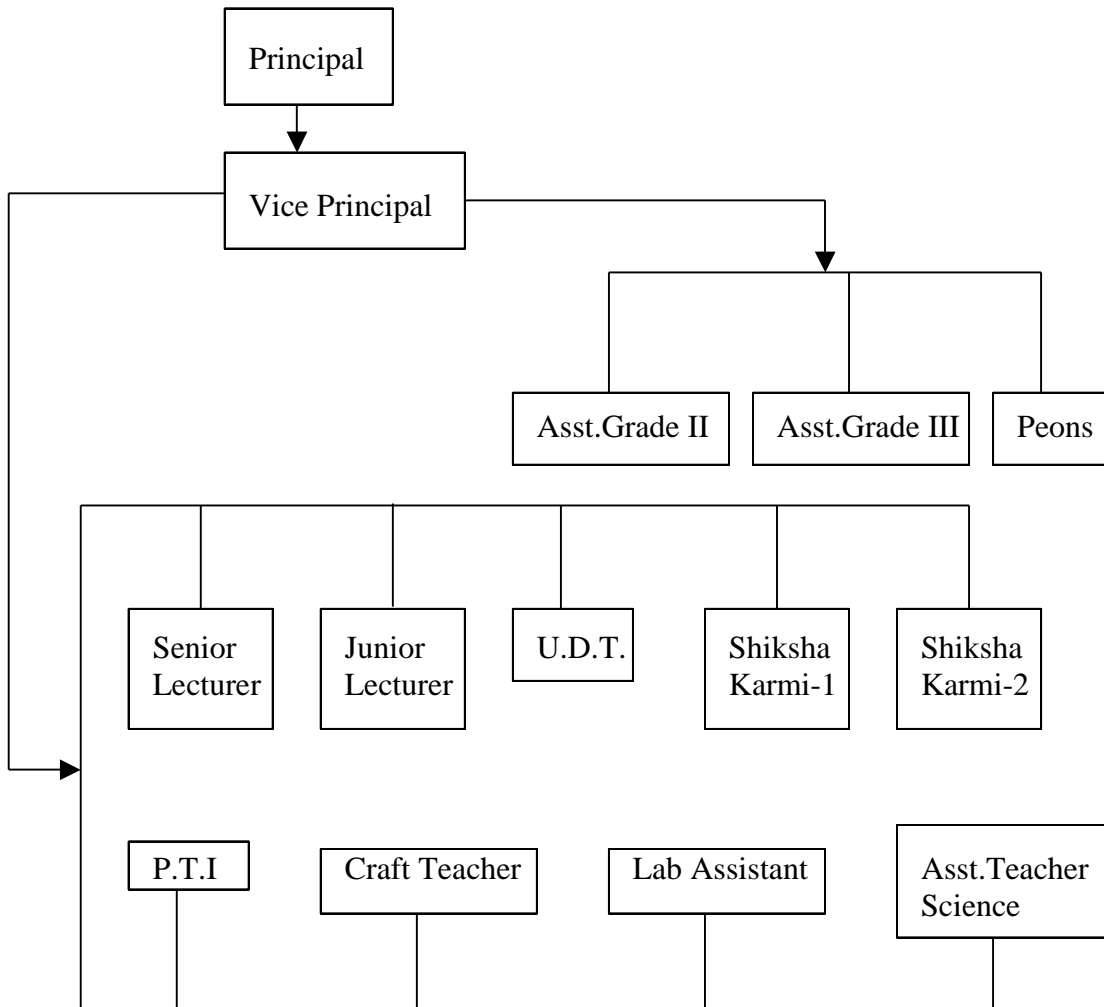


ORGANIZATIONAL SET-UP

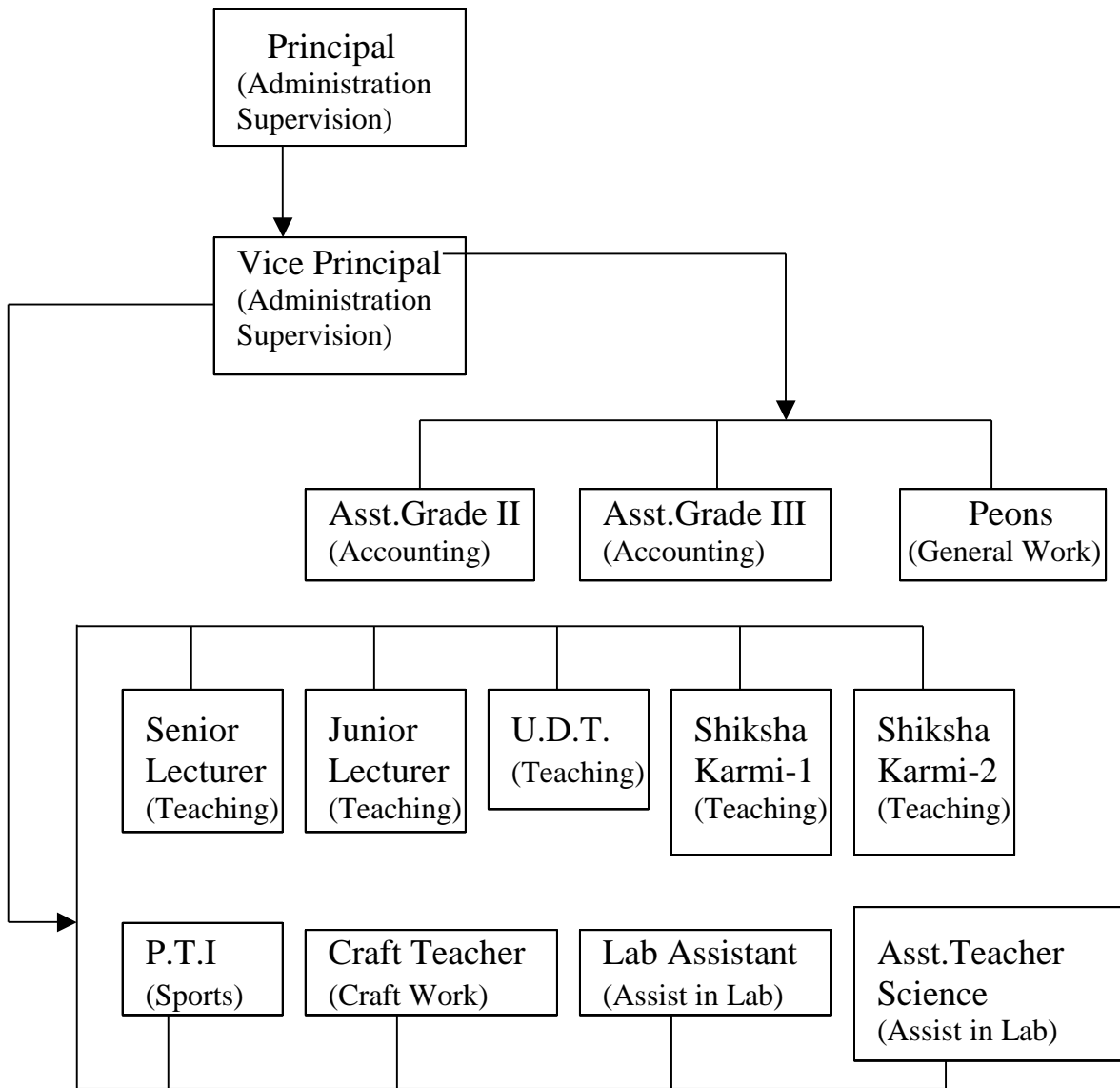
Functions and duties of different offices constituting
The Organization *U/S 4.1 (b)(i)*

1A. Name of the Office and organizational setup

Office of the Govt. Boy's Higher Secondary School No.2,
Morena (M.P.)



