

Publication of Information Booklet on 17 Categories as per Section 4(1)(b)  
For the Year 2025–26

Section 4(1)(b)(i)

Organisational Structure of the Office of the Education Officer (Primary), Zilla Parishad, Thane

Education Officer (Primary)



Deputy Education Officer  
(Establishment & Accounts)



Block Education Officer



Deputy Education Officer  
(Planning & Administration)



Extension Officer



Centre Head



Headmaster



Primary Teacher

**Section 4(1)(b)(ii) Format A**  
**Details of Powers of Officers in the Education Department (Primary)**

Sr. No.	Designation	Powers	Order Number	Remarks
1	Education Officer (Primary)	<b>Financial Powers:</b> 1. Purchase of stationery for office work up to ₹3,000/-. 2. Purchase of books up to ₹1,000/- per year. 3. Purchase of postal stamps up to ₹1,500/-. 4. Authority to auction and write off obsolete and unserviceable materials, where the depreciated value of items eligible for write-off does not exceed ₹250/-. 5. Authority to call for quotations for miscellaneous expenditure, accept the same, and sanction expenditure up to ₹3,000/-.	Order No. <b>SAPRAVI/Delegation/Estt.-3/756</b> <b>dated 1st May 1999</b> issued by the Hon. Chief Execu	



**Section 4 (1) (b) (xi) (d)**

**Details of the Budget of the Primary Education Department Office**

S. No.	Description of Budget Head	Grant	Proposed Use	Additional Grant Expected	Remarks
1	2202 General Education 01 Primary Education 103 Establishment Grant, Account Head Code 22020182	6,050,169	Grant for salaries and allowances of office staff	Yes	Grant required for salaries and allowances
2	2202 General Education 01 Primary Education 103 Recurrent Grant, Account Head Code 22020048	92,179,915	Grant for salaries and allowances of office staff	Yes	Grant required for salaries and allowances
3	2202 General Education 01 Primary Education 103 Zilla Parishad Recurrent Grant, Account Head Code 22020173	2,979,418,686	Grant for salaries and allowances of ZP primary teachers	Yes	Grant required for salaries and allowances
4	2202 General Education 01 Primary Education 103 Zilla Parishad Recurrent Grant, Account Head Code 22023708	73,597,872	Grant for salaries and allowances of ZP headmasters	Yes	Grant required for salaries and allowances
5	2202 General Education 01 Primary Education 103 Zilla Parishad Recurrent Grant, Account Head Code 22020173	575,290,600	Grant for pension of retired ZP primary teachers	Yes	Grant required for retirement salaries and allowances
6	2202 General Education 02 Secondary Education 191 Secondary & Higher Secondary Colleges, ZP Schools Recurrent Grant, Account Head Code 22020531	14,252,305	Grant for salaries and allowances of ZP secondary school teachers	Yes	Grant required for salaries and allowances
7	2202 General Education 01 Primary Education 103 Zilla Parishad Recurrent Grant, Grant Submitted to Primary Schools, Account Head Code 22020173 (31)	496,428	For pro-rata expenses in recognized private primary schools in the district	Yes	--





**Section 4 (1) (b) (ii) ₹ Sample B**

**Details of the Powers of Officers and Staff in the Primary Education Department Office**

S. No.	Designation	Powers / Authority	Order Number	Remarks
1	Education Officer (Primary)	1. Inspection and recognition of primary schools 2. Control over the Sarva Shiksha Abhiyan 3. Control over salary team 4. Deduction and distribution of salaries of office officers and staff 5. Authority over all establishment and financial matters in the Education Department 6. Supervision and guidance over all works of the Education Department	Hon. Under Secretary, Government of Maharashtra, School Education Department, Mumbai, Order No. SAO-3303/(143/03)/Prasha-2, dated 16 June 2003	
2	Deputy Education Officer (Establishment)	1. Inspect primary schools and supervise establishment and accounting matters and record observations 2. Ensure timely action regarding training and examinations 3. Inspect private primary schools and approve grants 4. Assist the Education Officer in inspection of private primary schools	Hon. Director of Education, Directorate of Education, Maharashtra State, Pune, Order No. MPB-10/2003/8B-1(3), dated 26 June 2003	
3	Deputy Education Officer (Planning)	1. Supervise all schemes of the Education Department and record	Order No. Ja.Kr.Thajip/Education/Primary/Establishment/4/568/05, dated 5 September 2005	



		observations 2. Ensure timely action regarding training and examinations		
4	Accounts Officer	1. School Nutrition Program 2. Grant demand and distribution 3. Grant determination 4. Audit 5. Budget preparation 6. Provide feedback on accounting and related matters	Hon. Directorate of Accounts, Treasury Mumbai, Order dated 10 August 2005 Office Order No. Thajip/Education/Vashi/593, dated 11 October 2005	
5	Superintendent (Class 2) - General	1. Supervise and control establishment and administrative matters of private schools under Zilla Parishad 2. Scrutinize proposals for recognition of private schools 3. Act as appellate officer under the Right to Information Act	Order from Directorate of Secondary and Higher Secondary Education, Maharashtra, Pune, dated 27 February 2004	
6	Superintendent (Class 2) - School Nutrition Program	1. Supervise the School Nutrition Program, coordinate related meetings, ensure effective and timely implementation, provide feedback on grant distribution, and conduct monthly review	Order No. Sarase-10-3/S.SE.PR./89-1/Directorate of Secondary & Higher Secondary Education, Maharashtra, Pune, dated 1 January 2004	



