

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 Lect. 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

WORK ALLOCATION CHART OF DIRECTORATE OF EDUCATION AS ON 20/1/2011

Spl. Dir. Of Education (Fin)	Addl. Dir./Addl. Secy.(Education (Admn.)	Addl. Dir. Of Education (School)	Addl. Dir of Education (Act/Sectt.)	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
i) Audit Br. ii) Pay fixation cell iii) Pension cell iv) Budget v) Caretaking vi) Grant-in-aid vii)HBA viii) Land & Estate ix) Mid-day-meal x) Vocational xi) DBTB as MD xii)Legislative work xiii) VKS xiv) CEP xv) I.T. branch	i) Gazetted Officer's Cell ii) Estt.-I iii) Estt.-II iv) Estt.-III v) Estt.-IV vi) Assured Carrier Progressive scheme vii) Vigilance br. viii) Post Fixation Cell ix) Litigation x) Sectt. Branch	i) School Br. ii)Welfare Br. iii)Exam branch iv)Inspection v)Population education Cell vi)Scholarship Br. vii) IEDC viii)Patrachar branch ix)Science Branch	i) Act branch ii) Coordin ation iii) Inspection Cell iv) RTI Cell(HQ) v) Sectt. Branch	i) Sports Branch ii) Scouts & Guides iii) NSS & Yoga	i) UEEM ii) RMSA	SCERT	iii) Distt. North West-A iv) North West-B	iii) Distt. East iv)Distt. North East	i) Distt. South ii) Distt. SW-A iii) Distt. SW-B	ii)Distt. Central/New Delhi iii) Distt. West-A iii) Distt. West-B iv) Distt. North