

தமிழ்நாடு தொடக்கக் கல்வி இயக்குநரின் செயல்முறைகள், சென்னை.600 006  
ந.க.எண். 9940/M/ 2014 நாள். 03.2014.

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பொருள் .. தகவலறியும் உரிமைச்சட்டம் -2005-ன் பிரிவு 4(1) 4(2),  
4(3)-ன்படி வெளிப்படையான தகவல்கள் அளித்திட -  
அறிவுரை வழங்குதல் - தொடர்பாக.

பார்வை .. அரசுக் கடிதம் எண்.38403/GE(2)/2013-1 ப.க.து  
நாள்.18.12.2013 உடன் பெறப்பட்ட புதுதில்லி, மத்திய  
அரசு, பணியாளர் மற்றும் பயிற்சித்துறையின் கடிதம்  
மற்றும் இணைப்புகள்

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பார்வையில் காணும் கடிதத்தில் தெரிவிக்கப்பட்டதற்கிணங்க பெறப்பட்ட படிவங்கள்  
இத்துடன் இணைத்து அனுப்பப்படுகின்றன. இணைப்பிலுள்ள படிவங்கள் பூர்த்தி செய்யப்பட்டு  
சம்பந்தப்பட்ட படிவங்களை மாவட்டம்/ஒன்றியம்/பள்ளி அளவில், பொதுமக்கள் அறியும்  
பொருட்டு உரியதகவல்களை தகவல்பலகையில் குறிப்பிட்டு, வைக்க தக்க நடவடிக்கை  
மேற்கொள்ளுமாறு அனைத்து மாவட்டத் தொடக்கக் கல்வி அலுவலர்களும் கேட்டுக்  
கொள்ளப்படுகிறார்கள்.

மேலும் இவ்விவரங்களையும், சம்பந்தப்பட்ட படிவங்களையும் உரிய உதவித்  
தொடக்கக் கல்வி அலுவலகம்/பள்ளிகளுக்கு அனுப்பி அந்தந்த அலுவலகங்களில்/பள்ளிகளில்  
தகவல் பலகையில் தகவல்களைக் குறிப்பிட அறிவுறுத்துமாறும் ஆய்வு/பார்வையின்போது  
இவ்வறிவுரை பின்பற்றப்படுகிறதா என்பதைக் கண்காணிக்குமாறும் அனைத்து மாவட்டத்  
தொடக்கக் கல்வி அலுவலர்களும் கேட்டுக் கொள்ளப்படுகிறார்கள்.

இணைப்பு- மத்திய அரசுக்கடிதம் மற்றும் படிவங்கள்

  
தொடக்கக் கல்வி இயக்குநருக்காக.

பெறுநர்

அனைத்து மாவட்டத் தொடக்கக் கல்வி அலுவலர்கள்.



School Education Department  
Secretariat, Chennai - 9.

Letter No. 38403/GE (2) /2013-1 , dated: 18.12.2013

009240

25 MAR 2014

*D*  
*25/12/13*  
**From**  
Tmt. D. Sabitha, IAS,  
Principal Secretary to Government

**To**

- The Director of School Education, Chennai-6 (we)
- ✓ The Director of Elementary Education Chennai-6 (we)
- The Director of Matriculation Schools, Chennai-6 (we)
- The Director of Non-Formal and Adult Education, Chennai-6. (we)
- The Director of State Council of Educational, Research and Training, Chennai-6 (we)
- The Director of Government Examinations, Chennai-6 (we)
- The Director of Public Libraries, Chennai-2 (we)
- The Chairman, Teachers Recruitment Board, Chennai-6 (we)
- The Managing Director, Tamil Nadu Text Book Educational Services Corporation, Chennai-6.(we)
- The State Project Director, Sarva Shiksha Abhiyan, Chennai -6 .(we)
- The Project Director, Rashtriya Madhyamik Shiksha Abhiyan, Chennai -6.(w.e.)

Sir/Madam,

**Sub:** Task force recommendation – proactive disclosure of information under section 4(1)(b), 4(2) and 4(3) Regarding.

**Ref:** From the Secretary, Department of Personnel & Training, Government of India D.O.letter No.1/6/2011-IR, Dated:21.11.2013 .

I am directed to enclose the copy of the reference cited along with its enclosures and request you to follow the guideline and templates for better implementation of suo motu disclosure of information under section 4(1)(b), 4(2) and 4(3) of RTI act at State level as annexed.

