

RTI
CHAPTER-II
RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

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(b) (i) The particulars for its organization, functions and duties.

SSA office, Bargarh, the main function of SSA are as follows:-

- 100% enrollment of children between age group of 6-14 years.
- Bridging gender and social gap.
- Increase female literacy
- Reduction of drop out rate.
- Quality education
- Its also ensure access and quality education to girls of disadvantage group of society by setting of residential school.

(ii) The powers and duties of its officers and employees: -

DISTRICT PROJECT COORDINATOR

Scope of Work: -

Overall supervision of the project to achieve the objectives.

SENIOR TECHNICAL CONSULTANT

Scope of Work: -

- He shall prepare an infrastructure plan relating to his area of jurisdiction (Block/District).
- He shall provide leadership for construction of school buildings and civil works through VECs and provide necessary technical support as and when required.
- He shall initiate regular monitoring of physical and financial progresses of various constructions works taken of in his Block/District and build strategical alliance with other officers to achieve the objectives of the project.
- He shall co-ordinate and assists the District Project Co-ordinator in all technical matters as and when required.
- He shall ensure a time bound completion of civil works taken up in his Block/District in specified time frame.

TECHNICAL CONSULTANT:

There are 9 nos. of Technical Consultants.

Scope of work: -

- He shall prepare an infrastructure plan relating to his area of jurisdiction (Block/District).
- He shall provide leadership for construction of school buildings and civil works through VECs and provide necessary technical support as and when required.
- He shall initiate regular monitoring of physical and financial progresses of various constructions works taken up in his Block/District and build strategical alliance with other officers to achieve the objectives of the project.
- He shall co-ordinate and assist the District Project Co-ordinator in all technical matters as and when required.
- He shall ensure a time bound completion of civil works taken up in his Block/District in specified time frame.

TRIBAL CO-ORDINATOR

Scope of work: -

The Tribal Education Coordinator would ensure access, retention and quality improvement of tribal children in the areas assigned to her/him. She/he shall serve solve for the cause of improvement in the education and literacy of tribal people in general and tribal children from 6-14 age group in particular in primary and upper primary schools, KGBV Schools and such other schools where tribal children are provided education by the government/community.

There is a need to identify the problem areas (GPs and Blocks apart from the Districts) with respect to low literacy, (as per census-2001) low enrollments, high dropout and low achievement levels among 6-14 age group (as per OCC'05 and CTS'06). Once identified specific plans are to be put in place to meet the issues like home language, confidence of the community awareness about value of education for the individual and community etc.

- The Tribal Coordinator will study and assess the problem of out of school children among tribal and prepare an annual action plan for the District to meet the above problem.
- She/He will study and assess the problems of low achievement among the tribal children and devise plan to bring them up to average achievement levels prevalent in the state.

- She/He will be responsible for planning and implementing activities related to Tribal Education from GP/Cluster level to Block/ULB level to District level, so as to achieve the goals of SSA in a time bound manner.
- The activities may includes organizing Jati Mahasabhas for community participation, conducting and coordinating teacher training workshop, facilitating follow up activities on multilingual education programme, collection and analysis up dates in a segregated manner in order to pin point the problem areas and any other activities assigned by the District Project Coordinator or any other authority with an aim of furthering the education of the tribal.
- Learn tribal language for communication with the tribal community and also in helping bridging the gap of home language and school language with the help of tribal teachers, by creating human resource pool from the tribal language experts and community resource persons. Prepare tribal resource directory of tribal resource organization and /individuals. Create an educated youth's database in clusters to tap their resources.

FINANCIAL CONSULTANT

Scope of Work: -

- The Financial Consultant has to prepare routine financial statement for submission to relevant authorities as and when necessary assisting him in preparation of budget for the Annual Work Plans, preparation of financial statement, monthly statement of expenditure, etc.
- The Financial Consultant will also implement systems of accounting for all items of expenditure made in the project. He shall be responsible for keeping the accounts update and provide management information readily to State Project Director and other officers as and when necessary.

IED & MEDIA COORDINATOR

Scope of work: -

- He/she shall work under the direct supervision of the District Project Coordinator, SSA, Bargarh to carry out the assignments and assist in implementing various activities of the project.

- He/she shall work closely with other officials to ensure that better coordination and implementation of the project objectives.
- He/She is responsible for data gathering District/Block level training and facilitation, scheduling of activities, supervise quality in the field and ensure data accuracy.
- He/She shall assist in activities taken up by the project to achieve the objectives of the programme as and when assigned to him/her.

