

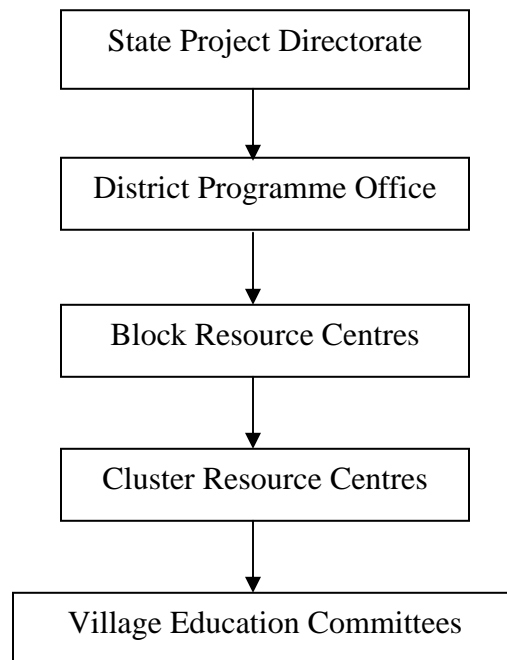
<b>Chapter</b>	<b>Topic</b>
1	Particulars of Organisation, Functions and Duties [(Sec.4(1)(b)(i)]
2	Powers and Duties of Officers and Employees [Sec.4(1)(b)(ii)]
3	Procedure followed in decision making process [Sec.4(1)(b)(iii)]
4	Norms set for discharge of functions [Sec.4(1)(b)(iv)]
5	Rules, Regulations, Instruction, Manual and Records followed. [Sec.4(1)(b)(v)]
6	Categories of documents held [Sec.4(1)(b)(vi)]
7	Arrangements for public representation/consultations that exist in relation to formulation/implementation of policy [Sec.4(1)(b)(vii)]
8	Boards, council, committees and other bodies. [Sec.4(1)(b)(viii)]
9	Directory of Officers and employees [Sec.4(1)(b)(ix)]
10	Monthly remuneration received by officers and employees [Sec.4(1)(b)(x)]
11	Budget Allocated to each agency [Sec.4(1)(b)(xi)]
12	Manner of Execution of Subsidy Programmes [Sec.4(1)(b)(xii)]
13	Particulars of recipients of concessions, permits or authorisation granted [Sec.4(1)(b)(xiii)]
14	Information available in electronic form [Sec.(1)(b)(xiv)]
15	Facilities available to citizens for obtaining information [Sec.4(1)(b)(xv)]
16	Particulars of the Public Information Officers [Sec.4(1)(b)(xvi)]
17	Other Useful informations. [Sec.4(1)(b)(xvii)]

# **PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

## Organisation, Functions and Duties

Sarva Shiksha Abiyan is a Centrally sponsored Scheme and this scheme is to be implemented in all the districts of the state. Sarva Shiksha Abhiyan is an effort to universalize elementary education by community-ownership of the school system. It is in response to the demand for quality basic education all over the country. The SSA programme is also an attempt to provide an opportunity for improving human capabilities to all children, through provision of community-owned quality education in a Mission mode. The scheme is being implemented through the society namely “Tamil Nadu State Mission of Education for all “at the state level.

### Organisational structure



## **Functions and duties**

### *State level planning and implementation committee.*

- (i) The committee will implement all the SSA programmes as per the time frame.
- (ii) Preparation of Annual and Perspective Plan:- The implementation of programmes as per the annual work plan budget at all levels as per time schedule is one of its major responsibilities.
- (iii) The committee shall co-ordinate with district collectors and D.L.C. for the successful implementation of the programme.
- (iv) plan formulation in a decentralized manner starting from the grass-root level. Also preparation of State level intervention documents and strategies
- (v) Training the planning team in the planning process.
- (vi) Collection and compilation of data and analysing the data for planning evaluation and impact of the programmes.
- (vii) Conduct of studies and Research Activities at the District and State Level. Encouraging Action Research among personnel.
- (viii) Effective co-ordination of various departments like School Education, Elementary Education, Teacher Education Research & Training, Non-Formal Education which execute Programme activities and incentive schemes.
- (ix) Review the activities of District and Sub-District Level structures and implementing agencies.
- (x) Rendering academic support to all lower level structures in achieving the goals of SSA.
- (xi) Formation and convening of State Resource Groups and incorporating the suggestions in the plan activities.
- (xii) Preparation of various modules and training materials.
- (xiii) Paying special attention to programmes for special focus groups.
- (xiv) Devising and encouraging innovative practices and strategies at all levels and programme components.
- (xv) Organising Teacher Training.
- (xvi) Monitor the physical and financial progress under SSA:-

- a) Functioning of VLC/PTAs
- b) MIS reports
- c) Progress of Civil Works
- d) Progress of Capacity Building and various trainings
- e) Interventions for special focus groups and achievement
- f) Action and achievement on EGS and AIE

This committee would meet once in a month and analyse the progress of implementation. The reports of the District Committees and the monthly meetings of the District Committees would be discussed.