Yours faithfully,

*D. Sabitha*  
19/12/13 .

for Principal Secretary to Government

*19*  
19.12.13

भारत सरकार

Jr. S. K. Sarkar  
सचिव

SECRETARY

Tel 23094848

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SCA 1

भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली - 110001

GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI - 110001  
Website : <http://persmin.gov.in>

21<sup>st</sup> November, 2013

C.F.S.C.P.  
R.D.x.P.R.  
SE

Chief Secretary  
3242/CS/GOI  
- 2 DEC 2013  
Govt. of Tamil Nadu

D.O.No. 1/6/2011-IR

Dear Chief Secretary,

Section 4(1)(b) of the RTI Act lays down the information which should be disclosed by Public Authorities on a suo motu or proactive basis. Section 4(2) and Section 4(3) prescribe the method of dissemination of this information. The purpose of suo motu disclosure under Section 4 is to place large amount of information in public domain on a proactive basis to make the functioning of the Public Authorities more transparent and also to reduce the need for filing individual RTI applications.

2. In order to further improve the proactive disclosure, Government of India constituted a Task Force on Suo motu disclosure in May 2011, which included representatives of civil society organizations active in the field of Right to Information. After considering the recommendations of the Task Force, the Government of India has already issued guidelines to Central Ministries/Departments for Proactive Disclosure under Section 4 of the RTI Act vide OM No. 1/6/2011-IR dated 15/04/2013.

3. The Task Force also recommended guidelines for disclosure by State Governments along with templates for disclosure at various levels. Illustrative templates have been recommended for disclosures under Public Distribution System, Panchayats, MGNREGA, and Primary and Secondary Schools. A Copy of the guidelines along with templates is enclosed as Annexure.

4. You are requested to consider issuing the above guidelines and templates for better implementation of the suo motu disclosure at State level.

With regards,

Smt. Sheela Balakrishnan  
Chief Secretary  
Government of Tamil Nadu  
Secretariat  
Chennai-600009



Yours sincerely,

(Dr. S.K. Sarkar)

38403  
13-12-13

h  
3/12/13



सूचना का  
अधिकार

I. Information to be displayed at the government schools:

Sample Board 1: Details of information for Grievance Redressal

Nature of Information	Authority for redressal	Name of redressal officer	Office Address and phone number	Time lines For redressal	Public Dealing Day and time	Appellate Authority and process of appeal
Issues Related to Availability/Appointment of Teachers						
Issues related to admission						
Issues related to school infrastructure						
Issues related to corporal punishment, discrimination, child rights						
Issues related to incentive schemes						
Issues related to MDM						
Issues related to Financial allocations to school						

Sample Board 2: Teacher information:

Teachers' Information Month and Year

(update every month)

Sr.	Name of Teacher	Male/ Female	Date of Joining School	Class and Subject of Teacher	Salary	Number of days taught in the month	Number of days and nature of non-instructional work (including in service trainings)
Head Teacher							

Number of Sanctioned Posts \_\_\_\_\_

Number of Vacant Posts \_\_\_\_\_

Number of Teachers on Deputation \_\_\_\_\_

Please make available service conditions and transfer policy of all teachers in hard copy

### Sample Board 3: Student Enrolment Information: (Hard Copy)

This information to be compiled and kept available for each academic year

Categories	Class I		Class II		Class III		Class IV		Class V		Class VI		Class VII		Class VIII	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
Children with Special Needs																
SC																
ST																
OBC																
Minorities																
Others																
<b>Total</b>																

### Sample Board 4: Entitlement and Incentive Information:

	Nature of Incentive/ Entitlements	Eligibility criteria	Amount to be Disbursed	Number of students eligible for the same	Number of students who have received	When disbursed [specify date]	Dated Receipt given And by whom
1	Textbooks						
2	Uniform						
3	Scholarships						
4	Any other						

Information to be provided in details in hard copy -name of beneficiary, grade, name of guardian, address and contact details of beneficiary.

