

INFORMATION UNDER SCHOOL EDUCATION DEPARTMENT FOR UPLOADING THE DATA IN OFFICIAL WEBSITE AS PER PROVISION OF 4(I)(b)(i) to (xvii) OF RTI ACT, 2005

AUDIT SECTION

1	2	3	4	5	6	7	8	9	10
Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
UDC	Sri Samir Kr. Das	Gr-C	Audit Section	Supervision of all sectional works	-	All sectional files- 55 Nos.	All subject matter related to Audit Section		
LDC	Smt. Sandhya Dasgupta	Gr-C	-do-	D.C.C. bill received correspondence (All district internal and Directorate Audit reply report & Assembly Question	Correspondence internal and Directorate A.G. Audit report	35 (Thirty five) Nos.	Correspondence internal A.G. and Directorate Audit Report		
LDC	Sri Dulal Das	Gr-C	-do-	D.C.C bill checking correspondence, Adjustment of DCC Bill Report	D.C.C bill checking correspondence, Adjustment of DCC Bill Report	20(Twenty Nos.	D.C.C bill checking correspondence, Adjustment of DCC Bill Report		

Establishment General Section

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10
O/S-1	Sri Niranjan Debbarma	Gr-B		All over supervision	Supervision of all over work of section				
H/C-1	Sri Nishikanta Debbarma	Gr-C	Estt. General Section		i) Supervision of all over work of the staff of the section ii) Framing of R. Rs. for the post of A/T(Primary) Middle/High, Secondary, HM (PRY) & HM (SB)/Dy. I.S. iii) Pension , family pension and all other allied matter	4 Nos	In Col. No.6		
UDC	Sri Samaresh Roy	Gr-C	-do-		Verification of fixation of pay , allowing benefit of ACP, stepping up of pay of all categories of employees under School Education Department	3 Nos.	In Col. No.6		
	Sri Tapan Kr. Deb	GR-C	-do-		Allowing benefit of training incentive of all categories of Teachers	3 Nos.	In Col.No.6		
	Smt. Gita Debbarma	Gr-C	-do-		a) Preparation of monthly working report of all staffs of the section ii) Confirmation of all categories of teachers iii)Circulation of order of enhancement rate of D.A., C.A., HRA conveyance allowance and all other allied matter.	6 Nos.	In Col.No.6		
LDC-1	Sri Badal Ch. Deb	Gr-C			Preparation of seniority list of all categories of teachers including HM(Pry), HM (SB), Dy. I.S./AHM (High)	4 Nos.	In Col. No.6		
Gr-D-2	Sri Paritosh Pr. Choudhury	Gr-D			They are helping the section by day to day works as and when required				
	Sri Runu Debbarma	Gr-D							

Grant-in-Aid Section

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10
OS	Sri Arjun Debbarma	Gr-B	Grant-in-Aid	All over supervision					
HC	Sri Nitish Kanti Dey	Gr-C	-do-	All over supervision					
UDC	Sri Saroj Debbarma	Gr-C	-do-			55 Nos.	Appointment , salary & other related works of TBSE/Assembly, Leave sanction. All kinds of computer type and all accounts matter		
LDC	Sri Sajal Sarkar	Gr-C	-do-			70 Nos.	Appointment /Estt Works of all GIA Schools & other related works.		
	Sri Narayan Deb	Gr-C	-do-			20 Nos.	Receipt & Despatch/File movement & LTC sanction		
Gr-D	Sri Uttam Debnath	Gr-D	-do-				Delivery of official letters.		

Estt NG Section

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10
Head Clerk	Sri Sujit Kr. Datta	Group-C	Estt(NG) Section	-	Supervision of over all works of Estt (NG) Section			Upto date	
U.D. Clerk	Sri Saibal Kishore Datta Roy	Group-C	Estt(NG) Section		All matters related to appointment of post Graduate Teacher/Graduate Teacher and promotion of A.H.M. (High, H.M. (SB) & Dy. Inspector of Schools				
U.D. Clerk	Sri Manab Mallick	Group-C	Estt(NG) Section		All matters related to Group-D employees viz. appointment, transfer, regularization of service etc			Upto date	
	Smt. Jayasree Debbarma	Group-C	Estt(NG) Section		All matters related to Die-in- harness Scheme and appointment of Boarding house Superintendent.			Upto date	
	Smt. Purabi Das	Group-C	Estt(NG) Section		All matters related to ministerial staff viz. appointment, promotion etc. and deputation of teachers /ministerial staff & extension of service of post Graduate Teacher/Graduate Teacher/Ministerial staff/Group-D staff			Upto date	
L.D.C.	Sri Santosh Kr. Roy	Group-C	Estt (NG) Section		All matter related to transfer of Post Graduate and Graduate Teacher			Upto date	
	Sri Badal Chakraborty	Group-C	Estt (NG) Section		All matters related to dispatch and preparation of Assembly/Parliamentary question reply.			Upto date	
	Smt. Simi Majumder	Group-C	Estt (NG) Section		Receipt of daily dak and assist to Smt. Purabi Das, U.D. Clerk.				