**Section 4 (1) (b) (ii) ₹ Sample B**

**Details of Powers and Responsibilities of Officers and Staff in the Primary Education Department Office**

S. No.	Designation	Powers / Responsibilities	Order Number / Date
7	Assistant Administration Officer	1. Provide feedback on files received from staff according to government decisions and rules. 2. Supervision of Education Department work	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
8	Junior Administration Officer (Establishment)	1. Provide feedback on files according to government decisions and rules. 2. Supervise pending establishment-related matters. 3. Inspect staff files	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
9	Junior Administration Officer (Administration)	1. Mark incoming correspondence with government reference, attention, informal proposals, and control regular dispatch. 2. Compile annual administration reports / Panchayat Raj committees and other constitutional committees. 3. Follow up on account head inspections and departmental commissioner inspections. 4. Inspect staff files	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
10	Junior Administration Officer (Schemes & Pension)	1. Provide feedback on files according to government decisions and rules. 2. Follow up on pensions, gratuities, and medical dues. 3. Record feedback on all departmental schemes. 4. Inspect staff files	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
11	Junior Accounts Officer (Schemes/Pension)	1. Budget 2. Grant demand and distribution 3. Grant determination 4. Audit 5. Schemes 6. Other related accounting work 2.	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022



S. No.	Designation	Powers / Responsibilities	Order Number / Date
12	Junior Accounts Officer (Establishment)	1. Teacher retirement pay 2. Group insurance schemes 3. State Provident Fund 4. Other accounting-related tasks	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
13	Extension Officer	1. Scholarship examinations (Class 4) 2. Re-recognition under RTE 3. 25% admission under RTE 4. Government references, court matters, new aided schools	Office Order No. Thajip/Education/Primary/Esthapan-1, dated 09.10.2013
14	Extension Officer	1. Model Teacher District Award 2. Assistance for planning 3. Registration of outstanding girls 4. Model School Award 5. Academic Quality Development Program 6. Verification of teacher seniority lists	Office Order No. Thajip/Education/Primary/Esthapan-1, dated 09.10.2013
15	Extension Officer (Administration)	1. School salary system 2. School inspection planning 3. Preparation of leave lists 4. General exam planning 5. Post-salary grant planning 6. Various competitions	Office Order No. Thajip/Education/Primary/Esthapan-1, dated 09.10.2013
16	Extension Officer (Administration)	1. ZP / Private school verification planning 2. English nursery classes, children's art competitions 3. Sports competitions 4. Scout & Guide 5. Stage grants	Office Order No. Thajip/Education/Primary/Esthapan-1, dated 09.10.2013
17	Statistical Assistant	Vacant post	-



S. No.	Designation	Powers / Responsibilities	Order Number / Date
18	Establishment-1	<ol style="list-style-type: none"> <li>1. Complete establishment of Class 3 and 4 staff</li> <li>2. Prepare salaries for Class 3 and 4</li> <li>3. Travel and medical allowances for staff</li> <li>4. Prepare pension files</li> <li>5. Relaxation of age limit for staff</li> <li>6. Review and preserve confidential reports for Class 3 and 4</li> <li>7. Related work of salary system (district level)</li> </ol>	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
19	Establishment-2	<ol style="list-style-type: none"> <li>1. Establishment and salary preparation for Class 1 &amp; 2 staff, headmistresses, and senior officers.</li> <li>2. Service book records, leave, annual increments</li> <li>3. Submit quarterly, half-yearly, and annual budgets to Mumbai</li> <li>4. Maintain daily/monthly diary, vehicle logbook, and repairs</li> <li>5. Monthly salary expenditure reports to Accountant General</li> <li>6. Prepare retirement pension files and associated benefits</li> </ol>	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
20	Establishment-3	<ol style="list-style-type: none"> <li>1. Promotions, transfers, and seniority lists of extension officers, headmasters, and graduate teachers.</li> <li>2. Scrutinize service extension proposals.</li> <li>3. Relaxation of age limit.</li> <li>4. Confidential reports.</li> <li>5. Rosters of extension officers.</li> <li>6. Court cases and suspension follow-up.</li> <li>7. Implementation of graduate teacher pay scales.</li> </ol>	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
21	Establishment-4	<ol style="list-style-type: none"> <li>1. Appointment of primary teachers</li> <li>2. Confirmation of service of teachers and primary staff</li> <li>3. Preparation of point-based lists of primary teachers</li> <li>4. Teacher confirmation</li> <li>5. Seniority list of primary teachers</li> </ol>	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022



