

**Manual-1**  
**Particulars of Organisation, functions and duties**  
**{Section 4(1)(b)(i)}**

**AIMS AND OBJECTIVES OF ORGANISATION**

The Head quarter of Education Department, Government of N.C.T. of Delhi, responsible for Education matters from Class I to XII, is located in Old Secretariat, Delhi. The sub offices like Regional Directors and Deputy Directors Offices, and its various branch offices are located at various parts of Delhi.

The educational facilities are provided in stages i.e. pre-primary, primary, middle, secondary, senior secondary and university level. Pre-primary and primary educations are mainly the responsibility of the local bodies. Middle, secondary and senior secondary education is primarily looked after by Directorate of Education, Government of Delhi. Although pre-primary and primary education is mainly the responsibility of the local bodies, the Govt. of Delhi has converted its 326 schools into composite schools now known as Sarvodaya Vidyalayas having classes from I to XII.. Apart from this a number of private are also engaged in imparting education at all levels of schooling. These organizations are given grant-in-aid by Govt. of Delhi to meet the expenditure on education. Besides these, recognised unaided schools are also being run in Delhi by registered trusts and societies.

Department of Education performs with the objective of making Delhi fully literate by imparting free education to all its children upto the senior secondary standard. It helps in promoting all round personality development by providing the best education training and state of the art technology, including computer training, in an endeavor to make better citizen.

**Mission**

1. To cater to the educational needs of children by providing a common programme of education.
2. To pursue excellence and initiate and promote experimentation and innovations in education.
3. To develop the spirit of national integration
4. To facilitate Child centered education and facilitate learning and thinking for all round personality development of child.
5. To make Delhi fully literate.
6. Right to Education Act has come into force with effect from 1April 2010 to ensure compulsory Elementary Education upto the age of 14 year.
7. Sarva Shiksha Abhiyan (SSA) is a Flagship progarmme of Govt. of India to support the Formal School System so that all the children in the age group 6-14 years have access to schooling remain in the school till they complete their Elementary Education, including the children with special needs and belonging to Minority and/ or Socially Disadvantaged groups.

8. Rashtriya Madhyamik Shiksha Abhiyan (RMSA), with the objectives to universalize Access to Secondary Education and to improve quality was launched in March 2009. The Secondary Education is a crucial stage which prepares the students to acquire and accomplish the fundamental concepts in various subjects which may provide ad solid foundation to acquire higher learning skills. State's vision is to make good quality Secondary Education available, accessible and affordable in the age group of 14 to 18 years.
9. Right to Information Act 2005 has been implemented for the transparency of the functions and activities of the Directorate of Education as per the provision of RTI Act.

### **Brief History and background for its establishment**

Education holds the key to economic growth, social transformation, modernization and national integration.

State commitment to the spread of knowledge and freedom of thought among its citizen is reflected in its constitution. The Directive Principle contained in Article 45 enjoins that “the state shall endeavor to provide within a period of ten years from the commencement of the constitution, for free and compulsory education for all children till they complete the age of fourteen years. Though Education is in the concurrent list of the Constitution, a National policy on Education was formulated in 1986 and modified in 1992, which aims to provide education of a comparable quality up to a given level to all students irrespective of their caste, creed residence or sex. It aims at promotion of a national, a sense of common citizenship and composite culture and strengthening national integration. It lays stress on the need for a radical transformation of the education system to improve its quality at all stages and gives much greater attention to Science and Technology. All children are proposed to be provided free and compulsory education up to 14 years of age. The Directorate of Education earnestly endeavors to implement the policy.

# ORGANISATION CHART OF DIRECTORATE OF EDUCATION

**Principal Secretary of Education**

**Director of Education**

Spl. Dir. Of Education (Fin)	Addl. Dir. Of Education (Admn.)	Addl. Dir. Of Education (School)	Addl. Dir of Education (Act/Seckt.)	Addl. Dir. Of Education (Sports)	State Project Director	Director SCERT	Regional Director (North)	Regional Director (East)	Regional Director (South)	Regional Director (Central/West)
1	2	3	4	5	6	7	8	9	10	11
1. Dy. Controller of Accounts 2. Acctts. Officer(Cash) 3. Acctts. Officer(Audit/Grant-in-aid) 4. Acctts. Officer(Pension & Pay Fixation) 5. Actts. Officer(Budget/House Building Advance) 6. DDE(Land & Estate) 7. ADE :- A-Vocational Br. B-Legislative Work C-VKS D-Computer Education Programme E-Mid-Day-Meal F- IT Branch	i) DDE(HQ) ii) ADE:- A-Gazetted Officer's Cell B-Estt-I C-Estt-II D-Estt.-III E-Estt. IV F-Vigilance G-Litigation H-Post Fixation Cell I- IT Br.)	i) DDE(School/Scholarship) ii) DDE(Population Edmn. Cell) iii) ADE(Welfare) iv) OSD(Examination) v) DDE:- A- IEDC B-Science C-Patrachar Vidhyalaya 0.	i)ADE: A-Act B-RTI(HQ) ii) Superintendent : A-Inspection B-Coordination	i) Project Director (Ghevra) ii) ADE (Sports)	i) Accounts officer (UEEM)	i) Jt. Dir. ii)Diet iii) Sr. Lect. vi)Jr. Lect.	i) DDE- North West-A ii) DDE-North West-B	i) DDE-East ii) DDDE-North East	i) DDE-South ii) DDE-. SW-A iii) DDE-SW-B	i) DDE-Central/New Delhi ii)DDE-West-A iii) DDE-West-B iv) DDE-North

