

# **Information About Functioning of Gujarat Council of School Education**

(In compliance with  
Right To Information Act 2005 )  
(As on 1st May, 2025)



**Gujarat Council of School Education  
State Project Office  
Samagra Shiksha  
Vidya Samiksha Kendra  
Sector – 19, Gandhinagar**

## Table of contents

| Chapter No. | Contains  |
|-------------|---|
| 1           | Preface   |
| 2           | Particulars of Organisation, its functions and duties<br>2.1 Objectives and Aims of the Council<br>2.2 Mission / Vision of the Council<br>2.3 Brief History and Formulation of the Council<br>2.4 Functions of the Council<br>2.5 Activities / duties of the Council<br>2.6 Brief notes on services provided by the council<br>2.7 Management structure from state to grassroot level<br>2.8 Public participation for improvement in achieving efficiency and effectiveness of the organization<br>2.9 Arrangement that exists to gain peoples' participation<br>2.10 Supervision and Monitoring Machinery in the management providing services<br>2.11 Addresses of the Head Office and Subordinate offices<br>2.12 Time for Opening of the Office<br>Time for Closing of the Office |
| 3           | Powers and functions of the Officers and Staff working under the organization   |
| 4           | The rules, regulations, instructions, manuals and records, held by the council, to be used by its employees for discharging its functions.  |
| 5           | Arrangement that exists for consultation followed with or representation by the members of the public in relation to the formation of policy or administration thereof  |
| 6           | A statement of the categories of the documents that are held by the council or under its control.   |
| 7           | Statement of board, council, committees and other organization that are formed as a part of the organization  |
| 8           | Statement showing the details regarding name, designation and other particulars of the Public Information Officer and Appellate Authority   |
| 9           | Procedure followed in the decision making process, including channels of supervision and accountability   |
| 10          | A Directory of Officers and Employees   |
| 11          | The Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in the regulation   |
| 12          | Statement showing the budgetary outlay and expenditure incurred by Gujarat Council of School Education for Samagra Shiksha.   |
| 13          | The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes   |
| 14          | Particulars of recipients of concessions, permits or authorizations granted by it   |
| 15          | Norms adopted for discharge of the functions of the council   |
| 16          | Details in respect of the information, available to or held by it, reduced in an electronic form  |
| 17          | The particulars of facilities available to citizens for obtaining information   |
|             | Annexure - A  |

# Chapter – 1

## Preface

Now that the Right to Information has been made one of the fundamental rights of every Indian citizen, it is of paramount importance that all the processes and procedures undertaken by all departments under state government are made transparent. With transparency, there shall be significant improvement in efficiency and accountability of the bureaucracy. It can be expected that the Right to Information will usher in a new dawn of Indian bureaucracy, which is fundamentally strong, responsible and open to public scrutiny.

This booklet seeks to provide all the general information about Gujarat Council of Elementary Education that are useful from the public point of view. This organization was established in November 1995, The Bombay Public Trust Act, 1950 and under the Societies Registration Act, 1860, as a state implementing society to provide additional support and inputs to the state education department interventions. In collaboration with the Directorate of Primary Education, this organization has initiated state- wide endeavors for universalization of primary education in Gujarat by providing additional inputs for achieving the objectives of universal enrolment and retention of the children by providing them with access to quality education.

This booklet provides important information about the structure of this organization, along with details about the roles and responsibilities of its various functional components. This booklet will be found useful by any citizen who wishes to know about interventions being undertaken by the organization in the field of elementary education in Gujarat. Any individuals, groups or NGOs who wish to join our endeavors at State, district or grass root levels will find this booklet quite useful and informative.

Since this organization is implementing many innovative projects, several acronyms are used to describe various activities, groups and committees which are at Annexure – A.

Officers / OICs of different branches of this institute have been assigned the responsibility of Public Information Officer. These officers can be contacted to get more information about this organization.

**Dr. M.M.Patel, Addl. State Project Director** has been assigned the responsibility of Appellate authority. Cases failing to receive the information within a specified period or aggrieved with the decision may prefer an appeal to the Appellate authority.

It is hoped that the booklet will satisfy the basic information needs of general public, generating their active participation in various project interventions.

**State Project Director**  
State Project Office,  
Samagra Shiksha  
Gandhinagar

## Chapter – 2

### **2. Particulars of Organisation, its functions and duties**

#### **2.1 Objectives and Aims of the Council**

- (a) To Act as an autonomous and independent body for implementation of the Gujarat Elementary Education Projects Viz. Samagra Shiksha and Kasturba Gandhi Balika Vidyalaya (KGBV) any other centrally aided education related projects as outline in the project documents published by Government of Gujarat and the revised versions that may be prepared on the basis of joint review from time to time.
- (b) To extend the activities of the council in all the districts from the State of Gujarat in respect of selected and sponsored projects.
- (c) To function as a social mission for bringing about a fundamental change in the primary education system, and through it, in the overall sociocultural situation.
- (d) To pursue the following specific objectives of the Gujarat Primary Education Projects viz.
  - (i) For universalization of pre-primary, primary, secondary and higher secondary education (a) All children enroll in school (b) Facilitate the provision of education to children from pre-primary to secondary level through wide dissemination of formal or alternative education. (c) Access to the essential level of education.
  - (ii) Modification in the educational system to serve the objectives of women's equality and their empowerment.
  - (iii) Making necessary intervention to provide equal educational opportunity to adults and children belonging to the scheduled Castes, Scheduled Tribes and the deprived sections of Society.
  - (iv) Imparting education relating to the working and living conditions of the people improving thereby their ability to cope with problems of livelihood, environment, and mother and child survival.
  - (v) Laying special emphasis in all educational activities on culture and communication, science and environment and inculcation of a sense of social justice.

#### **2.2 Mission / Vision of the Council**

The council is engaged in implementation of Samagra Shiksha, Kasturba Gandhi Balika Vidyalaya (KGBV), Model School, Model Day School. The salient features for the programmes are as under.

- A programme with a clear time frame for Universal Elementary Education
- A response to the demand for quality basic education all over the country.
- An opportunity for promoting social justice through basic education.
- An effort at effectively involving the Panchayati Raj Institutions, Village and Urban Slum Level Education Committees, Parent Teachers Associations, Mother Teachers Associations and other grassroot level structures in the management of elementary schools.
- An expression of political will for Universal Elementary Education across the country.

- A partnership between the Central, State and the Local Governments.
- An Opportunity for states to develop their own vision of elementary education.

The programme also seeks to :

- Open Alternative Schooling center in habitations which do not have schooling facilities.
- Strengthen existing school infrastructure through provision of additional classroom, toilets, drinking water, maintenance grant.
- Capacity building of teachers through extensive training.
- Assistance for development of teaching learning material (TLM)
- Development of academic support structures.

### **2.3 Brief history and formulation of the Council**

- It was registered on 8<sup>th</sup> November,1995, under the Societies Registration Act, 1860 and the Bombay Public Trusts Act, 1950.
- Since – 2001, it is implementing Sarva Shiksha Abhiyan (SSA) in all the districts and 4 Municipal Corporations (Ahmedabad, Surat, Vadodara and Rajkot) of the state.
- Since October,2004 it is also implementing Kasturba Gandhi Balika Vidyalaya (KGBV) scheme in the state.
- Suitable changes have been made in the Memorandum of Association of the GCEE to enable it to carry out implementation of the projects in the education related sector in the State.
- From the year 2018-19, pre-primary to secondary and higher secondary under Samagra Shiksha have been covered in the entire state.

### **2.4 Functions of the Council.**

To provide useful and relevant elementary education for all children in the 6 to 14 age group by 2010, with an aim to bridge social, regional and gender gaps with active participation of the various communities in the management of the schools and to emphasis on mainstreaming the out-of – school children and never enrolled children through diverse strategies, providing primary schooling for all children in 6-14 age group. The thrust is on bridging of gender and social gaps and a total retention of al children in schools.