Accounts Section

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10
Accounts Officer	Shantibala Debabrma	Group-B	Accounts Section	Maintaining as a Branch Officer of this section	Supervising of official works				
O/S	Smt. Kabita Debbarma	Group-C	Accounts Section	Supervising of the section	Supervising of official works				
UDC	Smt. Mina Rani Das	Group-C	Accounts Section	Govt. duty and responsibilities	Maintenance of GPF Group A/B(Gazetted) all over the Department	1 No.	GPF Gazetted employee	10 Nos. pending	
	Smt. Mitali Debbarma	-do-	-do-	-do-	Maintenance of LTC & T.A. for all over the State.	10 Nos.	LTC & TA		
	Sri Sadhan Ch. Ghosh	-do-	-do-	-do-	M.R./M.R/TA & Medical advance for all over the State	2 Nos.	M.R.,MR(TA) & Medical advance	5 Nos.	

Estt Disciplinary Proceeding Section

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10
D.I.S.	Shri Narayan Ch. Debnath	Group-A	Estt.Disciplinary Proceeding Section	To ensure quick disposal of the matter assigned taking care of all procedure	Being a Branch Officer of Estt. D.P. Section he has to look over all the sectional works & ensure for speedy disposal				
Head Clerk	Shri Benu lal Chakraborty	Group-C	-do-	-do-	Being a Head Clerk of this section he has to look over all sectional works & ensure for speedy disposa				
U.D. Clerk	Shri Sibasish Goswami	Group-C	-do-	-do-	(In respect of West Tripura District) (i) works on the new allegation /Complaint/ report on receipt from the different sources and place before the authority for disposal, (ii) place the show cause memo/warning / suspension order/ revocation order/ penalty order etc. before the authority,(iii) preparation and put up the charge sheet, (iv) works relating to preparation of parawise comments, (v) issue of vigilance clearance etc.	96	Mentioned at Col. No.6		All the paers so has been received by the section are placed.
U.D. Clerk	Smt. Junu Debbarma	Group-C	-do	-do-	(In respect of North & Dhalai District) (i) works on the new allegation /Complaint/ report on receipt from the different sources and place before the authority for disposal, (ii) place the show cause memo/warning / suspension order/ revocation order/ penalty order etc. before the authority,(iii) preparation and put up the charge sheet, (iv) works relating to preparation of parawise comments, (v) issue of vigilance clearance etc.	62	Mentioned at Col.6		All the paers so has been received by the section are placed
L.D. Clerk	Shri Ujjal Kanti Datta	Gr-C	-do-	-do-	(In respect of South Tripura District) (i) works on the new allegation /Complaint/ report on receipt from the different sources and place before the authority for disposal, (ii) place the show cause memo/warning / suspension order/ revocation order/ penalty order etc. before the authority,(iii) preparation and put up the charge sheet, (iv) works relating to preparation of parawise comments, (v) issue of vigilance clearance	68	Mentioned at Col .6		All the paers so has been received by the section are placed

