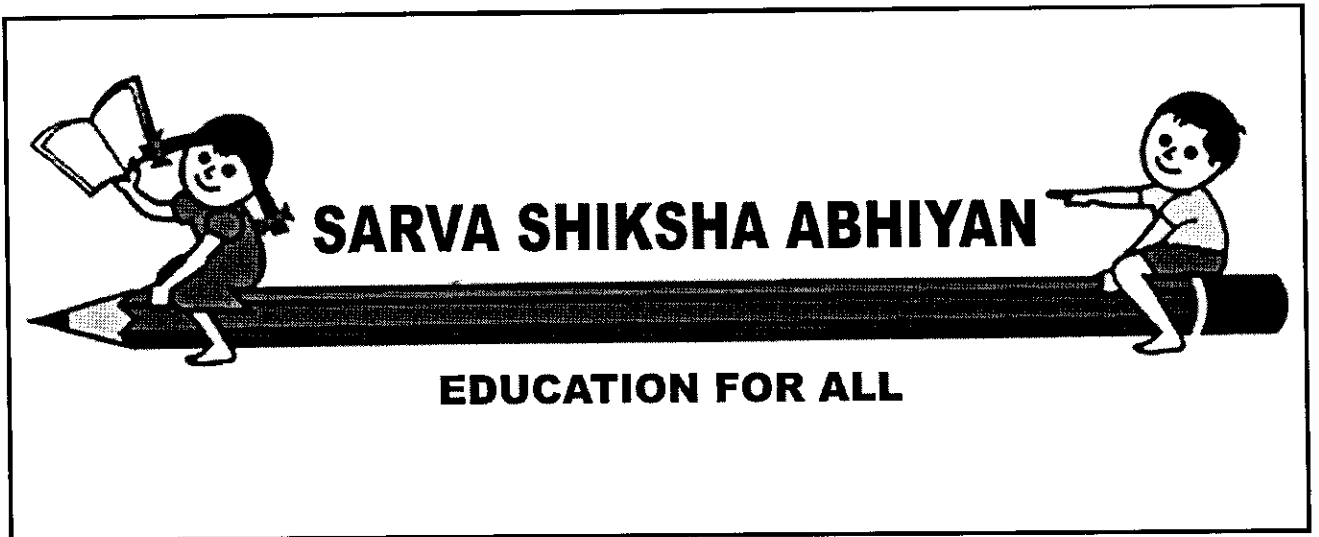


CITIZEN CHARTER
OF
EDUCATION OFFICE, DISTRICT PANCHAYAT



ADDRESS

NEAR MAMLATDAR OFFICE, DIU

PHONE:-02875-252733.

E-mail Id:- edndp_diu@yahoo.com

INFORMATION OF OFFICE

NAME OF OFFICE:-

EDUCATION OFFICE, DISTRICT PANCHAYAT, DIU

**CHIEF EXECUTIVE OFFICER, D.P., DIU
SHRI. LEKHRAJ, DANICS**

**EDUCATION OFFICER, D.P., DIU
SHRI. A. A. SOLANKI**

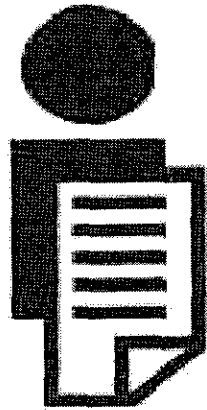
ADDRESS

NEAR MAMLATDAR OFFICE, DIU

PHONE:-02875-252733.

MOBILE NO:

E-mail Id:- edndp_diu@yahoo.com



**RIGHT TO
INFORMATION**

PUBLIC INFORMATION OFFICER : SHRI. A.A. SOLANKI

SECTION IN-CHARGE : SHRI. L.H. JADAV

ADDRESS

NEAR MAMLATDAR OFFICE, DIU

PHONE:-02875-252733.

MOBILE NO:

E-mail Id:- edndp_diu@yahoo.com

LIST OF THE STAFF WORKING IN EDUCATION OFFICE, DIST PANCHAYAT, DIU
WITH ALLOTMENT OF WORK

SR. NO.	NAME OF OFFICER/OFFICIAL	DESIGNATION	WORK DEALING
1	Shri. A. A. SOLANKI	Education Officer	Head of Office/D.D.O./D.P.O. (SSA)/M.D.M./Controlling Officer of All Primary/Upper Primary Schools, Diu District
2	Shri. P.R. MARU	A.D.E.I.	All Academic /Administrative Work
3	Shri. U.V. GOSWAMI	Accountant	All Accounts related work
4	Shri. L.H. JADAV	U.D.C.	Establishment related work and All work entrusted by the E.O.(D.P.), Diu.
5	Shri. P.K. SOLANKI	DATA ENTRY OPERATOR	Disposal of Correspondence /Inward&Outward Section
6	Shri. G.J. BARIA	G.P.S.T.	All M.D.M. related works /Adult Edn.& Pre-Pry. Schools

Note:- 1. The Education Officer is working on Additional Charge

2. Sr.No.5 are working on Deputation in order for smooth functioning of Education Office, Dist. Panchayat, Diu

AUTHORITY TO ISSUE T. R. 5

**SHRI. U.V. GOSWAMI, ACCOUNTANT ,
EDUCATION SECTION, DIST.
PANCHAYAT,DIU.**

CONTROLLING OFFICER

**SHRI. A. A. SOLANKI,
EDUCATION SECTION, DIST. PANCHAYAT,DIU.**

B R I E F

EDUCATION OFFICE, DISTRICT PANCHAYAT- DIU 2012-13.