The Chair of the committee will convene the meeting and maintain the minutes. He will also prepare a report on the activities of SSA for each quarter and place them before the State Mission Executive Committee for approval. He will arrange to send this report in the prescribed proforma to Government of India.

### ***District Level Committee***

- (i) District level committees are responsible for planning, implementation and monitoring the SSA programme in the districts.
- (ii) Orienting the lower level structure/committees in micro planning, school/village mapping, plan formulation and target fixing.
- (iii) School / village level plans are to be consolidated at cluster level and block level. and incorporated into the district plans – Annual and Perspective District Plans.
- (iv) Block and village specific goals and targets and area specific programmes and strategies to achieve the same have to be formulated and monitored.
- (v) To review progress and status on enrolment of retention, drop out rates etc. Block wise.
- (vi) Implementing approved plan activities as per the calendar. Monitoring programme implementation through periodical reviews, visits to schools BRCs and CRCs.
- (vii) Maintaining and updating house hold data and school information for cent percent enrolment and compilation at the district level.
- (viii) Distribution of grants to various agencies and monitoring the proper and transparent utilisation of grants released and their effective utilisation.

(ix) To identify critical infrastructure requirements. Planning to bridge the same. Monitoring the progress and quality of Construction works undertaken in the districts.

(x) Organising awareness campaigns, district level functions. Monitoring the proper distribution of various incentives to children.

(xi) Securing the Co-ordination and co-operation of other agencies like, NGOs, self help groups, Government Departments etc., for enrolment, tackling drop outs, achievement levels and quality of Education.

(xii) Supervising the training programmes at the district and blocks and assessing the impact of the training.

(xiii) Conduct of research activities both formal and action research through SSA personnel and research scholars, in the districts.

The invitees to be specifically requested to attend the quarterly meetings. The committee shall meet atleast monthly.

### ***Block Level Education Committee***

(i) Block level plan formulation, implementation and monitoring of the programmes.

(ii) Compilation of village level plans to arrive at block specific targets, strategies and programmes.

(iii) Implementing approved plan activities as per the calendar.

(iv) Monitoring programme implementation through periodical reviews, visits to schools and CRCs.

(a) enrolment and retention data school wise

(b) review achievement levels school wise

(c) review of functioning of AIS/EGs schools.

(v) Maintaining and updating house hold data and school information for cent percent enrolment and completion by enrolment drives and special focus on low enrolment/high incidence of child labour areas.

(vi) Distribution of grants to schools like material, school, teacher grants through VLCs and monitoring their transparent and proper utilisation of grants released to schools.

(vii) Monitoring the progress and quality of Construction of works undertaken in the block.

- (viii) Organising awareness campaigns, block level functions.
- (ix) Monitoring the proper distribution of various incentives to children.
- (x) Securing the Co-ordination and co-operation of other agencies like, NGOs, self help groups, Government Departments etc.
- (xi) Conducting periodical review meetings with other officials of the block to remove any bottle neck in the execution of the various programme inputs.
- (xii) Supervising the training programmes at the blocks and assessing the impact of the training.
- (xiii) To follow up with DLC on teacher vacancies and appointment and positioning of Volunteers for alternative Education/EGs/CE centers.
- (xiv) Operating Joint account of the Chairman and Member Secretary as necessitated.

The Committee shall meet monthly.

### ***Village, Planning, Implementation and Monitoring Committees (VLC)***

**1. School Level** – The Concerned VLC / PTA will be incharge of planning, implementation and monitoring of SSA activities.

#### **A. Constitution**

Panchayat President	1	Chairman
President PTAs	2	
Senior Most Headmasters (in the village)	1	Member Secretary
Self Help Group member (who is also Parent)	1	Member
Ward member or elected representative	1	Member
ECCE /ICDS	1	Member
NGO	1	Member
Educationist	1	Member
Teacher representative	2	Member
Health worker	1	Member
Village Administrative Officer	1	Member
<b>Total</b>	<b>13</b>	
(Out of which one SC/ST and one Woman)		

#### **B. Roles and Responsibilities**

- (i) Identifying the needs of the schools.
- (ii) Conducting periodical meetings to ensure co-operation of the community, Community Mobilisation.
- (iii) a) Assisting the Headmaster in transparent utilisation of grants released to schools and maximum effective utilisation of the funds.
- (iii) b) To manage the Joint Account of the VLC for infrastructure improvement and teacher support scheme. (The Joint Account will be by Chairman and Member Secretary)
- (iv) Undertaking civil construction and maintenance works wherever assigned or needed.
- (v) Enrolment of all school age children and cent percent completion of elementary education of all children.
- (vi) Conducting campaigns and melas for universalisation of elementary education.
- (vii) Monitoring the Academic Performance of children, Enrolment, Achievement levels, Attendance and Quality of education.
- (viii) Organising functions and celebrations – Half yearly School Public events which showcase the skills of the students.
- (ix) Effective co-ordination of the community with implementing agencies. Public School Data on School Notice Board and the progress made quarterly.
- (x) To involve in teacher training
- (xi) To involve in appointment of Preraks, Volunteers in ALS / EGs as per guideline and direction of DLC.
- (xii) Monitor functioning of Adult/CE centers and EGS/AIE.