Budget Section

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10
O.S.D.	Sri Sankar saha	Group-A	Budget Section	To ensure quick disposal if the matters assigned to this section	Supervision	394 Nos.	Re- allotment of Fund/Sanction & H.B. Advance		
H.C.	Smt. Suchita Das	Group-B	-do-	To ensure quick disposal if the matters assigned to this section	Supervision	394 Nos.	To ensure quick disposal if the matters assigned to this section		
U.D.C.	Smt. Minati Das	Group-C-	-do-	-do-.	Work related to House Building loan correspondence with A.G. Tripura/H.O. & D.D.D. of the loanees concerned .There are very urgent nature of works since the A.G. Tripura cannot sanction pension and post pension benefits of the retire persons without clearance of the outstanding of House Building Advance.	365 Nos.	House Building Advance (Teacher, Ministerial staff & Class-IV of School Education Department.		
L.D.C.	Sri Nabyendu Roy	Group-C	-Do-	-Do-	1. Reallocation of fund for Non- salary (Non-Plan i.e. Overtime/T.A. contingencies/ Liveries/ Telephone/ Rent & M.Tax/Fuel/ Hiring/Teachers day/Childrens day/Matribhasha Diwas/ Rabindra Nazrul, Sukanta jayanti/Golden Jubilee/ professional Services/ Grants to Grant in-aid & Madrassa Educational Cell etc. 2.Re- allocation of fund for Non- salary(Non Plan) i.e. maintenance & Minor works for Schools & offices/ maintenance & Minor works for ST & SC hostels/ Consumption charges of electricity. 3.Sanction for Cont. hiring/ Fuel/ Other Expenses/ Pleaders Fees/ govt. Press Bills etc. 4.Reconciliation to A.G. Tripura for Non-Plan. 5.Salary of deputed staff for TTAADC.	26 Nos.	Receive Dispatch maintain the movement of tiles of Budget Section.		
L.D.C.	Sri Furan Ch. Das	Group-C	-do-	-Do-	Receipts, Dispatch, maintain the movement of files of Budget Section. Monthly working report, R.T.I. & Revenues Receipt of Non-m plan related to Budget Section.	3 Nos.	Receipts, Dispatch maintain the movement of files of Budget Section.		
Class-IV	Smt. Sabirti Joswara	Group-D	-do-	-do-	Helps in all kind of works of Budget Section.	394 Nos.			

Planning/ Stipend

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10
J.t. Director	L.T. Darlong	TCS-Gr-1	Planning/ Stipend				Stipend & Scholarship.		
O.S.D.	Sankar Saha	Gr-A	Planning/ Stipend				-Do-		
O.S.	Pramish Das	Gr-B	Planning	B.O.	Overall supervision works of the section.		-Do-		
H.C	Sri Tapan Kr. Das	Gr-C	Stipend	B.O.	<p align="center">CSS Fund</p> <p>1.Pre- matric Stipend and Scholarship to SC 2. Planning/ Stipend and Scholarship to OBC. 3. Post Matric Stipend and Scholarshio to SC. 4. Post Matric Stipend and Scholarshio to OBC 5. Budget/Circular. State Scheme 6. Performance audit by AG/By internal 7.Grant to the BPL families Class XI-XII 8. Free Text Books to the BPL Students Class IX-X. .9 Representations /Press Clipping etc. 10. Dress Grant to the girls students of RM 11. Utilisation certificate in respect of fund of reallocation for payment of Stipend. 12. Monthly working report of the staff of the stipend section. 13. Administrative approval/ re-allocation stipend and scholarship under State Fund. 14. Merit grants to the students who passed in 1st Division in Madhyamik Examination. 15. Re- imbursement of examination fees to the SC/ST student of the Madhyamik Examination. 16. Pre- matric Scholarship to the students belonging to Religious Minorities students. 17. Post- Matric Scholarship to the students belonging to the Religious Minorities students. 18. Attendance Register/ Office Order etc. 19.Regarding Re- allocation of surrender amount to the stipend. 20. Expenditure statement under State Fund/CSS Fund 21. Others allied matter.</p>	21 Nos.			

1	2	3	4	5	6	7	8	9	10
L.D.C.	Smt. Nanda Bhattacharje	Gr-C	Stipend	B.O.	<p>C.S.S. Fund</p> <p>1.Pre- matric Scholarship to Uu-clean occupation and Adhoc- grant.</p> <p>2.Post- Matric Scholarship to the ST students regarding in Class XI-XII in out side Tripura.</p> <p>3. Re- allocation of Electric Bill of SC Boarding Houses.</p> <p>State Fund.</p> <p>1. Engagement of DRW workers for Sc/ST Boarding House.</p> <p>2. . Repair/ maintenance of SC/ST Boarding House.</p> <p>3. Regarding information /Inspection report of SC/ST boarding House.</p> <p>4. . Meeting of CM/Chief Secretary/ Visit of PM/National Human Right Commission /SC/ST Commission/Parliament Committee of Welfare of SC/ST</p> <p>5. 8.Regarding surrender amount to SC/ST stipend and scholarship.</p> <p>6. 9. All meeting / opening of new Boarding House</p> <p>7. 10. Other allied matters.</p>	10 Nos.			
LDC	Shri Asish pal	Gr-C	Stipend	B.O.	<p>1. Assembly/ Lok Sabha/Rajya Sabha question</p> <p>2. Assembly assurance</p> <p>3. Receipt & Dispatch</p> <p>4. Merit Stipend to the students of Class VI</p> <p>5. Sanskrit Scholarship to the students studying Sanskrit in classes-IX to X at the end of Classes-VIII</p> <p>6. Stipends of DIET & B.Ed. Trainees.</p> <p>7. Stipend and sc holarship of Sainik School, Imphal/ Dehradun</p> <p>8. Hindi Scholarship to the students of Non-Hindi speaking State for studying Hindi in class XI & XII.</p> <p>9. Central Plan Scheme Sanckrit Education Award Scholarship.</p> <p>10. Supply of Dress Grant Scholarship to SC/ST Girls students Class-III to VIII.</p> <p>11. Supply of Attendance Scholarship Grant Scholarship to SC/ST Girls students Class-II to VIII</p> <p>12.Girls Stipend of Class XI & XII.</p> <p>13. Tripura Govt. merit -Cum- Means Scholarship to the students of Classes XI & XII.</p> <p>14. National means- cum- merit Scholarship .</p> <p>15. Other allied matter.</p>	15. Nos.			