**Sample Board 5: Details of budgetary expenditure: (in Hard Copy)**

**Detail of budget received by the school**

Name of Budget Head	Amount Received	Date of Receipt	Amount Spent	Period of Expenditure	Nature of expenditure
Teaching Learning Material (TLM)					
School Development Grant (SDG)					
Maintenance					
Additional Classrooms					
Major Repairs					
Computer Aided Learning					
Any other					
<b>Total</b>					

**Sample Board 6: Information about School Management Committee (SMC)**

Date of appointment/constitution of committee:

Sl. No.	Name of member	Designation	Male/female	Category	Name and Class of Child whose parent is a member

Date of Next Meeting of SMC \_\_\_\_\_ (to be updated monthly)

**Sample Board 7: Details of School Management Committee: (In Hard Copy)**

Sl. No.	Date of Meeting	Number of members present	Name of Person holding meeting register
1			
2			
3			
4			

Sample Board 8: Copy of the Three Year Long SDP, with annual sub-parts,  
Copy of the DISE Report Card

Sample Board 9: Details of Mid Day Meal (MDM):

Day	Menu to be Served	Menu Served
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

To be made available in hard copy: copy of order of State Government on MDM as per Supreme Court order, supply register of MDM- norm of supply/delivery to include amount and date of delivery on a monthly basis, actual date of delivery and actual amount received, and payment register/record on MDM-Name of cook, payment received-date and amount of the payment received by the cook.

Sample Board 10: Details of Inspection of School: (In Hard Copy)

Sl. No.	Name of Inspector	Date of Visit	Details of officer from who Inspection report can be accessed

Sample Board 11: Issues Inspected by the School Inspector:

Sl. No.	Items	Inspectors Comments
1.	<b>State of Infrastructure</b>	
a.	Classrooms	
b.	Toilets	
c.	Drinking Water	
2.	<b>Teachers</b>	
a.	Attendance	
3.	<b>Quality of Teaching</b>	
a.	State of notebooks	
b.	State of learning abilities	
4.	<b>Children Related</b>	
a.	Attendance	
b.	Any other	

Date of last Inspection:

\_\_\_\_\_

Name of officer from whom the Inspection Report can be accessed

\_\_\_\_\_

Sample Board 12: Medical Facilities available:

Medical Facility	Name/ Contact person	Address and Phone Number
Visiting Doctor		
Nurse		
Primary Health Centre		
Ambulance		
Any other		

Please also mention where the first-aid box is available in the school premise \_\_\_\_\_

Sample Board 13: Schemes and Programmes Implemented in School: (Hard Copy) including under innovation fund, PPP, others and principal components of the same.

Sample Board 14. Support system for Children with Special Needs: (Hard Copy)



**Sample Board 15: Public Notice on Right to Information Act:**

**Public Notice on Right to Information Act** ✓

**Right to Information Act 2005**

Under the RTI Act, citizens have the right to access information from the school and the Department of Education.

- Applications for seeking information may be submitted in writing with prescribed fee, to Public Information Officer (PIO) or Assistant Public Information Officer (APIO).
- RTI application fee is Rs. \_\_\_\_ and photocopy charges for providing copies of records is Rs. \_\_\_\_ per page.
- No fee for citizens below the poverty line
- Information will be provided within 30 days
- In case information is incomplete or unsatisfactory, first appeal to be made to the First Appellate Authority

**Name, designation and contact details of relevant officials under the RTI Act**

Official in custody of information in hard copy in school	Name of officer	Designation of officer	Room no. and Public Dealing Time	Mobile phone no.

Public Information Officer (PIO)	Name of officer	Designation of officer	Room no.	Mobile phone no.

First Appellate Authority (FAA)	Name of officer	Designation of officer	Room no.	Mobile phone no.

**II. List of Information that needs to be made available at Zonal /District Office of Education Department**

**Sample Board 1: Roles and Responsibilities:**

Nature of Information	Designation/Authority level responsible	Name of the official	Office Address and Phone No.	Public Dealing Day and time	Name and designation of the Redressal Officer	Timeline for Redressal
Issues related to availability/appointment of teachers						
Issues related to admission						
Issues related to school infrastructure						
Issues related to mental and physical harassment, discrimination and child rights						
Issues related to incentive schemes						
Issues related to Mid Day Meal						
Issues related to Financial allocations to school						
Others						
<b>OVERALL GREVIANCE REDRESSAL STATUS:</b>						
<b>Number of Complaints Received This Month:</b>						
<b>Number of Complaints Redressed:</b>						
<b>Total Number of Complaints Unresolved :</b>						
<b>Phone number of Child Helpline</b>						
<b>Phone number of RTE helpline if available</b>						

1. Organogram
2. Copy of the Citizen's Charter
3. School wise School Development Plans (SDPs)
4. Process document of compilation of School Development Plans (SDPs)
5. Copy of Aggregated SDP
6. District Plan under SSA- Details of the planning process undertaken, including time when it is done at each stage and names of people responsible.
7. District Report Card of DISE
8. All circulars/orders/notice/notifications issued to be displayed for the period of week, summary of orders, backlog/previous orders/circulars/notice/notifications can be obtained at particular time from particular person. The name, designation, and time of availability for public viewing to be clearly displayed on board.