# **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

The following are the powers and duties of officers and employees of this office who are involved in the core activities

1	State Project Director	Sarva Shiksha Abhiyan, the Government of India scheme is headed by the State Project Director in the State of Tamilnadu in the cadre of an IAS officer
2	Joint Director I	Planning, Finance & Budget, Accounts and Audit, Purchase & Maintenance of Equipments, Opening of Schools/ Reimbursement, Media & Documentation, Training, DIETs, BRCs, CRCs, DEP, Edusat, EREM, PMIS), SIEMAT, Pedagogical Issues, Curriculum, Textbooks. Review of DPC/APO's Diary
3	Joint Director II	AWP&B, Meetings of GC & EC, EGS & AIE, GIAC, Child Labour Projects, Civil Works, Survey (DISE, Cohort Study and Household), VECs/VER, Health & Hygiene Education, JRM's, Environmental Education, NPEGEL, KGBV, Convergence of Programmes and other incentives schemes & Office Establishment of SPD
4	Joint Director III	Assets (All inventories), Plants & Tools, Innovation (ECCE & Girls Education), IED, Innovation (Education of SC/ST, Computer Education, ABL & ALM Enrichment, Radio English Programme, Reading Cell, Review Format and Duties of Society Secretary, Signing of Cheques.
5	Finance and Accounts Officer	The Finance and Accounts officer is the Financial officer for the Sarva Shiksha Abhiyan scheme for the Govt. of Tamil Nadu. FAO is responsible for the Budget, Accounts and Audit of the SSA scheme of Govt. of Tamil Nadu
7	Superintendent	Superintendent is in-charge of a section in an Office. He will be assisted by Assistant who works under his direction and control. He will manage and Co-ordinate the work relation to the section. He will scrutinize the files submitted by the Assistant. He will guide the Assistant in all aspect of work and see that they do not waste time and paper on needless noting or correspondence. He will have a keen watch on receipt of tappals and disposals of the same. He will not simply supervise but will undertake himself in dealing the difficult or important papers whenever necessary. He will ensure proper maintenance of registers, Office orders etc. keeping them up to date. He will ensure the neatness and tidiness of the Section.

5	Assistant	Assistants are expected to attend the routine work such as comparing, despatching, indexing and docketing of closed papers. They will also maintain the prescribed Periodical Registers and put up reminders.
6	Typist	Typist will type note and drafts and make fair copy of all communication to be despatched.
7	Personal Clerk	He should keep the officer free from the worries of a routine nature and mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. He should be skilled in human relations. An officer has to depend on his Personal Assistant for routine jobs so as to have more time to involve himself to the work in which he has specialised. The Personal Assistant should earn the confidence of his officer for being entrusted with confidential and secrete papers. He should be familiar with the persons who come in contact with his officer and to interact as per the directions of the officer. He will perform the liason work between the officer and the subordinates for smooth functioning of the office.

<b>SECTION</b>	<b>SUBJECT / SCHEME</b>
<b>"A" Section - Administration &amp; Project Coordination</b>	
<b>A1 Seat</b>	<ol style="list-style-type: none"> <li>1. Appointment of Staff to State Project Office</li> <li>2. Service matters such as sanction of increments appointments, transfers etc.</li> <li>3. Deputation of Staff on F.S.T.</li> <li>4. All Office orders</li> <li>5. Processing all complaints and proposing disciplinary proceedings</li> </ol>
<b>A2 Seat</b>	<ol style="list-style-type: none"> <li>1. Files related to Innovative activities (ECCE, Girls Education, SC/ST)</li> <li>2. Files related to Interventions for Out of School Children (AIE) and Child Labour Projects</li> <li>3. Special Focus Group (IED)</li> <li>4. GIAC</li> <li>5. EESS</li> <li>6. CAL</li> </ol>

