



RIGHT TO INFORMATION ACT ---2005

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Information of P.I.O. and A.P.I.O. of DIET-BHARUCH

- Aplet Officer

To The principal , p principal

MrMr.Y.K. Patel

**District Institute of Education and Training. Near Manan Ashram ,
B/H Revadarshan Society, Zadeshwar.**

P. I. O. Public Information Officer

Mr. M.A. panchal

**District Institute of Education and Training. Near Manan Ashram ,
B/H Revadarshan Society, Zadeshwar**

Office Superintendent, DIET-BHARUCH

- P.I.O.- Public Information Officer Smt.

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- A.P.I.O.-Asst. Public Information Officer

- Mr.A.J. Raj

- Head clerk

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To, Principal,

**District Institute of Education & Training,
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Introduction

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto. Whereas the Constitution of India has established democratic Republic; AND Whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed; AND WHEREAS revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information; (1) This Act may be called the Right to Information Act, 2005.

Particulars of Organisation, Functions and Duties

2.1 Objective / purpose of the public authority.

DIET bharuch has been working with a zeal to provide academic and resource to support at the grass root level for the success of the various strategies and programmes, which are being undertaken to attain.

1. Universalisation of Elementary Education
2. Imparting functional literacy to adults.

In this context the DIET bharuch has assumed two roles

- Achieving excellence in all its programmes
- Extension of support for elementary and adult education.

In other words, DIET has been offering

- Pre service Elementary Teacher Education Course
- In service Teacher Education Programmes at elementary level.
- Extension service for teacher empowerment.

2.3 Vision Statement of the Public Authority

Achieving excellence in elementary teacher education by producing professionally sound and value – oriented teachers who as responsible builders of the nation, would create a rejuvenated school education in order to cherish and nurture human being as a positive asset and precious national resource.

Mission Statement of the public authority.

DIET IS THE REALISATION OF ONE OF THE FIVE COMPONENTS OF A CENTRALLY SPONSORED SCHEME NAMELY RESTRUCTURING AND REORGANISATION OF TEACHER EDUCATION, APPROVED IN 13. May 2005.

DIET's MISSION is to provide academic and resource support at the grass root level for achieving quality and Universal Elementary Education and Adult Education.

DIET's ROLE Pursuit of excellence shall reflect in all DIET's activities. Besides its own excellence, it shall help the elementary and adult education achieve excellent excellence. DIET will be a model educational institution in the District in terms of meticulous, efficient and effective planning and execution of functions, harmonious and creative organizational climate, maintenance of a clean and attractive campus.

Powers and Duties of Officers and Employees

Branch	Name of the Employees	Functions
Principal Science Maths Unit	Mr. Y.K.Patel Mr. P.B.Patel	I/C Principal All Adm & Account Office work, Supervision of Administrative Staff, Activities in Institute, Information of Development material and Evaluation, research in Regional activities, Task Preparation, Helping in Syllabus Units & Continue Education and Science Project training, Science, Maths demonstration, training Maths groups
P. & M. & E.T.	1.Smt. R.R.Senjaliya Sr.Lec. Smt. A.P. Trivedi Jr. Lecturer 2.Dr.P.P. Bhatt Sr.Lec.	Annual Planning for Training Programmes, Report, District Profile, organised P.A.C. meeting, Data collection, Data analysis and preservation. & Information Communication & Technology Preservation Computer, Trainings Programmes, video & tele conference, Audio Visual Aids Maintenance etc., to organize film show for pri.school.
PSTE & WE	Mr. N.J. Dalvadi Sr. Lec. Dr. K.B. Patel	To organize classes & Tarining for subject learning in PSTE branch But PTC College is not running now. & TLM Creation, campus development, Cultural Programmes & Liaison of District Bharuch.
D.R.U.	Mr. J.D. Patel Sr. Lec. 1.Mr.C.I.Vasava Jr. Lecturer	Organizing Training Programmes for population teaching, Adult education, Advocacy Programme, ICDS training programme. Helping in the programmes of Continue Education.

