Department of School Education & Literacy

A FRAMEWORK FOR TRANSPARENCY AUDIT

Updated on 25.08.2025

1. Organisation and Function:

Sl. No.	Item	Details of disclosure	Input and Link, if any
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	1.1.1 Name and address of the Organization	https://dsel.education.gov.in/contact_us
		1.1.2 Head of the organization	https://www.education.gov.in/en/minister-page
		1.1.3 Vision, Mission and Key objectives	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/v_m_ko.pdf
		1.1.4 Function and duties	i. Framing policies concerning to Samagra Shiksha, PM-Poshan, ULLAS, PM-Shri etc. schemes. ii. Implementation and releasing funds under various schemes of the Department to States/UTs for the different components of the schemes/programmes. iii. Implementation of NEP 2020 iv. Administrative control of the KVS, NVS, CBSE, NIOS, NCERT, NCTE & NBB.
		1.1.5 Organization Chart	https://dsel.education.gov.in/sites/default/files/Organization_Chart_DoSEL.pdf
		1.1.6 Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	The Ministry of Education the then Ministry of Human Resource Development (MHRD) was created on September 26, 1985, through the 174th amendment to the Government of India (Allocation of Business) Rules, 1961. Currently, the MHRD works through two departments: Department of School Education & Literacy Department of Higher Education

			The Department of School Education & Literacy is responsible for development of school education and literacy in the country. The Department of SE & L has its eyes set on the "universalisation of education" and making better citizens out of their young brigade. For this, various new schemes and initiatives are taken up regularly and recently, those schemes and initiatives have also started paying dividends in the form of growing enrolment in schools. Education Ministers from 2015 onward: i) Smt. Smriti Zubin Irani ii) Shri Prakash Javadekar iii) Shri Ramesh Pokhriyal 'Nishank' iv) Shri Dharmendra Pradhan Education Secretaries from 2015 onwards: i) Shri Subhash Chandra Khuntia ii) Sh. Amit Khare iii) Shri Anil Swarup iv) Ms. Rina Ray v) Ms. Anita Karwal vi) Shri Sanjay Kumar
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	1.2.1 Powers and duties of officers (administrative, financial and judicial)	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/procedure_for_decision_2024.pdf
		1.2.2 Power and duties of other employees	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/procedure_for_decision_2024.pdf
		1.2.3 Rules/ orders under which powers and duty are derived and	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/abr_dsel.pdf NCTE ACT

			https://drive.google.com/file/d/1hF0NiZPdFL3CV1bxO3llWR9u4l9FY9jW/view?usp=sharing RTE Act https://dsel.education.gov.in/sites/default/files/rte/rte.pdf
		1.2.4 Work allocation	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/WA_BH_14082025.pdf
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	1.3.1 Process of decision making Identify key decision making points	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/procedure_for_decision_2024.pdf
		1.3.2 Final decision making authority	Secretary, Department of School Education and Literacy
		1.3.3 Related provisions, acts, rules etc.	NCTE ACT https://drive.google.com/file/d/1hF0NiZPdFL3CV1bxO3llWR9u4l9FY9jW/view?usp=sharing RTE Act https://dsel.education.gov.in/sites/default/files/rte/rte.pdf
		1.3.4 Time limit for taking a decisions, if any	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/sa-dosel.pdf Decision in regard to routine matters made in a time-bund manner.
		1.3.5 Channel of supervision and accountability	As per the organisation chart every is accountable towards the duties assigned by the Seniors.
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	1.4.1 Nature of functions/ services offered	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/rti_4.pdf
		1.4.2 Norms/ standards for functions/ service delivery	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/rti_4.pdf