### **2.5 Activities / duties of the council**

The following activities / duties are carried out by the council taking into consideration the provisions contained in the frame work for implementation Samagra Shiksha.

1. To provide school / Alternative schooling.
2. To provide a room for every teacher for every grade / class, whichever is lower in primary and upper primary.
3. Civil Works: Improvement of school facilities and BRC / CRC construction and additional classroom at CRC level.
4. Maintenance and repair of school building (subject to specific norms)

5. Under School Composite grant, for enrollment of children up to 1 to 30 in the school Rs.10,000, for enrollment of children 31 to 100 Rs.25,000 for enrollment of children up to 101 to 250 Rs. 50,000, for enrollment of children up to 251 to 1000, Rs. 75,000 and enrollment of children above 1000 Rs.1,00,000 grants are allotted.
6. Teachers grant for TLM (subject to the limit by the norms)
7. Provision for Teacher Training
8. Provision for training of community leaders
9. Efforts to meet the special need of Disabled children
10. Provision for Research, Evaluation Supervision and Monitoring
11. To establish the Management structure.
12. Innovative activity for girls education, early child hood, care and education, interventions for children belonging to SC/ST community, Provision for computer education in the upper standard of primary school.
13. To establish educational units like BRC at block level and CRC at cluster level and to provide fund for their activeness and capacity building.
14. To provide fund for setting up Alternative Schooling centers, Bridge course, remedial course, Back-to- school camps with a focus on mainstreaming out of school children into regular schools.
15. Preparatory activities for micro-planning, household surveys, studies, community mobilization, school-based activities, office equipment, training and orientation at all levels etc.
16. Provision for grant to Model Cluster School for meeting the expenditure on various activities for promotion of girls education.
17. Provision for awards to school/ teacher at cluster level for the achievements in enrollment, retention and learning out comes of girls students.
18. Training to teachers and peoples participants for gender sensitization
19. Under Samagra Shiksha Free Textbook provided to the children of Std. 8 of the state.

## **2.6 Brief notes on services provided by the council**

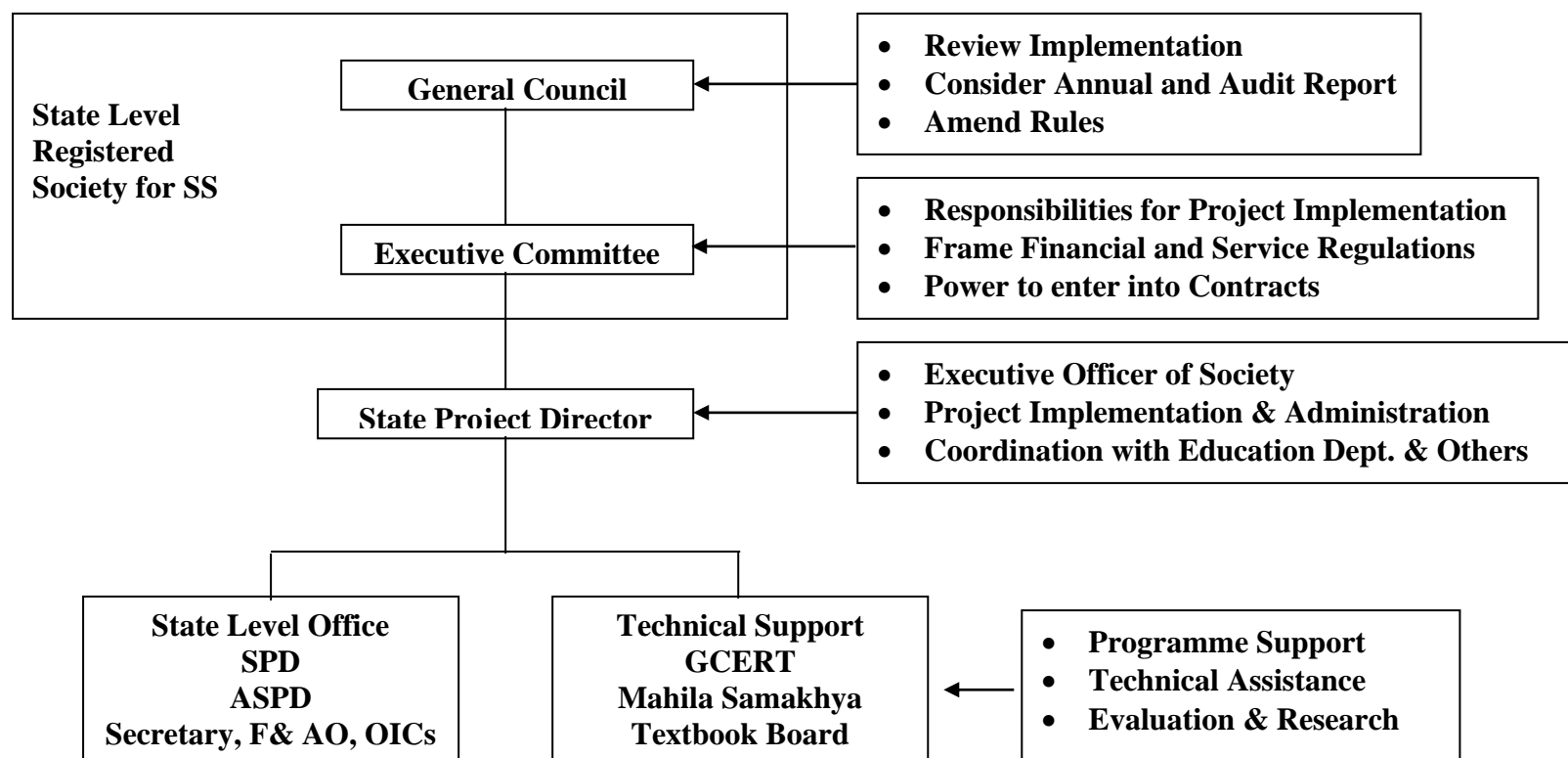
Creating quality infrastructure and support services in primary education, opportunity to teacher to motivate their characteristics pre-service and in-service education of teachers, teaching learning materials, classrooms processes, pupil evaluation, monitoring and supervision etc. are being dealt with by the council as listed below:

- (i) To provide reasonably good school building and equipment to all schools;
- (ii) To arrange to provide trained teachers in all schools and trained instructors to all alternative schooling centers (EGS & AIE)
- (iii) To organize quality in-service teacher education to all teachers and to monitor follow up in classroom transactions on a periodical basis .
- (iv) To create and sustaining teacher motivation
- (v) To revitalize supervision system for quality elementary education.
- (vi) Development of competency based and contextual teaching – learning material

