

**No.F. 18-13/2008-EE.1**  
**Government of India**  
**Ministry of Human Resource Development**  
**(Department of School Education and Literacy)**  
**EE.1 Section**  
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New Delhi, Dated the 9<sup>th</sup> October, 2009

**OFFICE ORDER**

In supersession of this Department's Office Order of even number dated 17<sup>th</sup> September, 2008, the following officers of Department of School Education & Literacy, Ministry of Human Resource Development are hereby designated as Central Public Information Officers (CPIOs) in respect of the specific subject matters mentioned against their names, in terms of Section 5(2) of the Right to Information Act, 2005,:-

<b>S. No.</b>	<b>Designation</b>	<b>Name of Officer occupying the post on the date of Office Order</b>	<b>Telephone Nos</b>	<b>Subject matter</b>
<b>I. Secondary Education Bureau</b>				
<b>Appellate Authority : Sh. S. C. Khuntia, Joint Secretary (SE), Room No. 217-C, D/o SE&amp;L, MHRD, Shastri Bhawan, New Delhi, Tel. No.: 23381096, e-mail: <a href="mailto:s.khuntia@nic.in">s.khuntia@nic.in</a></b>				
1.	Director(UT)	Sh. V. Jayachandran	23389553	Matters concerning i) Kendriya Vidyalayas ii) Navodaya Vidyalayas iii) Education Matters of Union Territories (UTs) iv) Implementation of recommendations of National Commission of Teachers
2.	Deputy Educational Adviser	Dr. G.L. Jambhulkar	23384276	Matters concerning i) National Council for Educational Research & Training(NCERT) ii) School Curriculum, Textbooks syllabus iii) Educational Survey (conducted by NCERT) iv) Three Language Formula v) Central Board of Secondary Education (CBSE) vi) Central Tibetan Schools vii) Vocational Education viii) Indo Mongolian Joint School

				ix) International School-NOC matter
3.	Director	Smt. Alka Bhargava	23387948	i) Integrated Education of Disabled Children (IEDC)
				ii) Information and Communication Technology in Schools
				iii) National Awards for Teachers
4.	Director	Shri Satish Nambudiripad	23386232	Matters concerning
				i) Rashtriya Madhyamik Shiksha Abhiyan,
				ii) Model School
				iii) Hostel Scheme for Girls Studying in Secondary & Higher Secondary Schools.
v) National Foundation for Teachers' Welfare				
5.	Dy. Secretary	Sh. P. K. Bhatia	23383193	Matters concerning
				i) Quality Improvement Scheme in Schools
				a) Environmental Education
				b) International Science Olympiads
				c) Adolescence Education Programme
				d) Introduction of Yoga in schools
				e) National Institute of Open Schooling (NIOS)
f) Coordination work of Secondary Education Bureau				
6	Deputy Secretary	Sh. Ishwar Singh	23073273	Secondary Scholarship Division.
				i) National Means cum Merit Scholarship
				ii) Incentive to Girls for Secondary Education

## II. Elementary Education – I Bureau

**Appellate Authority : Sh. Anant Kumar Singh, Joint Secretary (EE-I), Room No.109-C, D/o SE&L, MHRD, Shastri Bhawan, New Delhi, Tel. No.: 23387648,  
e-mail: [anant.edu@nic.in](mailto:anant.edu@nic.in)**

8.	Director [MDM-1]	Ms. Rita Chatterjee	23388098	All RTI matters pertaining to Scheme of <b>Mid-Day Meal Programme</b>
9.	Director	Sh. Vikram Sahay	23381470	<p>(i) All matters pertaining to Elementary Education Policy; Education For All (EFA); Fast Track Initiative (FTI); Elementary Education as Fundamental Right, Central &amp; State Legislations pertaining to Elementary Education; Education Cess, (Prarambhik Shiksha Kosh); Convention on the Rights of the Child (CRC); <b>FDI</b> in Elementary Education, Matters concerning UNESCO.</p> <p>(ii) <b>National Bal Bhawan</b>, Public – Pvt. Partnership (PPP) in Elementary Education</p> <p>(iii) <b>Funding Agency</b> – ADB</p> <p>(i) All matters pertaining to Scheme of Teacher Education, Monitoring of TE Scheme in the country as a whole; SOPT.</p> <p>(ii) <b>National Curriculum Framework &amp; MLLs</b> for Elementary Education, Organisations of Elementary School Teachers</p>