		1.4.3 Process by which these services can be accessed	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/rti_4.pdf
		1.4.4 Time-limit for achieving the targets	Time limit for targets are as per DARPG guidelines.
		1.4.5 Process of redress of grievances	Grievances are disposed of on CPGRAM portal in a time-bound manner. Action on the grievances received outside CPGRAM are taken promptly through concerned Division or Autonomous Body.
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]	1.5.1 Title and nature of the record/ manual /instruction.	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/rti_4.pdf
		1.5.2 List of Acts, rules, regulations, instructions manuals and records.	https://darpg.gov.in/sites/default/files/CSMOP_0_0.pdf
		1.5.3 Acts/ Rules manuals etc.	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/procedure_for_decision_2024.pdf
1.6	Categories of documents held by the authority under its control[Section 4(1)(b)(vi)]	1.6.1 Categories of documents	NCTE ACT https://drive.google.com/file/d/1hF0NiZPdFL3CV1bxO3llWR9u4l9FY9jW/view?usp=sharing RTE Act https://dsel.education.gov.in/sites/default/files/rte/rte.pdf SAMGRA SHIKSHA SCHEME FRAMEWORK The detailed guidelines of Samgra Shiksha scheme has been enacted and are available at the following link: https://dsel.education.gov.in/sites/default/files/guidelines/ss_implementation.pdf NEP 2020

				https://www.education.gov.in/sites/upload_files/mhrd/files/NEP_Final_English_0.pdf
				LIBRARY
				https://dsel.education.gov.in/sites/default/files/guidelines/revised_guidelines_for_promotion_Library_Reading.pdf
				SAFETY AND SECURITY
				https://dsel.education.gov.in/sites/default/files/guidelines/guidelines_sss.pdf
				PM POSHAN Guidelines
				https://pmposhan.education.gov.in/Files/Guidelines/2023/Guidelines%20on%20PM%20POSHAN%20SCHEME.pdf
				Manual of Office Procedure
				https://dopt.gov.in/acts/manual-office-procedure
				Sexual Harassment of women at workplace
				https://www.indiacode.nic.in/handle/123456789/2104
				CCS Conduct Rules
				https://dopt.gov.in/sites/default/files/CCS_Conduct_Rules_1964_Updated_27Feb15_0.pdf
				A Brochure on Samagra Shiksha Scheme

				https://dsel.education.gov.in/sites/default/files/guidelines/ss_eng_feb22_0.pdf
				UDISE PLUS website https://dashboard.udiseplus.gov.in/#
		1.6.2	Custodian of documents/categories	Custodian as per public record act.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	1.7.1	Name of Boards, Council, Committee etc.	The Department of School Education & Literacy has its own governing body. However, the following Autonomous Bodies comes under the administrative control of this Department: 1. Central Board of Secondary Education (CBSE) 2. National Council for Educational Research and Training (NCERT) 3. National Institute of Open Schooling (NIOS) 4. Kendriya Vidyalaya SANGATHAN (KVS) 5. Navodaya Vidyalayas Samiti (NVS) 6. National Council for Teacher Education (NCTE) 7. National Bal Bhawan (NBB) https://www.cbse.gov.in/cbsenew/cbse.html https://ncert.nic.in/ https://www.nios.ac.in/ https://kvsangathan.nic.in/ https://navodaya.gov.in/nvs/en/Home1 https://ncte.gov.in/website/index.aspx https://nationalbalbhavan.nic.in/
		1.7.2	Composition	
		1.7.3	Dates from which constituted	
		1.7.4	Term/ Tenure	
		1.7.5	Powers and functions	
		1.7.6	Whether their meetings are open to the public?	
		1.7.7	Whether the minutes of the meetings are open to the public?	
		1.7.8	Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	1.8.1	Name and designation	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/Directory_130722.pdf
		1.8.2	Telephone, fax and email ID	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/Directory_130722.pdf

