

**Ministry of Education**  
**Department of School Education and Literacy**

INFORMATION PUBLISHED BY THE DEPARTMENT  
UNDER SUB-CLAUSE (i)  
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Particulars of Organization, Functions and Duties of the Department

**Organization**

Article 77(3) of the Constitution of India lays down as follows:

(3) "The President shall make rules for the more convenient transaction of the business of the Government of India, and for the allocation among Ministers of the said business".

Under the above provision, the President has made the "Government of India (Allocation of Business) Rules, 1961".

Rule 2 of these Rules says as follows:-

(2) "Allocation of Business – The business of the Government of India shall be transacted in the Ministries, Departments, Secretariats and Offices specified in the First Schedule to these rules (all of which are hereinafter referred to as 'Departments')".

Rule 3(1) of the above Rules further says that "the distribution of subjects among the Departments shall be specified in the Second Schedule to these Rules.....".

A Department is responsible for formulation of policies of the government in relation to business allocated to it and also for the execution and review of those policies.

The Govt. of India (Transaction of Business) Rules framed under Article 77(3) of the Constitution seeks to define the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in-charge, these rules also specify:

- (a) cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its Committees for prior approval; and
- (b) the circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

For the efficient disposal of business allotted to it, a Department is divided into Bureaus, Divisions, Branches and Sections. A Department is headed by a Secretary to the Government of India who acts as the administrative head of the Department and principal adviser of the Minister on all matters of policy and administration within the Department.

The work in a Department is divided into Bureaux with a Special Secretary / Additional Secretary / Joint Secretary in charge of each Bureau. Such a functionary is normally vested with the maximum measure of independent functioning and responsibility in respect of the business falling within his Bureau, subject to the overall responsibility of the Secretary for the administration of the Department as a whole.

A Bureau comprises a number of Divisions each functioning under the charge of an officer of the level of Director / Joint Director / Deputy Secretary. A division may have several branches each under the charge of an Under Secretary or equivalent officer.

A Section is generally the lowest organizational unit in a department with a well-defined area of work. It consists of Assistants and Clerks supervised by a Section Officer. Initial handling of cases (including noting and drafting) is generally done by Assistants and Clerks who are also known as the dealing hands. While the above represents the commonly adopted pattern of organization of a Department, there are certain variations, the most notable among them being the Desk Officer System. In this system the work of a Department at the lowest level is organized into distinct functional Desks each manned by two Desk functionaries of appropriate ranks i.e. Under Secretary or Section Officer. Each desk functionary handles the cases himself and is provided adequate stenographic and clerical assistance.

The Ministry of Education is one of the Ministries specified in the First Schedule of the above Rules, and consists of the following two Departments:-

- i. Department of Higher Education (HE)**
- ii. Department of School Education & Literacy (SE & L)**

The Minister of Education heads the Ministry of Education. For purposes of the Departments of Higher Education and School Education & Literacy, he is presently assisted by two Ministers of State, MoE.

At the administrative level, the Department of Higher Education is headed by a Secretary who is assisted by one Special Secretary and a number of Joint

Secretaries/EA, Directors / Deputy Secretaries/DEA, Under Secretaries / Desk Officers and Section Officers. Names of Bureaux in the Department, and Bureau-wise numbers of Division, Subordinate Offices, PSUs and Autonomous Organizations are shown below:

Sl. No.	No. Name of the Bureau	Attach Office	Autonomous Organisations
1	AS (SS.II)	0	0
2	Institution & Training	0	7
3	SS.I & AE	0	0
4	Coord & Media	0	0
5	PM POSHAN	0	0
6.	EA	0	0
7.	DDG (Stats.)	0	0

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OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Part I : General**

Powers and Duties of Officers and Employees of the Department Powers and duties of officers and employees working in the Ministries of the Govt. of India are spelt out in Chapter III ("Machinery of Government") of the Central Secretariat Manual of Office Procedure published by the Department of Administrative Reforms and Public Grievances of the Government of India. This Manual is available on the relevant Ministry's website ("darpn.nic.in"). As per the above Manual, function, powers and duties of officers and employees of the Deptt. are as follows :

(1) Secretary – Secretary is the administrative head of the Ministry or Department. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry / Department, and his responsibility is complete and undivided.

