

**KEY INFORMATION  
OF  
SCHOOL EDUCATION DEPARTMENT**

**(Corrected upto AUGUST, 2008)**



**(Under Section 4 (I) (b)  
Right to Information Act, 2005)**

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

### **[SECTION 4(I)(b)(i)]**

**ORGANISATION :** School Education Department is the mother Department of Education of Government of West Bengal. The highest executive of the School Education Department is the Secretary of this Department. He is assisted by the Joint Secretaries, Deputy Secretaries, Assistant Secretaries and Officers on Special Duty and Registrar and other award staff Members.

The Department of School Education consists of a number of branches and cells, namely Establishment Branch, Budget Branch, Appointment Branch, Pension Branch, Law Branch, Primary Branch, Secondary Branch, Planning Cell etc.

Under the control of this Department there are two Directorates viz. (i) Directorate of School Education (DSE) and (ii) Directorate of Accounts and State Level Organization like (a) State Council for Educational Research & Training (SCERT), (b) West Bengal Council of Higher Secondary Education (WBCHSE), (c) West Bengal Board of Secondary Education (WBBSE), (d) West Bengal Board of Primary Education (WBBPE), (e) West Bengal Central School Service Commission (WBCSSC), (f) Paschim Banga Sarva Siksha Mission (PBSSM), (g) West Bengal Council of Rabindra Open Schooling. Besides, there are District Level offices like (a) District Inspector of Schools (SE), (b) District Inspector of Schools (PE) and (c) Primary Teacher Training Institute.

**FUNCTIONS AND DUTIES :** School Education Department functions as the Controlling Authority of all the Directorates/Offices in the administrative and financial jurisdiction. The other functions and duties of this Department are as follows :-

- i) Extension of the base of school education and improving quantity and quality of schools.
- ii) Equity in educational opportunity and social justice.
- iii) Consolidation and qualitative improvement of Primary Schools, High Schools and Higher Secondary Schools and expanding social relevance of School Education.
- iv) Linkage of education to employment through vocationalisation. This stream is presently belong to Technical Education Department.
- v) Extension of Computer Education consolidating Computerisation of the schools.
- vi) Diversification of school education through introduction of new courses of study/subject.
- vii) Emphasis on basic Science courses and scientific attitude.

- viii) Emphasis at the same time on arts, culture, languages, physical education and humanistic values.
- ix) Mobilisation of internal resources and training of teachers.
- x) Meeting Public Grievances of various cross section of people all over the state.
- xi) Furnishing information sought for by citizens under RTI Act 2005.
- xii) Printing and distribution of Text Books up to Primary level (all subjects) and of some subject (at high school levels upto class X).
- xiii) Arrangement and Monitoring of MDM/CMDM.
- xiv) Arrangement of school dress to girl students in recognized Primary & Jr. Basic Schools.
- xv) Maintaing liaison with NCERT.
- xvi) Maintaining DPEP and SSM towards the goal of Universalisation of Elementary Education.
- xvii) Providing Retirement Benefits to Teaching & Non-Teaching Staff.
- xviii) Monitoring Scholarship Schemes.
- xix) Undertaking process of recruitment of Teachers at Primary/High School.
- xx) Undertaking Centrally Sponsored Scheme IEDC for Disabled Children & KGBV.
- xxi) Accountability and transparency at all levels.

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

### **[SECTION 4(I)(b)(ii)]**

**LEGAL POWERS :** As conferred through notification issued by Govt. of India and Govt. of West Bengal from time to time and subsequent amendments there on.

**FINANCIAL POWERS :** As delegated by Delegation of Financial Power Rules 1977 (Financial Rules I&II ) vide Govt of West Bengal Finance (Audit) Dept notification No. 9757-F dt 17.11.77 and its subsequent amendments, circulars and memoranda from time to time.

**ADMINISTRATIVE POWERS :** As delegated in All India Service Rules, West Bengal Service Rules and West Bengal Service ( Classification, Control and Appeal) Rules 1971 and subsequent amendments, circulars and memoranda issued from time to time.

**DUTIES :** As stated in West Bengal Service Rules (Part I&II), Secretariat Manual and subsequent amendments, circulars and memoranda issued from time to time.

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,  
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

**[SECTION 4(I)(b)(iii)]**

In dealing with the official duties the decisions are made as per powers and responsibilities provided in West Bengal Secretariat Manual, West Bengal Service Rules (Part I&II) and subsequent amendments, circulars and memoranda issued from time to time.

The detailed method of supervision and accountability are as laid down in West Bengal Secretariat Manual and the West Bengal Service (Duties, Rights and Obligations of the Govt. employees) Rules 1980.