	<ol style="list-style-type: none"> <li>7. ABL &amp; ALM</li> <li>8. Miscellaneous papers</li> <li>9. UNICEF Assist (Related Component)</li> </ol>
<b>A3 Seat</b>	<ol style="list-style-type: none"> <li>1. Purchase of Stationery Articles</li> <li>2. Maintenance of Stock Register for Stationery articles</li> <li>3. Files related DEP, EDUSAT</li> <li>4. Files related to Media and Documentation</li> <li>5. Files related to field visits of other state official</li> <li>6. REM</li> <li>7. UNICEF Assist (Related Component)</li> </ol>
<b>A4 Seat</b>	<ol style="list-style-type: none"> <li>1. Civil Works</li> <li>2. DISE</li> <li>3. COHORT</li> <li>4. File related to TLE</li> <li>5. SIEMAT</li> </ol>
<b>A5 Seat</b>	<ol style="list-style-type: none"> <li>1. Files related to BRC Activities</li> <li>2. Files related to CRC Activities</li> <li>3. Register Maintenance for Right to Information Act and consolidated report</li> <li>4. Register maintenance for LAQ &amp; CM Cell and consolidated report</li> <li>5. Opening of New Schools and upgradation of schools</li> <li>6. Training other than SSA oriented training</li> <li>7. Teachers Salary and Reimbursement</li> <li>8. Samacheer Kalvi</li> </ol>
<b>"B" Section - Accounts, Bills, Budget, Audit &amp; Procurement</b>	
<b>B1 Seat</b>	<ol style="list-style-type: none"> <li>1. Budget Estimate, Revised Estimate and FMA</li> <li>2. EAP Monthly Reports</li> <li>3. Budget Review Meetings.</li> <li>4. Monthly Review on Plan Scheme</li> <li>5. TA/DA for Staff and Officers</li> <li>6. Reconciliations</li> <li>7. Maintenance of Cash Book</li> <li>8. AWP&amp;B, Receipt of funds from State / Central Government for SSA Scheme</li> <li>9. Sanction of contingency expenditure and preparation of bills</li> <li>10. Allotment of funds to all DPCs for SSA Scheme</li> <li>11. Activity wise Ledgers for State Project Office.</li> </ol>

<b>B2 Seat</b>	<ol style="list-style-type: none"> <li>1. Files related to School Grant and Teacher Grant</li> <li>2. Pay bills and other bills of office.</li> <li>3. Maintenance of Vouchers</li> <li>4. Maintenance of LPCs (Incoming and Outgoing)</li> <li>5. Payments to Telephone, Electricity bills</li> <li>6. Maintenance of all Recovery Registers</li> <li>7. All Remittance</li> <li>8. Maintenance of Vehicles and Fuel accounts.</li> </ol>
<b>B3 Seat</b>	<ol style="list-style-type: none"> <li>1. Correspondence relating to Statutory Audit, AG's Audit and Internal Audit</li> <li>2. Appointments of CA Firms, Payment of Audit fees etc.</li> <li>3. Collection of Data from Subordinate offices for monthly expenditure</li> <li>4. Preparation of Balance Sheets for EFA</li> <li>5. Verification of all registers and Ledgers maintained in DPOs</li> <li>6. Annual Report and Audited Accounts</li> <li>7. TA bills of all DPCs</li> <li>8. Plan expenditure periodical</li> <li>9. Chief Secretary Review Periodical</li> <li>10. Education Minister Periodical review</li> <li>11. Monthly monitoring report</li> <li>12. Quarterly progress report.</li> <li>13. Review meeting of F.Cs</li> </ol>
<b>B4 Seat</b>	<ol style="list-style-type: none"> <li>1. Files related Community Mobilisation (VEC)</li> <li>2. Files related to NPEGEL &amp; KGBV (AWP&amp;B, Receiving grants from GOI and GOTN, allocation of funds to districts)</li> <li>3. GC Meeting</li> <li>4. EC Meeting</li> <li>5. Printing related to all project work</li> <li>6. ABL Cards</li> <li>7. JRM</li> <li>8. Purchase of Furniture and Equipments</li> <li>9. Stock Register of Movable and Immovable Assets</li> </ol>

# **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

## Executive Committee

The affairs of the Society shall be administered, subject to the bye-laws regulations and orders of the Society by an Executive Committee, which shall consist of the following:-

1. Education Secretary - Chairman Ex-officio
2. A nominee of Education Secretary - Vice-Chairman
3. Finance Secretary or his nominee in the State Govt. - Member
4. Secretary to Government, Dept. of Planning & Development - Member
5. Director of School Education - Member
6. Director of Teacher Education Research and Training -Member
7. Director of Non-formal and Adult Education - Member
8. Director of Elementary Education - Member
9. Director of Adi-Dravidar and Tribal Welfare - Member
10. Seven District Project Coordinators  
(Chief Educational Officer) among selected District - Member  
by relation to be nominated by the Chairman
11. Seven District Elementary Education Officers - Member
12. Three representatives of the Central Govt. to be  
nominated by the Ministry of Human Resource  
Development Department of Education, Govt. of India. - Member
13. Superintending Engineer Construction Wing,  
Office of the Directorate of Technical Education. - Member
14. One serving teacher to represent-teachers organizations  
concerned with Basic Education and - Member
15. One Women representative with experience and interest  
in women's developments and Education. - Member
16. Director of Registration or his nominee - Member
17. Professor I.I.T. Madras - Member
18. State Project Director. -Member Secretary

**Meeting of the Executive Committee:-**

(a) Every meeting of the Executive Committee shall be presided over by the Chairman and in his absence, by a member chosen by the members present at the meeting to chair for the occasion.