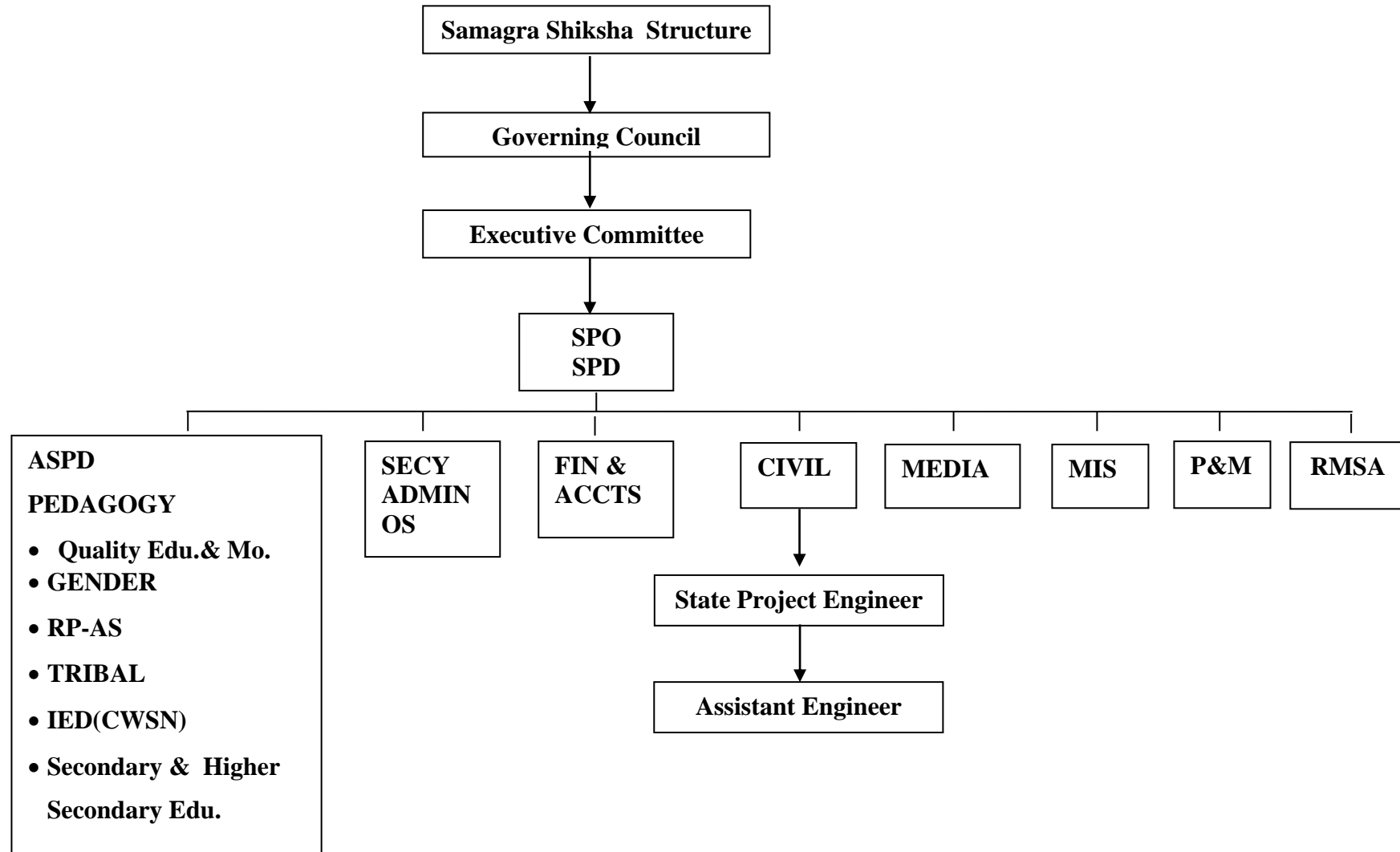
- (vii) To improve teaching – learning processes making it learner oriented
- (viii) To provide remedial teaching to pupils with low achievement ;
- (ix) To introduce participatory management of elementary education with community support.

## 2.7 Management structure from state to grassroot level

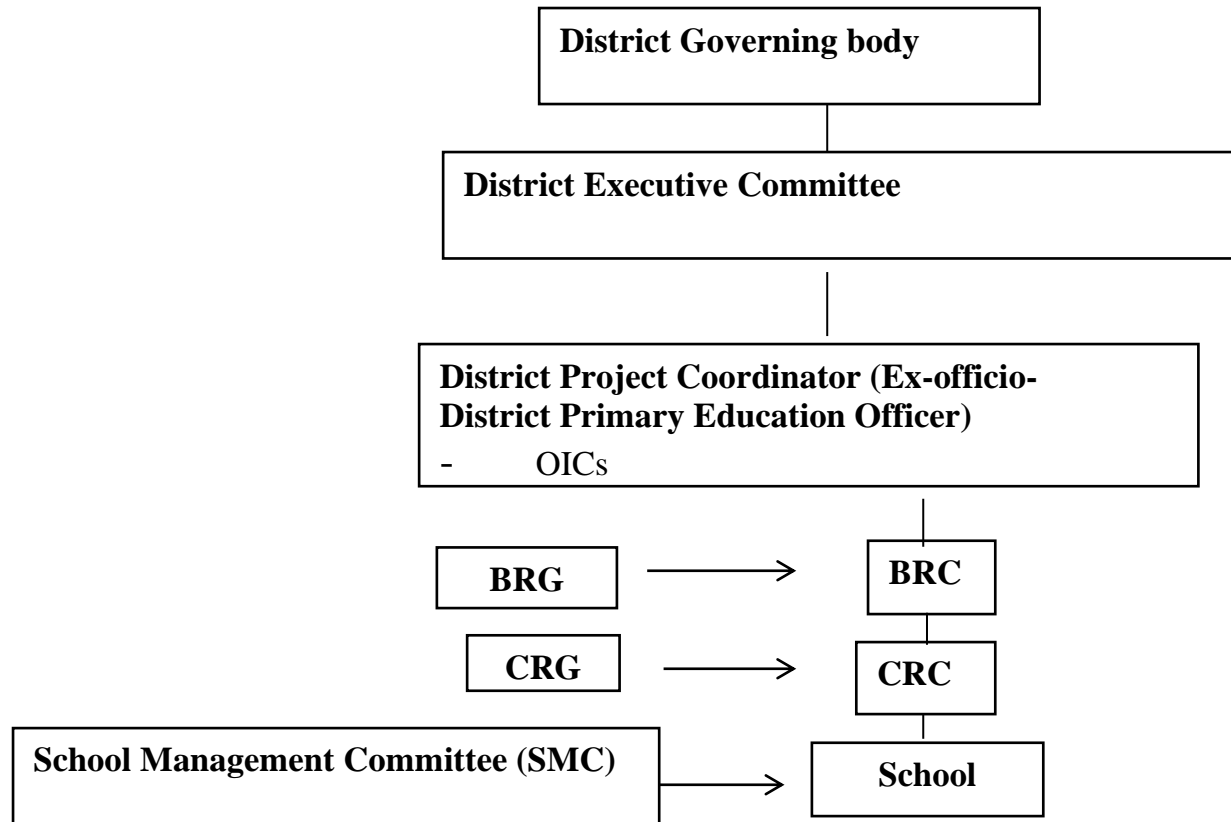
### **Management Structure – State Level**



