

Sarva Shiksha Mission, Hooghly

Right to information and obligations of public authorities

Sec 4 (1)(b) of RTI Act 2005

Particulars of the Organization, Functions and Duties

Background : The Sarva Shiksha Mission is a registered and autonomous society framed under Society Registration Act as per the guideline of the Ministry of Human Resource Development .

Mission Statement : “Sabar Siksha, Sabar Unnati” i.e. *“Read all, Progress all”*.

OBJECTIVE

- Work towards effective decentralization down to the school level;
- Create Community ownership for Sarva Shiksha Abhiyan through mass campaign approach;
- Facilitate genuine decentralized planning and implementation from the village/habitation/urban slum/hamlet level by building flexibility in programme components;
- Promote and support state specific initiatives;
Established a system of sustainable financing of education programmes;
- Promote cost effective approaches involving the local community;
- Encourage transparency and social audit through community base monitoring;
- Encourage institutional reforms in states to make management of education more functional;
- Promote teachers motivation by better management of teacher cadres and effective strategies for training;
- Pursue holistic and convergent approaches with centrality of the local community;
- Build partnerships with programmes of literacy, libraries pre school education, nutrition, sports, women’s empowerment, etc
- Priority to focused initiatives for girls education.
- Support for context specific incentives for children belonging to scheduled castes, scheduled tribes, girls and children from household below the poverty line;
- Mainstream education of differently able children;

Functions : To implement, supervise and Monitoring the programme as per the norms and guidelines issued by the Government of India and Government of West Bengal from time to time.

Address : Sarva Siksha Mission, Old Zilla Parishad Building (Ground Floor, Chinsurah, Hooghly, 712101.

E-mail : ssm_hooghly@yahoo.co.in

Duties :

- i. To execute all work for the success of the programme and as directed by State Project Office, PBSSM and District Authority.
- ii. To facilitate the District authority about the activities of the programme.
- iii. To receive fund from the SPO, PBSSM on behalf of District Magistrate & District Project Director and release to CLRC/ VEC/WEC/MC of schools and others as directed by SPO.
- iv. To prepared Annual Work Plan and Budget annually and submit to District Core Committee for approval for submission to SPO.

- v. To monitor and inspect the work undertaken by CLRC/VEC/WEC/MC of schools and others for onward submission to SPO.
- vi. To collect and compiled data on District Information System for Education and submit to SPO annually.

Duties allotted and powers

Name	Designation	Duties allotted
Manmeet Nanda, IAS	District Magistrate & District Project Director	All activities of SSA
Mukta Arya, IAS	Additional District Magistrate(G)	All activities of SSA
Mummun Ghosh, WBCS(Exe)	District Project Officer	All activities of SSA
A. Coordinators		
Archana Bhowmick	CM&AS Coordinator	Out of School Children, Special Training, Community Training & others
Amit Ghara	IED Coordinator	Integrated Education for Disabled Children
Prabal Ch.Ghosh	Pedagogy Coordinator	Teachers' Training ,Para Teacher ,Shiksha Bandhu ,Free Text Book, Uniform, Annual grants
Sabita Bhattacharjee	Gender Coordinator	Girl Education/SC&ST/Minority
Doyel Paul	Planning Coordinator	Planning of Annual Work Plan & Budget,
Subechhya Halder	Research Coordinator	Research works
Kakali Mandal	DPC	Associate with Pedagogy
B. Accounts and Finance		
Baisali Sinha	Finance & Accounts Officer	Finance & accounts work
Tarique Ahmed	Cashier	
Cintu Nath	Accountant	
Tapas Kumar Malik	Accountant	
C. Engineering		
Salil kr. Dutta	Asst. Engineer	Civil Works
Soumya Chakraborty	Jr.Engineer (H.Q)	
Shyam Sundar Dey	Jr.Engineer (H.Q)	
D. MIS		
Surjendu Pal	Mis-in-Charge	In charge of MIS Cell
Samaresh Ghosh	PMIS	Assist all type of works of MIS Cell
Soumen Ghosh Amit Chakraborty	Data Entry Operator	Data Entry Work of MIS Cell
E. Others		
Barnali Mukherjee	UDA (G)	
Sarbani Chaudhury	LDA	
Abhijit Das	LDA	
Rusa Sur	Technical Asst.	
Arindam Dey	Gr. "D"	
Gouri Chakraborty	Gr. "D"	
Himanshu Mallik	Gr. "D"	

The procedure followed in decision making process including channels of supervision and accountability.