(b) One third of the members of the Executive Committee present in person shall constitute a quorum at any meeting of the Executive Committee, provided that no quorum shall be necessary in respect of an adjourned meeting.

(c) Not less than ten clear day's notice of every meeting of the Executive Committee shall be given to each member of the Executive Committee provided that:-

- (i) the Chairman may call an emergency meeting at the notice of 3 days and
- (ii) any inadvertent omission to give notice of the meeting or its non-receipt by any member shall not invalidate the proceedings of the meeting.

(d) Every notice calling a meeting of the Executive Committee shall state the date; time and place at which such meeting will be held and shall, except otherwise, provided in these bye-laws, be under the signatures of the Member-Secretary.

(e) The executive Committee shall meet as often as necessary but at least once in each quarter of the year.

(f) Each member of the Executive Committee including the Chairman shall have one vote and if there shall be an equality of votes on any question to be decided by the Executive Committee, the Chairman shall, in addition, have a casting vote.

**Functions and Powers of the Executive Committee:-**

(1) It shall be the responsibility of the Executive Committee to endeavor to achieve the objects of the Society and discharge all its functions. The Executive Committee shall exercise all administrative financial and academic authority in this behalf; including powers to create posts of all description and make appointments thereon in accordance with the regulations.

(2) The Executive Committee shall have under its control the management of all the affairs and funds of the society.

(3) The Executive Committee shall have the powers and responsibilities in respect of the following:-

- (i) to frame regulations with the approval of the state Government
- (ii) to frame bye-laws for the conduct of activities of the Society and furnishing its objects.

(4) The Executive Committee shall have the power to enter into arrangement with other public or private organizations or individuals for furtherance of its objects.

(5) The Executive Committee shall have the powers for securing and accepting endowments, grants-in-aid, donations, or gifts to the society on mutually agreed terms and conditions provided that conditions of such grant-in-aid, donations or gifts shall not be inconsistent or in conflict with the objectives of the society or with the provisions of these bye-laws.

- (6) the Executive Committee shall have the power to take over and acquire by purchase, gift or otherwise from, Government and other public bodies or private individuals, movable and immovable properties or other funds together with any attendant obligations and engagements not inconsistent with the objects of the society and the provisions of these bye-laws.
- (7) The Executive Committee shall have powers to undertake or give contract for construction of the building required for use of the Society and to acquire stores and services required for the discharge of the functions of the Society.
- (8) Subject to the provisions of Article 5 of the Memorandum of association, the Executive Committee shall have the power to sell on lease any movable or immovable property of the Society provided, however that no assets of the society created out of Government grants shall without the prior approval of Government grants shall without the prior approval of Government be disposed of, encumbered or utilized for purposes other than those for which the grant was sanctioned.
- (9) Executive Committee shall have powers to establish and spell out the membership of standing / adhoc committees or task forces / groups etc., for various areas of the Basic Education Programme and decide in regard to their membership, powers and functions.
- (10) The Executive Committee may by resolution, appoint Advisory Boards or other Special Committees for such purposes and with such powers as the Executive Committee may think fit and Executive Committee may also dissolve any of the Committees and Advisory Boards set up by it.
- (11) The Executive Committee may delegate, to the Chairman, State Project Director, or any of its members and / or to a Committee / group or any other officer of the Society such administrative financial and academic powers and impose such duties as it deems proper and also prescribe limitations within which the powers and duties are to be exercised or discharged.

### CHAIRMAN;

The Education Secretary, Government of Tamil Nadu shall be ex-officio Chairman of the Executive Committee. The Chairman (i) shall ensure that the affairs of the society are run efficiently and in accordance with provisions of the Project, the Memorandum of Association, bye-laws and Regulations of the Society.

(ii) Shall preside over the meeting of the Executive Committee.

- (iii) may himself call, or by a requisition in writing signed by him may require the Member Secretary to call a meeting of the Executive Committee at any time.
- (iv) in case the votes for and against a particular issue are equal, may exercise his casting vote.
- (v) shall be the sole and absolute authority to Judge the validity of the Vote caste by members at all the meetings of the Executive Committee.
- (vi) shall be entitled to invite any other person to attend the meeting of the Executive Committee provided that such persons shall have no powers of voting; and
- (vii) may direct the Member Secretary to call a special meeting of the Executive Committee at a short notice, in case of emergency.

## The State Project Director

The State Project Director shall be the Principal Executive Officer of the Society and shall be responsible for proper administration of the affairs and funds of the society and implementation of various activities for the project in a mission made under the directions and guidance of the Chairman of the Executive Committee. For the effective discharge of his functions he shall have powers to;

- (a) constitute steering group for each of the programme components and functional areas.
- (b) constitute a Task Force, comprising heads of the Steering Group which would function as a cohesive team for achievement of the objects of the project
- (c) prescribe the duties of all officers and staff of society
- (d) exercise such supervision and disciplinary control, as may be necessary
- (e) co-ordinate and exercise general supervision over the activities of the society including its Branches and units.
- (f) conduct meetings of the society and its Executive Committee and keep a record of proceedings of these meetings in accordance with those bye-laws, and
- (g) discharge such other functions as may be assigned to him by the Executive Committee in furtherance of the objects of the Society.