## Management Structure – State Office

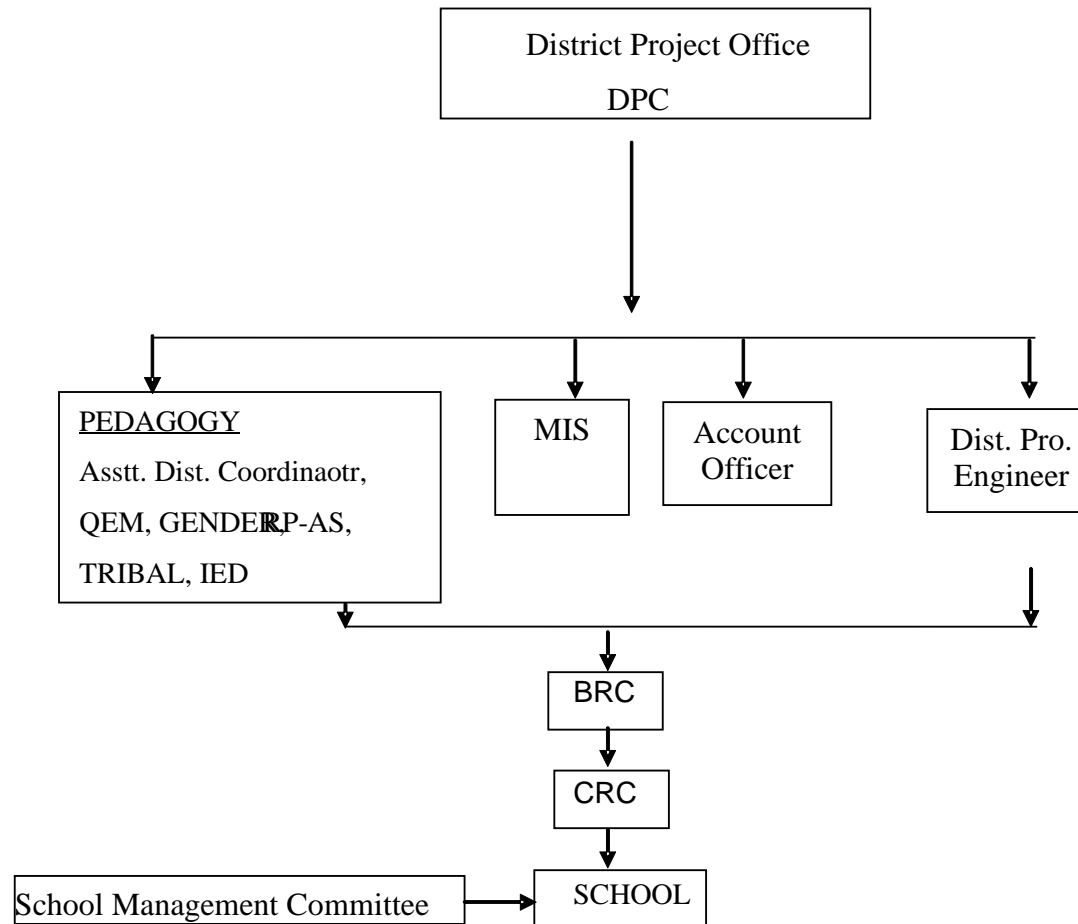


## District Management Structure



- Policy decisions
- Review implementations
- Responsibilities for project implementation
- Overall implementation and Supervision
- Coordination with

## Management Structure – District Office Level



## **2.8 Public participation for improvement in achieving efficiency and effectiveness of the organization**

Samagra Shiksha is an effort to Universalize elementary education by community ownership of the school system. Hence an effective involvement of the School Management Committee (SMC) and other grass root level structures have been created to support the management of elementary schools.

## **2.9 Arrangement that exists to gain peoples' participation**

School Management Committee (SMC) play advisory role to improve elementary education in the village. SMCs play an active role in improving school environment by getting peoples's participation in various activities. SMCs play an important role in various construction activities required for a school like drinking water facilities, construction of classrooms etc.

For quality improvement in elementary education, resource groups from state to cluster levels have been identified. These groups oversee the policy, planning, implementation and monitoring of all quality related interventions. Their major role is to advise and assist at various levels in pedagogical improvement, teacher education / training and activities related to classroom transaction.

## **2.10 Supervision and Monitoring Machinery in the management providing services**

At district and sub district level Co-ordinators of Block Resource Centres and Cluster Resource Centres are the key functionary for supervision and monitoring link. At state level the Heads of the units shown in the management structure are the supervising and monitoring authority in their field, under the control of the State Project Director .

## **2.11 Addresses of the Head Office and Subordinate offices**

**Head Office :** Gujarat Council of School Education, Samagra Shiksha, Vidya Samiksha Kendra, Sector-19, Gandhinagar

**Subordinate Offices :** Subordinate District Offices are situated under the control of District Project Co-ordinator cum District Primary Education Officer.

## **2.12 Time for Opening of the Office – 10.30**

**Time for Closing of the Office – 18.10**

## Chapter – 3

### **3.1 Powers and functions of the Officers and Staff working under the organization**

#### **1. Functions and powers of the State Project Director:**

##### **Administrative :**

- a. As a principal Executive Officer, execute proper administration in day to day working of the council
- b. Implement various activities of the project in a mission mode under the directions and guidance of the chairman of the Executive Committee.
- c. Prescribe the duties and functions of the officers and staff of the Council
- d. Exercise such supervision and disciplinary control as may be necessary.

##### **Financial :**

- a. Is responsible for proper administration and utilization of the funds of the council

##### **Others :**

- a. Constitute Steering Group for each of the programme components and functional areas.
- b. Constitute a Task force, comprising heads of the Steering Groups which would function as a cohesive team for achievement of the objects of the project.
- c. Co-ordinate and exercise general supervision over the activities of the Council including its Branches and units.
- d. Conduct meeting of the Council and its Executive Committee and keep a record of proceedings of these meetings in accordance with these rules, and
- e. Discharge such other functions as may be assigned to him or her by the executive committee in furtherance of the objects of the council.

#### **2. Job Chart of Additional State Project Director:**

- (a) To look after all the pedagogical activities under Samagra Shiksha
- (b) To review the activities of Officer In charge Gender, Tribal, Teachers Training, Media and Documentation, Alternative Schooling, IEDC etc.
- (c) To assist the SPD in pedagogical matters.
- (d) To monitor the progress of programme in districts.
- (e) To organize the activities to create educational environment.
- (f) To co-ordinate NGOs and Government organizations with Samagra Shiksha activities.
- (g) Any other duty, which may be assigned by the SPD.

#### **3. Job Chart of Controller of Finance:**

- (a) Supervision, management and control of financial and accounting operations under Samagra Shiksha Abhiyan, Gujarat State.
- (b) Coordination of budgets of different activities of Samagra Shiksha Office and submission to the Government within the time limit.
- (c) Obtaining grants and allocating grants to subordinate offices and various grant management related operations following the prescribed criteria of the State Government and Government of India guidelines.

- (d) Supervision and control of operations related to preparation of accounts of Samagra Shiksha Abhiyan.
- (e) Supervision, coordination and control of operations related to statutory audit and internal audit.
- (f) Any other duty, which may be assigned by the SPD.

#### **4. Job Chart of Secretary, State Project Office, Samagra Shiksha**

- (a) To create and monitor the Administrative Set – Up at the State and District Project Offices for smooth functioning of the programme.
- (b) To recruit and deploy the right kind of personnel at the State and District Project Offices, so that the project does not suffer for want of adequate manpower. To get the most committed personnel and strengthen their capacities and motivation by organizing induction training programme.
- (c) To facilitate visiting dignitaries from MHRD and Mission during their tour to Gujarat.
- (d) To assist the State Project Director in monitoring and supervising the administrative network from the State to District levels. To co-ordinate project activities between different functional areas.
- (e) To correspond with MHRD, State Education Department and other National, State and District level agencies.
- (f) To provide co-ordination support to State and District Project Offices.
- (g) To gain the confidence of Executive Committee and Governing Council, as well as, co-ordinating with various functional officers and agencies for effective follow up / implementation of the decisions taken during the EC/ GC meetings.
- (h) Above all, to facilitate smooth and efficient functioning of State and District Project Offices.
- (i) Any other duty which may be assigned by the State Project Director.

#### **5. Job Chart of Finance and Accounts Officer :**

Finance & Accounts Officer is the Manager of the Finance and Accounts wing of the State Project Office for effective financial management.