G/T	Smt. Ajanta Sen	Gr-C	Stipend	B.O.	<p>CSS Fund</p> <p>1.Incentive to the girls (ST/SC/KGBV) students for secondary Education.</p> <p>2. State Government Employees Awards.</p> <p>State Fund.</p> <p>3. Regarding Supreme Court/ high Court matter etc.</p> <p>4. Supply of information/ document under RTI/RTE matters.</p> <p>5. Bio-data for DRW workers for SC/ST boarding etc.</p> <p>6. Boarding house stipend.</p> <p>7.Presently looking after all matter relating to typing works in addition in absence of Sri Krishna Dhar ,LDC</p>	7 Nos.	-do-		
LDC	Sri Krishna Dhar	Gr-C	Stipend	B.O.	1. All kinds of Computer works of the section		-do-		

IEDSS

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
OSD(Officer on Special duties)	Sri Laxman Barman	Gr-A	IEDSS	Over all Supervision					
Dy. I/S	Sri Kalipada Chakraborty	Gr-B	IEDSS	Dealing with file works	Running smoothly	27 Nos.	1. Inclusive Education for Disabled student at Secondary stage (IEDSS)	Upto date	1. New Scheme implemented from the 2009-10
							2. Construction of girls Hostel (CSS)	Upto date	2. Implemented from the year 2008-09
							3. Vocational Education (CSS)	-	3. Yet to be started.

Establishment Gazetted

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10
UDC-3	Smt. Helen Debbarma	Gr-C	Estt. Gazetted	-	1. Right to information. ii) maintenance of 100 point Roster of all gazetted posts. iii)Continuation appointment, transfer etc. of SCERT/DIET. iv)Preparation and reply of Assembly/parliamentary Questions v)Transfer/ adjustment of Gazetted Officers. vi)Other assignment as and when required	15 Nos.	i) RTI ACT-2005 ii) Recruitment i ii)Confirmation iv) Assembly Question Reply v) Transfer Miscellaneous.		
UDC-3	Sri Rakesh Bhattacharjee	Gr-C	Estt. Gazetted		i)Approval of fixation of pay of all Group-A and B Gazetted officers. ii) Parawise comments of Courts cases. iii)Preparation and finalization of Seniority List of different gazetted posts iv) Other assignment as and when required.	10 Nos.	1. Fixation of pay ii) Court cases Iii)Seniority List Miscelleaneous.		
LDC-2	Sri Babul Ch. Dey	Gr-C	Estt Gazetted		i) Approval of periodical increments of all Gazetted officers. ii) Approval of tour diaries of all Gazetted officers iii)Maintenance of ACRs of all Gazetted officers iv)Maintenance of file/ sterilization v)Approval of pensionary benefits of Gazetted Officers (No- Demand Service Book check up, leave encashment etc. vi) Other assignment as and when required	10 Nos.	i) Increment ii) Tour iii)A.C.R. iv)Personal file & Special increment iv)Pension Miscellaneous		
LDC-2	Sri Gouranga Sutradhar	Gr-C	Estt. Gazetted		i)Delegation of drawing powers to the officers under this Department ii)Database management and computer typing/ printing (for all Gazetted Officers) iii) Appointment of Group-A & B Gazetted Officers(by promotion and by direct recruitment) iv) Creation of Gazetted posts. v) Preparation and framing of Recruitment Rules of different categories of Gazetted posts. vi) Continuation of temporary Gazetted posts vii) Matters relating to D.P.C. for Grou-A & B Gazetted posts. viii) Other assignment.		Rules vi) Continuation vii) Promotion Miscelleaneous.		