## District Management Structure:-

(i) District Level Committee will review the progress of the Project and widen involvement of participating agencies. It will be headed by the Collector concerned with representation of interested agencies and persons directly involved in the implementation of the Project.. Nominations on the District Level Committee will be made by the Chief Educational Officer in consultation with the Collector.

(ii) The District level committee will be the executive body at the district level to whom well-defined powers will be delegated, which shall include the powers of all heads of departments concerned with basic education. The Chairman of the District Level Committee will be decided by the Executive Committee and its membership will include district Level Officials and representatives of interested agencies. The total membership of the District Level Committee shall not exceed 15.

(iii) the District Programme Coordinator shall be appointed by the Executive Committee. He shall have the same powers and responsibilities in relation to the project at the district level as the State Programme Director has at the State Level. He shall set up Steering Groups for each programme component and functional area. The Head of the Steering Groups will together constitute the District Level Committee (District Task Force) which shall work as an organic team for furthering the project at the district level.

**NORMS SET FOR DISCHARGE OF FUNCTIONS**

and

**RULES, REGULATIONS, INSTRUCTION,  
MANUAL AND RECORDS FOLLOWED**

As per the [SSA Frame work](#)

# **CATEGORIES OF DOCUMENTS HELD**



**ARRANGEMENTS FOR PUBLIC  
REPRESENTATION/CONSULTATIONS THAT EXIST  
IN RELATION TO  
FORMULATION/IMPLEMENTATION OF POLICY**

In Tamilnadu, as many as 43,656 Village Education Committees (VECs) which include Parent Teacher Associations (PTAs) function in schools. The VECs function in Primary and Middle Schools and PTAs are in place in High Schools and Higher Secondary Schools. The State Government have taken the initiative and issued two G.Os (No.53 dated 26.04.2002 and No.108 dated 31.07.2003) to this effect. With the result that the constitution of four-tier committees at the State, District, Block and School levels has been made mandatory.

As enunciated in the Government Orders, the VECs comprise 20 members each. The Panchayat President is the Chairperson in rural areas and ward members/councillors hold the position in Municipal and Corporation limits. The Headmaster of the school is the Member-Secretary. It has been ensured by the G.O. that the committee is represented by a wide spectrum of the community including members from marginalized sections of the society. The members include Parent-Teacher Association President, Self Help Group Members, Parents, Ward Member or Elected Representatives, ECCE/ICDS organizer, NGOs, Village Administrative Officer, Health Worker, Woman Ward Member, SC Ward Member, Parents of the differently-abled children and youth club members.

The VECs in Tamilnadu have been duly oriented in the areas of planning, implementation and monitoring of the educational interventions at school/village level. The members have been given orientation/training on their roles and responsibilities in SSA context. They have also been given exposure in micro-planning. The training has been helpful in inculcating a sense of community ownership among VEC members. Around 1.5 lakh members have been trained during the current year on quality construction, Monitoring teachers and pupils attendance, etc.

All grants to schools such as school grant, teacher grant, TLE grant, maintenance grant are routed through VEC. A Joint Account in the names of Chairman and Member-Secretary has been opened to facilitate the receipt and distribution of funds. Funds for civil construction works – two classroom buildings, three classroom buildings, additional classrooms, CRC buildings, toilets and water facilities are also routed through VECs as these constructions are undertaken by the community. All funds are directly sent to VEC by District Project Co-ordinator through cheques to facilitate easy fund flow.

# **BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES**

## List of committees for components

1. Executive Committee
2. State Resource Committee for REM

# **DIRECTORY OF OFFICERS AND EMPLOYEES**

The names, designation and Telephone Numbers of all the Officers and Employees on the roll of this Office are as furnished below :

Name and Designation	Phone No.
<b>State Project Director</b>	
R. Venkatesan, IAS	2827 8068
<b>Joint Director</b>	
S. Kannappan	2825 3684
D.Ranjinidevi	2831 1716
N. Latha	2826 1242
<b>Finance and Accounts Officer</b>	
B.Vijayalakshmi	2831 1919
<b>Assistant Director</b>	
Aruljothi	2831 1918
<b>Coordinator</b>	
V.Vaidhyanathan	28253709, 28241504
V.Rajendran	
G.B.Sundarrajan	
N.Nagamani	
G. Rajendran	
S. Usha	
M.Raguraman	
B. Bharathy	
R. Rajam	
M.Mahalakshmi	
S. Selvakumar	
K. Dhanasekaran	
<b>Superintendent</b>	
M. Umashankar	
S. Venkataraman	
<b>Superintendent - Desk</b>	
T.J. Parameswari	
<b>Assistant</b>	
S.V. Murugaiah	
S. Manimegalai	
<b>Steno</b>	
G.Jamunabai	
R.Muniammal	
<b>Typist</b>	
S. Ranganayaki	