2. Powers and duties of the Govt.servant
Office of the Govt. Boy's Higher Secondary School
No.2,Morena (M.P.)



1. **(B) Functions and duties of each unit of the office**

S.No.	Unit/Section	Functions performed
1	<u>Administrative Section</u> Principal Vice Principal	School and Sankul supervision and administration
2	<u>Accounts</u> Asst. Grade II	Maintenance of cash books and storage of Financial records
3	Stores	Nil
4	<u>Record room</u> Asst. Grade III	General correspondence and maintenance of school and Sankul records
5	<u>Others</u> Lecturers and Teachers ,PTI, Lab Assistant	Teaching, sports and games Assistance in Laboratories

2- Work distribution order of each officer can be updated and put in the following format.U/S 4.1 (b)(ii)

S.N. Name	Designation	Remuneration	Duties
1. G.D.Gandhi	Vice Principal	16059/-	Administration
2. R.M.Mishra	Lecturer	14787/-	Teaching
3. N.S.Kushwah	Lecturer	14151/-	Teaching
4. J.P.Shrivastava	Lecturer	12919/-	Teaching
5. M.L.Verma	Lecturer		Teaching
6. V.S.Yadav	Lecturer	12919/-	Teaching
7. B.S.Chauhan	Lecturer	12362/-	Teaching
8. Vivek Verma	Lecturer	12641/-	Teaching
9. D.K.Sharma	Lecturer		Teaching
10.D.S.Yadav	Lecturer	12084/-	Teaching
11.Renu Avasthi	Lecturer	11527/-	Teaching
12.R.L.Morya	Lecturer	11249/-	Teaching
13.R.K.Sharma	Lecturer	11806/-	Teaching
14.V.N.Rajoriya	Lecturer	10971/-	Teaching
15.A.P.S.Gurjar	S.Karmi-I		Teaching
16.Meena Rajpoot	S.Karmi-I	4480/-	Teaching
17.Arati Saxena	S.Karmi-I	4480/-	Teaching
18.R.C.Kulshrestha	UDT	11527/-	Teaching
19.B.S.Sharma	UDT	11806/-	Teaching
20.Vijay Sharma	UDT	11249/-	Teaching
21.Pankaj Sharma	UDT	10574/-	Teaching
22.Usha Singh	UDT	10335/-	Teaching
23.G.K.Kulshrestha	UDT	10574/-	Teaching
24.Rama Parmar	UDT	10574/-	Teaching

25.U.S.Gaur	UDT	11527/-	Teaching
26.Usha Chauhan	UDT	11853/-	Teaching
27.G.S.Mavai	UDT	10096/-	Teaching
28.S.R.Rajoriya	UDT	11289/-	Teaching
29.Tahir Hussain	UDT	10335/-	Teaching
30.Kiran Sikarwar	S.Karmi-II	3680/-	Teaching
31.H.S.Pachoriya	PTI	10812/-	Physical Tr.
32.Laxmi Jareniya	Craft Tr.	10335/-	Craft work
33.K.S.Doneriya	Craft Tr.	10335/-	Craft work
34.L.S.Gurjar	Asst.Tr.Sc.	8427/-	Teaching
35.M.K.Sharma	Asst.Tr.Sc.	8586/-	Teaching
36.M.L.Sharma	Lab.Asst.	6161/-	Lab.work
37.A.S.Jaunwar	Lab.Asst.	6161/-	Lab.work
38.D.S.Karnveer	Asst.Gr-II	9063/-	Accounting
39.A.K.Sharma	Asst.Gr-II	7950/-	Accounting
40.P.K.Shrivastava	Asst.Gr-III	5774/-	Keep records
41.H.S.Gurjar	Asst.Gr-III	5819/-	Correspondance
42.Khushiram	Peon	5555/-	Gen.work
43.Harvilas	Peon	5142/-	Gen.work
44.Ramesh Babu	Peon	5416/-	Gen.work
45.Bachchu Singh	Peon	5023/-	Gen.work
46.Munnalal	Peon	5023/-	Gen work
47.Pushpa Bai	Peon		Gen.work
48.Narayan	Peon	2308/-	Gen.work
49.Vijay Singh	Peon	2308/-	Gen work

3 Decision making process in graphic form (one page)

U/S 4.1 (b) (iii)

Initiating the file Dealing staff And the section	Channels Officers handling the file at each Level	Decision making authority
Accountants and Clerks	Incharge of all relative Sections	Principal
Supervisory authority		Principal
Officer to whom accountable		Principal