PROGRAMMER

Scope of Work: -

- The MIS consultant shall acquire substantial knowledge of education policy and practice issues. He/she shall learn in managing education programme in development context.
- He/She shall lead the team looking after PMIS, but with an appreciation of consultative and team approach to decision making. He/She shall be able to work with limited support also as and when required.
- He/She shall design/introduce strategies, project and generate report, case studies and other document as required under the programme from time to time.
- He/She shall monitor and safeguard the approved resources placed at his disposal.
- He/She shall built linkage with district teams, block teams and community for enriching the database and in improving its validity.
- He/She shall work closure with training consultant to develop and formulize partnership and follow up systems.
- He/She shall develop implement able annual work plan, schedules, etc with the help of other team members and ensure implementation of programme activities.
- He/She shall generate report for appraisal of DPC from time to time to follow up on these plan activities.
- He/She shall provide proper guidance and support to other staff members on information required for proposals and reports to support the implementation of education programme.
- He/She shall establish, maintain and update database related to EGS & AIE, DISE, Child Tracking System, PMIS, etc.
- He/She shall generate report and make analysis of all issues related to PMIS. He/She has to undertake tours to different places with in the District of his placement as and when required.

PLANNING COORDINATOR

Scope of Work: -

- He shall assist the District Project Coordinator in preparing the Annual Work Plan and Budget of the District. Since planning is the basis of all activities and or resource allocation by the PAB, every project personal posted in the District shall be under an obligation to help the planning coordinator in preparing the AWP & Budget.
- While every other intervention head is responsible for his intervention specific activities and programmes, the planning coordinator's concern encompasses all interventions. He shall monitor physical and financial progress made every other intervention on a continuous basis.
- He shall collect data/information regarding educational profile of the District ie-educational facilities, schooling facilities, unreserved habitations, child population of 3-5 years and 6-14 years of age, out of school children, enrollment, drop out, retention, transition etc from the MIS, other intervention heads, finance as well as from the BRC and CRC Coordinators.
- He shall trigger off the process of preparing the Annual Work Plan in the month of December. He shall visit the villages/habitations and schools of the Districts, meet as discuss with the officials such as DI of Schools, SI of Schools, BRC Coordinators, CRC Coordinators, teachers and VEC members, PTA, MTA regarding improving the schooling and infrastructure facilities. Micro planning and schooling mapping are to be done with the active cooperation with DI of Schools, SI of Schools, BRC Coordinators, CRC Coordinators, teachers and VEC members.
- He shall understand and make other understand the nature and importance of decentralized and participatory planning under SSA, which follows a bottom-up approach. Habitation is the lowest unit of planning. With the help of other intervention heads at the District level, the SI of Schools, BRC Coordinators, CRC Coordinators, District Planning Team, Teachers and VEC members, the village, GP and Blocks plans are to be prepared which shall be consolidated and integrated into the District SSA plan. While doing this, the objectives and the norms are to be strictly followed.
- He shall assist the DPC in revising suitable intervention strategies to mainstream/bring to school all out of school children and different categories of difficult to reach children through EGS/AIE.

- He shall assist the DPC in addressing the issues of enrollment, drop out, retention and transition of all children of 6-14 years of age especially in girls and SC and ST children. He shall cause the AWP & Budget of the District to be prepared and send to the State Project Office with the approval of the Collector in the month of the March every year.
- He shall perform such other duties as are necessary for preparation for Annual Plan, Submission of the same to the State Project Office in time and for continuous monitoring of the implementation of the approved Annual Plan.

GIRLS EDUCATION COORDINATOR

Scope of Work: -

- He/she shall develop strategies and ensure effective implementation for promoting quality education of all eligible girl children.
- He/she shall effectively coordinate with all other agencies/departments for improving the quality of education.
- He/she shall address the issue of enrollment drop out retention transaction of all eligible girl children.
- He/she shall take up any work/assignment given by the District Project Coordinator, which promotes the education of girl child.

PEDAGOGY COORDINATOR

Scope of work: -

- He/she shall plan for activities pedagogical improvement in the district include school improvement plan, resource mapping, research and evaluation and evaluation of learner's achievement.
- He/she shall coordinate in conducting various types of training programmes, seminars and work shops for capacity building of teachers, resource group members, BRCCs, CRCCs and other monitoring personal.
- He/she should make arrangements for timely and proper distribution of Teaching Learning Materials including textbooks, teachers hand books, news letters, etc.
- He/she shall arrange convergence with other agencies and departments for improving the quality of education in Primary and Upper Primary stages.