(2) Additional Secretary - The Additional Secretary assists the Secretary in the discharge of his functions and supervises the work of such Bureaux / Divisions as may be assigned to him by the Secretary.

(3) Joint Secretary / Education Advisor – The Joint Secretary / EA is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his Bureau subject to the general responsibility of the Secretary for the administration of the Bureau as a whole.

(4) Director / Deputy Secretary/ Jt. Dir / DEA – Director / Deputy Secretary / JD/ DEA holds charge of a Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming upto him on his own. He should use his discretion in taking orders of the Joint Secretary / Secretary on more important cases, either orally or by submission of papers.

(5) Under Secretary/Assistant Education Advisor/Assistant Director – An Under Secretary/ Assistant Education Advisor/Assistant Director is in charge of the Branch consisting of one or more sections / Desk and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.

(6) Section Officer: Section Officer is over all responsible for maintaining discipline in the Section, distribution of work among the staff management & co-ordination of the work and issuance of letters. (7) Assistant / Upper Division Clerk - He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him.

(8) Private Secretary/ Personal Assistant/ Stenographer – He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information.

(9) Lower Division Clerk – Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, typing, despatch and submission of routine and simple drafts etc.

## **PART-II**

### **Bureau-wise Specific Information**

#### **SS.I & SS.II BUREAU:**

Under Samagra Shiksha Scheme, Department of School Education & Literacy deals with implementation of Samagra Shiksha and its components in the States/UTs. The State/UT Governments submit their Annual Work Plan and Budget Proposal for consideration of Project Approval Board of Samagra Shiksha which is headed by Secretary (SE&L). After approval of the proposal by the PAB, the state-wise budget outlay and central share is approved for release of funds. On the basis of PAB approvals, the funds under Samagra Shiksha are released in installments to the States and UTs after checking the previous utilization certificates, expenditure reports and other documents. The funds are released with the approval of concerned JS and Finance Division. The sanction orders are issued by the concerned Under Secretary.

Besides Samagra Shiksha, following components are looked after by this Department:

STARS

PM SHRI

Coordination matters related to COVID-19

Promotion of Sports/Games

Promotion of Reading/ Libraries

Yoga in Schools

Sakura exchange programme

Experiential learning including Rangotsav,

Centrally Sponsored Scheme of Financial Assistance for Appointment of Language Teachers (ALT)

Inclusive Education - CWSN

Early Childhood Education (ECE)/Pre-Primary

Gender equity

Girls Education including KGBV & Girls hostel

Adolescent Education Programme & Life skills. Parliamentary issues including parliamentary committees; annual report; monthly D.O. letter to Cabinet Secretary.

Wherever required the approval of Secretary (SE&L) is also sought before taking the decision on the above subjects. The decisions are conveyed to the States and UTs by DS/US.

## **PM POSHAN BUREAU:**

PM POSHAN Bureau, Department of School Education & Literacy deals with Implementation of National Programme of Mid-Day Meal in Schools (Renamed as "Pradhan Mantri Poshan Shakti Nirman (PM POSHAN)" and its components in the States/UTs of Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Chhattisgarh, Goa, Gujarat, Haryana, Himachal Pradesh, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Manipur, Meghalaya, Mizoram, Nagaland, Odisha, Punjab, Rajasthan, Sikkim, Tamil Nadu, Telangana, Tripura, Uttar Pradesh, Uttarakhand, West Bengal, A&N Islands, Chandigarh, D&N Haveli, Daman & Diu, Delhi, Lakshadweep, Puducherry, Jammu & Kashmir and Ladakh. The State/UT Governments submit their Annual Work Plan and Budget proposal for consideration of Project Approval Board of Mid Day Meal which is head by Secretary (SE&L). After approval of proposal by the PAB, the State-wise budget outlay and central share is approved for release of funds. On the basis of PAB approvals, the funds under Mid Day Meal are released in instalments to the States and UTs after checking the previous utilization certificates, expenditure reports and other documents. The funds are released with the approval of concerned JS and Finance Division. The sanction orders are issued by the concerned Under Secretary.