Education Office, District Panchayat, Diu renders free of cost education at elementary level in all Govt. Schools from Std I to VIII in two sections viz.

1. Primary section I to V
2. Upper Primary Section VI to VIII

LIST OF GOVT. SCHOOLS FUNCTIONING UNDER EDUCATION OFFICE, DISTRICT PANCHAYAT, DIU

PRIMARY SCHOOLS

Sr. No.	Name of the Primary School	Area URBAN/ RURAL	ENROLMENT		
			Boys	Girls	Total
1.	Govt. Primary School No.1 Ghoghla	URBAN	36	57	93
2.	Govt. Primary School No.2 Ghoghla	URBAN	69	139	208
3.	Govt. Primary School No.3 Ghoghla	URBAN	50	129	179
4.	Govt. Primary School No.1 Diu	URBAN	25	38	63
5.	Govt. Primary School No.2 Diu	URBAN	64	90	154
6.	Govt. Primary School Gandhipara	URBAN	06	03	09
7.	Govt. Primary School Fudam	URBAN	14	09	23
8.	Govt. Primary School Malala	RURAL	14	20	34

9	Govt. Primary School Nagoa	RURAL	42	57	99
10	Govt. Primary School Kevdi	RURAL	25	23	48
11	Govt. Primary School Bucharwada	RURAL	79	70	149
12	Govt. Primary School Zolawadi	RURAL	25	25	50
13	Govt. Primary School Patelwadi	RURAL	27	35	62
14	Govt. Primary School Dagachi	RURAL	115	129	244
15	Govt. Primary School Saudwadi	RURAL	164	181	345
16	Govt. Primary School No.1 Vanakbara	RURAL	327	405	732
17	Govt. Primary School No.2 Vanakbara	RURAL	137	150	287
18	Govt. Primary School No.3 Vanakbara	RURAL	30	39	69
19	Govt. Primary School No.4 Vanakbara	RURAL	45	46	91
TOTAL			1294	1645	2939

SUBJECTS TAUGHT IN VARIOUS CLASSES IN THE SCHOOLS

PRIMARY SCHOOLS

STD I & II	STD III & IV	STD V
Gujarati	Gujarati	Gujarati
Maths	Maths	English
Individual Project Development	Environment	Hindi
	Creative Activities/Sports & Drawing	Maths
		Science & Technology

	Social useful & productive works.	Social science
		Games

UPPER PRIMARY SCHOOLS

Sr. No.	Name of the Upper Primary School	Area URBAN/RURAL	ENROLMENT		
			Boys	Girls	Total
1.	Govt. Middle School Girls –Ghoghla	URBAN	00	290	290
2.	Govt. Middle School Boys –Ghoghla	URBAN	209	00	209
3.	Govt. Middle School Girls – Diu	URBAN	00	135	135
4	Govt. Middle School Girls _ Diu	URBAN	111	00	111
5	Govt. Middle School Fudam	URBAN	23	24	47
6	Govt. Middle School Kevdi	RURAL	18	24	42
7	Govt. Middle School Nagoa	RURAL	34	44	78
8	Govt. Middle School Bucharwada	RURAL	118	114	232
9	Govt. Middle School Dagachi	RURAL	98	107	205
10	Govt. Middle School Saudwadi	RURAL	105	144	249
11	Govt. Middle School Girls - Vanakbara	RURAL	00	410	410
12	Govt. Middle School Boys - Vanakbara	RURAL	326	00	326
TOTAL			1014	1292	2306

SUBJECT TAUGHT IN UPPER PRIMARY SCHOOL:

STD VI	STD VII	STD VIII
Gujarati	Gujarati	Gujarati
English	English	English
Hindi	Hindi	Hindi
Maths	Maths	Maths
Science & Technology	Science & Technology	Science & Technology
Social Science	Social Science	Social Science
Sanskrit	Sanskrit	Sanskrit
Additional Subject		
Creative Activities	Creative Activities	Creative Activities
Games	Games	Games
Computer Introduction & Basic knowledge	Computer Introduction & Basic knowledge	Computer Introduction & Basic knowledge