1	2	3	4	5	6	7	8	9	10
LDC-2	Smt. Purnima Deb(Lodh)	Gr-C	Estt gazetted		i) Receipt/ Despatch of papers and maintenance of Register. ii) Approval of purchasing land /car etc. of all Gazetted officer iii) Permission for Higher education Iv) Issue of No objection certificate to the officers for obtaining Indian/ International passport. v) Detention of Officers vi) Different type of Training vii) Other assignment as and when required.		1)Receipt & Despatch ii) land purchase permission iii)Exam. permission iv) Passport v) Detention		

Primary Unit

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Dy..Director	Smt. Swapna Das Bal	Group-A	PRY. Unit.	To ensure quick disposal of the matter assigned taking care of all procedures	All files shall be routed through by her				
Head-Clerk-1	Smt. Jharna Chakraborty,	Group-C	d-o-	-do-	Supervise the all allot34d works.				
UDC	Smt. Sibani Nath(Paul)	Group-C	-do-	-do-	Certificate verification/complaint matter /press clipping/ extension of service/working report/teacher in-charge allowances/permission for Hostel Super and general matter. RTI Works.	16 Nos.	Extension monthly working report presses clipping, teacher in-charge extension of National Aw2ardee, School Certificate, T.C. Verification, Misc. Assembly question, Hostel Super, RTI.		
UDC-1	Smt. Manita Jamatia	Group-C	-do-	-do-	All matter of Grand-in-aid(Pry. Section) , Promotion and Roster etc.(Govt. Teacher)	38 Nos.	Post Clearance, Die-in-harness scheme, LTC Permission, M.R. Bill, Managing committee approval, leave salary, higher study permission, A.C.P. Approval, Seniority approval, Interview Board Approval..		

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
LDC-1	Smt. Sefali Chakraborty(Bhowmik)	Group-C	-do-	-do-	No-objection Certificate Indo-Bangladesh Passport/Permission for higher study/forwarding of application/date of birth correction/bank loan/permission for home address change/voluntary retirement/resignation/surname change.	52 Nos.	Indo-Bangladesh Passport/International Passport/ voluntary retirement /TPSC Permission/Un-authorized leave/special Increment/ Bank Loan/Address Change/Surname change/ Better Job resignation.		
LDC-1	Sri Abhijit Das.	Group-C	-do-	-do-	Die-in-harness scheme/staff position of teacher/appointment of KBT/transfer and Misc.	20 Nos.	Transfer/Deputation, Mutual Transfer, Die-in-harness of KBT, Staff position, Bio-data, Misc.		
LDC-1	Smt. Priti Dey,	Group-C	-do-	-do-	Show cause Notice for the disciplinary proceeding/court case/clearance mater/receipt & Dispatch.	44 Nos.	Show cause Notice for the disciplinary proceeding/court case/clearance mater/receipt & Dispatch, Vigilance Clearance.		

Statistics Section & Store Unit, EMIS Coordinator (SSA)

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Sr. Research Officer	Sri Subir Roy Choudhury	Group-A	Stat Section & Store Unit, EMIS Coordinator (SSA)	Branch Officer	Over all supervision of all works related to Statistics & Store Section	Over all supervision of file related to Sections	1. Statistics and Educational Survey including 8 th AISES 2. Departmental Store Section	Pending Nil	
1	2	3	4	5	6	7	8	9	10
Personal Asst-1	Sri Tapan Kr. Majumder	Group-B (Non-gazetted)	Statistics-Section	Over all supervision of the Sectional Work	Doing all sectional works as and when required asked by higher authorities	19 (nineteen Nos.	1. Over all supervision of the sectional work. 2. Computerization & Updating of School list. 3.8 th All India School Education Survey work.. 4.Contingent expenditure 5. Annual progress Report as desired by the Ministry of Human Resource Development.	Upto date.	
Asst. Planning Officer	Sri Arun Kr. Kalai	Group-B (Non-gazetted)	-do-	Supply of Statistical information to the higher authorities.	Doing all sectional works as when asked by higher authorities	09) nine) nos.	1. All types of 8 th AISES works. 2. Starting, upgradation , shifting transfer degradation etc. of School (All category upto Higher Secondary) 3. Opening of New Streams in H.S.(+2) stage) School 4. Change of nomenclature of schools 5. Computerization work.	Upto date.	
Post Graduate Teacher (Stat)	Sri Haralal Naha	Group-C	-do-	-do-	-do-	3(three) nos.	1. Examination result result and discrepancies. 2.Financial statistics and examination results/statistics 3. Preparation and submission of ES Of ES series of forms (ES-II) & ES-III(s) to and reply of of discrepancies		
Post Graduate Teacher (Stat)	Smt. Jhuma laskar	Group-C	-do-	-do-	-do-	3(three) nos.	1.Population projection/other estimation like as Drop- out enrolment etc. 2.Age group Population 3. Opening of new streams in H.S.(+2) Schools.4.TTAADC. 5.Preparation of information in connection with Teachers Day etc. 6. Any other works as and when allotted by the authority.		Upto date