Besides PM POSHAN in all the States/UTs, JS(EE-I) is incharge of the following components who takes the necessary decision.

- National Awards to Teacher (NAT)
- National Bal Bhawan (NBB)
- National Foundation for Teacher Welfare, (NFTW)
- Health and Nutrition Component of Samagra Shiksha
- Media
- Vice Chairperson of KVS
- Ek Bharat Shrestha Bharat
- Parliamentary issues including parliamentary committees; annual report; monthly D. O. letter to Cabinet Secretary

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Wherever required the approval of Secretary (SE&L) is also sought before taking the decision on the above subjects. The decisions are conveyed to the States ad UTs by DS/US.

## **INSTITUTION & TRAINING BUREAU:**

Institutions & Training Bureau in Department of School Education & Literacy deals with administrative, financial, legal, parliamentary matters pertaining to NCERT. As per Rule 14 of 'Rules of NCERT', Director, Joint Director (HQ), Joint Director (CIET), Joint Director (PSSCIVE) and Secretary are appointed by Government. Clarification in different administrative matters, e.g., service matters, vigilance matters, etc., pertaining to NCERT are also dealt in this Section. The NCERT receive Grants-in-Aid (GIA) from the Government under various provisions of GFR 2017. The GIA to NCERT is released through Sch.4 Section. NCERT publish textbooks for school education. This Ministry advice and guide NCERT in various matters related to curriculum and textbooks. This Ministry also advice and guide NCERT in all the court cases in which NCERT and MHRD are made respondents. All the Parliamentary Questions, matters raised under Rule 377 and Zero hours, matters related to various Parliamentary Committees, VIP references which pertains to NCERT, are also dealt in this Section. Various Memorandums of Association (MoUs) signed by NCERT with foreign institutions are also processed and approved by this Bureau. Besides, RTI matters pertaining to NCERT are also dealt in this Section.

The Institution Bureau also deals with (i) matters relating to International Olympiad in Physics, Chemistry, Mathematics, Biology, Astronomy and Astrophysics, etc. (ii) matter related to Kaivalyadhama Samiti (iii) all references received from EE.1 Section/Co-ordination Section pertaining to NCERT (iv) all miscellaneous reference/representations received from PMO/Rashtrapati Bhawan/General Public, etc. pertaining to NCERT (v) all Coordination matters pertaining to NCERT (vi) matter relating to I-Card/Validation Slip/Photo passes of officers/officials of NCERT (vii) all references received from SM office and PS to SM office, MOS offices and PS to MOS offices, relating to collection of information from NCERT and Coordination.

In addition, this Bureau in Department of School Education & Literacy deals with administration/Establishment matters, service matters pertaining to all UTs, i.e. Creation/ continuation/ revival/ upgradation of Posts and Framing/Amendment of Recruitment Rules, pay matters and other service matters education department of all the UTs, Miscellaneous reference/ representations received from PMO / Rashtrapati Bhawan / General Public pertaining to UTs, Parliament Questions and other



Parliamentary matters, MP/VIP references, RTI matters and Court cases pertaining to all UTs. All Coordination matters of Institutions Bureau.

This Bureau also deals with administrative, financial, legal, parliamentary matters pertaining to Kendriya Vidyalaya Sangathan (KVS).

