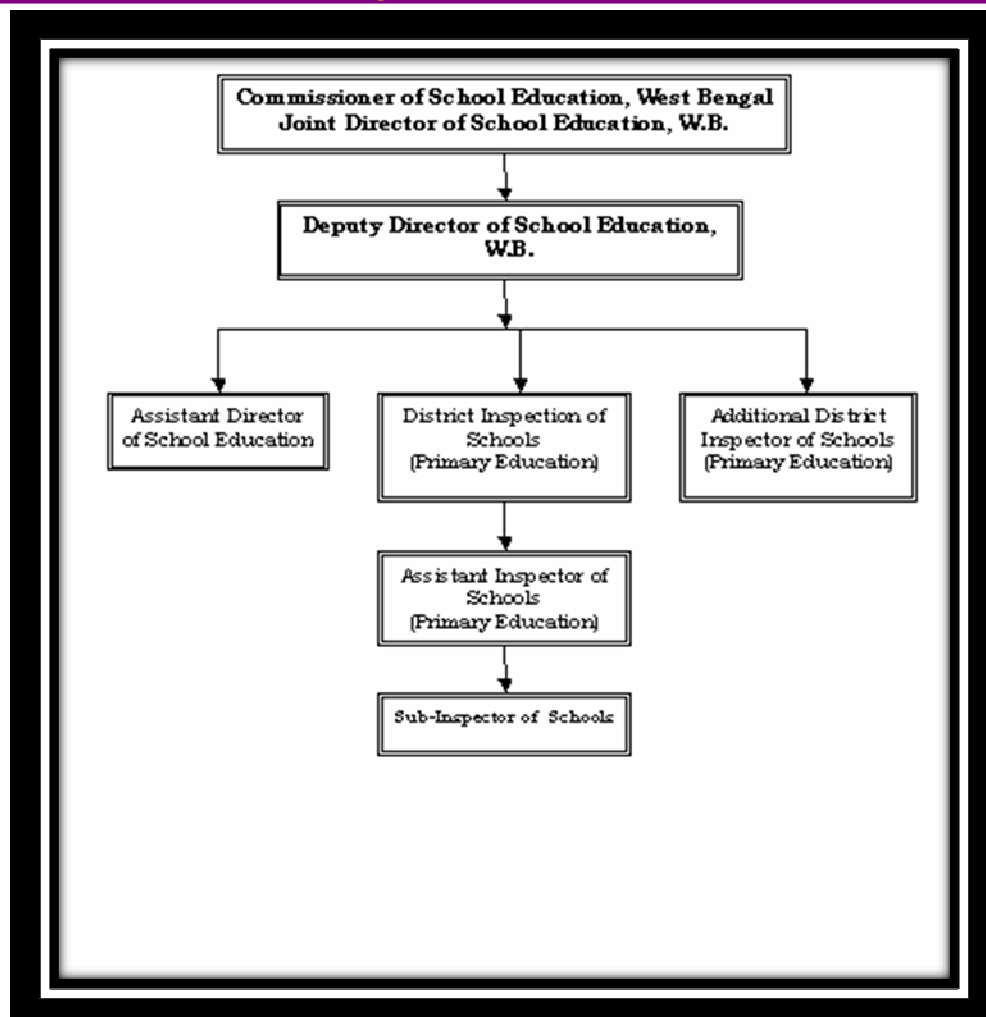


OFFICE OF THE DISTRICT INSPECTOR OF SCHOOLS (PRIMARY EDUCATION)

ORGANISATION: It is the District level office under the School Education Department, Government of West Bengal to cater the service relating to Primary Education of the District.

D.I. OF SCHOOL (PRIMARY EDUCATION) Organization Structure



Activities Performed

1. Inspection and Supervision of Primary Schools under District Primary School Council.
2. Activities related to Paschim Banga Sarva Siksha Mission.
3. Mid-day-Meal.
4. Distribution of Nationalized Text Books.
5. Enrolment drives for Primary Schools.
6. School Sports from Gram Panchayet Level to State Level.
7. Child Health Check-up Programme.
8. Orientation and Training of Teachers.
9. Assist to Conduct of Madhyamik Pariksha, Higher Secondary and Madrasah Examinations.
10. Planning of Education at Block Level.
11. To function as Drawing and Disbursing Officer and Administrator of Secondary type Schools.
12. To act as Departmental Nominee of Managing Committee of Secondary type Schools.
13. Matters relating to Primary Teachers Training Institutes.
14. All programmes related to Primary Schools including incentive Programme.

15. Sanskrit Tolls Matters

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THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

LEGAL POWERS : As conferred through notification issued by Govt. of India and Govt. of West Bengal from time to time and subsequent amendments there on.

FINANCIAL POWERS : As delegated by Delegation of Financial Power Rules 1977 (Financial Rules I&II) vide Govt of West Bengal Finance (Audit) Dept notification No. 9757-F dt 17.11.77 and its subsequent amendments, circulars and memoranda from time to time.

ADMINISTRATIVE POWERS : As delegated in All India Service Rules, West Bengal Service Rules and West Bengal Service (Classification, Control and Appeal) Rules 1971 and subsequent amendments, circulars and memoranda issued from time to time.