- He/She shall liaison with DIET/STs as well as District and Block Resource Groups in planning and implementing pedagogical improvement programmes and education of SC and ST children.
- He/she shall look into the issued of retention, transition of all schooled children and plan for their improvement.
- He/she shall be responsible for adopting strategies and its effective implementation for enrollment and retention of all eligible children belonging to SC and ST categories.

JUNIOR STENO: -

Scope of Work:-

- He/she shall take dictation and translate it.
- He/she shall keep records of movement of files and daks meant for his/her officer.
- He/she shall maintain logbook of vehicle and telephone meant for his/her officer.
- He/she shall handle confidential matters meant for his/her officer.

ACCOUNTANT

Scope of Work: -

- The financial consultant has to prepare routine, financial statement for submission to relevant authority as and when required and assisting him to prepare of SOE, financial statements, Annual Work Plan and other statement.
- He shall perform his duty for closing of this project with in the contract period.

CASHIER

Scope of Work: -

- The Financial Consultant has to prepare routine financial statement for submission to relevant authorities as and when necessary assisting him in preparation of budget for the Annual Work Plans, preparation of financial statement, monthly statement of expenditure, etc.
- The Financial Consultant will also implement systems of accounting for all items of expenditure made in the project. He shall be responsible for keeping the accounts update and provide management information readily to State Project Director and other officers as and when necessary.

DATA ENTRY OPERATOR,

There are two Data Entry Operators.

Scope of work: -

- The consultant shall perform services related to functioning of MIS and PMIS and various others related works of the project as and when required.

OFFICE ASSISTANT:

There are two nos. of Office Assistants.

Scope of work: -

- He/she shall work under the direct supervision of the District Project Coordinator, SSA, Bargarh to carry out the assignments and assist in implementing various activities of the project.
- He/she shall work closely with other officials to ensure that better coordination and implementation of the project objectives.
- He/She is responsible for data gathering, District/Block level training and facilitation, scheduling of activities, supervise quality in the field and ensure data accuracy.
- He/She shall assist in activities taken up by the project to achieve the objectives of the programme as and when assigned to him/her.

PROGRAMME ASSISTANT:

There are two nos. of Programme Assistants.

Scope of work: -

- He/she shall work under the direct supervision of the District Project Coordinator, SSA, Bargarh to carry out the assignments and assist in implementing various activities of the project.
- He/she shall work closely with other officials to ensure that better coordination and implementation of the project objectives.
- He/She is responsible for data gathering District/Block level training and facilitation, scheduling of activities, supervise quality in the field and ensure data accuracy.
- He/She shall assist in activities taken up by the project to achieve the objectives of the programme as and when assigned to him/her.
- He/she shall take up activities / assignments related to pedagogical improvement and education of SC and ST children as per the direction of the District Project Coordinator.

BLOCK RESOURCE TEACHER ON IED

There are 10 Block Resource Teacher in this project.

Scope of work: -

- He/she shall work under the direct supervision of the District Project Coordinator, SSA, Bargarh to carry out the assignments and assist in implementing various activities of the project.
- He/she shall work closely with other officials to ensure that better coordination and implementation of the project objectives.
- He/She is responsible for data gathering District/Block level training and facilitation, scheduling of activities, supervise quality in the field and ensure data accuracy.
- He/She shall assist in activities taken up by the project to achieve the objectives of the programme as and when assigned to him/her.

PEON

There are two peons in this office.

Scope of Work –

- He/she shall carry out official work entrusted to him /her by the concerned officer/concerned section.
- He/she shall carry daks and file as desired by the concerned officer/section.
- He/she shall attend phone calls operate photocopier, duplicating, fax, etc. as when required.
- He/she shall ensure safety and regular maintenance of office equipment.
- He/she shall perform works assigned to him by administrative officer as and when required.

Sweeper-Cum-Watchman

One Sweeper-cum-Watchman in the office.

Scope of Work –

- He/she shall carry out official work entrusted to him /her by the concerned officer/concerned section.
 - He/she shall carry daks and file as desired by the concerned officer/section.
 - He/she shall attend phone calls operate photocopier, duplicating, fax, etc. as when required.
 - He/she shall ensure safety and regular maintenance of office equipment.
- He/she shall perform works assigned to him by administrative officer as and when required.

