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1 Preface:

Now that the Right to Information has been made one of the Fundamental rights of every Indian citizen, it is of paramount importance that all the processes and procedures undertaken by all departments under state government are made transparent. With transparency, there shall be significant improvement in efficiency and accountability of the bureaucracy. It can be expected that the Right to Information will usher in a new dawn of Indian bureaucracy, which is fundamentally strong, responsible and open to public scrutiny.

This booklet seeks to provide all the general information about DIET that is useful from the public point of view. This booklet provides important information about the structure of this organization, along with details about the roles and responsibilities of its various functional components. This booklet will be found useful by any citizen who wishes to know about interventions being undertaken by the organization in the field of elementary education in Gujarat. Any individuals, groups or NGOs who wish to join our endeavors at State, district or grass root levels will find this booklet quite useful and informative. District Institute of Education and Training – Kutch is working under the Head Office GCERT Gandhinagar. As Per Right to information Act 2005, 17 topics discussed here for different information.

Principal
District Institute of Education & Training
Kutch

2 Information Of The Applet Authority P.I.O. And A.P.I.O. Of DIET-KUTCH

Applet Authority
Shree S.P.Thaker
I/C Principal
DIET-BHUJ(KUTCH)
Phone:02832/ 221491
Email: dietbhuj@gmail.com , diet-kut@gujarat.gov.in
Website: www.diet-kutch.org

P.I.O. – Public Information Officer
Mr. Bipinbhai Gor
I/C Office Superintendent
DIET-BHUJ(KUTCH)
Phone:02832/ 221491
Email: dietbhuj@gmail.com , diet-kut@gujarat.gov.in
Website: www.diet-kutch.org

A.P.I.O. –Assistant Public Information Officer
Mrs. Kinjalben Patel
Office Senior Clerk
DIET-BHUJ(KUTCH)
Phone:02832/ 221491
Email: dietbhuj@gmail.com , diet-kut@gujarat.gov.in
Website: www.diet-kutch.org

3 Particulars of organization, functions, & duties:

District Institute of Education & Training, Bhuj (KUTCH)	
Address	Opposite Bus Stand, In Ground of Middle School – Kutch
N.C.T.E. Code	WRC/0506/2000/ 7047/28-09-2000
Year of Establishment	Dt: 01-02-1991
Address of Head Office	Gujarat Council of Educational Research and Training, Sector 12, Vidyabhavan, Gha4 Corner, Gandhinagar.
Name of Department	Education
Controlling officer of Institute	Principal, DIET Opposite Bus Stand, In Ground of Middle School – Kutch
Details of courses Offered	Primary Training Certificate
Field of work	All Primary Schools and PTC Colleges of district.

- **Objectives of the Organization:**

- To bring about qualitative enhancement at all levels of education.
- To provide academic research extension and training support in the field of school education throughout the district.
- To provide academic backup, Leadership, guidance and suggestion for the qualitative improvement of primary education through reorientation of educational content and practice.
- To provide Leadership, academic guidance, suggestions to CRC,BRC.
- To organize innovative programs for the propagation and dissemination for new trends and approaches related to education.
- To provide academic support and guidance to teachers.
- To create and publish educational Literature.
- To organize creative programs like Science fairs, Balmela, Ramatotsav at grassroot level to promote the overall development of children.
- Universalition of Primary / Elementary Education.
- To organize various training programs for primary school teachers and to prepare self made educational tools.
- To Provide training to primary school Head Masters, teachers, CRC, BRC, Gram Mitra, Educational Inspectors(Supervisors).
- To arrange a system for Progressive development of BRC and CRC.

Function of the Organization:

- Training and orientation of following target groups: Elementary school teachers (both pre-service and in service), Head Masters, Instructors and supervisors of Non formal and Adult Education. Members of DBE and Village Education Committees (VEC's), community leaders, youth and other volunteers who wish to work as educational activities. Resource persons who will conduct suitable programs for the target groups.
- Academic and resource support to the elementary and adult education systems in the district in other ways e.g. by Extension activities and interaction with the field.
- Provision of services of a resource and learning centre for teachers and instructors, Development of locally relevant materials, teaching aids, evaluation tools etc., and Serving as an evaluation centre for elementary schools and programs of NFE/AE.
- Action research and experimentation to deal with specific problems of the district in achieving the objectives in the areas of elementary education.
- To provide training and guidance for implementation of programs like activity based education and joyful learning and creating willingness to go to school.
- To undertake research and experimentation for the problems of the educational arena and to solve them.
- To familiarize Headmasters, teachers, C.R.C.s, B.R.C.s co-coordinators and supervisors with new approach.
- To organize workshops and seminars to enhance the ability for teaching subjects like Mathematics, Science, work Experience, Art teaching and Yoga teaching at the primary school level.
- To provide guidance for diagnosis and remedies for abilities established by the students through capacity aimed evaluation and also lack of abilities thereof.
- To provide guidance and evaluation techniques to ensure success for activity based education.
- To visit alternative schools for migrant children and to give guidance there.
- To visit V.E.C, M.T.A., .T.A. and provide guidance to the same.
- To undertake programs for no ritualistic education.
- To make lecturers to visit meetings arranged at C.R.C level & to provide guidance.
- To improve, revise and upgrade the curriculum of training colleges with the changing time.

4 Powers and duties of officers and employee.

Principal:

- Head of the Institute as a Controlling officer.
- Planning of training for primary teacher.
- Planning for Population Education.
- Training for Handicapped children through IEDC Cell.
- Planning of Science fair.
- Planning of Children fair (Bal Mela).
- Inspection for the PTC College.
- Budget Planning
- Purchase related work.

Jr. Lecturer (PSTE):

- To Develop low cost teaching Aids.
- To develop educational material for teaching.
- To Conduct Training program.
- To do Work experience activity.
- To do work about ECO club development.
- Cleanliness of Garden, campus, ground, Institute, etc.
- Campus Development.
- Puppets show training and demonstration.
- Planning of Social activity.

Jr. Lecturer (DRU):

- To participate in Population Education Program.
- To participate in Continuous Education Program (Nirantar Shixan)
- To Conduct Training programs.
- Celebration of Specific day.
- To conduct program of Adult Education.
- To conduct Dramatization.
- To Conduct Street Play

Jr. Lecturer (I.F.I.C.):

- To conduct and planning of Training Program for all district teacher.
- To Conduct Innovation training program of teacher.
- C.R.C., B.R.C. Monitoring.
- To evaluate quality and effectiveness of training program.
- Selection of Quality school award.
- Documentation, distribution of Printed material, School Visit
- Integration with all branches

Jr. Lecturer (C.M.D.E.):

- To conduct training program.
- To develop question bank and test.
- To Reform Syllabus and Curriculum.
- To Prepare question Paper.
- To execute achievement test and get result of it.
- To conduct training program.

Jr. Lecturer (I.C.T.)/Technician(I.C.T.):

- To help we branch in developing low cost teaching aids.
- To help we branch in developing e –TLMs.
- To maintain Computer Lab.
- To develop slide.
- To maintain Audio visual Instrument.
- To help for broadcasting radio program from nearby radio station.
- Teleconference.

- Video conference.
- Computer Education to PSTE trainees

Jr. Lecturer (P & M):

- Universalization of elementary education.
- To achieve target of national literacy.
- To serve statistical information.
- To make Annual Report and Annual Work plan.
- To conduct Training program.
- To make district Profile.
- Planning of P.A.C. Meeting.
- To check effectiveness of various training program.
- To provide information about planning and management.

Librarian (Library):

- Library Computerization.
- To maintain registers of Library.
- To maintain Newspaper and Magazine.
- Purchase of Books, Magazines related work.

Administrative Department:

O.S. (Auditor Group1):

- Administrative Supervision.
- Confidential Report related work.
- Assistant Public Information Officer.

Head Clerk (Establishment/Mehkam):

- Recruitment, transfer, promotion related work.
- Assistant Public Information Officer.
- Information about setup

Head Clerk (Account):

- Cashbook and account related work.
- To withdraw and pay money to lecturer for various training program.

Senior Clerk:

- To record of employee information.
- To record Employee vacant related information.
- To maintain service book.
- To maintain increment of employee.
- Accounts, G.P.F., Higher Pay scale related matter.
- Budget, Pay scale, Hostel work related information.