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	1.9.1 List of employees with Gross monthly remuneration	In addition to salary, Officers/officials avail HRA, TA, DA, Gratuity, EPF, Medical and kids education allowance. List of salary of the officials are given at the following link: https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/Salary_details_July_2025_se.pdf
		1.9.2 System of compensation as provided in its regulations	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/Salary_details_July_2025_se.pdf
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/List_CPIOs_AAs.pdf
		1.10.2 Address, telephone numbers and email ID of each designated official.	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/List_CPIOs_AAs.pdf
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	1.11.1 No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/Third_party%20Audit_2024-25_Vig%20Section.pdf
		1.11.2 (ii) Finalised for Minor penalty or major penalty proceedings	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/Third_party%20Audit_2024-25_Vig%20Section.pdf
1.12	Programmes to advance understanding of RTI (Section 26)	1.12.1 Educational programmes	Officers of the Department undergo training in RTI matters in ISTM as a part of their cadre training plan. Further, training on RTI matters is also available on iGOT platform.
		1.12.2 Efforts to encourage public authority to participate in these programmes	
		1.12.3 Training of CPIO/APIO	
		1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	1.13.1 Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/Annexure-8_Transfer-policy.pdf

2. Budget and Programme:

2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]	2.1.1 Total Budget for the public authority	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/bdgt_dosel_rti.pdf
		2.1.2 Budget for each agency and plan & programmes	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/bdgt_dosel_rti.pdf
		2.1.3 Proposed expenditures	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/bdgt_dosel_rti.pdf
		2.1.4 Revised budget for each agency, if any	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/bdgt_dosel_rti.pdf
		2.1.5 Report on disbursements made and place where the related reports are available	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/bdgt_dosel_rti.pdf
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)	2.2.1 Budget	There is no separate budget account for the purpose.
		2.2.2 Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/DoSEL_Tours_expenses_24_2025.pdf
		2.2.3 Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/ifd_rti_2024_25_SS.pdf
2.3	Manner of execution of subsidy	2.3.1 Name of the programme of activity	N/A
		2.3.2 Objective of the programme	N/A
		2.3.3 Procedure to avail benefits	N/A

	programme [Section 4(i)(b)(xii)]	2.3.4 Duration of the programme/ scheme	N/A
		2.3.5 Physical and financial targets of the programme	N/A
		2.3.6 Nature/ scale of subsidy /amount allotted	N/A
		2.3.7 Eligibility criteria for grant of subsidy	N/A
		2.3.8 Details of beneficiaries of subsidy programme (number, profile etc)	N/A
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	2.4.1 Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NA
		2.4.2 Annual accounts of all legal entities who are provided grants by public authorities	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]	2.5.1 Concessions, permits or authorizations granted by public authority	NA
		2.5.2 For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	NA
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	2.6.1 CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Complied with.

3.   Publicity Band Public interface

3.1	Particulars for any arrangement for consultation with or representation by the members of the	3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Relevant Acts, Rules, Forms and other documents are available on the website of the department so that citizen can access it. Similarly, concerned autonomous bodies of the department also have uploaded these Acts, Rules, Forms and the

	public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]		documents pertaining to them on their respective websites.
		3.1.2 Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Cabin at Entry Gate No.2, Shastri Bhawan, Dr. Rajender Prasad Road, New Delhi
		3.1.3 Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	NA
		3.1.4 Public- private partnerships (PPP)- Detailed project reports (DPRs)	NA
		3.1.5 Public- private partnerships (PPP)- Concession agreements.	NA
		3.1.6 Public- private partnerships (PPP)- Operation and maintenance manuals	NA
		3.1.7 Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	NA
		3.1.8 Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	NA
		3.1.9 Public- private partnerships (PPP) -Information relating to outputs and outcomes	NA
		3.1.10 Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	NA
		3.1.11 Public- private partnerships (PPP) - All payment made under the PPP project	NA
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1)(c)]	3.2.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	https://www.education.gov.in/updates
		3.2.2 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make	https://www.education.gov.in/updates

		the process more interactive - Outline the Public consultation process	
		3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	https://www.education.gov.in/updates
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	3.3.1 Use of the most effective means of communication - Internet (website)	https://www.education.gov.in/
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]	3.4.1 Information manual/handbook available in Electronic format	Yes, uploaded on https://www.education.gov.in/
		3.4.2 Information manual/handbook available in Printed format	Yes.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	3.5.1 List of materials available Free of cost	As per information given on point 3.1.1.
		3.5.2 List of materials available At a reasonable cost of the medium	As per RTI norms.