Activity	Description	Decision making process	Designation of final decision authority
Goal setting and Planning	Annual Work Plan and Budget in all intervention under SSA	Consultation with the field functionaries through field survey.	District Core Committee State Executive Committee Ministry of Human Resource Development GOI
Budgeting and Planning	Annual Work Plan and Budget	-do-	-do-
Recruitment /Hiring	Hiring of vehicle and engagement of manpower	District Project Office	District Project Director
Implementation of programm	As per norm and approved outlay by Government of India	State Project Director in the SPO office and District Project Director in the DPO office.	District Core Committee and as per guideline from SPO
Utilization of fund	As per norm and approved outlay by Government of India	State Project Director in the SPO office and District Project Director in the DPO office.	District Core Committee and as per guideline from SPO
Monitoring and Evaluation	All intervention	<ul style="list-style-type: none"> • Field visit. • Review the activities by calling meeting. • Group discussion. • Undertake survey and study. • Sensitize the implementing agency. Conduct Seminar. 	District Project Director
Gathering of feedback from public	<ul style="list-style-type: none"> • Through representation. • Inspection. • Field visit. 	Submission of representation to SPO/DPO office	District Project Director
Undertaking improvement	<ul style="list-style-type: none"> • Monthly review meeting with the field functionaries. • Issues instruction. 	District Project Director	District Project Director

Norms set for the discharge of functions.

Sl.no.	Function/Service	Norms/Standards of Performance set	Time frame	Reference document
I. Accounts				
1	Proposal to Government of India and State Government for release of fund.	As per the approved Annual Plan Outlay	As per the Calendar prescribed by GOI & SPO	Minutes of the Project Approval Board
2.	Release of fund to the CLRC/VEC/WEC/MC of Schools	As per the approved Annual Plan Outlay	As per the Calendar prescribed by SPO	Minutes of the Project Approval Board
3.	Chartered Accountant Audit	Norms laid in the Financial Manual & Procurement issued by Government of India	Annually	Norms laid in the Financial Manual & Procurement issued by Government of India
4.	Internal Audit	Norms laid in the Financial Manual & Procurement issued by Government of India	Annually	Financial Manual & Procurement issued by Government of India
5.	Accountant General Audit	Norms laid in the Financial Manual & Procurement issued by Government of India	As and when required	Financial Manual & Procurement issued by Government of India
II. Intervention				
1	Civil Work	As prescribed by the State Project Office	Annually	Instruction and module issued by SPO
2	Special Training	As prescribed by the State Project Office	Annually	Instruction and module issued by SPO
3	IED Activities	As prescribed by the State Project Office	Annually	Instruction and module issued by SPO
4	Innovative Activities	As prescribed by the State Project Office	Annually	Instruction and module issued by SPO
5	Computer Education	As prescribed by the State Project Office	Annually	Instruction and module issued by SPO
6	Annual Recurring Grant	As prescribed by the State Project Office	Annually	Instruction and module issued by SPO

Rules, Regulation, Instruction, Manual and Records for discharging function.

Sl. no.	Description	Gist of contents
1.	Rules and Regulation	Memorendun of Association of Sarva Shiksha Abhiyan, PBSSM, West Bengal and Rules.
2.	Instruction	By way of giving instruction to District, CLRC, VEC, WEC and NGOs
3.	Manual	1. Framework for implementation of SSA programme 2. Manual on Planning of SSA 3. Financial Manual and Procurement for SSA issued by Government of India
4.	Records	General Records
5.	Publication	Time to time publication of posters, pamphlet, yearly annual report of SSA.

Categories of documents held by the public authority under its control.

Sl.No	Category of documents	Title of the document	Designation and address of the custodian (held by /under the control of whom.
1	CD based publication	Untitled	With the concerned assign official.
2	Research Manual	-do-	-do-
3	Teachers Training Module for 20 days training.	-do-	-do-
4	Photograph	-do-	-do-
5	Handbook on commoditization of elementary education.	-do-	-do-

Arrangement for Consultation with, or Representation by, the Members of the public in relation to the formulation of policy or implementation thereof.