S. No.	Designation	Powers / Responsibilities	Order Number / Date
		6. Compilation of miscellaneous information 7. No objection certificates for travel abroad 8. Permission for higher education 9. Scrutinize service extension proposals 10. Relaxation of age limit	
22	Establishment-5	1. Departmental inquiry cases 2. Suspended inquiry cases 3. Unauthorized absenteeism cases 4. Appeal inquiry cases 5. Compassionate appointment proposals	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
23	Establishment-6	1. Prepare proposals for Chattopadhyay pay scale 2. Pay fixation 3. All complaint cases 4. Prepare proposals for special leave approval 5. Submit leave proposals exceeding 90 days 6. Issue service certificates 7. Approve selection categories, D.Ed correspondence 8. Approve resignation of primary teachers 9. Counter-signatures 10. Change student details (name, surname, caste, DOB) in ZP primary schools 11. Assign teacher service category from ZP to municipal schools	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
25	Accounts Branch	1. Grant demand and distribution as per Director, Pune 2. Maintain accounts of District Council Education Dept. 3. Reconciliation and expenditure reports 4. Prepare revised quarterly, half-yearly, annual budget of ZP & government funds	Office Order No. Thajip/Education/Primary/Esthapan-1/665, dated 26.11.2012

S. No.	Designation	Powers / Responsibilities	Order Number / Date
		5. Prepare quarterly/half-yearly/annual budgets for Fisheries Department and account heads 6. Prepare treasury proposals to release funds 7. Cash handling and financial transactions 8. Completion of audit reports 9. Issue certificates for grant expenditure 10. Load/overload cases	
28	Pra.S-1 (Primary Section 1)	1. Post-salary grants for private primary schools 2. Unauthorized private primary schools 3. Stage grants 4. Examination of unauthorized schools 5. Planning annual holidays for primary schools 6. Annual exams 7. Verify point-based lists of private primary schools 8. Final approval of private school statistics and schedule 9. 20% evaluation proposals of private primary schools 10. Promotion proposals 11. Complaints, inquiries, and service extension/age relaxation 12. Medical payments in private schools	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022



S. No.	Designation	Powers / Responsibilities	Order Number / Date
29	Pra.S-2 (Primary Section 2)	<ol style="list-style-type: none"> <li>1. Proposals for opening new private primary schools with municipality</li> <li>2. Final inspection of approved new private schools</li> <li>3. Inspect newly approved schools</li> <li>4. Grant initial recognition to private primary schools</li> <li>5. Recognize and grant aid to private pre-primary schools</li> <li>6. Recognition of sections in private primary schools</li> <li>7. NOC for starting classes 5 &amp; 8,</li> </ol>	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
		minority certificates 8. Private primary school verification, transfer/relocation 9. RTE re-recognition, RTE compliance	
30	Pra.S-5 (Primary Section 5)	<ol style="list-style-type: none"> <li>1. Repair of primary schools from ZP fund</li> <li>2. 4% submitted fund-based school repair</li> <li>3. Boundary walls for ZP schools / school rent</li> <li>4. Excess rain repair correspondence for ZP schools</li> <li>5. Remaining classrooms under Scientific Development Board</li> <li>6. Construction/repair of former government buildings</li> <li>7. Rent-related correspondence for B.J. girls school playground</li> <li>8. Remaining classrooms under Scientific Development Board</li> <li>9. Construction of toilets</li> <li>10. Maintain store records, disabled transport allowance, bills, telephone, electricity, committee chair honorarium, rent payments, and other submitted payments</li> </ol>	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022



S. No.	Designation	Powers / Responsibilities	Order Number / Date
31	Pension-1	<ol style="list-style-type: none"> <li>1. All retirement pension cases of primary teachers</li> <li>2. Regular retirement cases of headmasters / center heads / extension officers / Taluka Masters</li> <li>3. Prepare monthly retirement reports for 5th &amp; 20th</li> <li>4. Publish list of teachers retiring in next 6 months &amp; next 5 years</li> <li>5. Prepare pension orders for approved cases</li> <li>6. Revised pension cases</li> <li>7. Prepare progress reports of retirements</li> <li>8. Resolve complaints in pension associations</li> </ol>	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
33	Pension-2	<ol style="list-style-type: none"> <li>1. Group insurance cases for Class-3 at Taluka level</li> <li>2. Provident fund cases</li> <li>3. Pending dues (pre-audit)</li> <li>4. Deposit-linked schemes</li> <li>5. Retirement salary quarterly/half-yearly budget preparation</li> <li>6. Education committee meetings</li> <li>7. Approval of medical payments / advances</li> </ol>	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
36	Planning-2	<ol style="list-style-type: none"> <li>1. Attendance allowance for girls from disadvantaged groups in grades 1-4</li> <li>2. Approve bills of all recognized private primary schools</li> <li>3. Approve natural progression classes in ZP schools</li> <li>4. Open schools in villages without schools</li> <li>5. Rajiv Gandhi Student Safety Insurance Scheme</li> </ol>	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022