4.   E-Governance

4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	4.1.1 English	https://dopt.gov.in/guidelines-on-rti
		4.1.2 Vernacular/ Local Language	https://dopt.gov.in/hi/guidelines-on-rti
4.2	When was the information	4.2.1 Last date of Annual updation	08.11.2007

	Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]		
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]	4.3.1 Details of information available in electronic form	Yes. Information is available in electronic form.
		4.3.2 Name/ title of the document/record/ other information	https://dsel.education.gov.in/ https://www.education.gov.in/documents_reports https://www.education.gov.in/statistics-new?shs_term_node_tid_depth=394
		4.3.3 Location where available	https://www.education.gov.in/documents_reports https://www.education.gov.in/rti_sel https://www.education.gov.in/statistics-new?shs_term_node_tid_depth=394
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]	4.4.1 Name & location of the faculty	Coord Section, Department of School Education & Literacy Room No.130-C, Shastri Bhawan, New Delhi
		4.4.2 Details of information made available	https://dsel.education.gov.in/
		4.4.3 Working hours of the facility	9:00 AM to 5:30 PM
		4.4.4 Contact person & contact details (Phone, fax email)	Shri Prashanta Kumar Behera, Under Secretary & CPIO Phone: 2338 4589 e-mail: prashanta.behera@gov.in
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	4.5.1 Grievance redressal mechanism	https://pgportal.gov.in/
		4.5.2 Details of applications received under RTI and information provided	https://www.education.gov.in/rti/display_se.php
		4.5.3 List of completed schemes/ projects/ Programmes	Pariksha Pe Charcha, National Achievement Survey, National Awar for Teachers, International Literacy Day, Swachhta Pakhwada.
		4.5.4 List of schemes/ projects/ programme underway	Samagra Shiksha, PM-Poshan, ULLAS, PM-Shri, National Means-cum-Merit Scholarship Scheme, NEP 2020.

		4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract		https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/ifd_rti_2024_25_SS.pdf
		4.5.6 Annual Report		https://www.education.gov.in/sites/upload_files/mhrd/files/document-reports/AR_2023-24_en.pdf
		4.5.7 Frequently Asked Question (FAQs)		https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/FAQs.pdf
		4.5.8 Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter		https://dsel.education.gov.in/sites/default/files/Citizen_Charter_DoSEL.pdf
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	4.6.1 Details of applications received and disposed		https://www.education.gov.in/rti/display_se.php
		4.6.2 Details of appeals received and orders issued		https://www.education.gov.in/rti/display_se.php
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]	4.7.1 Details of questions asked and replies given		https://sansad.in/ls/questions/questions-and-answers https://sansad.in/rs/questions/questions-and-answers

5.   Information as may be prescribed:

5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	5.1.1 Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015		https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/List_CPIOs_AAs.pdf
		5.1.2 Details of third party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out		The audit report for the year 2023-24 was carried out on 29.09.2024 and uploaded on the website. https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/AR_2023_24.pdf

		5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/nodal_rti_sel.pdf
		5.1.4 Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	The matter regarding constitution of Committee is under consideration and it will be uploaded soon.
		5.1.5 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	6.1.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	https://samagra.education.gov.in/ https://pmposhan.education.gov.in/ https://pmshrischools.education.gov.in/
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public	6.2.1 Whether STQC certification obtained and its validity	The requisite action has been initiated to obtain STQC certificate.
		6.2.2 Does the website show the certificate on the Website?	The requisite action has been initiated to obtain STQC certificate. It will be uploaded on the portal.

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