

GOVERNMENT OF ASSAM
ELEMENTARY EDUCATION DEPARTMENT
DISPUR, GUWAHATI - 6

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

Dated Dispur the 15th Nov'2016

No. PMA.627/2010/Pt. IX-B/51 : In exercise of the powers conferred under section 9 of RTE Act read with the Rules 4 & 5 of Assam RTE Rules, 2011 and in pursuance Govt. Notification No. PMA. 627/2010/Pt.IX-A/115 dated 26/02/2014, the Governor of Assam is pleased to notify the activity mapping of the pertinent functions of local authority as indicated below:-

Activity mapping of Local Authority to discharge duties as per section -9 of the Right of Children to Free and Compulsory Education Act,2009

Act & Rules	Functions	District level (ZilaParisad in all but not urban areas)	Block level (AnchalikPanchayat)	GaonPanchayat level (GaonPanchayat)	Urban Areas Local Bodies, for every Ward
II	III	IV	V	VI	VII
Sec-9 (a) & Sec-9 (b) of RTE Act,2009 along with Rule 4	Provide free and Compulsory elementary education to every child;	<ul style="list-style-type: none"> To supervise and undertake random checking for Out of School Children , CWSN, Children of weaker and disadvantaged section Supervise the implementation of RTE Act at Block & School levels Follow up with District authorities to hold Health camps for early identification of CWSN. 	<ul style="list-style-type: none"> To monitor implementation of RTE Act in schools and provide support as necessary support To review the progress of activities implemented in schools under RTE Act 	<ul style="list-style-type: none"> To maintain a list of schools of all category and children aged between 6-14 years of the Gaon Panchayat in their jurisdiction and to ensure admission of all children in schools. To monitor attendance of Children and teachers in schools as per RTE schedule In order to increase enrolment of OoSC, persuade all such children and interact with parents to create awareness, persuade them to create awareness on need of education and to enrol children. To facilitate a transparent system for those who opt for 25% admission so that all applications are considered from eligible children. To support SMCs in implementation of School Development 	<ul style="list-style-type: none"> To maintain a list of schools of all category and children aged between 6-14 years of the Gaon Panchayat in their jurisdiction and to ensure admission of all children in schools. To monitor attendance of Children and teachers in schools as per RTE schedule In order to increase enrolment of OoSC, persuade all such children and interact with parents to create awareness persuade them to create awareness on need of education and to enrol children. To facilitate a transparent system for those who opt for 25% admission so that all applications are considered from eligible children. To support SMCs in implementation of School Development

			Plan activities <ul style="list-style-type: none"> Redressing grievances related entitlement of children in schools as per RTE Act, 2009 	Plan activities <ul style="list-style-type: none"> Redressing grievances related entitlement of children in schools as per RTE Act, 2009
Ensure availability of a neighborhood school as specified in section-6 of RTE Act, 2009 and Rule 4 of RTE State Rules, 2011;	<ul style="list-style-type: none"> To verify availability of schools as per neighborhood norms specified in State RTE Rules, 2011. In case of un-served habitation, share the issue in DLMC meeting and put up proposal for new schools, if any required as per RTE Norms. If new school needs to set up: <ul style="list-style-type: none"> To ensure release of funds for construction immediately To ensure teacher availability in the school. This may require recruitment/redeploy ment. 	<ul style="list-style-type: none"> To verify that has been established within distance norms as prescribed in State RTE Rules, 2011. If new school is demanded, to verify the demand and take up with sanctioning authority. Ensure availability of land for new schools 	<ul style="list-style-type: none"> Where no school is available as per neighbourhood norm, to raise demand for the same. Facilitate land availability by district, liasoning with administration and land revenue officials. To ensure construction of schools as per norms and standard. To ensure meeting of construction committee To ensure teachers availability To redress the grievances related to availability and safety of access to neighbourhood schools. 	<ul style="list-style-type: none"> Where no school is available as per neighbourhood norm, to raise demand for the same. Facilitate land availability by district, liasoning with administration and land revenue officials. To ensure construction of schools as per norms and standard. To ensure meeting of construction committee To ensure teachers availability To redress the grievances related to availability and safety of access to neighbourhood schools.