S. No.	Designation	Powers / Responsibilities	Order Number / Date
		6. National / State awards 7. Attendance incentive for minority students (5 <sup>th</sup> -7 <sup>th</sup> ) 8. Semi-English proposals in ZP schools 9. Disabled vehicle allowance 10. Open Anganwadis attached to ZP primary schools 11. Implement district-level plan aid 12. Teachers day 13. Various competitions - sports, science exhibitions, art competitions 14. Extension officer training (district level) 15. Recognition of outstanding girls, model village awards, Savitribai Phule Women Worker Award, Bulbul Scheme, annual aid to schools	
37	Planning-6	1. School inspection planning and completion 2. Coordination of correspondence, meetings, and compliance of all organizations 3. Assist extension officers in work 4. Prepare annual administration report and get committee approval 5. Collect information from all government constitutional committees 6. Inspect staff files 7. Collect information from all district-level meetings	Office Order No. Thajip/Education/Primary/Esthapan-1/677, dated 28.06.2022
38	Planning-7	1. Inter-district transfers of ZP teachers, transfers and handovers to municipalities 2. Online transfers within district 3. Taluka-level inspection planning and follow-up 4. Court case documentation and payment of lawyer fees 5. Complete inspection notes collection (for Department Commissioner, Education Commissioner, MukaA office, etc.)	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022

S. No.	Designation	Powers / Responsibilities	Order Number / Date
39	Incoming Mail Section	<ol style="list-style-type: none"> <li>1. Record incoming mail and maintain consolidated worksheets</li> <li>2. Follow-up to finalize registers based on reference</li> </ol>	Office Order No. Thajip/Education/Primary/Esthapan-1/539, dated 06.06.2022
40	School Nutrition Program	<ol style="list-style-type: none"> <li>1. Prepare monthly/quarterly expenditure reports</li> <li>2. Prepare quarterly/half-yearly/annual budgets</li> <li>3. Prepare final reconciliation</li> <li>4. Prepare utilization certificate for municipal / local bodies</li> <li>5. Prepare September 30 enrollment report</li> </ol>	Office Order No. Thajip/Education/Primary/Esthapan-1/665, dated 26.11.2012



**Section 4 (1) (B) (iii)**

**Publication of procedures by defining supervision and accountability in the decision-making process of the Education Department (Primary) Office**

The staff handling the respective desks submit files related to concerned subjects as follows:

1. **Establishment matters** -Submitted through the Junior Administrative Officer, Assistant Administrative Officer and Deputy Education Officer (Establishment) to the Education Officer (Primary) for final decision/approval.
2. **Accounts matters** - Submitted through the Junior Accounts Assistant, Junior Accounts Officer, Accounts Officer and Deputy Education Officer (Establishment/Planning) to the Education Officer (Primary) for final decision and approval.
3. **Various schemes of the Education Department** - Submitted through the Junior Accounts Officer, Accounts Officer and Deputy Education Officer (Planning) to the Education Officer (Primary) for final decision and approval.

The concerned desk staff are responsible for obtaining information/reports from the taluka level and submitting them accordingly. They are also responsible for updating and maintaining the records in their custody.

Sr. No.	Nature of Work	Time Limit	Responsible Officer/Employee	Remarks
1	Submitting correspondence such as applications, proposals etc. received from the Government, other departments and the general public; grant demands and distribution; preparation of budgets; maintaining expenditure accounts of the Education Department and other accounting work	As per directions issued by the Government from time to time	Concerned desk staff/officers	In this regard, supervision is carried out by the concerned Branch Superintendent, Junior Accounts Officer, Section Officer, Superintendent (Revenue), Accounts Officer and Deputy Education Officer. If any complaint regarding a particular work is received, an inquiry is conducted.

**Section 4 (1) (B) (iv)**

**Targets assigned for the discharge of duties of the Education Officer (Primary) Office**

Sr. No.	Activity	Quantum of Work	Remarks
1	Visits and inspections of primary schools under the Zilla Parishad	10 per month	--
2	Inspection of various development works under the Primary Education Department	Not fixed	--
3	Inspection of private primary schools	Not fixed	--



**Section 4 (1) (B) (v)**

**Rules and Acts related to the functioning of the Education Officer (Primary) Office**

Sr. No.	Subject as per instructions	Rule Number & Year	Remarks
1	Control of development works of the Education Department of Maharashtra Zilla Parishads and Panchayat Samitis Act, 1961 the Zilla Parishad	and rules thereunder	--
2	Establishment matters of employees	1) Maharashtra Zilla Parishad and District Services Rules, 1968	
	2. Maharashtra Civil Services Rules, 1981		
	3. Maharashtra Civil Services (Pension) Rules, 1982		
	4. Maharashtra Zilla Parishad District Services (Conduct) Rules, 1967 and Maharashtra Zilla Parishad Services (Discipline and Appeal) Rules, 1964		
	5. Bombay Primary Education Act, 1947   ₹		
	3   Accounts matters   1) Maharashtra Zilla Parishad and Panchayat Samiti Accounts Code, 1968		
	6. Maharashtra Treasury Rules, 1968		
	7. Bombay Financial Rules, 1959		
	8. Maharashtra Zilla Parishad and Panchayat Samitis (Budget Estimates) Rules, 1966		
	9. Maharashtra Contingent Expenditure Rules, 1965		
	10. Government Resolutions and Circulars issued from time to time   ₹		

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**Section 4 (1) (B) (xi) (D)**

