

**KEY INFORMATION
OF
HIGHER EDUCATION DEPARTMENT**

(Corrected upto JULY, 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 : Higher Education Department is the successor to erstwhile Department of Education. The highest executive of the Higher Education Department is the Principal Secretary/Secretary of this Department. He is assisted by the Special Secretary, Joint Secretaries, Deputy Secretaries, Assistant secretaries and officers on Special Duty and Registrar. The Principal Secretary also functions as the Secretary to the Chancellor of the State Universities connected with the Department.

The Department of Higher Education consists of a number of branches and cells, namely Establishment Branch, Budget Branch, University Branch and Chancellor's Secretariat, Non-Govt College Branch, Govt College Branch, Technical Education Branch, Archives Branch, Social education Branch, N.S.S. Cell, Vigilance Cell, Grievance Cell, Audit Cell and Computer Cell.

Under the control of this Department there are two Directorates viz. (i) Education Directorate (DPI), (ii) Directorate of Technical Education and two wings viz. (i) West Bengal District Gazetteers and (ii) West Bengal State Archives.

FUNCTIONS AND DUTIES : Higher 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) Expansion of access to higher education and decentralisation of power base.
- ii) Equity in educational opportunity and social justice.
- iii) Consolidation and qualitative improvement of colleges and expanding of social relevance of higher Education.
- iv) Linkage of education to employment through vocationalisation.
- v) Emphasis on engineering and technological education with special reference to Information Technology and Bio-Technology.
- vi) Diversification of higher education through introduction of new courses of study/subject.
- vii) Emphasis on basic Science courses and scientific research.
- viii) Emphasis at the same time on arts, culture, languages, physical education and humanistic values.
- ix) Mobilisation of internal resources.
- x) Accountability 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 Higher 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

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY H.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

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

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

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

- (1) Running Bid Register
- (2) Estimate Register
- (3) Sanction Register
- (4) Stores Register
- (5) Index Register
- (6) Issue Register
- (7) Peon Register
- (8) Attendance Register
- (9) Despatch Register
- (10) Receiving Register
- (11) File Register
- (12) Diary Register
- (13) Case Book

**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 representation are received from the members of the public through such forums as Monitoring Cell, Implementation Committee, Fee Structuring Committee and Public Grievance Cell. Besides, all officials starting from the Principal 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) West Bengal State Council of Higher Education
- b) West Bengal College Service Commission
- c) State book board
- d) Day Students' Homes
- e) State –aided Universities
- f) Steering Committee for implementation of TEQUIP

Meetings are held at regular intervals and the minutes are accessible to the public.

A DIRECTORY OF ITS OFFICERS & EMPLOYEES

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

FUNCTIONARIES IN THE DEPARTMENT OF HIGHER EDUCATION

Minister-In-Charge	2334-6181(D) Ext. 3011, 3012 Fax-2337-3277
Confidential Assistant	
Private Secretary	

DEPARTMENT OF HIGHER EDUCATION

Additional Chief Secretary/Principal Secretary	Overall charge of the Deptt. and also the Deptt. of Science & Technology.	2337-8573 (D) Ext. 3091 Fax-2358-7266
Special Secretary	Establishment Branch, Budget, Assembly & Parliament Matters – Overall Coordination among different Branches and Sections, State Gazetteers matters, State Archives, Institute of Science Education and Research matters, Alipore Institute of management & Technology, Distance Education, State aided universities, law matters, Merit-cum-Scholarship Scheme of the State Govt., Performance of colleges, Dhirubhai Ambani Institute of Information & Communication Technology at Haringhata.	2337-6564 (D) Ext. 3092
Joint Secretary	All matters relating to State –aided universities including W.B. State Council of Higher Education. All matters relating to Chancellor's Secretariat, Co-ordination with GOI-HRD & UGC, Audit matters, Vigilance matters, Departmental Enquiries, Victorial Memorial Hall, Bankim Bhavan Gabesana Kendra.	2321-2550 (D) Ext. 3098
Joint Secretary & Appellate Authority under RTI Act '05	Matters relating to Engineering & Technology and Management Colleges (Govt. portion),WBUT (Tech matters), World Bank Scheme (TEQIP), Computer Cell, Statistics/Annual Report, Private Engineering & Management Institution, Protocol, E-Governance, Fee- Structure Committee, Protocol & VIP, DAIICT, NIPER.	2334-2605 (D) Ext. 3094 e-mail : manotosh_bisws@yahoo.com