IFIC	Mr. V.M. Baldania Mr. M.R. Mavani Jr. Lec.	&Planning for In-service Training Programmes, Listing Annual Programmes for DIET, Helping Related branches for programming, Evaluation of the programmes (In & Out side of the DIET), Sankalan meeting
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Administrative branch	<p>Office Superintendent Mr. M.A. panchal</p> <p>Account Branch 1.Mr. bB.M. vasava Headclerk 3.A.D.vasava Sr.clerk 2.Mr Rajoo Vasava Jr.Clerk</p> <p>Establishment branch 1. Mrs. A.J.Raj Head clerk 2. Smt. M.A.mistri Sr. Clerk</p>	<p>Supervision of Administrative Staff.</p> <p>Payment for all kinds of training programmes, Keep Record of all expenditure, Payment of DIET staff</p> <p>Work in the field of establishment like Employees recruitment , service book maintenance, increment details and other questions of DIET employees</p> <p>PSTE PTC College's Orders for Training programmes Organised by DIET lecturers for DIET or primary teachers, keep record of dead stock</p> <p>Prepare & Dispatch orders for Training programmes Organised by DIET lecturers for DIET or primary teachers, keep record of dead stock</p>
Group-IV	1.Mrs.L.M.Vaghela 2.Mr. M.N.Boardingwala 3. V.A.Rana	Maintaining & cleaning DIET building, Messages & letters to the lecturers.

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

- DIET GUIDELINES issued by MHRD
- GUIDELINES ISSUED BY MHRD ON FINANCE & ORGANISATION
- TRAINING GUIDELINES ISSUED BY NCERT, NCTE-BHOPAL
- RECRUITMENT RULES FOR VARIOUS TEACHING / NON-TEACHING POSTS IN DIET
- GUIDELINES ISSUED BY GOVERNING COUNCIL THEN & THERE
- EXAMINATION GUIDELINES ISSUED BY SEB, GUJARAT
 - NORMS AND STANDARDS ISSUED BY NCTE
 - DEPUTATION GUIDELINES ISSUED BY EDUCATIONSECRETARIAT, GUJARAT.
 - FEES STRUCTURE IN P.T.C COURSES IN PRIVATE UN-AIDED TEACHER TRAINING INSTITUTIONS
 - ADMISSION GUIDELINES FOR ADMITTING STUDENTS IN UN-AIDED TEACHER TRAINING INSTITUTE
 - P.T.C. SYLLABUS OF GOVERNMENT OF GUJARAT.

(6)

Particulars of arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or administration there of

1. Parent Teacher Association - PTA Meetings
2. School Education Committee - Consultation with Parents, Teacher Educators, & officials
3. Celebration of Alumni Days/Sports Meet/Annual Day- Voluntary participation of public
4. Implementation of Adult Education Programmes - Through direct contact with related public by advertising in dailies/AIR
5. Scheme for continuing education to the NGO literates - Through direct contact with related public by advertising in dailies/AIR
6. Matters pertaining to student- related issues - Consultation with Parent Teacher Association
7. Acquisition of land for institute building / developing playgrounds etc. - Consultation with the Governing body, DIET & staff.

**A statement of the categories of documents
that are held by it or under its control**

Use the format given below to give the information about the official documents.

- Document related to the service matters of staff members of DIET.
- Financial Documents and Registers regarding expenditure made by this office.
- Government rules & regulations pertaining to service matters & finance.

A copy of the above listed rules, regulations, instructions, manuals and records can be obtained by payment of fees at the rate given below:

1. Rupees Twenty for Application.
2. Rupees two for each page (in A-4 or A-3 size paper) created or copied;
3. Actual charge or cost price of a copy in large size paper;
4. Actual cost or price for samples or models; and or bankers cheque payable to the Accounts Officer of the public authority at the following rates:
 - For information provided in diskette or floppy, rupees fifty per diskette or floppy ; and
 - For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extract from the publication.

CHAPTER- 8
**Statement of Boards, Council, Committees
and other Bodies constituted as its part**

THE GOVERNING COUNCIL

1. Chief Secretary To Government
2. Secretary Education Department
3. Director GCERT, Gujarat.
4. Principal of DIET.

Procedure followed in Decision making process.

- All the decisions in respect of financial matters, administrative matters and academic matters are being taken by the head of institution i.e., Principal, in accordance with the existing rules of various departments of Government of Gujarat. Policy making decisions are being taken by GCERT & NCERT.