- (a) As a procurement officer to carry out procurement covering civil works, equipment, goods, services and resource support under SSA in accordance with the prescribed procedures outlined in the manual of Financial Management and procurement or other State Government procurement procedures as the case may be.
- (b) To secure an efficient system of financial management at all levels in the Council.
- (c) To prepare Annual Work Plan & Budget.
- (d) To advise the Chairman and State Project Director and any other authority of the council of financial accounting and audit matters.
- (e) To secure control over flow of expenditure i.e. budgetary control as well as preparation of estimates, accuracy in classification of accounts, reconciliation of expenditure and any subsequent enquiry resulting there from :
- (f) To prepare consolidated financial accounts including Annual Accounts in the manner prescribed in the Bye Laws of the council as may from time to time be required by the State Project Director or Chairman :

- (g) To ensure audit of accounts of the Council within 6 months of the expiry of the financial year.
- (h) To inspect or cause to be inspected the accounts maintained at the District, Taluka, group of schools or school level and at any other place or office or organization where the accounts of the expenditure incurred out of finance / funds of the council are maintained.
- (i) To ensure that the accounts in respect of the fund provided by the council to mobilizing agencies / NGOs/ resource institutions are inspected and audited as considered appropriate and necessary.
- (j) To call for such information from any authority in the field units and / or other offices which may be required for compilation of information, estimates or annual accounts or for processing objections raised by Chartered Accountant or Comptroller & Auditor General of India or Central or State Government.

#### **6. Job Chart of State Project Engineer :**

- (a) To formulate state level Annual Work Plan for civil works component under Samagra Shiksha and KGBV.
- (b) To create an efficient supervision and monitoring system by involving a trained community to ensure proper quality of construction works under SSA
- (c) To promote cost effective construction by using of locally available materials and skills.
- (d) To involve the community in the construction process to ensure their future involvement in repair and maintenance of the building, by providing training to the community on regular maintenance aspects and to develop manuals / brochures to create awareness on the issue.
- (e) To co-ordinate and liaise with MHRD, GOI, Ed.Cil from project clearance of civil works under Samagra Shiksha and KGBV.
- (f) To execute civil works through district office / SMC as per SSA norms and World Bank procurement procedure including constructions of class room, Toilet Block, Drinking Water facility, Rainwater harvesting system, repairs of schools etc.
- (g) To take up various workshops, seminars, researches and capacity building exercises relating to Civil Works from the fund available for Research Evaluation, Supervision and Monitoring

#### **7. Job Chart of Officer In Charge : Teacher Training:**

- (a) To formulate State level Annual Work Plans for teacher training and pedagogy under Samagra Shiksha.
- (b) To advise State Project Director on identifying areas of pedagogical inputs as an additionality to state interventions.
- (c) Co-ordinate with GCERT, GSTBB and other academic and pedagogical institutes for implementing intervention for quality improvement.
- (d) Appraise the district AWP's from the districts and make suitable modifications to enhance efficacy of teacher training.
- (e) To guide district coordinators in implementing project related pedagogical and other capacity building interventions at Block and Cluster level.

- (f) To play a proactive role in implementing the pedagogical interventions decided by SRG (Pedagogy) in collaboration with other State level Government/ Semi Government of NGOs.

#### **8. Job Chart of Officer in Charge : Gender**

- (a) To formulate state level Annual Work Plan for Girls Education and KGBV.
- (b) To integrate the gender perspective in activities of various functional areas, such as Community Mobilization, Alternative Schooling, EGS & AIE, Special Focus Group (Tribal, IED, S.C., Minorities etc), Teacher Training / Class room processes, SMC training, civil works e.g. toilets for girls, research, upper primary access, disaggregated data (EMIS & H.S. survey etc. )
- (c) To integrate planning for implementation of KGBV with Samagra Shiksha planning.
- (d) To ensure access and quality education to the girls of disadvantage groups of society.
- (e) To develop and promote facilities to provide access and to facilitate retention of girls and to ensure greater participation of woman and girls in the field of education.
- (f) To improve the quality of education through various, interventions and to stress upon the relevance and quality of girls education for their empowerment.
- (g) To develop material including teaching learning material, CDs, films and other material, helping in the review / development of text books, development of guidelines for incorporation of gender concerns, development / compilation of supplementary reading material for girls, including life skills to provide the support needed for girls education.

#### **9. Job Chart of Officer in Charge : Media & Documentation**

- (a) Preparation of state level documentation for Joint Review Mission.
- (b) Preparation of English & Hindi versions of Annual Reports and Audited Accounts for submission to Lok Sabha
- (c) Co-ordinate with print and electronic media for advocacy for the project and organize mobilization activities
- (d) Preparation of progress reports for the meeting of EC & GC.
- (e) Preparation of any other project related reports

#### **10. Job Chart of Officer in Charge : Planning & Management**

- (a) To impart training to project functionaries to ensure decentralization in planning and create awareness for planning to the grass root level institution.
- (b) Co-ordinate Appraisal of district level Annual Work Plans in co-ordination with MIS
- (c) Monitoring progress in various project interventions
- (d) Co-ordinate with Govt. and Non-Govt. organization for under taking Research & Evaluation of various project interventions
- (e) Advise SPD on state level planning and management of the project.
- (f) Assign impact / evaluation studies for the project.

### **11. Job Chart of Officer in Charge : MIS**

The Scope of MIS under Samagra Shiksha is :

- (a) To provide information on :
  - Access, retention and quality related issues
  - Intervention –wise progress of SSA and KGBV implementation
  - Schooling scenario of children in the target group
  - Progress of EGS / AIE related issues.
- (b) To act as a Decision Support System (DSS) for implementation agencies.
- (c) To provide support and assistance in preparation of perspective / Annual Work Plan and Budget.
- (d) To implement utilization of MIS in Planning and Management in of the project.
- (e) To assist the management in monitoring the progress of the project through computerized MIS.
- (f) To help management in reviewing the previous year's activities in light of phased goals & objectives of the programme.
- (g) to assist in computerizing information of various areas of the project.

### **12. Job Chart of Officer in Charge : Tribal**

- (a) To formulate state level Annual Work Plan for the children of Scheduled Tribe (ST) and Scheduled Caste (SC) under Samagra Shiksha
- (b) To formulate a special policy statement & strategy for providing education to ST / SC children.
- (c) To identify the pockets of ST concentration based on research / survey, case studies etc and ensure they all are provided for with schooling facilities.
- (d) To delineate the special programmes for urban S.T. children, which have been envisaged in the plan.
- (e) To intervene for community mobilization to ensure participation of ST children in educational activities be planned
- (f) To link up with on going programmes of various departments, NGOs / Voluntary organizations etc. in addressing the problems of ST children in the plan.

### **13. Job Chart of Officer in Charge : A.S.**

- (a) To formulate state level Annual Work Plan for 'Out of School Children' component under Samagra Shiksha providing detail information in how to mainstream out of school children in regular schools alongwith the number of bridge course, back to school camp to be conducted and the proposed number of targeted children in each of these categories.
- (b) To devise appropriate strategies to enhance access, enrolment and retention of hard-to-reach children (i.e. children from S.C. and S.T. communities) in the educational system working children and girls especially adolescent girls who are deprived of education owing to various factors such as distance to schools sibling care etc.
- (c) To collect data relating to out of school children, by holding house – to house survey on the basis of sex and age, after conducting micro planning exercise.
- (d) To identify reasons for dropping-out or for not being enrolled in the schools.

- (e) To undertake an exercise to get an estimate about the projected population of the target group and enrollment trend for devising adequate provisions for the schooling facility.
- (f) To form Resource Group at state / district levels with help on NGOs / experts/educational functionaries to provide ideas, advice and suggestions to bring the diverse group of out of school children in the elementary education.
- (g) To play a proactive role to involve the community in motivating the children to come to school and in the running and supervision of Alternative Schooling centers
- (h) To formulate a detailed strategy on training of teaches and other functionaries.