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Post Graduate Teacher (Stat	Sri Indrajit Saha	Group-C	-do-	-do-		7(seven) Nos.	1. Supply of information to other offices/ Section/ Agencies 2.Preparation of report regarding achievement.		
							3.District information System of Education (SSA) and SEMIS (RMSA)) matters. 4.Preparation and submission of ES series of forms (ES-1(s) & ES-IV (S) to GOI and reply of discrepancies. 5. Any other work as and when allotted by the authority.		
Post Graduate Teacher (Stat	Sri Abhijit Dhar	Group-C	-do-	-do-	-do-	7(seven)	1. Selected information of School Education as on 1 st January and 30 th September 2. Information in connection with R.T.I. Act 3. Preparation of reply of Assembly , Lok Sabha and Rajya Sabha. Question 4. Any other work as and when allotted by the authority	Upto date	
Computer	Asis Bhattacharjee	Group-C	-do-	Supply of Statistical information to the higher authorities.	Doing all sectional works as when asked by higher authorities	2 (two) files	1. Preparation of working report of the section. 2. Rosted Duty in connection with Durga Puja holiday. 3. Receipt & Despatch of the Section. 4. Any other work as and when allotted by the authority	Upto date	
L.D.C.	Smt. Santi Rani Deb	Group-C	-d0-	Supply of Statistical information to the higher authorities.	Doing all sectional works as when asked by higher authorities	3(three) files	1. Time to time updation of all types of School List. 2. Assisting to T.K. der for computerization & updation of all types of schools mlist. 3.Opening of new subject in H.S. Schools. 4.Preparation of list of , Minority areas schools. 5. All types of computer typing works. 6. Any other work as and when allotted by the authority	Upto date	
Duplicating Operator.	Sri Surendra Debbarma	Group-C	-do-				1 .All types of duplicating work. 2. Any other work as and when allotted by the authority		
Peon	Sri Krishna Sukladas	Group-D	-d0				All sectional works as when allotted by the authority.		

Mid-Day-Meal

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10`
Jt. Director	Sri L.T. Darlong	Gr-A	MDM Section	Branch Officer	Branch Officer	All	All	Nil	
School Meal Officer	Smt. Jogomaya Chakma	Gr-B	MDM Section	Meal Officer	Section Duties	All	All	Nil	
Dy. Inspector of Schools	Sri Haripada Das	Gr-B	MDM Section	1.A.C. Bills 2. Enrolment Data	1.A.C. Bills 2. Enrolment Data	2)two Nos.	2(two) Nos. of A.C. Bills 2. Enrolment file.	Nil	
Dy. Inspector of School	Sri Swapan Kr. Das	Gr.-B	MDM Section	Asstt. to Sl. No.3	1.A.C. Bills 2. Enrolment Data	2(two) nos.	2(two) Nos. of A.C. Bills 2. Enrolment file.	Nil	
Head Clerk	Sri Parimal Sarkar	Gr.-C	MDM Section	1. Administrative approval and Exp. sanction of all funds under MDM scheme 2. Mid-day-Meal guideline 3. Expenditure statement 4. CAG Report 5. Assembly /Parliament Question 6. Annual Plan Works	1. Administrative approval and Exp. sanction of all funds under MDM scheme 2. Mid-day-Meal guideline 3. Expenditure statement 4. CAG Report 5. Assembly /Parliament Question 6. Annual Plan Works	10(ten) nos.	1. funds matters 2. Guidelines matter 3. Expenditure matters 4. CAG/Audit matter 5. Assembly/Parliament 6. Annual Plan Works	Nil	
U.D. Clerk	Sri Jayanta Das Chowdhury	Gr.-C	MDM Section	1. Allocation of food grains 2. MME fund 3. Monthly working report	1. Allocation of food grains 2. MME fund 3. Monthly working report	4(four) nos.	1. Allocation of food grains 2. MME fund 3. Monthly working report		
Post Graduate Teacher	Sri Sushanta Biswas	Gr.-B	MDM Scheme	Complain & Grievance School Health Checkup	Complain & Grievance School Health Checkup	2(two) nos.	Complain & Grievance School Health Checkup		
L.D. Clerk	Sri Gautam Chaudhuri	Gr.-C	MDM Scheme	1. Inspection report 2. Budget Control Register 3. Evaluation of study	1. Inspection report 2. Budget Control Register 3. Evaluation of study	2 (two) nos.	Inspection of MDM scheme report Budget control		
L.D. Clerk	Sri Tapan Ch. Deb	Gr.-C	MDM Scheme	1. Received & Despatch 2. Redressal Cell	4.				