- 10-
9. Information of all projects running in District- including government schemes, schemes functioning under Innovation Fund and those under PPP mode. Details to be included are- department running scheme, nature of input provided/service provided under partnership, quantum of funds disbursed by government, name of private partners and contribution of private partner (if applicable).

**10. District office to display/make available all information of each block-**

	Block 1	Block 2
Number of Schools Overall		
<b>Elementary Schools</b>		
Primary		
UP		
Elementary (Class 1-8)		
Total Schools having elementary sections		
Total Schools RTE compliant on teacher availability		
Total Schools RTE compliant on infrastructure		
Total Schools RTE compliant on all indicators		
Secondary		
Higher Secondary		
<b>Pre-Primary Education</b>		
ICDS Centres		
Preschools		
Schools with PS section		
<b>Specified Category Schools</b>		
Kendriya Vidyalaya		
Sainik Schools		
Navodaya Schools		
SC Hostels		
Tribal Ashrams		
<b>Residential Schools</b>		
Residential Bridge Course		
Non-Residential Bridge Course		
Seasonal Hostels		
KGBVs		
Model Schools		
Special Schools for Children with disability (will also need to be broken into multi-disability special schools, and for the individual specific disability)		
Schools imparting special training within the existing school		

premises and ongoing processes		
<b>Private Schools</b>		
Aided		
Total seats in the incoming school		
Total seats reserved for weaker /disadvantaged section (as per aid)		
Unaided		

### School wise details in Hard Copy

#### 11. Teachers Information:

	Total	Block 1	Block 2
Total Number of Teachers			
(Teachers by regular/para-teachers/contract teachers/guest teachers)			
Number of Resource Teachers for Children with Disability			
Number of Subject teachers-Health and Physical Education			
Number of Subject teachers-Art Education			
Number of Subject teachers-Work Education			
Residential Facilities and Special Training Related Information*			
Residential Bridge Course			
Non-Residential Bridge Course			
Seasonal Hostels			
Month (from-to) when Hostels run			
Schools imparting special training within the existing school premises and ongoing processes			
KGBVs			
Tribal Hostels			
SC Hostels			
Mobile School or other means of imparting education to migrant population			

\* Information about villages/schools where these are provided to be made available on request.

#### 12. Names of teachers receiving awards for meritorious work and name of awards

12-

**13. Financial/ Budget related details**

	Account Head	Allocation	Money Received	Date of Receipt	Date of Disbursal	Money Spent

This information will need to be contextualised based on State.  
Both aggregate budgetary information and for individual blocks and panchayats and schools to be provided in Hard Copy

**14. Child Population Details**

			Total	Block 1	Block 2	Block 3	
6-14	Total Population	Total					
		Boys					
		Girls					
		Dalits					
		SC					
		ST					
		Minority					
		CWSN					
	Out of School	Total					
		Boys					
		Girls					
		Dalits					
		SC					
		ST					
		Minority					
CWSN							
	Other groups defined as marginalized group in State Rules						

15. **Teacher training Institutes-** DIET, Private B.Ed College, BRC, etc.- Number, Courses Run, Number of Seats, Free/Paid, Institution has been granted recognition by what body.

16. **Inspection reports:** for both government and private schools to be made available. The data to include, name of inspector, number of schools under him/her, dates of the visits made to the schools allocated to him/her, and details of inspection undertaken. (To be compiled and made available on a monthly basis)

17. Information of all private schools in the district:

S N o	Na me	Addr ess	Recogn ition Status	Affilia tion to which Board	Name of societ y/ mana ging body	Total No of seats (inco ming class)	No. sea ts und er 25 %	No. of applicat ions receiv ed	No of se ats fille d	Cont act pers on in the scho ol	Period of admis sion (starti ng & closin g)	Status of RTE compli ance