O.S.D & Ex-Officio Joint Secretary	C. S. Branch. Establishment of new colleges including B.Ed Colleges but excluding Technical Colleges. College Service Commission matters, Reservation policy, Introduction of new courses in colleges, NAAC matters, Educational Training-BEd/MEd/NCTE, Education etc. State Accreditation of colleges, Institute de Chandernagar.	2321-0058 (D) Ext. 3217
Deputy Secretary	Appointment Branch (Government Colleges), Government Colleges Branch, DPI's Establishment, S.E. Branch.	2337-6740 (D) Ext. 3023
Deputy Secretary & SPIO under right to Information Act'05	Establishment Branch. Reservation, including OBC, SC, ST, Disability, Pension Cell, Vigilance Cell, Public Grievance Cell.	2337-6740 (D) Ext. 3024
Deputy Secretary	Budget Branch, Assembly & Parliament matters and coordination, Internal Audit.	2321-0069 (D) Ext. 3065
Deputy Secretary	Merit-cum-Means Scholarship Scheme, Higher Education Department.	-
O.S.D. & Ex-Officio Deputy Secretary	C.S. Branch	Ext. 3300
Assistant Secretary.	State Archives Branch, Writers' Buildings.	PBX-2214-5600, 2214-1339 (D) Ext.4022
Assistant Secretary	All matters relating to Engineering Colleges, IIIT including B.E. College (Govt. portion), World Bank Scheme (TEQIP).	Ext. 3074
Assistant Secretary	All matters relating to establishment of all Universities including W.B. State Council of Higher Education Policy, B.E. College (D.U.), W.B.U.T. etc./Protocol.	Ext. 3055
Assistant Secretary	Upgraded to O.S.D. & Ex-Officio Deputy Secretary	-
Assistant Secretary	Govt. College Branch, Appointment Branch, DPI's Establishment.	Ext. 3034
Assistant Secretary	Establishment Branch.	2321-1216 (D) Ext. 3028
State Liaison Officer (NSS)	N.S.S. matters.	2334-4734 (D) Ext. 3157
Registrar	Establishment, Parliamentary and Assembly matters, Reservations of ST/SC/OBC etc.	2321-1216 (D) Ext. 3068
O.S.D.	Establishment Branch.	2321-1216 (D) Ext.3062

O.S.D.	Integrated Law Cell (Law matters, Court Cases etc.)	Ext. 3155
O.S.D.	Chancellor's Secretariat	Ext.3073
O.S.D.	University Branch	Ext. 3081
O.S.D.	C. S. Branch	Ext. 3081
O.S.D.	Appointment Branch	Ext. 3067
O.S.D.		
Accounts Officer	Public Accounts Committee and Audit Cell, Budget Branch.	Ext. 3090
Accounts Officer	Audit - PAC matters.	
Junior Law Officer	All law matters.	

SECTION OFFICERS – 10 (TEN) POSTS, HIGHER EDUCATION DEPARTMENT

Sl. No.	Name of the Branch	Extension No.
1.	C.S. Branch	3101
2.	Technical Branch	3063
3.	Establishment Branch	3071
4.	Appointment Branch	3061
5.	Law Cell	3163
6.	Govt. College Branch	3257
7.	Establishment (Vigilance) Branch/RTI Act'05 Cell	3111
8.	Chancellor's Secretariat	3075
9.	Social Education Branch	3090
10.	Merit-cum-Scholarship Scheme	

HEAD ASSISTANT– 10 (TEN) POSTS, HIGHER EDUCATION DEPARTMENT

Sl. No.	Name of the Branch	Extension No.
1.	Budget Branch	3097
2.	Social Education Branch	3090
3.	College Sponsored Branch	3099
4.	Technical Branch	3063
5.	Appointment Branch	3061
6.	University Branch	3078
7.	Establishment Branch	
8.	Law Cell	3163
9.	University Branch	3078
10.	Chancellor's Secretariat Branch	3075
TYPIST SUPERVISOR 2(TWO) POSTS, HIGHER EDUCATION DEPARTMENT		
1.	Typist Supervisor	3060
2.	Typist Supervisor	3266

Note : Apart from these 10 posts of Head Assistants, 50 posts allocated to Upper Division Assistants, 49 posts for Lower Division Assistants, 9 Posts of Typist Grade-I, 11 posts of Typist (Basic Grade), 4 posts of Stenographers and 12 Orderly Peons (Grade I) and 30 posts allocated to Basic Grade Orderly Peons are attached to different officers. These personnel can be communicated by their respected branch extension numbers.

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS
AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION
AS PROVIDED IN ITS REGULATIONS.**

[Sec. 4 (I) (b) (x)]