#### **14. Job Chart of IED Co-ordinator**

- (a) To Plan articulate the approach / strategy for providing education to Children With Special Needs (CWSN) taking into consideration the activities that are specific CWSN (resource support, teacher training, aid and appliances etc.) linkages with other ongoing activities like community awareness, SMC training in-service teacher training, Civil Works and Gender.
- (b) To identify category wise CWSN through household survey. And collect data regarding percent of total child population is of CWSN and percent of the CWSN are enrolled and out of school.
- (c) To devise strategies to provide resource support to CWSN like
  - (i) appointment of resource teachers
  - (ii) long-term training to selected general teachers
  - (iii) using NGOs / special schools for training / assessment / implementation IED.
- (d) To play proactive role in community mobilization / parental sensitization programmes to bring all CWSN to school.
- (e) To play a proactive role in development of design from primary schools and removal of architectural barriers in existing schools to provide an enabling environment of CWSN (ramps) / handrails/ toilet modifications / arrangement inside the classrooms
- (f) To carry out monitoring and evaluation of ongoing programme from time to time. For this purpose devise appropriate monitoring mechanisms at every level and filed tested at regular intervals.

## Chapter – 4

4.1 **The rules, regulations, instructions, manuals and records, held by the council, to be used by its employees for discharging its functions.**

| Name of the Document   | Kind of Document    |
|--|---------------------|
| i. Memorandum of Association (MOA)                                   | - Rules             |
| ii. Frame work for Implementation of Samagra Shiksha                 | - Instructions      |
| iii. Service Rules and Regulation (Samagra Shiksha)                  | - Rules<br>- Manual |
| iv. Manual on Financial Management and Procurement (Samagra Shiksha) |                     |

The rules, regulations, instructions, manuals and records, held by the council will be available at :

Gujarat Council of School Education  
State Project Director  
Samagra Shiksha  
Vidya Samiksha Kendra, Sector – 19,  
Gandhinagar

## Chapter – 5

### **5.1 Arrangement that exists for consultation followed with or representation by the members of the public in relation to the formation of policy or administration thereof**

The representatives from the public like NGOs who distinguished themselves in the area of education for scheduled cast, scheduled tribes and integrated education for the disabled, women who distinguished themselves in the area of primary education, alternative education and adult education, educationists known for their experience and interested in primary education, women with experience and interested in women development in education, representative from teachers organization are representing as members of the Governing Council and the Executive Committee of the council.

## Chapter – 6

### 6.1 **A statement of the categories of the documents that are held by the council or under its control.**

| <b>Sr. No.</b> | <b>Documents available at</b> | <b>Name of the document</b>   | <b>Procedure to obtain document</b>               | <b>With / in control of</b>  |
|----------------|-------------------------------|---|---|------------------------------|
| 1              | State Project Office          | Annual Work Plan and Budget of Samagra Shiksha, KGBV                                  | In person or by post after paying fee as per rule | Account Branch               |
| 2              | “                             | Annual Reports and Annual Financial Statement & Annual Accounts                       | “   | “                            |
| 3              | “                             | Aide Memorie, State Report and Recommendation of Joint Review Missions visiting State | “   | Media and Documentation Unit |
| 4              | “                             | Progress Reports of the Project for Executive Committee and Governing Body.           | “   | “                            |
| 5              | “                             | Minutes of the meeting of Executive Committee   | “   | Establishment Branch         |
| 6              | “                             | Minutes of the meeting of Governing Body  | “   | “                            |

## Chapter – 7

### **7 Statement of Board, Council, committees and other organization that are formed as a part of the organization**

#### **7.1 Information regarding board, council, committees and other institutions**

|   |   |
|---|---|
| • Name & address of recognized organization :                                   | Gujarat Council of School Education, Samagra Shiksha, Vidya Samiksha Kendra, Sector – 19, Gandhinagar   |
| • Kind of organization :  | Society Registered under Societies Registration Act – 1860  |
| • Brief details of the council<br>- Year of Establishment<br>- Its objectives : | - November, 1995<br>- as detailed in Chapter – 2  |
| • Composition of the organization (SIS)   | <b>Following are the first members of SIS as per provision under MOA</b> <ul style="list-style-type: none"> <li>• Chief Secretary to Government of Gujarat</li> <li>• Secretary, Education Department</li> <li>• Principal Secretary, GAD</li> <li>• Principal Secretary, Finance</li> <li>• Principal Secretary, Agriculture &amp; Rural Development</li> <li>• Secretary, Legal Department</li> <li>• Director, Primary Education</li> <li>• Director, GCERT</li> <li>• Deputy Secretary, Education Department</li> <li>• State Project Director</li> </ul> |
| • Head of the organization :  | State Project Director  |
| • Head Office :   | Office of the State Project Director, Gujarat Council of School Education, Samagra Shiksha, Vidya Samiksha Kendra, Sector – 19, Gandhinagar   |
| • No. of Meetings to be held :  | Executive Committee is to meet at least once in each quarter of the year.   |
| • Whether public participate in the meeting ? :                                 | No  |
| • Whether proceeding of the meeting is prepared ?                               | Yes   |
| • Whether proceedings of the meeting is available to the public ? :             | Yes   |

## Chapter – 8

### **8. Statement showing the details regarding name, designation and other particulars of the Public Information Officer and Appellate Authority**

| Sr. No. | Designation  | STD Code | Phone No. |            | E.Mail  | Address  |
|---------|--|----------|-----------|------------|---|--|
|         |  |          | Office    | Residence  |   |  |
| 1       | Finance & Account Officer                            | -        | -         | 9662526720 | faossagujarat@gmail.com                             | B-403, Akshar Peredise, Sargasan, Gandhinagar  |
| 2       | Secretary, Samagra Shiksha                           | -        | -         | 9274001981 | estssaguj@gmail.com                                 | Plot No.1452/1, Sector-2/B, Gandhinagar  |
| 3       | Dy. Director RMSA & OIC:IED                          | -        | -         | 9274100651 | oic-iesc-gcscsess@gujarat.gov.in                    | Block No.273/3, "GH" Type, Sector-19, Gandhinagar  |
| 4       | Asstt. Director (IT)                                 | -        | -         | 9925448703 | ssa.misdata@gmail.com                               | Bloc No.266/2, Gh Type, Sector-19, Gandhinagar   |
| 5       | State Project Engineer                               | -        | -         | 9974042195 | ssamcivilgcpe@yahoo.com,<br>ssamcivilgcpe@gmail.com | C-103, Maruti Amrkunj-II, Opp- Pramukh Jivan Bunglow, Nr. Sargasan Cross Road, Gandhinagar |
| 6       | OIC: QEM (QE Cell)                                   | -        | -         | 9925116392 | oic-qem-gcscsess@gujarat.gov.in                     | B-603, Bag-E-Mujtaba, Nr. Haidaribag, Makarba, Sarkhej Road, Ahmedabad                     |
| 7       | OIC: Women's Development Model School, Commu. Mobil. | -        | -         | 9427659138 | oic-gsi-gcscsess@gujarat.gov.in                     | I-103, Swarnim Peredise, Opp-Vaidehi-II, b/h: H.P.Petrol Pump, New Vavod, Gandhinagar      |
| 8       | OIC: Alternative Schooling & Vocational Education    | -        | -         | 7574800740 | stpprogress@gmail.com<br>ssavocationaledu@gmail.com | Plot No-231/3, OSHO Flat, B/h-Jain Derasar, Sector-22, Gandhinagar                         |

### **Name, Designation and other particulars of the Appellate Authority**

| Sr. No. | Designation                  | STD Code | Phone No. |            | E.Mail                       | Address                                       |
|---------|------------------------------|----------|-----------|------------|------------------------------|---|
|         |                              |          | Office    | Residence  |                              |   |
| 1       | Addl. State Project Director | (079)    | 22881002  | 9825841987 | aspd-gcscsess@gujarat.gov.in | Block No-281/2, G-Type, Sector-9, Gandhinagar |

## Chapter – 9

### 9. **Procedure followed in the decision making process, including channels of supervision and accountability**

The Executive Committee is an authority to exercise all the Administrative, financial and Academic powers. The State Project Director is the Principal Executive Officer of Council and all the administrative and financial affairs, including implementation of the various activities of the projects are being dealt and carried over under his / her control.