(I) Pr. Secy. - - Sri.  
(II) Dir.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: OLD SECTT.: DELHI  
(GAZETTED OFFICER'S CELL)  
website: <http://www.edudel.nic.in>

No.F.4(282)/GOC/Edn/2013/ 4806-4815


Dated: - 24/4/14

ORDER

In supersession of all previous orders issued in this regard, the following Work Allocation and Link Officers amongst the Officers of the Directorate of Education is hereby ordered with immediate effect:-

S.No.	Name of the Officer	Work Assigned	Link Officer
1.	Sh.Lalhmingthanga, IAS Special Director	Finance, Pension, Accounts Branch, Audit, Head of Office(HQ), Caretaking Branch(HQ) and Managing Director (DBTB).	Smt.Shashi Kaushal, DANICS, Special Director
2.	Dr.Madhu Rani Teotia, IAS Additional Director	Act-I(Un-Aided Schools), GOC, E-I, E-II, E-III,E-IV, PFC, R & I, VKS, Planning Branch, Bhagidari, Mid-Day-Meal and Right to Education.	Sh. Binay Bhushan, DANICS Additional Director
3.	Mrs.Neha Bansal, IAS Additional Director	State Project Director(SSA & RMSA), IT Branch and Regional Director(Central/West).	Dr.Madhu Rani Teotia, IAS, Additional Director
4.	Smt.Shashi Kaushal, DANICS Special Director	Act-II(Aided Schools), Sectt.Branch, Coordination Branch(HQ), 1 <sup>st</sup> Appellate Authority (RTI), Nodal Officer- Public Grievances Cell, Redressal Grievance of employees of the Directorate and General Public, Reference received from Human Rights Commission and all statutory Commissions.	Sh.Lalhmingthanga, IAS Special Director
5.	Sh. Binay Bhushan, DANICS Additional Director	Litigation, Vigilance Branch, Land & Estate and Legislative Works.	Dr.Madhu Rani Teotia, IAS, Additional Director
6.	Sh.Bishan Chander, DANICS Joint Director	Authentication Branch	Mrs.Neha Bansal, IAS Additional Director
7.	Dr.Sunita Kaushik, Additional Director	School Branch, Welfare Branch, Examination Branch, and Inspection Cell(HQ).	Smt. Anita Satia, Additional Director (CDC)
8.	Smt.Satinder Kaur, Additional Director	Regional Director(North) and Patrachar Vidyalaya	Smt.Neelam Verma, Additional Director (CDC)
9.	Sh.Satpal Additional Director (Sports)	Sports & Physical Education Branch and Nodal Officer of Bharat Scout & Guides	Dr.Madhu Rani Teotia, IAS, Additional Director
10.	Smt. Anita Satia, Additional Director (CDC)	Regional Director(South) and Director(SCERT)	Dr.Sunita Kaushik, Additional Director
11.	Smt.Neelam Verma, Additional Director (CDC)	Vocational, EVGC, IEDSS Branch, Science Branch and Regional Director (East),	Mrs.Neha Bansal, IAS Additional Director

This issues with the prior approval of the Competent Authority.


  
(RAJENDRA KUMAR) 23/4/14  
ASSTT. DIRECTOR OF EDN.(GOC)

No.F.4(282)/GOC/Edn/2013/ 4806-4815

Dated: - 24/4/14

Copy forwarded for information and necessary action to:-

1. Special Directors of Education.
2. All Addl. Directors of Education.
3. All Regional Directors of Education.
4. All Dy. Directors of Education.
5. All Asstt. Directors of Education.
6. PS to Pr. Secretary (Education).
7. PS to Director (Education).
8. All Branch Officers, Dte. of Edn.
9. EDP Manager (IT), Dte. of Education to upload the order on the Deptt. website.
10. PA to Addl.DE(Admn.).
11. Guard file.

  
(RAJENDRA KUMAR) 23/4/14  
ASSTT. DIRECTOR OF EDN.(GOC)