**Details of the Budget of the Education Department (Primary) Office**



Sr. No.	Description of Budget Head	Grant	Planned Utilisation	Whether Additional Grant Required	Remarks
1	2202 General Education, 01 Primary Education, 103 Additional Establishment Grant, Head Code 22020182	6,050,169	Salaries and allowances of office staff	Yes	Grant required for salaries and allowances
2	2202 General Education, 01 Primary Education, 103 Purpose-oriented Grant, Head Code 22020048	92,179,915	Salaries and allowances of office staff	Yes	Grant required for salaries and allowances
3	2202 General Education, 01 Primary Education, 103 Z.P. Purpose-oriented Grant, Head Code 22020173	2,979,418,686	Salaries and allowances of Z.P. primary teachers	Yes	Grant required for salaries and allowances
4	2202 General Education, 01 Primary Education, 103 Z.P. Purpose-oriented Grant, Head Code 22023708	73,597,872	Salaries and allowances of Z.P. Centre Heads	Yes	Grant required for salaries and allowances
5	2202 General Education, 01 Primary Education, 103 Z.P. Purpose-oriented Grant, Head Code 22020173	575,290,600	Pension of retired Z.P. primary teachers	Yes	Grant required for pension and allowances
6	2202 General Education, 02 Secondary Education, 191 Secondary & Junior Colleges, Z.P. Schools Purpose-oriented Grant, Head Code 22020531	14,252,305	Salaries and allowances of Z.P. secondary school teachers	Yes	Grant required for salaries and allowances
7	2202 General Education, 01 Primary Education, 103 Z.P. Purpose-oriented Grant to Primary Schools, Head Code 22020173 (31)	496,428	Incidental expenditure of recognized private primary schools in the district	Yes	--

Section 4 (1) (B) (xii)

Nil

Section 4 (1) (B) (xiii)

Nil



**Section 4 (1) (B) (xiv)**  
Nil

<b>Section 4 (1) (B) (xv)</b>						
<b>Facilities available in the Office of the Education Officer (Primary), Zilla Parishad Thane</b>						
<b>Sr. No.</b>	<b>Type of Facility</b>	<b>Time</b>	<b>Procedure</b>	<b>Place</b>	<b>Responsible Person/Staff</b>	<b>Grievance Redressal</b>
1	Meeting officers and staff	With prior appointment: 10.00 to 18.00				
	Without prior appointment: 14.00 to 18.00	On working days (excluding public holidays) and excluding tour days for official/field visits	Education Department (Primary), Zilla Parishad Thane	Superintendent (General), Superintendent (Mid-Day Meal), Assistant Education Officer, Deputy Education Officer and concerned desk staff	Deputy Education Officer	
2	Obtaining branch-related information	10.00 to 18.00	On working days (excluding public holidays)	Education Department (Primary), Zilla Parishad Thane	Deputy Education Officer, Superintendent (General), Superintendent (Mid-Day Meal)	Education Officer (Primary)

**Section 4 (1) (B) (xvi) ः Format A**

**Classification of documents in the Education Officer (Primary) Office**



Sr. No.	Subject	Type of Document	Description of Key Contents	Retention Period
1	Compilation of Standing Orders	A	Various standing orders received from Government	Permanent
2	Dead Stock Register	A	Records of office dead stock	Permanent
3	Cash Book	A	Maintenance of cash balance	Permanent
4	Cheque Register	A	Record of cheques received	Permanent
5	Vehicle History Sheet	A	Complete details of vehicle	Permanent
6	Log Book	A	Vehicle movement and fuel consumption	Permanent
7	Inward Register	A	Record of all inward mail	Permanent
8	Salary Bills	B	Pay receipts of officers and staff	30 years
9	Advance Register	B	Records of advances given to staff	30 years
10	Attendance Register	B	Daily attendance of staff	30 years
11	Contingent & TA Bills	C	Office expenditure and TA bills	10 years
12	Stock Register	C	Records of consumable office items	10 years
13	Inspection Reports	C	Inspection visits/work inspections	10 years
14	Inquiry Reports	C	Inquiry into complaints received	10 years
15	Case Files	C	Files on various subjects	10 years
16	Diary	C-1	Monthly work diary of officers	5 years
17	Periodicals	D	Monthly/Quarterly/Annual	1 year

#### Section 4 (1) (B) (xvi) - Format B

#### Government Resolutions related to the work of the Education Officer (Primary) Office

*(Translated titles retained; GR numbers and dates as original)*

1. Establishment of Central Primary Schools under universalisation of primary education - GR No. PRE 1099/82283/Prashi-1, dated 13/08/1999
2. 12th Finance Commission - GR No. Avia 2002/Pr.Kr.06/24A, dated 14/03/2002
3. Recruitment process of Education Sevaks - GR No. PRE 2002/3395/Prashi-1, dated 27/02/2003
4. Chattopadhyay Senior Grade - GR No. DSR-2489/2126/Prakriya 527/18, dated 04/04/1990