Sl. No.	Designation	Scale No.	Scale of pay
1.	Principal Secretary/Secretary		Rs. 22,400-24,500/-
2.	Special Secretary		Rs. 18,400 - 22,400/-
3.	Joint Secretary	19	Rs. 14,300-18.300/-
4.	P.S. to MIC (H.E.Deptt.)	18	Rs. 12,000-375/-18,000/-
5.	Deputy Secretary	17	Rs. 10,000-15,525/-
6.	Assistant Secretary	16	Rs. 8,000-13,500/-
7.	Registrar	16	Rs. 8,000-13,500/-
8.	Officer on Special Duty	16	Rs. 8,000-13,500/-
9.	Accounts Officer	16	Rs. 8,000-13,500/-
10.	Section Officer	12	Rs. 4,800-10,925/-
11.	Head Assistant	10	Rs. 4,500-9,700/-
12.	Upper Division Assistant	9	Rs. 4,000-8,850/-
13.	Lower Division Assistant	6	Rs. 3,350-6,325/-
14.	Typist Supervisor	10	Rs. 4,500-9,700/-
15.	Typist Gr. – I	9	Rs. 4,000-8,850/-
16.	Typist (Basic Grade)	6	Rs. 3,350-6,325/-
17.	Stenotypist Grade-I	9	Rs. 4,000-8,850/-
18.	Stenotypist	6	Rs. 3,350-6,325/-
19.	Telephone Operator	6	Rs. 3,350-6,325/-
20.	Driver (Basic Grade)	6	Rs. 3,350-6,325/-
21.	Driver Grade- I	6	Rs. 3,350-6,325/-
22.	Special Cadre Driver to MIC (H.E. Deptt.)	6	Rs. 3,350-6,325/-
23.	Muharrir Grade - I	6	Rs. 3,350-6,325/-
24.	Muharrir Grade – II	5	Rs. 3,150-5,680/-
25.	Duplication Machine Operator	4	Rs. 3,000-5,230/-
26.	Record Supplier	3	Rs. 2,850-4,680/-
27.	Jamadar Grade – I	3	Rs. 2,850-4,680/-
28.	Jamadar	2	Rs. 2,700-4,400/-
29.	Duftry	2	Rs. 2,700-4,400/-
30.	Orderly Peon Grade- I	2	Rs. 2,700-4,400/-
31.	Orderly Peon	1	Rs. 2,600-4,175/-

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

[Sec. 4 (I) (b) (xi)]

Year	Non-Plan	State Plan (Annual Plan)	Centrally Sponsored C.S.	Non Plan Develop- mental	Central Sector (New Scheme) C.N.	Total
2005-2006	7154.00 lakh	5880.00 lakh (including TEQIP)	30.25 lakh	7.72 lakh	160.60 lakh	13232.57 lakh
2006-2007	7711.00 lakh	100,00.00 lakh (including TEQIP)	30.25 lakh	18.07 lakh	161.56 lakh	17920.88 lakh
2007-2008	8011.00 lakh	9200.00 lakh (including TEQIP)	33.25 lakh	12.85 lakh	90.61 lakh	17347.71 lakh
2008-2009	8734.00 lakh	11853.00 lakh (including TEQIP)	36.80 lakh	6.30 lakh	146.20 lakh	20776.30 lakh

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING
THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES
OF SUCH PROGRAMMES**

[Sec. 4 (I) (b) (xii)]

— None —

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATIONS GRANTED BY H.E. DEPT.**

[Sec. 4 (I) (b) (xiii)]

— None —

**DETAILS IN RESPECT OF INFORMATION AVAILABLE TO OR HELD BY
H.E.DEPT. REDUCED IN AN ELECTRONIC FORM**

[**Sec. 4 (I) (b) (xiv)]**

1. **Educational Statistics** — An educational application software has been developed with following information :
 - ◆ List of Universities, Colleges and institutions supported by the Department of Higher Education.
 - ◆ Courses with intake, enrolment of students, examination results in respect of universities and colleges within the purview of the Department of Higher Education.
2. **Personnel Information System** — An educational application software has been developed to keep the information on personnel information of the teachers in Government colleges.

Important Government orders are issued through the Computer System.

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION, FOR PUBLIC USE.**

[SECTION 4(I)(b)(xv)]

Facilities available to citizens for obtaining information are :-

- (1) Annual Report
- (2) Siksha Dorpan
- (3) Notice Board
- (4) Department's Website
- (5) Kolkata University Act, 1979
- (6) Jadavpur University Act, 1981
- (7) Rabindra Bharati University Act, 1981
- (8) Burdwan University Act, 1959,1981,1983 (subsequently amended)
- (9) Kalyani University Act, 1981
- (10) North Bengal University Act, 1981
- (11) Vidyasagar University Act, 1981
- (12) Netaji Subhash Open University Act, 1997
- (13) West Bengal University of Technology Act, 2000
- (14) Bengal Engineering and Science University Act, 2004
- (15) West Bengal College Service Commission Act, 1978,as amended 1980,1992,2005
- (16) West Bengal State Council of Higher Education Act, 1994
- (17) Gour Banga University Act of 2007
- (18) West Bengal State University, (Barasat North 24-Parganas) Act, 2007
- (19) West Bengal Colleges (Payment of Salaries) Act, 1978.
- (20) West Bengal Prohibition to Ragging in Educational Institutions Act, XIII of 2000
- (21) Public Grievance & Assistance Office, Bikash Bhavan.

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS**

[SEC 4(1)(b)(xvi)]

SL. NO.	DEPARTMENT/ DIRECTORATE	NAME OF THE OFFICER	APPOINTED AS
1.	Higher Education Deptt.,W.B.	Sri Swaraj Ghosh, Deputy Secretary	Public Information Officer
2.	State Archives,W.B.	Smt. Aradhana Ghosh, Deputy Director	Assistant Public Information Officer
3.	Directorate of Technical Education, W. B.	Smt. Bidisha Mukherjee, Assistant Director	Assistant Public Information Officer
4.	Directorate of Public Instruction, W. B.	Sri S. Pandit, Jt. Director	Assistant Public Information Officer

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

[SEC 4(I)(b)(xvii)]

— None —