# **MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES**

The monthly remuneration received by the Officers and Employees of this Office in the form of Pay and Allowances are decided by the Finance Department in the Government based on the recommendations of various Pay Commissions constituted whenever considered necessary. The present details of the same are as given below:

<b>Designation</b>	<b>Scale of Pay applicable to the post</b>
State Project Director	37400 – 67000 – GP 8700
Joint Director	37400 – 67000 – GP 8700
Deputy Director	15600 – 39100 – GP 6600
Finance and Accounts Officer	15600 – 39100 – GP 6600
Assistant Director - Statistics	15600 – 39100 – GP 5400
Assistant Director – Internal Audit	15600 – 39100 – GP 5400
Superintendent	9300 – 34800 – GP 4800
Assistant	5200 – 20200 – GP 2400
Steno	9300 – 34800 – GP 4400
Typist	9300 – 34800 – GP 4200
Higher Sec. Headmaster	15600 – 39100 – GP 5700
PG Assistant	15600 – 39100 – GP 5700
BT Assistant	9300 – 34800 – GP 4600
Consultants	13800
Programmers	12000
Accounts & Audit Manager	8000
Civil Engineers	8000
Computer Operators	6000
Clerical Consultants	7475
Office Assistant	3795
Sweepers	3795
Drivers	6960

# **BUDGET ALLOCATED TO EACH AGENCY**

An Annual Workplan and Budget is prepared based on need based every year with major thrust on quality adopting the guidelines of Government of India. The State plan is a consolidated account of the AWP&B of all 30 districts apart from the State component. The budget is allocated to the districts based on the approval of Project Approval Board.

# **MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

In so far as this Directorate is concerned no subsidy programmes are being administrated.

# **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHROISATION GRANTED**

No individual or group(s) of individuals are granted any concessions or authorisations by this directorate

# **INFORMATION AVAILABLE IN ELECTRONIC FORM**

All information pertaining to this Department in the electronic form can be accessed to the maximum in the website  
[www.ssa.tn.nic.in](http://www.ssa.tn.nic.in)

The information provided in the website gets up-to-dated at Periodical intervals of time.

# **FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

The State Project Directorate, District Programme Offices, Block Resource Centres, Schools are displayed with Information for citizens.

No Library or reading rooms are available for public use in these offices.

However SSA, Tamilnadu website is updated periodically.

# **PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

**List of Public Information Officers, Assistant Public Information Officers and the Appellate Officers**

**I. State Level**

Name	Designation		Mobile No.	Phone No.	Fax No.
Dr. Ranjani Devi	Joint Director - SSA	Appellate Authority	9884112169	044 – 28311716	044-28202257
Tmt. N. Latha	Secretary to SPD (Joint Director)	Public Information Officer	9788858880	044-28211930	
Thiru. Savarinathan	Administrative Officer	Asst. Public Information Officer	9788858887	044-28241504	

**II. District Level**

***i. District Programme Coordinator (DPC / Addl. CEO) - Appellate Authority***

***ii. Assistant Project Officer(APO) - Public Information Officer***

Districts	Name	Desgn.	Contact Numbers			Fax Number
			CUG	Land Line	Mobile No.	
Chennai	Tmt. A. Ponnammal	DPC	9788858500	044 - 28191973	9943337059	—
	Tmt. A. Samathanam	APO	9788858501		9444160845	
Coimbatore	Tmt. S.Kalaivani	DPC	9788858521	0422 - 2303046	988858521	0422 -2303046
	Thiru. N. Kaliappan	APO	9788858522	0422 - 2305943		0422-2305943
Cuddalore	Thiru. G. Manavala Ramanujam	DPC	9788858554	04142 - 296868	9486627160	04142-296868

	Thiru. G. Selvam	APO	9788858555	04142 - 296868		
Dharmapuri	Tmt. A. Kalaiselvi	DPC	9788858579	04342 - 261872	9994014982	04342-261872
	Thiru. R. Sukumar	APO	9788858580	04342 - 261872	9442489258	
Dindigul	Thiru. V. Radhakrishnan	DPC	9788858598	0451 - 2441433	9944978828	0451-2441433
	Thiru. M.Thiyagarajan	APO	9788858599	0451 - 2441433		
Erode	Thiru. Ponkumar	DPC	9788858625	0424 - 2265556	9442205805	0424-4031557
	Thiru. S.Varadappan	APO	9788858626	0424 - 2265556	9442235312	
Kancheepuram	Thiru.P.Murugan	DPC	9788858656	044 - 27230456	9443641081	044-27230456
	Thiru. V. Gnanasekar	APO	9788858657	044 - 27230456	9445325687	
Kanniyakumari	Tmt. K. Suseela	DPC	9788858680	04652 - 237285	9442381994	04652-237285
	Tmt. G. Prabhavathy	APO	9788858681	04652 - 225966	9486672650	04652-227275
Karur	Thiru. M.Vasu	DPC	9788858700	04324 - 255988		04324-255988
	Thiru. P.Paramanandhan	APO	9788858701	04324 - 255181	9944298766	
Krishnagiri	Thiru. M. Baskaran	DPC	9788858719	04343 - 238448	9486645933	04343-233502
	Thiru. S.Rajendran	APO	9788858720		9442111260	
Madurai	Tmt. K. Sridevi	DPC	9788858739	0452 - 2520052	9003080134	0452-2522995
	Tmt. A. Meenakshi	APO	9788858740	0452 - 2520052	9894065108	
Nagappattinam	Thiru. V. Chinnathambi	DPC	9788858765	04365 - 220754	9443077850	04365-220754
	Thiru. S.Sivasamy	APO	9788858766	04365 - 220754	9443241095	
Namakkal	Thiru. S.K. Viswanathan	DPC	9788858787	04286 - 227194	9840266479	04286-223633
	Thiru. V. Allimuthu	APO	9788858788	04286 - 223633	9442240418	