- 4 (A) Time norm,if decided by the organization.U/S 4.1 (b) (iv)**
i- T.C. & Character Certificate – 3 days after claiming
ii- Other enquiries after directions of senior officers.
- (B) Quality norms if decided by the organization.**
Possibly Best
- (C) Quantity target for the office work to be done in the year**
Possibly no pending work

5 List of Acts, Rules, Regulations Manuals, Circulars related with the functioning of office constituting the organization.(Original text to be given in electronic form)U/S4.1(b)(v)

Acts “SHIKSHA – SANHITA”

Rules “FUNDAMENTAL – RULES” decided by M.P. Govt.

Regulations As per prescription of Govt. of M.P.

Manuals As per prescription of Govt. of M.P.

Circulars As per prescription of Govt. of M.P.

**6- Statement of various categories of documents held by it or under its control
U/S 4.1 (b) (vi)**

S.No.	Name of Document	Kind of document like Microfilm, Register, Books, etc.	Nature and content of document	Duration of records
1	Add.Reg.	Register	Add.Detail	10 yrs.
2	Exam.	Register	Exm.Deatil	10 yrs.
3	Cashbooks	Book	Cash detail	10 yrs.
4	Ser.books	Book	Gen.	As per req.
5	Pay Bills	Files	Pay	As per Dir.

7. I- Structure of consultative committees in which public representative are members including-

Name of the committee	P.T.A.
Copy of the orders/circulars for formation	Attached
Functions	Gen. & financial control
Members	10
Duties & responsibility	To assist Principal for Better running institute
Accessibility of minutes for public	U/S 4.1 (b) (vii)

II- Proceedings, minutes of the meetings (copy to be made available and be given in the electronic form with Hypertext link)

8. I- Name of the board, council, committees etc. including members and their qualification. (original to be given in electronic form) U/S 4.1 (b) (viii)

S.No.	Name of the body	Name of the members	Qualifications
1	P.T.A.	1- Dashrath Singh Gurjar 2- Savitri Devi 3- K.N.Kulshrestha 4- Ramnivas Sharma 5- Ashok Joshi 6- M.L.Verma 7- V.S.Yadav 8- Ravindra Maheshwari 9- Vivek Morya 10- Jiledar Singh	Higher Sec. Middle Graduate Graduate Graduate M.Sc.,B.Ed. M.Sc.,B.Ed. Graduate 11 th 11th

II- Order of the formation

(Original text to be given in electronic form and to be hyperlinked)

III- Charter/Memorandum of articles of association.

(Original text to be given in electronic form and to be hyperlinked)

IV- Govt. instruction for the way in which meeting will be conducted. (Original text to be given in electronic form and to be hyperlinked)

V- hether poen to public or not

Yes

VI- Availability of the proceeding/minutes of the last meeting

(Original text to be given in electronic form and to be hyperlinked)

Yes

9. Directory of the Officers and employees (to be linked with treasury data bank)

U/S 4.1 (b) (ix)

S.No.	Name	Designation	Address & contact No.
1.	G.D.Gandhi	Vice Principal	Sikarwari bazaar,Morena
2.	R.M.Mishra	Lecturer	Duttapura,Morena
3.	N.S.Kushwah	Lecturer	Duttapura,Morena
4.	J.P.Shrivastava	Lecturer	Ganeshpura,Morena
5.	M.L.Verma	Lecturer	Panchayati dharmshala,
6.	V.S.Yadav	Lecturer	Near solanki pump,Morena
7.	B.S.Chauhan	Lecturer	Siddh nagar,Morena
8.	Vivek Verma	Lecturer	Mahore colony,Morena
9.	D.K.Sharma	Lecturer	Keshav colony,Morena
10.	D.S.Yadav	Lecturer	M.S. Road,Morena
11.	Renu Avasthi	Lecturer	Mayoorvan colony,Mrn.
12.	R.L.Morya	Lecturer	New Gandhi colony,Mrn
13.	R.K.Sharma	Lecturer	Keshav colony,Morena
14.	V.N.Rajoriya	Lecturer	Mudiyakhera,Morena
15.	A.P.S.Gurjar	S.Karmi-I	Siddh nagar,Morena
16.	Meena Rajpoot	S.Karmi-I	Old H.B. colony,Mrn
17.	Arati Saxena	S.Karmi-I	Vankhandi Road
18.	R.C.Kulshrestha	UDT	Ram Nagar,Morena
19.	B.S.Sharma	UDT	Gopalpura,Morena
20.	Vijay Sharma	UDT	Gopalpura,Morena
21.	Pankaj Sharma	UDT	Ganeshpura,Morena
22.	Usha Singh	UDT	Bankhandi road,Morena
23.	G.K.Kulsrestha	UDT	Ganeshpura,Morena
24.	Rama Parmar	UDT	Ganeshpura,Morena
25.	U.S.Gaur	UDT	Siddh nagar,Morena
26.	Usha Chauhan	UDT	Ganeshpura,Morena
27.	G.S.Mavai	UDT	Tulsi colony,Morena