Mid-day-Meal (Contractual Staff)

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10
Syatem Analyst	Smt.Nabanita Choudhury		MDM Section	Syatem Analyst	All kind of computer matters	Nil	Nil	Nil	-
Nutritionist	Sri Goutam Sutradhar		MDM Section	Testing Meal	Testing cooked foods under MDM programme	Nil	Nil	Nil	
LDC (knowing computer)	Sri Amit Sutradhar		MDM Section	Computer correspondence		Nil	Nil	Nil	
LDC (knowing computer)	Smt. Nilima Sarkar		MDM Section	Computer correspondence	Computer correspondence	Nil	Nil	Nil	
LDC (knowing computer)	Sri Krishna Dhar		MDM Section	Computer correspondence	Computer correspondence	Nil	Nil	Nil	

Estt.(Training) Section

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10
Joint Director	Sri Dulal Ch. Das	Group-A (Gazetted)	Estt. (Training) Section	-	Supervision of all over work of section	-	-	-	-
Head Clerk	Smt. Pranati Dey	Gr.-C	Estt. (Training) Section	To ensure quick disposal of the matter related to the section as an when assigned by the authority	Special casual leave and other facilities for recognized Unions/Association of Central Govt. employee. 1. Admissibility of Casual Leave for joining service in the middle or last part of the year. 2. Regarding unauthorized absence. 3. Clarification regarding grant of commuted leave without production of medical certificate for a period not exceeding 3 days at a time. 4. Regarding delegation of authority to grant leave. 5. Clarification on the spirit Rules 39 of TSCS(leave) Rules, 1986 regarding production of confinement certificate in order to sanction of maternity leave. 6. Regarding steps to be taken unauthorized absence. 7. Calculation of earned leave in respect of employee of vacation Deptt. detained during summer	127 no approx	As indicated in Col.No.6	Up to date	
UDC	Sri Sajal Ranjan Datta	Gr.-C	Estt. (Training) Section	To ensure quick disposal of the matters related to the section as an when assigned by the authority	1. T.Ed Training of Teachers 2. U.G.B.T. Training of Teachers 3. MPKBT Training of teachers 4. All other training conducted by SIPARD and other agencies. 5. Deputation of employees etc. 6. 6(six) months course of certificate in Elementary Teacher Education (CETE) by IGNOU for un-trained Graduate Teacher	115 nos. approx	As indicated in Col.No.6	Upto date	

1	2	3	4	5	6	7	8	9	10
UDC	Sri Sajal Ranjan Datta	Gr.-C	Estt. (Training) Section		7. Assembly Question/Parliamentary Question/matter relating to RTI 8. Detention of teachers/post service count of employees etc. 9. Continuation & conversion of temporary posts etc. 10. Office order & Misc Files etc. 11. Conduct of Computer Training 12. Special causal leave and other facilities of recognized Unions/Association of Central Government employees 13. Other works in addition to the above to be assigned time to time				
LDC	Sri Pradip Kr. De	Gr.-C	Estt. (Training) Section	To ensure quick disposal of the matters related to the Section as an when assigned by the authority	Following works in respect of the employees of all Education Inspectorate has been entrusted :- 1. Permission for prosecuting higher study 2. Recording of higher qualification 3. Change of Permanent address 4. Cash Allowance 5. Voluntary Retirement from service 6. Resignation from service 7. Re-construction of service book 8. Conducting of type test 9. Recovery of Bank Loan etc 10. Other works in addition to the above to be assigned time to time	123 nos. approx.	As indicated in Col. No.6	Up to date	
LDC	Smt Sumita Majumder	Gr.-C	Estt. (Training) Section	To ensure quick disposal of the matters related to the section as an when assigned by the authority	Deals with the works like as issuing No Objection Certificate for Indo-Bangladesh passport/Visa, International Passport etc. Besides these the following works in respect of the employees within the North & Dhalai District has been entrusted:- 1. Permission for prosecuting higher study 2. Recording of higher qualification 3. Change of permanent address 4. Forwarding of application 5. Voluntary Retirement from service 6. Resignation from service 7. Re-construction of service book 8. Other works in addition to the above to be assigned time to time	128 nos approx	As indicated in Col.No.6	Up to date	