Sl.No	Function/Service	Arrangement for consultation with or representation of public in relation with policy formulation.	Arrangement for consultation with or representation of public in relation with policy implementation.
1	Annual Work Plan and Budget	SPO and DPO office	State Project Director & District Project Director
2	Cal Programme	SPO Office	State Project Director
3	All information with regards to utilization of funds in different interventions	SPO & DPO Office	State Project Director & District Project Director
4	Inclusive education for Children with special needs	SPO & DPO Office	State Project Director & District Project Director
5	Special Training	SPO & DPO Office	State Project Director & District Project Director
6	Civil work	SPO & DPO Office	State Project Director & District Project Director
7	Teachers Training	SPO & DPO Office	State Project Director & District Project Director
8	Release of advertisement and publicity	SPO & DPO Office	State Project Director & District Project Director
9	Statistic of programme and DISE.	SPO & DPO Office	State Project Director

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

As per memo no. 241-SE(Pry)/20-9/2001 dt. 11/3/2002 District SSA Committee is set up with the following members:

1.Sabhadhipati, Zilla Parishad	Chairman
2.District Magistrate	Executive Vice-Chairman
3.Chairperson, Disatrick Primary School Council	Vice Chairman
4. Shiksha Karmadakshya, Zilla Parishad	Vice Chairman
5. District Inspector of Schools (PE)	Member
6. District Inspector of Schools (SE)	Member
7. District Nodal Officer,Sishu Siksha Karmasuchi(SSK)	Member
8. District Mass Education Extension Officer	Member
9. District Programme Officer,ICDS	Member
10. District Engineer, Zilla Parishad	Member
11. District Project Officer,SSM	Member Secretary
12-15. People's representative and Panchayet fuctionaries to be nominated by the Sabhadhipati,Zilla Parishad	Members

The committee may invite any other officer/person whose contribution towards universalisation of elementary education may be considered necessary.

A directory of its officers and employees.

The names, designation and Telephone Numbers of all the Officers and Employees on the roll of this Office are as furnished below :

Sl. No.	Name of the Officer	Designation	Phone No.
1	Munmun Ghosh, WBSC(Exe)	District Project Officer	033-26804328

Sl. No.	Name of the Employee	Designation	Phone No.
1	Samaresh Ghosh	P.M.I.S. CO - ORDINATOR	033-26811598
2	Amit Ghara	I.E.D. CO - ORDINATOR	033-26811598
3	Salil Kumar Dutta	ASSISTANT ENGINEER	033-26811598
4	Archana Bhowmik (Das)	C.M & A.S CO - ORDINATOR	033-26811598
5	Baisali Sinha	FINANCE & ACCAUNTS OFFICER	033-26811598
6	Sabita Bhattacharjee	GENDER CO - ORDINATOR	033-26811598
7	Arindam Dey	GROUP - "D"	033-26811598
8	Prabal Chandra Ghosh	PEDAGOGY CO - ORDINATOR	033-26811598
9	Kakali Mondal	PROGRAMME CO - ORDINATOR	033-26811598
10	Soumen Ghosh	DATA ENTRY OPARETOR	033-26811598
11	Rusa Sur	TECHNICAL ASSISTANT	033-26811598
12	Amit Chakraborty	DATA ENTRY OPARETOR	033-26811598
13	Sarbani Chowdhury	LOWAR DIVISION ASSISTANT	033-26811598
14	Cintu Nath	ACCOUNTANT	033-26811598
15	Doyel Paul	PLANNING CO - ORDINATOR	033-26811598
16	Barnali Mukherjee	UPPER DIVISION ASSISTANT (G)	033-26811598
17	Sk. Tarique Ahmed	UPPER DIVISION ASSISTANT(CASHIER)	033-26811598
18	Gouri Chakraborty	GROUP - "D"	033-26811598
19	Himanshu Malik	GROUP - "D"	033-26811598
20	Subechhya Haldar	RESEARCH & STUDY CO - ORDINATOR	033-26811598
21	Soumya Chakraborty	JUNIOR ENGINEER	033-26811598
22	Shyam Sundar Dey	JUNIOR ENGINEER	033-26811598
23	Tapas Kumar Malik	ACCOUNTANT	033-26811598
24	Surjendu Pal	M.I.S. IN CHARGE	033-26811598
25	Avijit Das	LDA	033-26811598