28.	S.R.Rajoriya	UDT	Mudiyakhera,Morena
29.	Tahir Hussain	UDT	Ganeshpura,Morena
30.	Kiran Sikarwar	S.Karmi-II	Siddh nagar,Morena
31.	H.S.Pachoriya	PTI	Islampura,Morena
32.	Laxmi Jareniya	Craft Tr.	Aampura,Morena
33.	K.S.Doneriya	Craft Tr.	Aampura,Morena
34.	L.S.Gurjar	Asst.Tr.Sc.	Mayoorvan colony,Mrn
35.	M.K.Sharma	Asst.Tr.Sc.	Ganeshpura,Morena
36.	M.L.Sharma	Lab.Asst.	Old H.B.colony,Mrn
37.	A.S.Jaunwar	Lab.Asst.	Old H.B.colony,Mrn
38.	D.S.Karnveer	Asst.Gr-II	Old H.B.colony,Mrn
39.	A.K.Sharma	Asst.Gr-II	Old H.B.colony,Mrn
40.	P.K.Shrivastava	Asst.Gr-III	Ganeshpura,Morena
41.	H.S.Gurjar	Asst.Gr-III	Ganeshpura,Morena
42.	Khushiram	Peon	Mudiyakhera,Morena
43.	Harvilas	Peon	Khera,Morena
44.	Ramesh Babu	Peon	Morena
45.	Bachchu Singh	Peon	Morena
46.	Munnalal	Peon	Ganeshpura,Morena
47.	Pushpa Bai	Peon	Morena
48.	Narayan	Peon	Morena
49.	Vijay Singh	Peon	Morena

**10 Monthly remuneration and compensation (to be linked with treasure Data Bank)
U/S4.1(b)(x)**

S.N. Name	Remuneration	Compensation
1. G.D.Gandhi	16059/-	
2. R.M.Mishra	14787/-	
3. N.S.Kushwah	14151/-	
4. J.P.Shrivastava	12919/-	
5. M.L.Verma		
6. V.S.Yadav	12919/-	
7. B.S.Chauhan	12362	
8. Vivek Verma	12641	
9. D.K.Sharma		
10.D.S.Yadav	12084/-	
11.Renu Avasthi	11527/-	
12.R.L.Morya	11249/-	
13.R.K.Sharma	11806/-	
14.V.N.Rajoriya	10971/-	
15.A.P.S.Gurjar		
16.Meena Rajpoot	4480/-	
17.Arati Saxena	4480/-	
18.R.C.Kulshrestha	11527/-	
19.B.S.Sharma	11806/-	
20.Vijay Sharma	11249/-	
21.Pankaj Sharma	10574/-	
22.Usha Singh	10335/-	
23.G.K.Kulsrestha	10574/-	
24.Rama Parmar	10574/-	
25.U.S.Gaur	11527/-	