The matters pertaining to the general Administration of the project, service matters of the officers and staff, creation of posts, qualifications, selection procedure, pay and emoluments, discipline, control etc. are looked after by the Administrative branch under the supervision and control of the Secretary / Additional State Project Director of the State Project Office. For taking any decision on any matter in this regards, the file is put up to the State Project Director by the Branch, which is routed through the Secretary / Additional State Project Director at State Project Office.

The matters pertaining to the finance and Accounts are dealt by the Accounts Branch for taking any decision on financial matter, the file is put up to the State Project Director through the Finance and Accounts Officer.

The Pedagogical activities are dealt under the supervision of the Additional State Project Director. All the cases in connection with pedagogical activities, are dealt by the concerned officer in charge and routed through the Addl. State Project Director.

The processes under the civil works are dealt by the civil works branch. Any decision regarding the issues of civil works activities is taken by the State Project Director. The file for decision put up by the civil work branch is routed through the State Project Engineer.

## Chapter – 10

### 10. **A Directory of Officers and Employees :**

| Sr. No. | Name                        | Designation  | STD Code | Phone No. |            | E.Mail   | Address  |
|---------|-----------------------------|--|----------|-----------|------------|--|--|
|         |                             |  |          | Office    | Residence  |  |  |
| 1       | Sh. J. Ranjeethkumar        | State Project Director                               | (079)    | 22881000  | 9099988898 | spd-gcsess@gujarat.gov.in                        | Block No-229/A, Kh Type, Sector-19, Gandhinagar  |
| 2       | Dr. M.M.Patel               | Addl. State Project Director                         | (079)    | 22881002  | 9825841987 | aspd-gcsess@gujarat.gov.in                       | Block No-281/2, G-Type Sector-9, Gandhinagar   |
| 3       | Ku. Binduben G. Kodiyatar   | Director-Finance Controller                          | -        | -         | 7874726025 | fc-ss@gujarat.gov.in                             | A-104, Swagat Pelicon, Pamroad, Sargasan, Gandhinagar  |
| 4       | Ku. Shakuntala B. Maheswari | Finance & Account Officer                            | -        | -         | 9662526720 | faossagujarat@gmail.com                          | B-403, Akshar Peredise, Sargasan, Gandhinagar  |
| 5       | Ms. Shilpa Patel            | Secretary, Samagra Shiksha                           | -        | -         | 9274001981 | estssaguj@gmail.com                              | Plot No.1452/1, Sector-2/B, Gandhinagar  |
| 6       | Smt. A.M.Chaudhari          | Dy. Director RMSA                                    | -        | -         | 9274100651 | oic-gsi-gcsess@gujarat.gov.in                    | Block No. 273/3, Gh Type, Sector-19, Gandhinagar   |
| 7       | Sh. Kalpesh Mehta           | Asstt. Director (IT)                                 | -        | -         | 9925448703 | ssa.misdata@gmail.com                            | Block No.266/2, Gh Type, Sector-19, Gandhinagar  |
| 8       | Sh. K.D.Patel               | State Project Engineer                               | -        | -         | 9428422483 | ssamcivilgcpe@yahoo.com, ssamcivilgcpe@gmail.com | 18, Aastha Bungalow, Nr. Sola Overbridge, Science City Road, Sola Ahmedabad                    |
| 9       | Sh. D.N.Patel               | Executive Engineer (Ele.)                            | -        | -         | 9998859319 | ssamcivilgcpe@yahoo.com, ssamcivilgcpe@gmail.com | 264/1, GH Type, Govt. Quarter, Sector-19, Gandhinagar  |
| 10      | Sh. Rehman A. Parbadia      | OIC: QEM (TT)  | -        | -         | 9925116392 | oic-qem-gcsess@gujarat.gov.in                    | B-603, Bag-E-Mujtaba, Nr. Haidaribag, Makarba, Sarkhej Road, Ahmedabad                         |
| 11      | Ms. Medhavini P. Shastri    | OIC: Women's Development Model School, Commu. Mobil. | -        | -         | 9427659138 | oic-gsi-gcsess@gujarat.gov.in                    | I-103, Swarnim Peredise, Opp-Vaidehi-II, b/h: H.P.Petrol Pump, New Vavol, Gandhinagar          |
| 12      | Sh. K.G.Vanzara             | Addl. State Project Engineer                         | -        | -         | 9879112652 | ssamcivilgcpe@yahoo.com, ssamcivilgcpe@gmail.com | 60, Nandanbag Farmhouse, Naroda-Dahegam Highway, Nr. Ring Road, Bilasia, Ta-Daskroi, Ahmedabad |
| 13      | Sh. H.R.Tanna               | Addl. State Project Engineer                         | -        | -         | 9974042195 | ssamcivilgcpe@yahoo.com, ssamcivilgcpe@gmail.com | C-103, Maruti Amrkunj-II, Opp- Pramukh Jivan Bungalow, Nr. Sargasan Cross Road, Gandhinagar    |
| 14      | Sh. Vrajesh Joshi           | Addl. State Project Engineer                         | -        | -         | 9429388494 | ssamcivilgcpe@yahoo.com, ssamcivilgcpe@gmail.com | 68, Siddhivinayak Park, Saragasan Cross Road, Sargasan, Gandhinagar                            |
| 15      | Sh. Axit J. Shah            | Addl. State Project Engineer                         | -        | -         | 9978826617 | ssamcivilgcpe@yahoo.com, ssamcivilgcpe@gmail.com | G-19, Saudarya Appartment, Nr. Arjun Tower, Ghatlodia, Ahmedabad                               |

| Sr. No. | Name                 | Designation                  | STD Code | Phone No. |            | E.Mail                  | Address   |
|---------|----------------------|------------------------------|----------|-----------|------------|-------------------------|---|
|         |                      |                              |          | Office    | Residence  |                         |   |
| 16      | Ms. Meera K. Vyas    | Account Officer              | -        | -         | 8849680508 | gujssafinance@gmail.com | Block No. 1085, Sector-2/D, Gandhinagar                                     |
| 17      | Sh. A.A.Upadhyay     | State Resource Person (Moni) | -        | -         | 9426808513 | qecell@gmail.com        | Block No-761/3, Gujarat Text Book Board Colony, Sector-24, Gandhinagar      |
| 18      | Sh. D.M.Ramanuj      | State Resource Person (Moni) | -        | -         | 9824247651 | qecell@gmail.com        | Adani Shantigram, Angan, 401, S.G.Road, Ahmedabad                           |
| 19      | Sh. S.J.Prajapati    | State Resource Person (Moni) | -        | -         | 9723998625 | qecell@gmail.com        | Block No-5/201, Sector-7/B, Shyamkrushna Varma Park, Gandhinagar            |
| 20      | Sh. Nirav Mistry     | Teacher, SPOT Cell           | -        | -         | 9909039181 | spotcell.ssa@gmail.com  | I-405, Akash Residency, South Bopal, Sheela, Ahmeabad                       |
| 21      | Sh. A.N.Panchal      | Teacher, SPOT Cell           | -        | -         | 9924734346 | spotcell.ssa@gmail.com  | C-7, 202, Veer Bhagatsinh Nagar, Sector-6/D, Gandhinagar                    |
| 22      | Ms. Hemalben Pandya  | Teacher (QE Cell)            | -        | -         | 9924208671 | qecell@gmail.com        | B-404, Sayona Hights, Vasana-Hadmatiya road, Kh-Road, Sargasan, Gandhinagar |
| 23      | Sh. Sanjay Chaudhari | Teacher (QE Cell)            | -        | -         | 8128709491 | qecell@gmail.com        | 203, Block No. 6/C, Virbhagat Sinh, Sector-6, Gandhinagar                   |
| 24      | Sh. Gaurav Vadhel    | Dy. Accountant               | -        | -         | 9712220991 | gujssafinance@gmail.com | Block No. C-11/203, Virbhagatsinh Nagar, Sector-6, Gandhinagar              |

## Chapter – 11

### **11 The Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in the regulation**

No system of compensation is provided in the regulations. The officers and employees appointed on deputation from the State Government are paid pay and allowances in the category of their pay scale, sanctioned from time to time. The employees appointed on contract basis are paid consolidated remuneration as fixed from time to time by the State Project Director.