1	2	3	4	5	6	7	8	9	10
LDC	Smt Gita Harizon	Gr.-C	Estt. (Training) Section	To ensure quick disposal of the matters related to the section as an when assigned by the authority	The following works in respect of the employees within the West District & South District has been entrusted :- 1. Permission for prosecuting higher study 2. Recording of higher qualification 3. Change of permanent address 4. Voluntary Retirement from service 5. Resignation from service 6. Re-construction of service book 7. Sectional receipt and dispatch 8. Other works in addition to the above to be assigned time to time	127 nos approx	As indicated in Col.No.6	Up to date	
Gr.-D	Smt Sukla Paul	Gr-D	Estt. (Training) Section		She is helping the section by day to day work as and when required				

General-II Section

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10
O/S	Smt Jannabi Debbarma	Gr.-C	General-II	To look after Lok Shabha /Rayja Shabha questions & prepare reply and all kinds of committee related Assembly	Supervision of all over work of section	12 nos.	-	Up to date	-
LDC	Sri Subashis Das	Gr.-C	General-II	To ensure quick disposal of the matters assigned taking care of all procedures	1. Processing of proposals for training affiliation from TBSE in respect of the new upgraded High and Higher Secondary Schools 2. Disposal of representations received from different Service association and students organizations seeking deputation 3. Action for confirming genuineness of school certificate/transfer certificate referred to from different sources by way of verification through field functionaries 4. Other correspondence in respect of charter of demand, press clipping, public grievance, visual arts etc.	41 nos.		Up to date	
LDC	Sri Dipankar Bhowmik	Gr.-C	General-II	To ensure quick disposal of the matters assigned taking care of all procedures	1. Observance of different red-letter days which include Republic Day, Matri- Bhasa Diwas, Rabindra Jayanti, Independence Day, Teachers' Day, Children's Day etc. Sanction of Financial Assistance in favour of the teachers whose wards are pursuing Professional Education under a scheme sponsored by the Govt. of India in the MHRD. The maximum Financial Assistance payable is Rs. 15,000/- per year, per case. 2. Sanction of Financial Assistance to the teachers suffering from serious ailments from National Foundation to Teachers Welfare Fund. The maximum Financial Assistance payable is Rs. 20,000/- per case. 3. Selection of Teachers for National Award on Teachers' Day. Selection of Teachers for felicitation at State Level on Teachers' Day. Other correspondence in respect of Essay-Painting Competitions, Golden/Centenary Celebration, charter of demands, public grievance, visual arts etc.				

General-I Section

Name of the post	Name of the existing officer/employee	Category of Post (Gr-A/Gr.B/Gr.C)	Name of the section	Duties & responsibilities	Present status of work assigned & discharge of duties /function	Total No.file dealing	Subject matter of file	Latest position of file (upto date or pending)	Remarks
1	2	3	4	5	6	7	8	9	10
1. S.R.O	Sri Anil Ch. Das	Group-B	General-1	Branch Officer of the Section					
2. H/C	Sri Anadi Choudhuri	Gr-C	General-1	Overall supervision of Geberal Section-1 and General-II					
3.U.D.C.	Smt. kamala Debabrma	Group-C	-do-	Matters relating to recognition of un=aided schools, upgradation of un-aided Schools, hall permission, Admission in Schools etc.					
4. UDC	Sri Rakhil Chandra Das	Group-C	-do-	Matters relating to TBSE, NIOS, SC/ST and Minority Tribal Advisory Committee, Disaster management, assembly,,Parliament Question, Rajya Sabha, Private Tuition, Pending issues Banasthali Vidyapith etc.					
5.U.D.C.	Sri Nitya Gopal Biswas	Group-C	-do-	Matters relating to RTE Act,2009 Inspection, CABLE etc.					
6.L.D.C.	Smt. Satabdi Deb	Group-C	-do-	Matters relating to review meeting EM review meeting and Tobacco, Tripura Education Commission, Holiday list and Receipt and Despatch etc.					
7. Group-D	Sri haradhan Debnath	Group-D	-do-	To carry files of the Sections.					