Department of School Education & Literacy

A FRAMEWORK FOR TRANSPARENCY AUDIT
2022-23

Name of the Bureau:

1.   Organisation and Function:

SI. No.	Item	Details of disclosure	Input and Link, if any
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]	1.1.1 Name and address of the Organization	https://dsel.education.gov.in/contact_us
		1.1.2 Head of the organization	https://www.education.gov.in/minister-page
		1.1.3 Vision, Mission and Key objectives	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/v_m_ko.pdf
		1.1.4 Function and duties	i. Framing policies concerning to Samagra Shiksha, PM-Poshan, ULLAS, PM-Shri etc. schemes. ii. Implementation and releasing funds under various schemes of the Department to States/UTs for the different components of the schemes/programmes. iii. Implementation of NEP 2020 iv. Administrative control of the KVS, NVS, CBSE, NIOS, NCERT, NCTE & NBB.
		1.1.5 Organization Chart	**https://dsel.education.gov.in/about-us/sites/default/files/org_sel_moe.pdf**
		1.1.6 Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	The Ministry of Education the then Ministry of Human Resource Development (MHRD) was created on September 26, 1985, through the 174th amendment to the Government of India (Allocation of Business) Rules, 1961. Currently, the MHRD works through two departments: Department of School Education & Literacy

			Department of Higher Education
			The Department of School Education & Literacy is responsible for development of school education and literacy in the country. The Department of SE & L has its eyes set on the "universalisation of education" and making better citizens out of their young brigade. For this, various new schemes and initiatives are taken up regularly and recently, those schemes and initiatives have also started paying dividends in the form of growing enrolment in schools. Education Ministers from 2015 onward: i) Smt. Smriti Zubin Irani ii) Shri Prakash Javadekar iii) Shri Ramesh Pokhriyal 'Nishank' iv) Shri Dharmendra Pradhan Education Secretaries from 2015 onwards: i) Shri Subhash Chandra Khuntia ii) Sh. Amit Khare iii) Shri Anil Swarup iv) Ms. Rina Ray v) Ms. Anita Karwal vi) Shri Sanjay Kumar
1.2	Power and duties of its officers and employees[Section 4(1)(b)(ii)]	1.2.1 Powers and duties of officers (administrative, financial and judicial)	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/procedure_for_decision.pdf
		1.2.2 Power and duties of other employees	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/procedure_for_decision.pdf
		1.2.3 Rules/ orders under which powers and duty	NCTE ACT

		are derived and	https://drive.google.com/file/d/1hF0NiZPdFL3CV1bxO3llWR9u4l9FY9jW/view?usp=sharing RTE Act https://dsel.education.gov.in/sites/default/files/rte/rte.pdf
		1.2.4 Exercised	NA
		1.2.5 Work allocation	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/wa_dosel_23.pdf
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	1.3.1 Process of decision making Identify key decision making points	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/procedure_for_decision.pdf
		1.3.2 Final decision making authority	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/procedure_for_decision.pdf
		1.3.3 Related provisions, acts, rules etc.	NCTE ACT https://drive.google.com/file/d/1hF0NiZPdFL3CV1bxO3llWR9u4l9FY9jW/view?usp=sharing RTE Act https://dsel.education.gov.in/sites/default/files/rte/rte.pdf
		1.3.4 Time limit for taking a decisions, if any	Decision in regard to routine matters made in a time-bund manner.
		1.3.5 Channel of supervision and accountability	As per the organisation chart every is accountable towards the duties assigned by the Seniors.
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	1.4.1 Nature of functions/ services offered	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/rti_4.pdf
		1.4.2 Norms/ standards for functions/ service delivery	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/rti_4.pdf

		1.4.3 Process by which these services can be accessed	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/rti_4.pdf
		1.4.4 Time-limit for achieving the targets	NA
		1.4.5 Process of redress of grievances	Grievances are disposed of on CPGRAM portal in a time-bound manner. Action on the grievances which are received directly in the Department taken promptly to concerned Division or Autonomous Body.
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]	1.5.1 Title and nature of the record/ manual /instruction.	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/rti_4.pdf
		1.5.2 List of Rules, regulations, instructions manuals and records.	https://darpg.gov.in/sites/default/files/CSMOP_0_0.pdf
		1.5.3 Acts/ Rules manuals etc.	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/rti_4.pdf
		1.5.4 Transfer policy and transfer orders	https://dopt.gov.in/transfer-policy-and-transfer-orders
1.6	Categories of documents held by the authority under its control[Section 4(1)(b)(vi)]	1.6.1 Categories of documents	NCTE ACT https://drive.google.com/file/d/1hF0NiZPdFL3CV1bxO3llWR9u4l9FY9jW/view?usp=sharing RTE Act https://dsel.education.gov.in/sites/default/files/rte/rte.pdf SAMGRA SHIKSHA SCHEME FRAMEWORK The detailed guidelines of Samgra Shiksha scheme has been enacted and are available at the following link: https://dsel.education.gov.in/sites/default/files/guidelines/ss_implementation.pdf https://dsel.education.gov.in/sites/default/files/guidelines/ss_implementation.pdf