Sec 9(c) and Rule 5	Ensure that child belonging to weaker section and the child belonging to disadvantaged group are not segregated or discriminated against and prevented from pursuing and completing elementary education on any grounds;	<ul style="list-style-type: none"> To monitor adoption of non-discriminatory practices in schools. To redress grievances/complaints if raised with regard to such practice. Awareness building 	<ul style="list-style-type: none"> To monitor adoption of non-discriminatory practices in schools. Monitoring (inspection) of schools through officials 	<ul style="list-style-type: none"> To track attendance and regularity of children from disadvantaged group and weaker section. To ensure along with the teachers and SMC an equal participation in all school activities Monitoring (inspection) of schools through officials 	<ul style="list-style-type: none"> To track attendance and regularity of children from disadvantaged group and weaker section. To ensure along with the teachers and SMC an equal participation in all school activities Monitoring (inspection) of schools through officials
Sub Rule 7 of Rule 4	Making appropriate and safe transportation arrangement for the children with special need to attend school and to complete elementary education;		<ul style="list-style-type: none"> To monitor & support local transportation arrangement for the CWSN to attend school and complete elementary education 	<ul style="list-style-type: none"> To monitor & support local transportation arrangement for the CWSN to attend school and complete elementary education 	<ul style="list-style-type: none"> To monitor & support local transportation arrangement for the CWSN to attend school and complete elementary education
Sec 9(d)	Maintain records of children up to the age of fourteen years residing within its jurisdiction, in such manner as may be prescribed;	<ul style="list-style-type: none"> Supervisory role that record of children is maintained at each school in proper format. To ensure that records of children updated at regular interval as per time specified by the State 	<ul style="list-style-type: none"> Supervisory role to ensure that record of children is maintained at each school in proper format. To ensure that records of children updated at regular interval as per the time specified by the State 	<ul style="list-style-type: none"> To maintain record of children aged from Birth-18 years under their jurisdiction. To maintain a record of OoSC children and the reasons for being Out of School. To ensure that records of children updated at regular interval as per the time specified by the State 	<ul style="list-style-type: none"> To maintain record of children aged from Birth-18 years under their jurisdiction. To maintain a record of OoSC children and the reasons for being Out of School. To ensure that records of children updated at regular interval as per the time specified by the State

Sec 9 (e)	Ensure and monitor admission, attendance and completion of elementary education by every child residing within its jurisdiction;	<ul style="list-style-type: none"> To monitor and support in providing admission and ensuring attendances in schools. 	<ul style="list-style-type: none"> To sensitize grassroot levels functionaries about enrolment and retention of all target children. 	<ul style="list-style-type: none"> To ensure and support SMC to monitor admission and attendances of children Ensure that no child of 6-14 age group is denied admission in schools. To sensitize community for enrolment and retention of all target children. To ensure that no school or person shall while admitting a child collect capitation fee and subject the child or her parents or guardians to any screening procedure. To redress the grievances with respect to admission of children in schools. 	<ul style="list-style-type: none"> To ensure and support SMC to monitor admission and attendances of children Ensure that no child of 6-14 age group is denied admission in schools. To sensitize community for enrolment and retention of all target children. To ensure that no school or person shall while admitting a child collect capitation fee and subject the child or her parents or guardians to any screening procedure. To redress the grievances with respect to admission of children in schools.
Sec 9 (f)	Provide infrastructure including school building, teaching staff and learning materials;	<ul style="list-style-type: none"> To ensure that schools in the jurisdiction are in compliances of RTE norms. In case of any shortfall, the ZilaParishad may use own resources to make interim arrangement. To support from 	<ul style="list-style-type: none"> To ensure that schools in the jurisdiction are in compliance of RTE norms' including PTR, SCR, Toilet, Drinking Water. In case of any shortfall, the AnchalikPanchayat may use own resources to make interim arrangement To support/ mobilise 	<ul style="list-style-type: none"> To supervise proper utilisation of funds received by SMC for civil work activities To monitor attendances of teaching and non-teaching staff. To support timely distribution of Free Text Books, learning materials 	<ul style="list-style-type: none"> To supervise proper utilisation of funds received by SMC for civil work activities To monitor attendances of teaching and non-teaching staff. To support timely distribution of Free Text Books, learning materials