## **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

### **[SECTION 4(I)(b)(iv)]**

The norms set for discharge of functions of the Department of School Education are as laid down in

West Bengal Secretariat Manual

West Bengal Service Rules Part I&II

West Bengal (Classification, Control and Appeal) Rules

West Bengal (Duties, Rights and obligations of Govt. Employees) Rules 1980

Treasury Rules

Audit and Account Code

West Bengal Financial Rules

(Establishment Section, Accounts Section and Appointment Section may improve its contents).

West Bengal School Service Commission Act, 1997.

**THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND  
RECORDS, HELD BY S.E. DEPT. OR UNDER ITS CONTROL OR USED BY  
ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

**[SECTION 4(I)(b)(v)]**

List of rules and regulations are as stated below :-

- i) West Bengal Service Rules Part I&II
- ii) West Bengal (Classification, Control and Appeal) Rules
- iii) West Bengal (Duties, Rights and obligations of Govt. Employees) Rules
- iv) Delegation of Financial Power rules 1977(Financial rules I&II)
- v) West Bengal Secretariat Manual
- vi) Treasury Rules  
(Law Section, Accounts Section and Establishment Section may improve its contents)
- vii) DCRB Rule (for Primary Teachers), 2009
  - a) The West Bengal Services (Death cum-Retirement Benefit) Rules, 1971
  - b) The West Bengal Board of Secondary Education Reorganising of Un-aided Institutions) Bye Laws, 2007.
  - c) The West Bengal Primary Education (Appointment & Punishment of Staff of Primary Schools Councils ) Rules, 2007.
- viii) DCRB Rule (for Secondary Teachers), 2009
- ix) The West Bengal Schools (Recruitment of non-teaching staff) Rules, 2005.
- x) The West Bengal Schools Service Commission (Selection of persons for appointment to the post of teachers) Rules, 2007.
- xi) Management of Recognised non-Govt. Institutions (Aided & non-Aided) Rules, 1969.
- xii) The West Bengal Schools (Upgradation) Rules, 2007.
- xiii) The West Bengal Sainik School Scholarship Rules.
- xiv) The West Bengal Primary Education (Conduct of Service of Teachers of Primary Schools) Rules, 2001.
- xv) The West Bengal Primary Schools Teachers' Recruitment Rules, 2001.
- xvi) The West Bengal Schools (Control of Expenditure) Act, 2005.
- xvii) The West Bengal Primary Education (Appointment & Punishment of Staff of Primary Schools Councils ) Rules, 2007.
- xviii) The West Bengal Board of Secondary Education Act, 1963.
- xix) The West Bengal Council of Higher Secondary Education Act, 1975.
- xx) The West Bengal Primary Education Act, 1973.
- xxi) The West Bengal Non-Government Educational Institutions and Local Authority (Control of Provident Fund of Employees) Act, 1983.

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD  
BY THE SCHOOL EDUCATION DEPTT. OR UNDER IT'S CONTROL**

**[ SECTION 4(I)(b)(vi) ]**

Following forms, registers etc. are used in the School Education Department are under its control for keeping a control over the different works executed and also dealings in financial matters.

- (1) Sanction Register
- (2) Stores Register
- (3) Index Register
- (4) Issue Register
- (5) Peon Register
- (6) Attendance Register
- (7) Despatch Register
- (8) Receiving Register
- (9) File Register
- (10) Diary Register
- (11) Case Book  
(Establishment Section may kindly improve upon it)
- (12) Pension Register
- (13) Public Grievance Register



**THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR  
CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS  
OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS  
POLICY OR IMPLEMENTATION THEREOF**

**[SECTION 4(1)(b)(vii)]**

Consultations are held with and representations are received from the members of the public through such forums as Monitoring Cell and Public Grievance Cell. Besides, all officials starting from the Secretary down to the Section Officer are freely accessible to the public for the purpose of submission of representations and making suggestions regarding formulation/implementation of policies.

**A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

**[SEC 4(1)(b)(viii)]**

The following bodies have been constituted to aid and advice this Department in the discharge of its various duties :

- a) Paschim Banga Sarva Siksha Mission (PBSSM)
- b) West Bengal School Service Commission (WBSSC)
- c) State Council for Educational Research & Training (SCERT)
- d) West Bengal Council of Higher Secondary Education (WBCHSE)
- e) West Bengal Board of Secondary Education (WBBSE)
- f) West Bengal Board of Primary Education (WBBPE)
- g) West Bengal Council of Rabindra Open Schooling (WBCROS)
- h) DIETs/PTTIs at District Level.

**A DIRECTORY OF ITS OFFICERS & EMPLOYEES**

**[Section 4 (I)(b) (ix)]**

**FUNCTIONARIES IN THE DEPARTMENT OF SCHOOL EDUCATION**

Minister-In-Charge	2334-2256 (O) 2287-5323 (R)
Confidential Assistant	2239-6212 (R)
Private Secretary	2358-8858 (O) 2481-9898 (R)