				<p>(iii) <b>EDUSAT</b></p> <p>(i) Overall policy regarding utilization of EDUSAT for Elementary Education and Literacy.</p> <p>(ii) Establishment of SITs and ROTs in institutions funded under the Teacher Education Scheme (i.e. DIETs, CTEs /IASEs and SCERTs) and</p> <p>(iii) Content for Training of Teachers for use through EDUSAT.</p>
				<p>(iv) <b>National Council for Teacher Education (NCTE)</b>, Manpower Planning for Elementary Teachers; IPTT – ITV Project</p>
				<p>(v) <b>Content &amp; Process of Teacher Education</b>, including ICT in Teacher Education</p>
				<p>(vi) <b>Funding Agency:</b> JICA, KFW</p>
<p><b>III. Elementary Education - II Bureau</b></p> <p><b>Appellate Authority: Ms. Anita Kaul, Joint Secretary (EE-II), Room No.116-C, D/o SE&amp;L, MHRD, Shastri Bhawan, New Delhi, Tel. No.: 23383226, 23070584 (Fax), e-mail: <a href="mailto:anitakaul.edu@nic.in">anitakaul.edu@nic.in</a></b></p>				
13.	Director	Shri P. K. Tiwari	23070859	<p><b>General:</b> (i) SSA Joint Review Mission Coordination with NIAR Sub-mission on capacity buildings for planning, management and monitoring.</p> <p>(ii) Member Secretary of Sub-mission on Education of disadvantage groups including SC/ST/Minorities/urban deprived children and disabled children. Issues for achieving UEE in urban areas.</p>

				<p><b>Functional Area:</b> (i) Planning Appraisal; SIEMAT; Monitoring Institution; I&amp;E component of EGS &amp; AIE Scheme; Residual matters of NFE.</p> <p>(ii) EGS &amp; AIE; disadvantage groups (SC/ST/Minority/urban/child labour) Inclusive Education</p> <p>(i) Indus project coordination with ILO; MoSJ&amp;E; MoTA; MoLE; MoMA</p>
				<p><b>States:</b> Bihar, Jharkhand, J&amp;K, Arunachal Pradesh</p> <p>All matters pertaining to Madarasas Modernization Scheme and Infrastructural Development in Minority Schools/Institutions.</p>
14.	Deputy Secretary	Sh. D. K. Gautam	23387934	<p>SSA coordination / Guidelines / clarifications; PAB of SSA</p> <p>(ii) <b>States:</b> Meghalaya, Orissa, Punjab, Assam, Nagaland, Uttarakhand</p> <p>(iii) Monthly Monitoring and Web Portal/US AID</p>
15	Director	Ms. Neelam Rao	23381882	<p>(i) SSA National Mission; External Funding for SSA/SSA Budget</p> <p>(ii) Coordination with NUEPA</p> <p>(iii) Coordination with TSG</p> <p>(ii) World Bank, EC, DFID (iii) EMIS</p> <p><b>States:</b> West Bengal, Andhra Pradesh, Manipur, UP, Chhattisgarh, MP, Gujarat</p>

				<p>Coordination with NCERT, IGNOU; TE Scheme National Resource Group Member Secretary of Sub-mission on Training teachers and strengthening of academic support institutions (and other aspects of quality improvement ) and Sub – mission on Defining learning outcomes and assessment /monitoring of students’ achievement levels.</p> <p>Quality improvement (Teacher Training; BRC/CRC; Teachers Grants; TLM; Free textbooks; Pedagogy; Distance under SSA; quality monitoring; CAL EDUSAT Research and Evaluation DFID for TC fund</p>
16.	Director	Ms. Sarita Mittal	23782883	<p>Mahila Samakhya, Gender, DFID for Mahila Samakhya [</p> <p>States: Chhattisgarh, Gujarat, Kerala, Karnataka, Andhra Pradesh, Assam, Orissa, Madhya Pradesh, Jharkhand, Bihar, UP &amp; Uttarakhand for Mahila Samakhya</p> <p>Member Secretary of Sub-mission on Social Mobilization, community involvement and role of PRIs</p> <p>(ii) <b>Functional Area:</b> Girls Education; ECCE; National Programme for Education of Girls at Elementary Level (NPEGEL); Community mobilization; Media and documentation UNICEF; MoW &amp; CD; MoPRI</p> <p>(iii) <b>States:</b> Delhi, Chandigarh, Haryana, Mizoram, Goa, Maharashtra, Tripura, HP</p>

17	Director	Ms. Richa Sharma	23070837	<b>General:</b> Member Secretary of Submission on Provision of basic minimum conditions including physical infrastructure and teachers.
				<b>Functional Area:</b> Financial management; Financial Monitoring; Audit Reports; QPR of SSA; reimbursement of external agencies (ii) Civil works of progress in infrastructure provision; teachers recruitment (iii) Operation Of Black Board and residual matters
				Residual matters of Shiksha Karmi, Lok Jumbish and DPEP
				MoRD (TSC & DWM); MoUD & PA (JnURM)
				States: (i) Karnataka, Puducherry, D&N Haveli, A&N Islands, Daman & Diu, Lakshadweep, Kerala, Rajasthan, Sikkim, Tamil Nadu
<b>Appellate Authority: Sh. Y. P. Mittal, Economic Adviser (SE&amp;L), Room No. 233-C, D/o SE&amp;L, MHRD, Shastri Bhawan, New Delhi, 23381721 (Telefax), e-mail: <a href="mailto:ypmittal.edu@nic.in">ypmittal.edu@nic.in</a></b>				
20.	Deputy Secretary/ Joint Director (Coordination Unit)	Vacant	23384589	All matters pertaining to Coordination, Plan & Budget work of the Deptt., Parliament Work Coordination, NE coordination, International Cooperation and Residual matters not assigned to any other Divisional Head in the Department.