26.Usha Chauhan	11853/-	
27.G.S.Mavai	10096/-	
28.S.R.Rajoriya	11289/-	
29.Tahir Hussain	10335/-	
30.Kiran Sikarwar	3680/-	
31.H.S.Pachoriya	10812/-	
32.Laxmi Jareniya	10335/-	
33.K.S.Doneriya	10335/-	
34.L.S.Gurjar	8427/-	
35.M.K.Sharma	8586/-	
36.M.L.Sharma	6161/-	
37.A.S.Jaunwar	6161/-	
38.D.S.Karnveer	9063/-	
39.A.K.Sharma	7950/-	
40.P.K.Shrivastava	5774/-	
41.H.S.Gurjar	5819/-	
42.Khushiram	5555/-	
43.Harvilas	5142/-	
44.Ramesh Babu	5416/-	
45.Bachchu Singh	5023/-	
46.Pushpa Bai		
47. Narayan	2308/-	
48. Munna	5023/-	
49. Vijay Singh	2308/-	

11. Annual budget allocation and expenditure statement (to be linked with treasury data bank)U/S 4.1 (b) (xi)

S.No.	Budget Head	Name of work	Year	Allocation	Expenditure
1	581	001 Pay	2004-05	1882400	1301225
2		003 D.A.		978848	708306
3		006 H.R.A.		67766	48430
4		008 Other		1640	2400
5		012 Con		42222	23080
6		021 T.A.		5000	4978
7		001 Postage		500	500
8		004 Books		500	500
9		005 Water,Light		3000	3000
10		007 Staionary		500	500
11	4193(10+2)	001 Pay	2004-05	238040	110400
12		003 D.A.		123780	60172
13		006 H.R.A.		9522	4416
14	4193(Voc)	001 Pay	2004-05	238040	200280
15		002 D.A.		123780	108963
16		003 H.R.A.		9522	7557
17		004 O.A.		240	210
18		009 Medical		2000	1493
19		001 T.A.		2000	1812
20		001 Postage		500	500
21		003 Furniture		500	500
22		004 Books		500	500
23		005 Light&Water		2000	2000
24		006 Uniform		1000	-
25		008 Other		500	500
26	3491(M/S)	001 Pay		3416650	
27		003 D.A		1875764	
28		006 H.R.A.		76778	
29		008 O.A.		2695	
30		001 Postage		600	
31		004 Books		100	
32		006 Uniform		820	
33		007 Stationary		200	
34		001 T.A.		4000	
35		009 Medical		3000	
36		008 Other		1000	
37	4396(P/S)	001 Pay		6445940	
38		003 D.A.		3501968	
39		006 H.R.A.		140590	
40		008 O.A.		1870	
41		009 Medical		3000	
42		001 T.A.		7000	
43		001 Postage			

12 Programmes and beneficiaries U/S 4.1 (b) (xii)

A. List of the programmes (in electronic form)

- i- Caste based scholarship
- ii- Brilliant student in Sanskrit
- iii- Handicapped student

B. Norms for selection of the beneficiary (original text of the circular to be given in electronic form)

C. Detailed information

S.No.	Name of the Programme	Administrative department	Year	Ammount allocated	No. of beneficiaries
1	Caste based scholarship	Dst.Organiser Tribal,Morena	2005 2006	657310 944105	3556 3779

13 List of the recipients and nature of concession U/S 4.1 (b) (xiii)

S.No.	Nature of Concession	Name	Address	Year	Kind of Support	Approximate value of concession

**14 Information available in the office(Link with item 6)
U/S 4.1 (b) (xiv)**

S No.	Categories	Hard Copy	Electronic Form

15 Facility available (Library,Public counter etc.) to citizen for information U/S 4.1 (b) (xv)

S.No.	Facility	Name of Incharge	Duration of opening (Time to be given)	Contact No. telephone no.
1	Library 3462 books	Tahir Hussain	2 years	234672

16 Information the PIO/Designation/working exp. U/S 4.1 (b) (xvi)

Name Gopal Das Gandhi
Designation Vice Principal
Telephone No. 226885
E-mail add.
Place of work & Address Govt.Boys H.S.S. No. 2,Morena
Contact hours for public 10:30 to 5:00 P.M.

17. Any other information in citizen related facilities U/S 4.1 (b) (xvii)