5. Recognition of private service - GR No. Prashini-1089/217722 (6832) Prashi-2, dated 30/07/1991
6. Roster system- GR No. DCC 1097/Prakriya 63-97-16, dated 18/10/1997
7. Attendance allowance - GR No. PRE 1091/(9614)/Prashi-1, dated 10/01/1992
8. Free education for all children from Std. I in recognized aided/unaided institutions - GR No. FED/1096/Pr.Kr.1978/96/Sashi-5, dated 13/06/1996
9. Unauthorized absence - Govt. Reference No. LEV/1000/Prakriya 156, dated 22/02/2001
10. Provision of grants for cooked food under the Mid-Day Meal Scheme as per new formula -GR No. 2004/(246/04) Prashi-4, dated 31/03/2005
11. Safety measures for cooking food under the Mid-Day Meal Scheme - Circular No. ShapoAa 2004/(155104) Prashi-4, dated 22/07/2004
12. Mandatory implementation of cooked food under the Mid-Day Meal Scheme - GR No. ShapoAa/2003/34/03/Prashi-4, dated 03/03/2001
13. Implementation of Mid-Day Meal Scheme in unaided private primary schools - GR No. ShapoAa/2003/(300-03)/Prashi-4, dated 21/11/2003
14. Withdrawal of funds from Treasury for salaries and allowances - GR No. Koshaka/1201/Prakriya/Kosha-4, dated 29/03/2001 & 11/05/2001
15. Approval of staffing pattern and fixation of posts for private school teachers - GR No. PRE/1093/221/Prashi-1, dated 30/01/1996
16. Special concessions for SC/ST students of Std. I to IV in educationally backward areas - GR No. PRE/1078/110160/(2666)/7, dated 20/06/1979
17. Supply of fire-fighting equipment to Z.P. primary schools from the 11th Finance Commission - GRs dated 16/05/2002 & 22/07/2004
18. Supply of fire-fighting equipment to Z.P. primary schools from 4% incidental funds - GRs dated 16/05/2002 & 22/07/2004

#### **Section 4 (1) (B) (xvi) - Format C**

##### **Government Circulars related to the work of the Education Officer (Primary) Office**

1. District Teacher Award - Awarding outstanding teachers at Zilla Parishad level on 5th September (Teachers- Day)- Circular No. Sankirna/1000/Prakriya 3241/15, dated 12/12/2000
2. Rajiv Gandhi Student Safety Scheme (Accident Insurance for students) - Procedure for submitting accident claims- Circular No. PRE 2001/57783/(2891) Prashi-1, dated 01/10/2003
3. Submission of utilisation certificates of 12th Finance Commission funds - Circular No. Avia/2002/Prakriya 93/Vitta-4, dated 03/11/2003
4. Utilisation of 12th Finance Commission funds -Circular No. Avia/2003/Prakriya 269/Vitta-4, dated 18/01/2004
5. Submission of original, revised quarterly, eight-monthly and eleven-monthly budget estimates to the Directorate - Circular No. BUD/2003/Prakriya 2336/(Vitta 6827), Mantralaya Mumbai-9, dated 09/10/2003



6. Savitribai Foster Parent Scheme - Government Circular No. Strishikshan/1093/938/Prashi-2, dated 02/04/1993
7. Compassionate appointment - Government Circular No. Akampa/1089/2796/Prakriya 398/8, dated 21/06/1990
8. Transfers of primary teachers - Government Circular No. Sapravi SRV/1097/Prakriya 20/97/12, dated 27/11/1997
9. Procedure for inter-district transfer of Zilla Parishad teachers- Government Circular No. JPB 1098/Prakriya 4792/14, Rural Development Dept., dated 09/11/1998

**Section 4 (1) (b) (ix)**

**Information of Officers in the Primary Education Officers Office**

S. No.	Officer / Employee Name	Designation	Address	Class / Grade	Date of Joining	Telephone Number	Total Salary (INR)
1	Shri Balasaheb Rakshe	Education Officer (Primary)	..	Class-1	08.07.2011	022-25362445	S 20-11: 75,400
2	Shri Kunda Pandit	Deputy Education Officer (Primary)	..	Class-2	12.08.2003	022-25362445	S 20-12: 77,000
3	Shrimati Smita Nerpagar	Accounts Officer	..	Class-2	05.02.1998	022-25362445	S 16-14: 66,000
4	Shri Sandipkumar Shinde	Superintendent, Class-2 (General)	..	Class-2		022-25362445	S 14-13: 55,100
5	Vacant Post	Superintendent, Class-2 (School Nutrition Program)	..	Class-2		022-25362445	



Translation from Marathi to English

**Section 4 (1) (B) (ix)**

**Information of Officers and Employees in the Office of the Education Officer (Primary)**

Sr. No.	Name of Officer / Employee	Designation	Address	Class	Date of Joining	Telephone No.	Total Pay
4	Shri Shrikant Anant Khandagale	Assistant Administrative Officer	Road No. 22, Wagle Estate, Thane	Class-III	11.03.1996	022-25362445	S-14 ₹ 48,900/-
5	Shri Devdatt Shinde	Extension Officer (Education)	Road No. 22, Wagle Estate, Thane	Class-III	14.06.2024	₹	S-15 ₹ 41,800/-
	<b>Vacant posts- Extension Officer : 4</b>		Road No. 22, Wagle Estate, Thane				
6	Shri Sanjay Shinde	Junior Administrative Officer (Registration & Administration)	Road No. 22, Wagle Estate, Thane	Class-III	28.07.1999	₹	S-13 ₹ 43,600/-
7	Shri S. S. Aare	Junior Administrative Officer (Establishment)	Road No. 22, Wagle Estate, Thane	Class-III	28.02.2003	₹	S-14 ₹ 58,500/-
8	Shri B. K. Shelke	Junior Administrative Officer (Planning)	Road No. 22, Wagle Estate, Thane	Class-III	26.09.2007	₹	S-14 ₹ 55,200/-
9	Shri S. S. Pise	Junior Accounts Officer (Planning)	Road No. 22, Wagle Estate, Thane	Class-III	04.01.2000	₹	S-13 ₹ 58,600/-
10	Shri S. N. Sable	Junior Accounts Officer (Establishment)	Road No. 22, Wagle Estate, Thane	Class-III	21.09.2007	₹	S-13 ₹ 50,500/-