		own resource for development of school library and playground	teachers in re-deployment/rationalisation process. <ul style="list-style-type: none"> Support regarding use of IT/ABL etc 		
Sec 9 (g)	Provide Special Training facility as specified in section 4 of RTE Act,2009;	<ul style="list-style-type: none"> To supervise, ensure and keep information on all the Special Training which is taking place in the district To support from own resources in infrastructure development of Residential Special Training Centre. 	<ul style="list-style-type: none"> To supervise, ensure and keep information on all the Special Training which is taking place in the Block 	<ul style="list-style-type: none"> To maintain a record of Out of School Children and enrolling them in neighbourhood schools To ensure that Special training is conducted as per norms and guidelines To mobilise community that all OoSC is sent to schools and receive special training as per requirement To keep a track of migrated children and their special training 	<ul style="list-style-type: none"> To maintain a record of Out of School Children and enrolling them in neighbourhood schools To ensure that Special training is conducted as per norms and guidelines To mobilise community that all OoSC is sent to schools and receive special training as per requirement To keep a track of migrated children and their special training
Sec 9 (h)	Ensure good quality elementary education conforming to the standards and norms specified in the schedule of RTE Act,2009;	<ul style="list-style-type: none"> To monitor scholastic and co-scholastics activities in schools as per academic calendar To monitor holding of District Academic Group Meeting and action taken of hard spots identified in school supervision 	<ul style="list-style-type: none"> To monitor scholastic and co-scholastics activities in schools as per academic calendar To monitor holding of Block Academic Group Meeting and action taken of hard spots identified in school supervision 	<ul style="list-style-type: none"> To support School/ SMC to conduct, scholastic and co-scholastics activities as per academic calendar To support school in implementation of Continuous and Comprehensive Evaluation and sharing of progress card with parents To support school/ SMC to conduct Special Training for OoSC. To redress the grievances related to discrimination of 	<ul style="list-style-type: none"> To support School/ SMC to conduct scholastic and co-scholastics activities as per academic calendar To support school in implementation of Continuous and Comprehensive Evaluation and sharing of progress card with parents To support school/ SMC to conduct Special Training for OoSC. To redress the grievances related to discrimination of

				children, corporal punishment and mental harassment, teaching-learning process, teacher attendances..	children, corporal punishment and mental harassment, teaching-learning process, teacher attendances..
Sec 9 (i)	Ensure timely prescribing of curriculum and courses of study for elementary education	<ul style="list-style-type: none"> To support in the process of curriculum/Text book revision and ensure that classes are conducted as per the schedule of the RTE Act 	<ul style="list-style-type: none"> To monitor the working of schools to ensure requisite working days/ instructional working hours are adhered to as per the schedule of RTE Act 	<ul style="list-style-type: none"> To monitor the working of schools to ensure requisite working days/ instructional working hours are adhered to as per the schedule of RTE Act To ensure timely distribution of Text Book, TLMs etc in schools. 	<ul style="list-style-type: none"> To monitor the working of schools to ensure requisite working days/ instructional working hours are adhered to as per the schedule of RTE Act To ensure timely distribution of Text Book, TLMs etc in schools.
Sec 9(j)	Provide training facility for teachers;	<ul style="list-style-type: none"> To support DIET/BRCs for preparation of training calendar and monitor the conduct of training 	<ul style="list-style-type: none"> To provide physical infrastructure facilities for block level training 	<ul style="list-style-type: none"> To maintain a record of trained and un-trained teachers and apprise the status of untrained teacher to higher authority 	<ul style="list-style-type: none"> To maintain a record of trained and un-trained teachers and apprise the status of untrained teacher to higher authority
Sec 9 (k)	Ensure admission of children of migrant families;	<ul style="list-style-type: none"> Maintain record/compile Co-ordination with district 	<ul style="list-style-type: none"> Supervisory role that children of migrant families are also provided elementary education as prescribed in State RTE Rules,2011 	<ul style="list-style-type: none"> To maintain record of children of Migrant families and ensure their education. Provide special training support to all children migrating into the Village To mobilise the community to take care of children left behind while migrating. 	<ul style="list-style-type: none"> To maintain record of children of Migrant families and ensure their education. Provide special training support to all children migrating into the Village To mobilise the community to take care of children left behind while migrating.