Junior Clerk (Registry):

- To maintain Inward Outward Register.
- To maintain Stamp Register, Franking Register
- To maintain service book.

Peon:

- Trajory related work.
- Xerox related work.

5 The rules, regulations, instructions, manuals and records, held by the Institute, to be used by its employees for discharging its functions.

- G.C.S.R.
- Govt .GR
- Trajory Rules
- As Per GCERT Guideline

6 Arrangement that exists for consul tation followed with or representation by the members of the public in relation to the formation of policy.

There is a 18 members of Program advisory committee (P.A.C.) in DIET. Committee will Decide to arrange new training programs and to conclude of arranged programs.

7 A statement of the categories of documents that are held by it or under its control.

- Increment Register
- Roster Register
- Confidential Report Register
- Bill Register
- Grant Register
- Cheque Register
- A,B,C Register
- Inward Register
- Outward Register
- Dead stock Register
- Cashbook Register
- Service Book(Staff)
- Presence Register
- Movement register
- Post distribution Register
- Pension Case File
- Franking Machine's ticket account Register
- All Documents of different subject with file

8 Statement of board, council, committees and other organization that are formed as a part of the organization.

The Governing Council

- Chief Secretary To Government
- Secretary Education Department
- Director GCERT, Gujarat.
- Principal of DIET.

9 Procedure followed in the decision making Process:

- The Principal is head of DIET.
- DIET is an institute working under Head office GCERT.
- GCERT provide financial support (Grant) to DIET as per Annual Work Plan for training purpose. DIET Planning for Training of teacher.
- For quick decision making process, diet has facility of e mail, GSWAN e– governance, Video conference facility and teleconference facility.
- Head office also solve problem of Pension case, NOC for Higher study, Group Insurance, etc.

(10 & 11) Directory of officers and employee and The Monthly Remuneration received by each of its officers and Employee.

Principal
Shri Sanjay P. Thakar
District Institute Of Education And Training
Opp. Bus Station, Bhuj(KUTCH)
Pay Scale : 44900-142400

Sr. No.	Employee Name	Designation	Pay Scale
1.	Mrs.Dr. Daksha G. Maheta	Sr. Lecturer	44900-142400
2.	Mrs. Dr. Bindu R. Patel	Jr. Lecturer	39900-126600
3.	Shri Sunil R. Yadav	Jr. Lecturer	39900-126600
4.	Mrs.Dr. Ranjan H. Parmar	Jr. Lecturer	39900-126600
5.	Dr. Rizwan H. Raja	Jr. Lecturer	39900-126600
6.	Mrs.Dr. Raksha H. Upadhyay	Jr. Lecturer	39900-126600
7.	Shri Ashwin P. Suthar	Jr. Lecturer	39900-126600
9.	Shri Bipinbhai Gor	Senior Clerk	25500-81100

10.	Smt. Kinjalben Patel	Senior Clerk	25500-81100
11.	Shri Orasbhai Kumbhar	Clerk	25500-81100
12.	Shri Salimbhai Majothi	Clerk	25500-81100
13.	Shri K.P.Yadav	Peon	15700-50000
14.	Shri J.A.Sumara	Peon	15000-47600
15.	Shri Premjibhai Doru	Peon	Fix

12 Statement showing the budgetary outlay and expenditure incurred by DIET during year 2012-13.

13 The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.

No subsidy programmes are executed under this organization.

14 Particulars of recipients of concessions, permits or authorizations granted by it.

No concessions, permits or authorizations are granted under this organization.

15 Norms adopted for discharge of the functions of the Institute.

The Functions of the council are discharged as per the norms indicated as per GCERT Guideline and G.C.S.R.

16 Information available in Electronic Form:

Institute Website: www.diet-kutch.org

From Institute there is no information provided as an electronic form except website.

17 Particulars of the facilities available to citizens for obtaining Information.

The following facilities are made available to the citizens for obtaining the information

- Notice board
- As Per the procedure prescribed from time to time to obtain copies of the documents.

Other Useful Information

- Two way Video Conferencing Facility

- Education through computer.
- Training through Teleconference
- Education through distance learning mode.
- Institute's website www.diet-kutch.org
- Population Education Project
- Reading, Writing and counting Abhiyan
- Flood Relief Activity in affected area.
- Girls Education – Kanya Kelavani