DUTIES : As stated in West Bengal Service Rules (Part I&II), subsequent amendments,

circulars and memoranda issued from time to time.

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

In dealing with the official duties the decisions are made as per powers and responsibilities provided in West Bengal Service Rules (Part I&II) and subsequent amendments, circulars and memoranda issued from time to time. The detailed method of supervision and accountability are as laid down in the West Bengal Service (Duties, Rights and Obligations of the Govt. employees) Rules 1980.

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The norms set for discharge of functions of this Department of School education are as laid down in

1. West Bengal Service Rules Part I&II
2. West Bengal (Classification, Control and Appeal) Rules
3. West Bengal (Duties, Rights and obligations of Govt. Employees) Rules 1980
4. Treasury Rules
5. Audit and Account Code
6. West Bengal Financial Rules
(Establishment Section, Accounts Section and Appointment Section may improve its contents).
7. Head Master Manual.

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE OFFICE OF THE DISTRICT INSPECTOR OF SCHOOLS(PE),BIRBHUM UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

List of rules and regulations are as stated below :-

- i) West Bengal Service Rules Part I&II
- ii) West Bengal (Classification, Control and Appeal) Rules
- iii) West Bengal (Duties, Rights and obligations of Govt. Employees) Rules
- iv) Delegation of Financial Power rules 1977(Financial rules I&II)
- iv) Treasury Rules
- v) Head Master Manual
- vi) DCRB Rule (for Primary Teachers), 2009
 - a) The West Bengal Services (Death cum-Retirement Benefit) Rules, 1971
 - b) The West Bengal Primary Education (Appointment & Punishment of Staff of Primary Schools Councils) Rules, 2007.
- vi) The West Bengal Primary Education (Conduct of Service of Teachers of Primary Schools) Rules, 2001.
- vii) The West Bengal Primary Schools Teachers' Recruitment Rules, 2001.
- viii) The West Bengal Schools (Control of Expenditure) Act, 2005.
- ix) The West Bengal Primary Education Act, 1973.

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE OFFICE OF THE DISTRICT INSPECTOR OF SCHOOLS(PE),BIRBHUM UNDER IT'S CONTROL

Following forms, registers etc. are used in the Office of the District Inspector of Schools (PE) are under its control for keeping a control over the different works executed and also dealings in financial matters.

- (1) Running Bid Register
- (2) Sanction Register
- (3) Stores Register
- (4) Index Register
- (5) Issue Register
- (6) Peon Register
- (7) Attendance Register
- (8) Dispatch Register
- (9) Receiving Register
- (10) Cash Book
- (11) Pension Registrar
- (12) Public Grievance Registrar

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

Consultations are held with public through Public Grievance Cell. Besides, all officials starting from the District Inspector of Schools(PE) down to the sub-Inspector of Schools are freely accessible to the public for the purpose of betterment of quality education of the District.

A DIRECTORY OF ITS OFFICERS & EMPLOYEES FUNCTIONARIES IN THE OFFICE OF THE DISTRICT INSPECTOR OF SCHOOLS(PE),BIRBHUM.

Sl No.	Name of Post	Office Adress	Contact No.
1	District Inspector of Schools(PE)	Suri, Birbhum.	03462-256122
2	Assistant Inspector of Schools		
3	Sub-Inspector of Schools(NP)		
4	Music Instructor		
5	Upper Div Clerk		
6	Lower Division Clerk		
7	Driver		
8	Gr-D		

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

SI No.	Name of Post	Pay Band(As per ROPA,09)	Grade Pay
1	District Inspector of Schools(PE)	PB-4, Rs.9000-40500/-	Rs.5400/-
2	Assistant Inspector of Schools	PB-4, Rs.9000-40500/-	Rs.5040/-
3	Sub-Inspector of Schools(NP)	PB-4, Rs.9000-40500/-	Rs.4700/-
4	Music Instructor	PB-4, Rs.9000-40500/-	Rs.4600/-
5	Upper Div Clerk	PB-3, Rs.7100-37600/-	Rs.3600/-
6	Lower Division Clerk	PB-3, Rs.7100-37600/-	Rs.3200/-
7	Driver	PB-3, Rs.7100-37600/-	Rs.3200/-
8	Gr-D	Vacant	

DETAILS IN RESPECT OF INFORMATION AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM

Important Government orders are circulated through the Computerised System to the offices under its control.

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, FOR PUBLIC USE

Facilities available to citizens for obtaining information are :-

- (1) Notice Board
- (2) RTI Section formed under RTI Act, 2005.

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Sl No.	Name & Designation of Appellate Authority, SPIO & ASPIO	JURISDECTION	OFFICE ADDRESS	CONTACT NO
1	District Inspector of Schools(PE) - Appellate Authority	DPSC, Birbhum related matters, PTTI & Inspectorate of Primary Education related matters	Office of the District Inspector of Schools (PE), Birbhum, Suri, Birbhum.	03462-256122
2	Sub-Inspector of Schools in charge of Circle - SPIO	Inspectorate of Primary Education related matters	Office of the Sub-Inspector of Schools, (concerned circle)	

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED — None —