**Junior Assistant / Senior Assistant Staff**

Sr. No.	Name	Designation	Address	Class	Date of Joining	Pay Scale
1	Mrs. Kanchana Tidke	Junior Assistant (Accounts)	Road No. 22, Wagle Estate, Thane	Class-III	10.03.2025	S-6 (19,900₹ 63,200)
1	Mrs. Rashmi Ravindra Kadam	Senior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	25.07.1994	S-14 ₹ 48,900/-



Sr. No.	Name	Designation	Address	Class	Date of Joining	Pay Scale
2	Shri Dipak Haridas Duble	Senior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	14.01.2004	S-13 ₹ 38,700/-
3	Shri Prashant U. Sanap	Senior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	11.10.1996	S-13 ₹ 43,600/-
4	Shri Ganesh Bhosale	Senior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	20.04.1999	S-13 ₹ 43,600/-
5	Shri Dinesh Mankame	Senior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	12.04.1999	S-13, 43,600/-
6	Shri Rajendra Anjekar	Senior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	25.11.1994	S-8 , 38,600/-
7	Shri Nilesh Tarade	Senior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	18.03.2024	S-8 ,25,500/-
8	Shri Atul Bhatt	Senior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	01.01.1999	S-13, 42,300/-
9	Mrs. Priyanka Manjrekar	Senior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	12.03.2009	S-13, 42,300/-
	<b>Vacant posts - Senior Assistant : 2</b>					

#### Junior Assistants

Sr. No.	Name	Designation	Address	Class	Date of Joining	Pay Scale
1	Mrs. Rupali Tipale	Junior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	28.03.2007	S-6, 26,800/-
2	Shri Shrimant Sahebrao Mane	Junior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	26.03.2007	S-6 , 26,000/-



Sr. No.	Name	Designation	Address	Class	Date of Joining	Pay Scale
3	Shri Prashant Bhikaji Dhangar	Junior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	16.12.2000	S-6 , 35,000/-
4	Mrs. Pooja Purushottam Sawant	Junior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	07.02.2001	S-8 , 36,400/-
5	Shri P. S. Mule	Junior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	06.08.2009	S-6 , 26,000/-
6	Shri Rohit Shendge	Junior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	14.10.2024	S-6 , 19,900/-
7	Shri Ajit Kolhe	Junior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	29.03.2007	S-6 , 26,800/-
8	Mrs. Apurva Kale	Junior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	25.07.2008	S-8 , 34,300/-
9	Mrs. Varsha Ghuge	Junior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	11.02.2005	S-8, 36,400/-
10	Shri Shrikant Barse	Junior Assistant	Road No. 22, Wagle Estate, Thane	Class-III	27.12.1999	S-6 , 21,100/-
11	Shri Shyam Navnath Garje	Junior Assistant (Deputation Konkan Bhavan)	Road No. 22, Wagle Estate, Thane	Class-III	19.05.2016	S-6, 25,200/-
	<b>Vacant posts Junior Assistant-3</b>					

#### Class-IV Staff (Peons)

Sr. No.	Name	Designation	Address	Class	Date of Joining	Pay Scale
11	Mrs. Poonam S. Sakpal	Peon	Road No. 22, Wagle Estate, Thane	Class-IV	03.04.2007	S-3, 25,800/-



Sr. No.	Name	Designation	Address	Class	Date of Joining	Pay Scale
12	Shri Y. B. Patil	Peon	Road No. 22, Wagle Estate, Thane	Class-IV	30.03.2007	S-3 ,25,800/-
13	Mrs. Vimal Vasudev Tharli	Peon	Road No. 22, Wagle Estate, Thane	Class-IV	10.04.2008	S-3 ,25,000/-
14	Shri U. P. Patkar	Peon (Deputation - Hon. Chairman, ZP Thane)	Road No. 22, Wagle Estate, Thane	Class-IV	04.08.2008	S-3, 34,700/-
15	Shri Rajendraprasad Nanhaku Shukla	Peon (Physically Handicapped)	Road No. 22, Wagle Estate, Thane	Class-IV	26.08.2009	S-3, 34,700/-
16	Shri Kishor Goraksh Gaje	Peon (Deputation - Mantralaya)	Road No. 22, Wagle Estate, Thane	Class-IV	24.09.2007	S-3 , 25,800/-
17	Shri J. M. Sonar	Peon (Physically Handicapped)	Road No. 22, Wagle Estate, Thane	Class-IV	09.03.2012	S-3 , 22,200/-
18	Mrs. Namobai Rathod	Peon	Road No. 22, Wagle Estate, Thane	Class-IV	14.10.1999	S-6, 35,000/-
19	Mrs. Savita Musale	Peon	Road No. 22, Wagle Estate, Thane	Class-IV	06.01.2012	S-3, 22,200/-
20	<b>Vacant post - Peon : 1</b>					