			NEP 2020 https://www.education.gov.in/sites/upload_files/mhrd/files/NEP_Final_English_0.pdf https://dsel.education.gov.in/sites/default/files/guidelines/ss_implementation.pdf LIBRARY https://dsel.education.gov.in/sites/default/files/guidelines/revised_guidelines_for_promotion_Library_Reading.pdf SAFETY AND SECURITY https://dsel.education.gov.in/sites/default/files/guidelines/guidelines_sss.pdf Guidelines issued by Dept. during Covid pandemic https://www.education.gov.in/covid-campaign/docs/Covid_initiatives.pdf PM POSHAN Guidelines https://pmposhan.education.gov.in/Files/Guidelines/2023/Guidelines%20on%20PM%20POSHAN%20SCHEME.pdf Manual of Office Procedure https://dopt.gov.in/acts/manual-office-procedure Sexual Harassment of women at workplace https://www.indiacode.nic.in/handle/123456789/2104?sam_handle=123456789/1362 CCS Conduct Rules

			https://dopt.gov.in/ccs-conduct-rules-1964 Parliamentary Procedure A BROUCHURE ON SAMAGRA SHIKSHA SCHEME MAY BE SEEN AT Annexure-I https://dsel.education.gov.in/sites/default/files/guidelines/ss_eng_feb22_0.pdf UDISE PLUS website Samagara Shiksha related data is available on PRABHAND portal of department
		1.6.2 Custodian of documents/categories	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/Annexure-9_Catagories-of-Documents.pdf
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	1.7.1 Name of Boards, Council, Committee etc.	Autonomous Bodies under the Department of School Education & Literacy: 1. Central Board of Secondary Education (CBSE) 2. National Council for Educational Research and Training (NCERT) 3. National Institute of Open Schooling (NIOS) 4. Kendriya Vidyalaya SANGATHAN (KVS) 5. Jawahar Navodaya Vidyalayas (JNVs) 6. National Council for Teacher Education (NCTE) 7. National Bal Bhawan (NBB)
		1.7.2 Composition	
		1.7.3 Dates from which constituted	
		1.7.4 Term/ Tenure	
		1.7.5 Powers and functions	
		1.7.6 Whether their meetings are open to the public?	
		1.7.7 Whether the minutes of the meetings are open to the public?	
		1.7.8 Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	1.8.1 Name and designation	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/Directory_130722.pdf
		1.8.2 Telephone , fax and email ID	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/Directory_130722.pdf

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	1.9.1 List of employees with Gross monthly remuneration	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/DOSEL_Salary-Details-for%20July-2023.pdf
		1.9.2 System of compensation as provided in its regulations	As per Norms
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/cpio_dosel_23.pdf
		1.10.2 Address, telephone numbers and email ID of each designated official.	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/cpio_dosel_23.pdf
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	1.11.1 No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/rti_action_moe.pdf
		1.11.2 (ii) Finalised for Minor penalty or major penalty proceedings	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/rti_action_moe.pdf
1.12	Programmes to advance understanding of RTI (Section 26)	1.12.1 Educational programmes	Training on Programmes to advance understanding of RTI is being conducted by the ISTM time to time and officials of this Department attending these training programmes as per requirement.
		1.12.2 Efforts to encourage public authority to participate in these programmes	
		1.12.3 Training of CPIO/APIO	
		1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]	1.13.1 Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/Annexure-8_Transfer-policy.pdf

2.   Budget and Programme:

2.1	Budget allocated to each agency	2.1.1 Total Budget for the public authority	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/budget_dosel_23.pdf

	including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]	2.1.2 Budget for each agency and plan & programmes	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/budget_dosel_23.pdf
		2.1.3 Proposed expenditures	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/budget_dosel_23.pdf
		2.1.4 Revised budget for each agency, if any	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/budget_dosel_23.pdf
		2.1.5 Report on disbursements made and place where the related reports are available	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/budget_dosel_23.pdf
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)	2.2.1 Budget	There is no separate budget account for the purpose.
		2.2.2 Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/dv_dosel.pdf
		2.2.3 Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/S-and-S.pdf
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	2.3.1 Name of the programme of activity	N/A
		2.3.2 Objective of the programme	N/A
		2.3.3 Procedure to avail benefits	N/A
		2.3.4 Duration of the programme/ scheme	N/A
		2.3.5 Physical and financial targets of the programme	N/A
		2.3.6 Nature/ scale of subsidy /amount allotted	N/A
		2.3.7 Eligibility criteria for grant of subsidy	N/A
		2.3.8 Details of beneficiaries of subsidy programme	N/A