The details of monthly remuneration as on 01.07.2024 and 01.01.2025 to officers and employees appointed on deputation is indicated below :

| Sr. No. | Name                        | Designation   | Pay Scale (Rs.) | Level | Basic Pay |
|---------|-----------------------------|---|-----------------|-------|-----------|
| 1       | Sh. J. Ranjeethkumar        | State Project Director                              | 144200-218200   | 14    | 172200    |
| 2       | Dr. M.M.Patel               | Addl. State Project Director                        | 123100-215900   | 13    | 126800    |
| 3       | Ku. Binduben G. Kodyatar    | Director-Finance Controller                         | 123100-215900   | 13    | 126800    |
| 4       | Ku. Shakuntala B. Maheswari | Finance & Account Officer                           | 67700-208700    | 11    | 83300     |
| 5       | Ms. Shilpa Patel            | Secretary, SSA                                      | 67700-208700    | 11    | 74000     |
| 6       | Smt. A.M.Chaudhari          | Dy. Director RMSA                                   | 67700-208700    | 11    | 76200     |
| 7       | Sh. Kalpesh Mehta           | Asstt. Director (IT)                                | -               | -     | -         |
| 8       | Sh. K.D.Patel               | State Project Engineer                              | 67700-208700    | 11    | 91100     |
| 9       | Sh. D.N.Patel               | Executive Engineer (Ele.)                           | 67700-208700    | 11    | 88400     |
| 10      | Sh. Rehman A. Parbadia      | OIC: QEM (TT)                                       | 56100-175500    | 10    | 59500     |
| 11      | Ms. Medhavini P. Shastri    | OIC: Women's Development Model School, Commu. Mobl. | 56100-175500    | 10    | 59500     |
| 12      | Sh. K.G.Vanzara             | Addl. State Project Engineer                        | 53100-167800    | 9     | 82600     |
| 13      | Sh. H.R.Tanna               | Addl. State Project Engineer                        | 53100-167800    | 9     | 71300     |
| 14      | Sh. Vrajesh Joshi           | Addl. State Project Engineer                        | 53100-167800    | 9     | 71300     |
| 15      | Sh. Axit J. Shah            | Addl. State Project Engineer                        | 53100-167800    | 9     | 58000     |
| 16      | Ms. Meera K. Vyas           | Account Officer                                     | 44900-142400    | 8     | 44900     |
| 17      | Sh. A.A.Upadhyay            | State Resource Person (Moni)                        | 35400-112400    | 6     | 56900     |
| 18      | Sh. D.M.Ramanuj             | State Resource Person (Moni)                        | 39900-126600    | 7     | 58600     |
| 19      | Sh. S.J.Prajapati           | State Resource Person (Moni)                        | 39900-126600    | 7     | 52000     |
| 20      | Shri Nirav Mistry           | Teacher, SPOT Cell                                  | 35400-112400    | 6     | 46200     |
| 21      | Shri A.N.Panchal            | Teacher, SPOT Cell                                  | 35400-112400    | 6     | 42300     |
| 22      | Ms. Hemalben Pandya         | Teacher (QE Cell)                                   | 35400-112400    | 6     | 41100     |
| 23      | Sh. Sanjay Chaudhari        | Teacher (QE Cell)                                   | 35400-112400    | 6     | 38700     |
| 24      | Sh. Gaurav Vadhel           | Dy. Accountant                                      | 35400-112400    | 6     | 38700     |

## **Chapter – 12**

**12 Statement showing the budgetary outlay and expenditure incurred by Gujarat Council of School Education for Samagra Shiksha and Karsturba Gandhi Balika Vidyalay (KGBV) for the year 2024-25**

**F.Y. 2024-25** (unaudited)

**(Rs. in Lakhs)**

| <b>Name of Project</b> | <b>Budget outlay</b> | <b>Total Fund Received</b> | <b>Expenditure up to March-2025</b> |
|------------------------|----------------------|----------------------------|-------------------------------------|
| <b>Samagra Shiksha</b> | 266406.20            | 265176.71                  | 219718.35                           |

## Chapter – 13

### **13 The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes**

No subsidy programmes are executed under this organization.

## Chapter – 14

### **14 Particulars of recipients of concessions, permits or authorizations granted by it**

No concessions, permits or authorizations are granted under this organization

## Chapter – 15

### **15 Norms adopted for discharge of the functions of the council**

The Functions of the council are discharged as per the norms indicated in a Frame work for Implementation of Sarva Shiksha Abhiyan Mission.

## Chapter – 16

### **16 Details in respect of the information, available to or held by it, reduced in an electronic form ;**

Information available in such electronics form by this organization

## Chapter – 17

### **17 The particulars of facilities available to citizens for obtaining information**

the following facilities are made available to the citizens for obtaining the information

- Notice Board
- As per the procedure prescribed from time to time to obtain copies of the documents

**Annexure - A**  
**List of Abbreviations**

|        |   |
|--------|---|
| AIE    | Alternative and Innovative Education                        |
| AS     | Alternative Schooling                                       |
| BRC    | Block Resource Centre                                       |
| BRCC   | Block Resource Centre Co-ordinator                          |
| CRC    | Cluster Resource Centre                                     |
| CRC    | Cluster Resource Centre Co-ordinator                        |
| DEEP   | Distance Elementary Education Programme                     |
| DIET   | District Institute of Education & Training                  |
| DISE   | District Information System for Education                   |
| DPEP   | District Primary Education Programme                        |
| DPO    | District Project office                                     |
| EC     | Executive Committee   |
| ECE    | Early Child hood Education                                  |
| EE&L   | Elementary Education & Literacy                             |
| EGS    | Education Guarantee Scheme                                  |
| EMIS   | Educational Management Information System                   |
| GC     | Governing Council   |
| GOI    | Government of India   |
| ICDS   | Integrated Child Development Scheme                         |
| IED    | Integrated Education for Disabled                           |
| MHRD   | Ministry of Human Resource Development                      |
| MIS    | Management Information System                               |
| MLL    | Minimum Level of Learning                                   |
| MTA    | Mother Teachers' Association                                |
| NCERT  | National Council of Education Research and Training         |
| NCTE   | National Council of Teacher Education                       |
| NER    | Net Enrolment Ratio   |
| NGO    | Non Government Organisation                                 |
| NIEPA  | National Institute of Educational Planning & Administration |
| NPE    | National Policy on Education                                |
| PMIS   | Project Management Information System                       |
| PRI    | Panchyati Raj Institution                                   |
| PTA    | Parent Teachers' Association                                |
| SCERT  | State Council of Educational Research and Training          |
| SIEMAT | State Institute of Education Management and Training        |
| SIS    | State Implementation Society                                |
| SMC    | School Management Committee                                 |
| SPD    | State Project Director                                      |
| SPO    | State Project Office  |
| SS     | Samagra Shiksha   |
| SC     | Scheduled Cast  |
| ST     | Scheduled Tribe   |
| TLC    | Total Literacy Campaign                                     |
| TLE    | Teaching Learning Equipment                                 |
| TLM    | Teaching Learning Material                                  |
| TOR    | Terms Of Reference  |
| UEE    | Universalisation of Elementary Education                    |