Perambalur	Thiru. K.B. Seenivasan	DPC	9788858813	04328 - 278844	9994470278	
	Thiru. M. Thajudeen	APO	9788858814	04328 - 278844		04328-278855
Pudukkottai	Thiru. V. Radhakrishnan	DPC	9788858834	04322 - 226080	9894372837	04322-226080
	Thiru. P. Muthukumaran	APO	97888 58835	04322 - 226080	9443184846	
Ramnad	Thiru. N. Bose	DPC	9788858859	04567 - 222047	9443475876	04567-222047
	Thiru. P. Stephenson	APO	9788858865	04567 - 222047		
Salem	Thiru. N.K. Rajarajan (I/c)	DPC	9788858919	0427 - 2450352	9443333135	
	Thiru. T. Vasantha Kumar	APO	9788858928	0427 - 2450252	9443090521	0427-2450352
Sivagangai	Tmt. S. Chellam (I/c)	DPC	9788858968	04575 - 243298	8903302090	
	Thiru.H.Abdul Sathar	APO	9788858969	04575 - 243298	9486578696	04575-241581
Thanjavur	Tmt.N.Sarada	DPC	9788858970	04362 - 272324	9994201581	04362-272324
	Thiru. V. Gopala Krishnan	APO	9788858973			
The Nilgiris	Thiru. R. Baskara Sethupathi	DPC	9788859030	0423 - 2452244	9940558637	
	Thiru. K. Lakshmanan	APO	9788859001	0423 - 2452244	9443584711	0423-2452244
Theni	Thiru. N.Ammayappan	DPC	9788859011	04546 - 250315	9443501614	04546-250316
	Thiru. P. Karikal Valavan	APO	9788859012	04546 - 252229	9842591281	
Trichy	Tmt. L. Augustin Peter Fathima	DPC	9788859032	0431 - 2708907	9965402311	0431- 2712234
	Thiru. S. Ramachandran	APO	9788859033	0431 - 2708907	9894438952	
Thirunelveli	Tmt.S. Vijaya	DPC	9788859059	0462 - 2502223	9443746114	04622-502223
	Thiru. R. Jeyapandi	APO	9788859060	0462 - 2502223	9788859060	
Thiruvallur	Thiru. G.J. Ramachandran	DPC	9788859100	044 - 27661206	9965432818	044-27661206

	Thiru. S. Murugaiyan	APO	9788859098	044 - 27661206	9841138512	
Thiruvannamalai	Thiru. C. Chakrapani	DPC	9788859117	04175 - 253845	9443436481	04175-253849
	Thiru. V. Mathiyazhagan	APO	9788859123	04175 - 253845		
Thiruvarur	Tmt. Grace Franklin	DPC	9788859145	04366 - 244359	9444288729	04366-244574
	Thiru. M. Selvam	APO	9788859146		9787167750	
Thoothukudi	Thiru. B. Bhagavathi	DPC	9788859166	0461 - 2300781	9442248244	0461-2300781
	Thiru. K.Rajenbabu (i/c)	APO	9788859167		9944735880	0461-2324730
Vellore	Thiru. C. Selvaraj	DPC	9788859200	0416 - 2254720		0416-2254720
	Thiru. R.Sundaravadivel	APO	9788859222			
Villupuram	Thiru. B. Panneer Selvam	DPC	9942993800	04146 - 222063	9486432708	04146224560
	Thiru. R. Suriya Narayanan	APO	9942993833	04146 - 222063		
Virudhunagar	Tmt. Grace Sulochana Rathinavathi	DPC	9788859223	04562 - 243218	9442278805	04562- 243218
	Thiru. P. Jayaram	APO	9788859224	04526 - 253218	9443314060	

***Email Ids***

**III. Block Level**

***i. Assistant Project Officer - Appellate Authority***

***ii. BRC Supervisor - Public Information Officer***

## **OTHER USEFUL INFORMATIONS**