As per Rule 11 of 'Rules of KVS', Commissioner and Additional Commissioner are appointed by Government. Clarification in different administrative matters, e.g., service matters, vigilance matters, etc., pertaining to KVS are also dealt in this Section. The KVS receive Grants-in-Aid (GIA) from the Government under various provisions of GFR 2017. The GIA to KVS is released through UT-2 Section. This Ministry advises and guides KVS in all the court cases in which KVS and MoE are made respondents. All the Parliamentary Questions, matters raised under Rule 377 and Zero hours, matters related to various Parliamentary Committees, VIP references which pertains to KVS, are also dealt in this Section. Various Memorandums of Association (MoUs) signed by KVS with foreign institutions are also processed and approved by this Bureau. Besides, RTI matters pertaining to KVS are also dealt in this Section.

As per Rule 12 of 'Memorandum of Association' between NVS and MoE, Director, NVS & Joint Director, NVS (re-designated as Commissioner, NVS & Joint Commissioner, NVS) is appointed by Government. Clarification in different administrative matters, e.g., service matters, vigilance matters, etc., pertaining to NVS are also dealt in UT-3 Section. The NVS receives Grants-in-Aid (GIA) from the Government under various provisions of GFR 2017. The GIA to NVS is released through UT-3 Section. This Ministry advises and guides NVS in all the court cases in which NVS and MoE are made respondents. All the Parliamentary Questions, matters raised under Rule 377 and Zero hours, matters related to various Parliamentary Committees, VIP references which pertains to NVS, are also dealt in this Section. Besides, RTI matters pertaining to NVS are also dealt in this Section.

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**Procedure followed in the decision-making process, including  
channels of supervision and accountability**

The Govt. of India (Transaction of Business) Rules framed under Article 77(3) of the Constitution defines the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in charge, these rules also specify:

- a) Cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its Committees for prior approval; and
- b) The circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

2. Action on routine papers is initiated at the level of Dealing Assistants and on important papers, at higher levels e.g., Section Officer/Under Secretary. Normal Channel of submission of papers is :-

Dealing Assistant > Section Officer > Under Secretary > Deputy Secretary/Director

3. Above the level of Deputy Secretary/Director, a case may be disposed of at one of the following levels depending on its nature:-

Joint Secretary  
Additional Secretary/Secretary  
Minister of State/Minister

4. Subject to what is stated in para 1 above, cases related to all matters of policy, replies to Starred Parliament Questions, appointment to Group "A" posts, foreign visits of Group "A" officers etc. are disposed of at the level of Minister. He has delegated following categories of cases for final disposal at the level of two Ministers of State:-

## **MoS (AD):**

- i) Adult Education
- ii) Matters relating to the National Foundation for Teachers Welfare (NFTW)
- iii) All matters relating to UDISE+
- iv) State level review of Samagra Shiksha, PM-POSHAN, KV, NV, Exemplar School, NMMSS etc.
- v) Disciplinary matters in respect of employees of NVS and KVS
- vi) Acknowledgement and reply to VIP references other than those received from the Hon'ble Prime Minister, Cabinet Ministers, Governors and Chief Ministers of States relating to Department of School Education and Literacy
- vii) Unstarred Questions; Authentication and laying of Papers on the Tables of both the Houses of Parliament relating to Department of School Education and Literacy
- viii) Extension of times/fulfilment/request for dropping of Parliament Assurances relating to Department of School Education and Literacy
- ix) Reply to Hon'ble MP in the matter of Rule 377 (LS) and Special Mention (RS), Zero Hour relating to Department of School Education and Literacy
- x) VIP References addressed to the Hon'ble MoS
- xi) Any other matter which the Hon'ble Education Minister may like to delegate

5. Cases not falling under above categories are disposed of at the level of Secretary/Special Secretary/Additional Secretary or Joint Secretary, depending upon their nature. Very routine cases are disposed of at lower level also, e.g., Deputy Secretary/Director or even Under Secretary.

6. In cases where appointment /sanction of grant-in-aid/scholarship etc. is to be done based on the recommendations of a Selection Committee /Grant-in-Aid Committee, etc., such recommendations are obtained and processed for final decision at the competent levels. Generally, all expenditure decisions require concurrence of / consultation with Financial Advisor or Ministry of Finance depending on the nature of the case.

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