*** Information of Non Teaching Staff:**

Designation	Sanctioned Posts	In Position	Vacant Post
Primary Teachers	172	88	84
Primary Head Masters	08	07	01
Upper Primary Headmasters	11	09	02

***Office Staff:**

Sr.No.	Designation	No. of Post	In Position
1.	Education Officer	01	On Additional Charge
2.	A.D.E.I.	01	Working in Divert Capacity
3.	Accountant	01	Working three days in week
4.	UDC	01	Vacant
5.	LDC	02	Vacant
6.	Statistical Investigator	01	Vacant
7.	Supervisor (Adult Education)	01	Transferred along with post
8.	Peon	01	Vacant
9.	Driver	01	Vacant

1) Semester System is adopted in Std VI to VIII from 2012-13 onwards

3) **Sarva Shiksha Abhiyan** : Centrally Sponsored Scheme Successfully functions under Education Officer, DP, Diu with a thrust to provide quality Education to all ,

maintain 100% retention rate, and bring dropout rate to 0 % . Free Text Books to all students from Std . I to VIII free uniform to all girl students,. Uniforms & Stationeries.

Redresses and Grievance Mechanism is set up with the Contact Person for SSA with

Contact Person – K. C. Bariya, A.D.P.O., Mo. No. 9725450689

S.S.A. Office : 02875-253944

Email : ssadiu@yahoo.in

1) **Mid Day Meal Scheme** : Centrally sponsored Scheme also is implemented in 32 schools including 01 Grant- in – aid school . Nutritious

Food is provided to all children for Supplement in Nutrition, attract students in schools and maintain Retention rate. Redressal & Grievance Mechanism is set up in all Schools under the Head Masters of respectively Schools and office level :

2) Contact Person MDM Supervisor: **9724219612**

3) Academic matter, Contact Person, ADEI – **9904144864**.

4) Education Office, District Panchayat, Diu -**02875-252733**.

It also renders Pre-Primary Education in 08 Centers with maximum intake Capacity of 30 students in each centre in the age group 4 to 5 years.

Pre- Primary Centre in Urban Area

- 1)Pre-Primary Center -Govt. Primary School No.2 Ghoghla.
- 2)Pre-Primary Center- Govt. Primary School No.3, Ghoghla.
- 3)Pre-Primary Center- Govt Middle School No.2 –Diu.

Pre- Primary Center in Rural Area

- 4)Pre-Primary Center- Govt Middle School Bucharwada.
- 5)Pre-Primary Center- Govt Middle School Dagachi. 6)Pre-
- 6)Primary Center- Govt Middle School Saudwadi. 7)Pre-
- 7)Primary Center- Govt Middle School No.1 Vanakbara.
- 8)Pre-Primary Center- Govt Middle School No.1 Vanakbara.

ACTIVITIES

Sr. No	SERVICES/FACILITIES RENDERED	PROCESS FOR COLLECTION	TIME LIMIT FOR DISPOSAL	TO WHOM TO CONTACT
1.	Monetary incentive to girl students under Plan Scheme	Concerned school.	Yearly. In last quarter of the financial year	E.O, District Panchayat, Diu
2.	School level education	Head Masters of Concerned School	Continuing process	Education Office, District Panchayat, Diu.
3.	Mid day Meals	Head Masters of Concerned School	220 working days	MDM Supervisor/Edn.Office Dist. Panchayat, Diu.
4.	Counter signature	Outward/Inward section	Immediately. During office hours.	Clerk, Education Office, Dist Panchayat, Diu
5.	Issuing of Leaving certificate	Head Masters of Concerned School	Immediately	Head Master of concerned school.
6.	1) Admission	Concerned School	Immediately	Head Master of concerned school.
	2) Admissions for outside students.	Concerned School	Immediately, as per requirement of the school leaving certificate must be countersigned by the District Education Officer of the district in	Head Master of Concerned school.

			which he/she last attended school.	
7.	Correction/change in name, date of birth etc.	Head Master of Concerned School(Application with affidavit/birth certificate & other supporting documents)	Within 3 days	Education Office, District Panchayat, Diu.
8.	Terms and Vacation	Circular from Asst. Director of Education Office.	Yearly	Asstt. Director of Education, Daman.
9.	S.M.C., P.T.A. and M.T.A.	Head Master of concerned school.	Continuous scheme	Head Master of concerned school.
10.	All types of scholarships	Filled up Forms from school	Yearly process	Head Master of concerned school & E.O., District Panchayat, Diu.
11	Free Text Books	SSA Cell, Diu.	Month of June	DPO/E.O., Dist. Panchayat, Diu.
12	Free Uniforms for SC/ST Students	Head Master of concerned school	Yearly	Education Officer, Collectorate, Diu

REDRESSAL OF GRIEVANCE

For Redressal of grievance, the Education Officer, Dist. Panchayat, Diu/Asstt. Director of Education, District Panchayat, Daman/The Chief Executive Officer, Dist. Panchayat, D&D, Daman.