(iii) **The procedure followed in the decision making process, including channels of supervision and accountability:-**

There is a SSA committee at District level. The decisions are made in District SSA Committee. D.P.C. and Intervention heads all are under direct supervision of Collector who is the Chairman of SSA. At bottom level there are CRCCs and BRCCs at cluster level.

(iv) **The norms set by it for the discharge of its functions:-**

The norms for discharging of duties, functions are prescribed by Orissa Primary Education Programme Authority (OPEPA). There is well established norms, aims and objectives for each intervention.

(v) **The rules, regulations, instructions, manual and record held by it or under its control or used by its employees for discharging its functions:-**

The following rule and regulations are manual used-

- Manual on financial management and procurements
- NPEGEL guideline
- Kasturba Gandhi Balika Vidyalaya(KGBV)
- Service rules and regulations 1996
- Community participation manual 2000(School & Mass Education Deptt.)
- Orissa Service Code

(vi) **A statement of the categories of documents that are held by it or under its control:-**

Data on school on different Para meter i.e. CTS data, number of school, school categorization data, i.e.- no. of teachers, gardening, electrification, drinking water facilities Black board etc.

(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-**

There is Village Education Committee in each school. Besides there is a district SSA Committee for formulation of agenda and its implementation. There is MTA, PTA, and VEC in each school. Each year planning process is initiated at cluster level and the findings of cluster are compiled at District level and sent to OPEPA for its approval.

There is separate Annual Work Plan & Budget for SSA,NPEGEL & KGBV programme in each year. The Agitation plan and budget revolves around Rs.25.00 to Rs.30.00 crores. Details of Annual Work Plan & Budget of last three (3) years are as follows-

	SSA	NPEGEL	KGBV
1) 2003-2004 –	1274.98	Nil	Nil
2) 2004-2005 –	1596.16	220.39	Nil
3) 2005-2006 –	1942.00	224.09	80.60
4) 2006-2007-	2794.36	188.361	Nil
5) 2007-2008	2581.29	103.47	124.45
6) 2008-09	2530.89	92.28	82.94

- (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.**

Yes

- (ix) **A directory of its officers and employees- Annexure ‘A’**

DPC, Addl. DPC-cum-DI of schools.

- (x) **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**
Estt.Section. Sallary enclosed at Annexure - I

- (xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”**
Each year Annual Action Plan & Budget is prepared on different interventions heads according to field necessity. The Annual Action Plan & Budget of 2006-07 is at Annexure –II.

- (xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

There is no subsidy programme under SSA

- (xiii) **Particulars of recipients of concessions, permits or authorizations granted by it-**

The beneficiaries are children age group of 6-14 years and the community.

- (xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form-**

- (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 office is open from 10.00 A.M. to 5.00 P.M.(except holidays) the public free to obtain information by personal approach to different interventions heads in office hour. There is no library or reading room

- (xvi) The names, designations and other particulars of the Public Information Officers.**

1. Sri Suresh Prasad Padhy, Collector & Chairman-First Appellate Authority
1. Sri Sadananda Nayak,OAS-I(JB), District Project Coordinator- PIO
2. Sri Sujit Nayak, Financial Consultant. – APIO

- (xvii) Such other information as may be prescribed and thereafter update these publications every year**

Nil

DISTRICT PROJECT OFFICE, SSA, BARGARH

No. _____/Date. _____/

From

R.N.Nayak-OAS-I (JB)
DPC, SSA, Bargarh.

To

Sri Mohan Kumar Pansari
W.No. 16(Industrial Area), Near Old Sale Tax Gate
At/Po/Dist-Bargarh

Sub: Furnishing the Information on 17 Manuals as stipulated under Section 4(1) b of Right to Information Act 05.

Ref: - Your application under RTI Act 05 dtd, 10.08.07

Sir,

Please find enclosed here with the required information asked by you in respect of Sarva Shikshya Abhiyan, Bargarh under Right to Information Act.05 for your reference.

Yours faithfully,

District Project Coordinator,
SSA, Bargarh

DISTRICT PROJECT OFFICE, SSA, BARGARH

No. _____/Date. _____/

To

Sri Surya Prakash Mohapatra,
Bargarh,

Sub: Furnishing the Information under RTI Act' 05

Sir,

Please find enclosed here with the required information 10 pages (5+5) under RTI Act' 05 vide your application dtd. 05.07.08 and amendment application dtd. 31.07.08

Please acknowledge the receipt to undersigned.

Yours faithfully,

District Project Coordinator,
SSA, Bargarh