**Particulars all Plans, Proposed Expenditure and Report
on Disbursement Made
Statement showing the details of expenditure incurred during the
Year 2007-2008
Expenditure incurred up to July-2008**

Sr. No.	Purpose	<u>Budget</u> <u>Head</u>	Grant sanction ed Rs. (Lak)	Expendit ure incurred	Balan ce
1	Pay & Allowances	D.No.09 (N.P.) 2202 - Gen Education, 80 – General, 003 - Training (Centruly Sopnserd Scheme) 05 - Institute of Disrict Education at District Level	17,00	8,82	8,18
2	EDN – 12	D.N.-9 (Plan) 2202- GenEducation, 80 –General, 001-Direction & Administration 10 –EDN-12, Gujarat Teachers Training council of Education Reserach & Training Programm	0,72	0,72	0,00
3	In Service grant	D.No.09 (N.P.) 2202 - Gen Education, 80 – General, 003 - Training (Centruly Sopnserd Scheme) 05 - Institute of Disrict Education at District Level	9,50	3,73	5,77
4	Office Contingency	D.No.09 (N.P.) 2202 - Gen Education, 80 – General, 003 - Training (Centruly Sopnserd Scheme) 05 - Institute of Disrict Education at District Level	1,70	0,28	1,42
Total			28,92	13,55	15,37

Latest Audit Statements of account:

**This being Government Institute,Audit is conducted by The Accountant
General, Gujarat. Not:- Audit complet for A.G.Rajkot Aug -2007**

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

1. To serve as the nodal branch for the following:-

(i) Organising pre-service course for elementary school teachers (including admissions, instruction and evaluation) and to provide academic inputs into such course in the subjects represented in the Branch.

(ii) Propagation of (a) learner centred education and (b) education for personality development (including value and culture education), through training, extension, preparation of suitable teaching aids, action research etc.

(iii) All general matters concerning teaching methodology (e.g. multi grade teaching, peer group tutoring etc.) and specific matters concerning teaching methodology of the school NFE subjects.

(iv) Provision of Psychological Counselling and guidance services to schools and NFE/AE Centres of the district.

2. To conduct such in-service programmes (for elementary teachers) whose content relates exclusively or predominantly to the subjects represented in the Branch, or to its other areas of nodal responsibility listed at (ii) under (1) above.

3. To provide inputs into programmes/activities of all other Branches of the Institute, to the extent of subjects/areas represented/handled in the Branch.

Such programmes would include:-

(i) In-service programmes for elementary teachers.

(ii) Training programmes for NFE and AE personnel.

(iii) Development of locally relevant curricula, teaching-learning material, low cost teaching aids, testing and evaluation tools/techniques etc.

(iv) Field Interaction (including extension) activities.

(v) Action research, especially in ways to improve learning by children of disadvantaged groups, and in education of the gifted.

4. Maintenance of Science Lab., Psychology equipment, resource Room for Education of Disabled Children, Rooms for Art Education and of equipment and facilities for Sports and Physical Education.

5. Promotion of and support to co-curricular activities in areas related to the substantive work of the Branch, e.g. debates and elocution, literature, Science fairs, Visual and Performing Arts, Sports and Physical Education competitions, Yoga, Hobbies etc.

Information Available in Electronic form

- All The details related to the institute are kept in computerised form.

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAIN INFORMATION

MEANS / METHODS ADOPTED BY THIS DIRECTORATE FOR DISSEMINATION OF INFORMATION

- LIBRARY
- NEWS PAPER
- EXHIBITION
- NOTICE BOARD
- PRINTED MANUALS
- WEBSITE OF DIET
- LINK TO RELATED WEBSITES (For ex. NCTE, NCERT, NIEPA, GCERT)

Office Time of DIET- BHARUCH

Office Time : Monday to Friday 10:30 am to 18.10 pm **Office**

Time : All Saturday 07:55 am to 11.30 pm

OTHER USEFUL INFORMATIONS

1. Frequently Asked Questions and Their Answers by Public Authority
 2. Information Relating to application form, Fee Structure, Admission Procedure, NCERT-Guidelines, Examination for Teacher Training Course, Particulars of In service Training Programmes
 3. Details of any other Public service provided by the Public Authority
- **Central Information Commission : WWW.cic.gov.in**
 - **National Portal : WWW.india.gov.in**
 - **National RTI Portal : WWW.rti.gov.in**
 - **Gujarat Government : www.gswan.gov.in/rti.htm**
 - **<http://in.groups.yahoo.com/group/HumJanege/>**
 - **India RTI : <http://indiarti.blogspot.com>**
- www.ptcgujarat.org**