Sec 9 (l)	Monitor functioning of schools within its jurisdiction	<ul style="list-style-type: none"> To ensure that complaints received from Anchalik and GaonPanchayat levels are resolved. Redressing grievances/ complaints on RTE of children, teacher, parents, community, other stakeholders in accordance with the power and functions notified by the Govt under Grievance Redressal Mechanism. 	<ul style="list-style-type: none"> To monitor maintenance of School building, toilet, library, Kitchen Shed for MDM, Drinking Water source and that is used only for the purposes of education. To ensure teacher attendances To meet HT/HM and SMC members of low performing schools and to create community pressure to implement RTE Act. To visit low enrolment schools and to create community awareness to enhance enrolment. Check improvement of learning level over time. Receiving complaints including complaints of children, parents or complaint on behalf of any children by post, fax, e-mail, petition and will record in prescribed format as well as provide a receipt to the complainant as an acknowledgement. Will investigate the complaint and to resolve the issue locally. If not, cases to be forwarded to District/State level authority. In respect of grievances related to violation of 	<ul style="list-style-type: none"> To monitor maintenance of School building, toilet, library, Kitchen Shed for MDM, Drinking Water source and that is used only for the purposes of education. To ensure teacher attendances To meet HT/HM and SMC members of low performing schools and to create community pressure to implement RTE Act. To visit low enrolment schools and to create community awareness to enhance enrolment. Check improvement of learning level over time. Receiving complaints including complaints of children, parents or complaint on behalf of any children by post, fax, e-mail, petition and will record in prescribed format and will provide a receipt of the complaints as an acknowledgement. Will investigate the complaint and resolve the issue locally. If not, cases to be forwarded to District/State level authority. In respect of grievances 	<ul style="list-style-type: none"> To monitor maintenance of School building, toilet, library, Kitchen Shed for MDM, Drinking Water source and that is used only for the purposes of education. To ensure teacher attendances To meet HT/HM and SMC members of low performing schools and to create community pressure to implement RTE Act. To visit low enrolment schools and to create community awareness to enhance enrolment. Check improvement of learning level over time. Receiving complaints including complaints of children, parents or complaint on behalf of any children by post, fax, e-mail, petition and will record in prescribed format and will provide a receipt of the complaints as an acknowledgement. Will investigate the complaint and resolve the issue locally. If not, cases to be forwarded to District/State level authority. In respect of grievances
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		IPC, such as violence, child abuse, corporal punishment etc. GP/AP/ULB as the case may be shall facilitate filing of FIR in local Police station.	related to violation of IPC, such as violence, child abuse, corporal punishment etc. GP/AP/ULB as the case may be shall facilitate filing of FIR in local Police station.	related to violation of IPC, such as violence, child abuse, corporal punishment etc. GP/AP/ULB as the case may be shall facilitate filing of FIR in local Police station.
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This order will come into force with immediate effect.

Sd/-Preetom Saikia, IAS
 Commissioner & Secretary to the Govt. of Assam
 Elementary Education Department
 Dated Dispur, the 15th Nov'2016

Memo No. PMA.627/2010/Pt. IX-B/51-A

Copy to:

1. The Additional Secretary, Govt. of India, Ministry of Human Resource and Development Department of School Education and Literacy, Shastri Bhawan, New Delhi.
2. The Principal Secretary to the Govt. of Assam, Education Department, Dispur.
3. The Director (EE & SSA), Govt. of India, Ministry of Human Resource and Development Department of School Education and Literacy, Shastri Bhawan, New Delhi.
4. The Principal Secretary, Assam Legislative Assembly, Dispur.
5. The Commissioner & Secretary to the Govt. of Assam, P & RD Department, Dispur.
6. The Commissioner & Secretary to the Govt. of Assam, Social Welfare Department, Dispur.
7. The Mission Director, Axom Sarba Siksha Abhijan Mission, Kahilipara, Guwahati-19.
8. The Principal Secretary, Karbi-Anglong Autonomous Council, Diphu/Dima Hasao, Haflong/Bodoland Territorial Council, Kokrajhar.