**MONTHLY REMUNERATION RECEIVED BY
OFFICERS AND EMPLOYEES**

Remuneration of Staff

Sl. No	Name of the Staff	Designation	Gross Remuneration (Rs).	P.Tax (Rs).	Net Remuneration (Rs)
1	Salil kr. Dutta	Asst. Engineer	29,373.00	150.00	29,223.00
2	Baisali Sinha	FAO	22,067.00	130.00	21,937.00
3	Amit Ghara	IED Coordinator	21,161.00	130.00	21,031.00
4	Samaresh Ghosh	PMS- Coordinator	20,241.00	130.00	20,111.00
5	Archana Bhowmick	CM&AS Coordinator	20,241.00	130.00	20,111.00
6	Sabita Bhattacharjee	Gender Coordinator	20,241.00	130.00	20,111.00
7	Prabal ch. Ghosh	Pedagogy Coordinator	20,241.00	130.00	20,111.00
8	Surjendu Pal	MIS- In - Charge	20,061.00	130.00	19,931.00
9	Doyel Paul	Dist. Plg.Coordinator	19,321.00	130.00	19,191.00
10	Subechhya Haldar	R & S Coordinator.	18,401.00	130.00	18,271.00
11	Kakali Mandal	DPC	17,135.00	130.00	17,005.00
12	Cintu Nath	Accountant	16,588.00	130.00	16,458.00
13	Sk Tarique Ahmed	UDA (Cash)	16,356.00	130.00	16,226.00
14	Soumya Chakraborty	Jr.Engineer (H.Q)	16,076.00	130.00	15,946.00
15	Shyam Sundar Dey	Jr.Engineer (H.Q)	16,076.00	130.00	15,946.00
16	Tapas Kumar Malik	Accountant (II)	15,080.00	130.00	14,950.00
17	Soumen Ghosh	DEO	14,761.00	110.00	14,651.00
18	Amit Chakraborty	DEO	14,761.00	110.00	14,651.00
19	Barnali Mukherjee	UDA (G)	14,090.00	110.00	13,980.00
20	Sarbani Chaudhury	LDA	12,387.00	110.00	12,277.00
21	Rusa Sur	Technical Asst.	11,108.00	110.00	10,998.00
22	Arindam Dey	Gr. "D"	9,647.00	110.00	9,537.00
23	Gouri Chakraborty	Gr. "D"	8,770.00	90.00	8,680.00
24	Himanshu Mallik	Gr. "D"	8,770.00	90.00	8,680.00
25	Abhijit Das	LDA	11,261	110.00	11,151.00

The budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

An Annual Work plan and Budget is prepared based on need based every year with major thrust on quality adopting the guidelines of Government of India. The budget is allocated to the districts based on the approval of Project Approval Board.

The manner of execution of Subsidy Programme.

No subsidy is granted to any individual/organization /Agency /Association etc under SSA.

Particulars of recipients of concession permits or authorizations granted by it.

All beneficiaries under SSA are school and student studying in Government schools up to class 8. Hence no information can be provided in respect of the institution.

Information available in electronic format:

Information about SSM, Hooghly is available at www.hooghly.nic.in

Particulars of the facilities available to citizens for obtaining information.

Facility	Description	Details of information made available.
Notice Board	Office notice board	Notice, Office order, details programme.
E-mail address	ssm_hooghly@yahoo.co.in	Every official communication between SPO and CLRC etc.
Others facilities	Notice on Training/meeting/ Seminar is displayed inside the DPO office.	Maintained by concerned coordinator.

No Library or reading rooms are available for public use in these offices.

The names, designations and other particulars of the Public Information Officers.

District Mission Authority, Appellate Authority

Designation	Address	Ph No.
District Project Officer	Sarva Siksha Mission, Old Zilla Parishad Building (Ground Floor, Chinsurah, Hooghly, 712101.	033-26804328 033-26811598

Such other information as may be prescribed and thereafter updated every year.

A. Related to seeking information:

- * Any citizen can request for information.
 - The request for information can be made in writing or through electronic means.
 - The requester can address his request to the PIO.
 - A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten.
 - For providing information the fee shall be charged as per norms.