		(number, profile etc)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	2.4.1 Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NA
		2.4.2 Annual accounts of all legal entities who are provided grants by public authorities	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]	2.5.1 Concessions, permits or authorizations granted by public authority	NA
		2.5.2 For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	NA
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	2.6.1 CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	NA

3.   Publicity Band Public interface

3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	https://dsel.education.gov.in/rte-rules-guidelines-notificationshttps://ncte.gov.in/website/ActStatutes.aspx
		3.1.2 Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	NA
		3.1.3 Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	NA
		3.1.4 Public- private partnerships (PPP)- Detailed project reports (DPRs)	NA
		3.1.5 Public- private partnerships (PPP)- Concession agreements.	NA
		3.1.6 Public- private partnerships (PPP)- Operation and maintenance manuals	NA
		3.1.7 Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	NA
		3.1.8 Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	NA
		3.1.9 Public- private partnerships (PPP) - Information relating to outputs and outcomes	NA
		3.1.10 Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	NA
		3.1.11 Public- private partnerships (PPP) - All	NA

		payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]	3.2.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	https://www.education.gov.in/updates
		3.2.2 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	https://www.education.gov.in/updates
		3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	https://www.education.gov.in/updates
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	3.3.1 Use of the most effective means of communication - Internet (website)	https://www.education.gov.in/
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]	3.4.1 Information manual/handbook available in Electronic format	Yes It is available with CPIOs/AAs
		3.4.2 Information manual/handbook available in Printed format	Yes
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	3.5.1 List of materials available Free of cost	Yes. Free of cost.
		3.5.2 List of materials available At a reasonable cost of the medium	As per RTI norms.

4. E-Governance

4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	4.1.1 English	English
		4.1.2 Vernacular/ Local Language	Hindi
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]	4.2.1 Last date of Annual updation	06.10.2023
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]	4.3.1 Details of information available in electronic form	Yes. Information is available in electronic form.
		4.3.2 Name/ title of the document/record/ other information	https://dsel.education.gov.in/
		4.3.3 Location where available	https://dsel.education.gov.in/ https://www.education.gov.in/rti_sel
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]	4.4.1 Name & location of the faculty	Room No.130-C, Shastri Bhawan, New Delhi
		4.4.2 Details of information made available	https://dsel.education.gov.in/
		4.4.3 Working hours of the facility	9:00 AM to 5:30 PM
		4.4.4 Contact person & contact details (Phone, fax email)	Shri Rajesh Samplay, Under Secretary & CPIO Phone: 2338 6024 e-mail: ee1.section-edu@gov.in
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	4.5.1 Grievance redressal mechanism	https://dsel.education.gov.in/
		4.5.2 Details of applications received under RTI and information provided	https://www.education.gov.in/rti/display_se.php
		4.5.3 List of completed schemes/	Pariksha Pe Charcha, National Achievement Survey, National Awar

		projects/ Programmes	for Teachers, International Literacy Day, Swachhta Pakhwada.
		4.5.4 List of schemes/ projects/ programme underway	Samagra Shiksha, PM-Poshan, ULLAS, PM-Shri, National Means-cum-Merit Scholarship Scheme, NEP 2020.
		4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NA
		4.5.6 Annual Report	https://www.education.gov.in/sites/upload_files/mhrd/files/document-reports/annual_report_eng.pdf
		4.5.7 Frequently Asked Question (FAQs)	https://dsel.education.gov.in/
		4.5.8 Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	https://dsel.education.gov.in/
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	4.6.1 Details of applications received and disposed	https://dsel.education.gov.in/
		4.6.2 Details of appeals received and orders issued	https://dsel.education.gov.in/
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]	4.7.1 Details of questions asked and replies given	https://dsel.education.gov.in/

5.   Information as may be prescribed:

5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt.	5.1.1 Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/cpio_dosel_23.pdf
		5.1.2 Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b)	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/self_appraisal.pdf

17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	Report of the audit carried out	**Details of Last year i.e. 2021-22 Third Party Audit may be uploaded on Ministry's Portal.**
	5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/nodal_rti_sel.pdf
	5.1.4 Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	NA
	5.1.5 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	NA

6.   Information Disclosed on own Initiative

6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	6.1.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	https://samagra.education.gov.in/ https://pmposhan.education.gov.in/ https://pmshrischools.education.gov.in/
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ	6.2.1 Whether STQC certification obtained and its validity	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/MoE_STQC.pdf
		6.2.2 Does the website show the certificate on the Website?	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/MoE_STQC.pdf

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