#### IV. Adult Education Bureau

**Appellate Authority: Sh. J. S. Raju, Joint Secretary (AE), Room No. 111-C, D/o SE&L, MHRD, Shastri Bhawan, New Delhi, Tel. No.: 23383451, 23782052 (Fax), e-mail:**

21.	Deputy Secretary NLM-I	Sh. SPS Sangwan	23385220	i) All Policy matters and coordination relating to the Adult Education and Skill Development. Preparation of EFC Memo and Cabinet Note.
				ii) Convergence with other Departments.
				iii) TLC/PLP/PRI/CEP/JSS/SRC/NGO and all other matters related to Jharkhand, Gujarat, Rajasthan, Assam and Chaattisgarh.
				iv) Policy on NLM.
				v) SC/ST, OBC, Weaker Section / Minorities and Women Education in respect of concerned States.
22.	Dirctor NLM-II & NLM-III	Shri I. P. S. Bakshi	23382921	i) All policy matters and co-ordination pertaining to the Scheme of Jan Shikshan Sansthan. Preparation of EFC Memo and Cabinet Note
				ii) Sanction of new JSS.
				iii) TLC/PLP/PRI/CEP/JSS/NGO in the States of Bihar, J&K, Tamil Nadu, Karnataka, Madhya Pradesh, Orissa and Uttarakhand and Delhi.
				iv) SC/ST/OBC, Weaker Section / Minorities and Women Education in respect of concerned States.
23.	Director (AE-II) & NLM(IV)	Shri K. Mathivanan	23074113	i) All policy matters and co-ordination relating to NGOs & SRC.
				ii) All matters pertaining to TLC/PLP/CEP/JSS/SRC/NGO in respect of Uttar Pradesh.

				<p>iii) National Literacy Mission Authority (NLMA) – constitution of Council of NLMA, its Executive Committee and Project Approval Committee (PAC), convening meeting and preparing agenda for the meeting of Council, Executive Committee and PAC.</p> <p>iv) Constitution of GIAC and its meetings</p> <p>v) Residual matter relating to NIAE</p> <p>vi) SC/ST, OBC, Weaker Section/Minorities and Women Education in respect of concerned States.</p>
24.	Director NLM-IV	Shri K. Mathivanan	23074113	<p>i) All Plan and Budget matters relating to the Bureau.</p> <p>ii) TLC/PLP/PRI/CEP/JSS/SRC/NGO in the States West Bengal, Maharashtra, Punjab, Haryana and Chandigarh.</p> <p>iii) C&amp;AG Paras.</p> <p>iv) Utilization Certificates</p> <p>v) Parliamentary Standing Committees</p> <p>vi) 20-Point Programme.</p> <p>vii) Annual Action Plan / Performance Budget/Economic Survey/Unspent Balance/Annual Reports etc.</p> <p>viii) Coordination work within AE Bureau, other than specifically allocated.</p> <p>ix) SC/ST, OBC, Weaker Section/Minorities and Women Education in respect of concerned States. Coordination in respect of these matters pertaining to more than one section in AE Bureau.</p> <p>x) Monthly D.O. to Cabinet Secretary.</p> <p>xi) Matter relating to Sachar Committee Report.</p>

				xii) Senior Officers meeting of the Department of SE&L. Monthly meeting of US & above officers taken by Secretary (SE&L).
25.	Director (AE.I)	Smt. Simmi Chaudhary	23070837	<p>i) All Policy matters and co-ordination relating to State Resource Centres. Preparation of EFC Memo and Cabinet Note.</p> <p>ii) Directorate of Adult Education</p> <p>iii) TLC/PLP/PRI/CEP/JSS/SRC/NGO in the States of Himachal Pradesh, Kerala, Goa, Pondicherry, Daman &amp; Diu, Andaman and Nicobar, Dadra &amp; Nagar Haveli, Lakshdweep, Andhra Pradesh.</p> <p>iv) Cultural Exchange Programme.</p> <p>v) SC/ST, OBC, Weaker Section/Minorities and Women Education in respect of concerned States.</p> <p>vi) UNESCO and International matters.</p>

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**(H.C. Bhatia)**  
**Under Secretary (EE.1)**

**Most Immediate**  
**RTI Matter**

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**New Delhi, Dated 9<sup>th</sup> October, 2009**

***Subject: Updating the website in accordance with the provisions of RTI Act-  
furnishing subject allocation amongst CPIOs reg.***

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An updated statement (as on 9.10.2009) showing the names, designation and other particulars of the Public Information Officers of the Department of School Education and Literacy has been prepared and is enclosed along with soft copy.

2. CMIS Unit is requested to please arrange for updation of the information in respect of the Department of School Education and Literacy in the Department's Website.

**(H.C. Bhatia)**  
**Under Secretary (EE.1)**

CMIS Unit, Deptt. of SE&L } for information and necessary action  
NIC Unit, Deptt. of SE&L }

**Copy to: Under Secretary (IFC)**

**(H.C. Bhatia)**  
**Under Secretary (EE.1)**