She exercise control over the sections placed in his/her charge both in regard to the transactions of business and in regard to discipline. It is his/her duty to check and attend to all duties assigned to him/her by the Secretary from time to time. He / She has to see that the Rules and office orders are strictly obeyed.

Section Officer :

The basic administrative unit of the department is the Section and the Section Officer is in charge of it. He/ She is assisted by a certain number of Assistants, Typist, Office Attendants and such other staff required for the discharges of the works allotted to him/her. He/ She is the first line supervisory officer and has to ensure that the staff working under him/her discharge their duties as per rules and procedures laid down in the matter.

Office Superintendent :

The department has an Office Section which receives papers and

despatches onward communications. The Office Superintendent is in charge of the Office Section. Office Superintendent is responsible for the prompt receipt and distribution of tappal, indexing, despatch, procuring and distribution of stationary, transmission of records to Records Branch, maintenance of Stamp account, assigning of holiday duties, maintaining the register of Government Orders etc.

Assistant :

The main duty of Assistant is to process the papers which are allotted to them by the Section Officer. They have to register the papers, maintain the register prescribed, obtain back papers, disposals, standing instruction etc, for processing the cases handled in the seat. The papers will be submitted with note containing a summary of fact, proposals if any made by the subordinate offices, Rule position in regard to the paper under process, standing instructions if any available in the matter. The Assistant is primarily responsible for the prompt submission of papers and safe custody of files/ record in his / her seat.

Confidential Assistants :

They are mainly entrusted with the shorthand work for the Secretaries and other officers and such other items of works as are entrusted from time to time. The Confidential Assistants are also responsible for fair copying of confidential papers and of semi- official communications as required by the officers. They are also responsible for passing on papers received by officers to the Office Section

		<p>immediately, after due acknowledgement.</p> <p>Typist :</p> <p>The Typist attached to a section is responsible for fair copying of all drafts and notes sent to him/her. The matter typed will be compared by the Assistant concerned with the help of the typist.</p> <p>Clerical Assistants and Attenders :</p> <p>They Shall discharges the duties that are entrusted to them by the Office Superintendent or Section Officer under whom they are placed.</p> <p>Binders :</p> <p>They are attached to Office Sections and responsible to stitch the registers, disposals and such other papers as instructed by the Office Superintendent or any other officer of the Department.</p> <p>Office Attendant :</p> <p>The Office Attendant shall attend to the work assigned to them by the Officer/ Sections, with whom he/ she is placed.</p>
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability	Every officers are accountable for the duties assigned to them as per delegation.
(iv)	the norms set by it for the discharge of its functions	No specific norms has been set for the discharge of duties. The General rules/regulations applicable to General Administration Department apply to this department , also.
(v)	the rules, regulations, instructions, manuals and records, held by it or under its control or	Kerala Service Rules, Kerala Education Rules, 1959

	used by its employees for discharging its functions	Kerala Secretariat Manual Secretariat Instructions Rules of Business and other rules and regulations issued by Government from time to time.
(vi)	a statement of the categories of documents that are held by it or under its control;	The documents held by the General Education Department includes relevant files on the subjects dealt by the Department.
(vii)	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	Since the policies are formulated and implemented with the approval of the Council of Ministers, there is no arrangement specific to this department for consultation with members of public in regard to formulation or implementation of policy.
(viii)	a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	No Boards, Councils, Committees and other bodies have been constituted in this department for the pupose of advice.
(ix)	a directory of its officers and employees	Name and designation of officers are appended to this statement as Appendix - I
(x)	the monthly remuneration received by each of its officers and employees, including the	Details appended to this statement as Appendix - I

	system of compensation as provided in its regulations;	
(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Details appended to this statement as Appendix - II
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	No Subsidy programmes has been executed by this department.
(xiii)	particulars of recipients of concessions, permits or authorisations granted by it	No concessions, permits or authorisations are granted by this department.
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form	Important orders and circulars are regularly uploaded in the department's website (www.education.kerala.gov.in) and official portal of Government of Kerala (www.kerala.gov.in)
(xv)	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	The public are allowed to visit the sections during 3:00 pm to 5:00 pm of all working days for obtaining information after obtaining visitors pass from the Visitors Facilitation Centre. No public library or reading room is maintained by this department.
(xvi)	the names, designations and other particulars of the Public Information Officers	This information is already available in the departments website.