**Section 4 (1) (B) (x)**

**Publication of detailed information regarding the salaries of officers and employees in the Office of the Education Officer (Primary)**

<b>Sr. No.</b>	<b>Name of Officer/Employee</b>	<b>Post</b>	<b>Pay Band (as per 7th Pay Commission)</b>	<b>Basic Pay</b>
1	Shri Shrikant Anant Khandagle	Assistant Administrative Officer	S-14 (38600-122800)	48900/-
2	Shri Devdatt Shinde	Extension Officer (Education)	S-15 (41800-132300)	41800/-
	<b>Extension Officer 4 posts vacant</b>			
1	Shri Sanjay Shinde	Junior Administrative Officer (Registration & Administration)	S-13 (35400-112400)	43600/-
2	Shri Shankar Somnath Are	Junior Administrative Officer (Establishment)	S-14 (38600-122800)	58500/-
3	Shri B. K. Shelke	Junior Administrative Officer (Planning/Pension)	S-14 (35400-112400)	55200/-
1	Shri S. S. Pise	Junior Accounts Officer (Planning)	S-13 (35400-112400)	58600/-
2	Shri S. N. Sable	Junior Accounts Officer (Establishment)	S-13 (38600-122800)	50500/-
1	Smt. Kanchana Tidke	Junior Assistant (Accounts)	S-6 (19900-63200)	19900/-
1	Smt. Rashmi Ravindra Kadam	Senior Assistant	S-14 (38600-122800)	48900/-
2	Shri Deepak Dubale	Senior Assistant	S-13 (35400-112400)	38700/-
3	Shri Prashant U. Sanap	Senior Assistant	S-13 (35400-112400)	43600/-
4	Shri Atul Bhat	Senior Assistant	S-13 (35400-112400)	42300/-
5	Shri Dinesh Mankame	Senior Assistant	S-13 (35400-112400)	43600/-
6	Shri Ganesh Ramchandra Bhosale	Senior Assistant	S-13 (35400-112400)	43600/-
7	Shri Nilesh Tarade	Senior Assistant	S-8 (25500-81100)	25500/-
8	Shri Rajendra Anjekar	Senior Assistant	S-13 (35400-112400)	38600/-
9	Smt. Priyanka Manjrekar	Senior Assistant	S-13 (35400-112400)	42300/-
	<b>Vacant Posts 2 (Senior Assistant)</b>			



Sr. No.	Name of Officer/Employee	Post	Pay Band (as per 7th Pay Commission)	Basic Pay
1	Smt. Rupali Ganesh Tipale	Junior Assistant	S-6 (19900-63200)	26800/-
2	Shri Prashant Bhi. Dhangar	Junior Assistant	S-6 (19900-56900)	35000/-
3	Shri Ajit Kolhe	Junior Assistant	S-6 (19900-63200)	26800/-
4	Shri Pravin Subhash Mule	Junior Assistant	S-6 (19900-56900)	26000/-
5	Smt. Pooja Purushottam Sawant	Junior Assistant	S-8 (25500-81100)	36400/-
6	Shri Shrimant Sahebrao Mane	Junior Assistant	S-6 (19900-63200)	26000/-
7	Smt. Apurva Kale	Junior Assistant	S-8 (25500-81100)	34300/-
8	Smt. Varsha Suresh Ghuge	Junior Assistant	S-8 (25500-81100)	36400/-
9	Shri Shrikant Barse	Junior Assistant	S-6 (19900-63200)	21100/-
10	Shri Shyam Navnath Garje	Junior Assistant (Deputation ₹ Konkan Bhavan)	S-6 (19900-63200)	25200/-
11	Shri Rohit Shendge	Junior Assistant	S-6 (19900-63200)	19900/-
	<b>Vacant Posts - 3 (Junior Assistant)</b>			
1	Smt. Poonam S. Sakpal	Peon	S-3 (16600-52400)	25800/-
2	Shri Yogesh Bhagwan Patil	Peon	S-3 (16600-52400)	25800/-
3	Smt. Vimal Vasudev Tharli	Peon	S-3 (16600-52400)	25000/-
4	Shri Uttam Patkar	Peon	S-6 (19900-63200)	39400/-
5	Shri Rajendraprasad Nanhaku Shukla	Peon (Divyang)	S-3 (16600-52400)	34700/-
6	Shri Kishor Goraksh Gaje working at the Hon. Chief Ministers Office on deputation	Peon	S-3 (16600-52400)	25800/-
7	Shri Jayprakash Nathu Sonar	Peon (Divyang)	S-3 (16600-52400)	22200/-
8	Smt. Namobai Rathod	Peon	S-6 (19900-62200)	35000/-
9	Smt. Savita Mahadev Musale	Peon	S-3 (16600-52400)	22200/-



Sr. No.	Name of Officer/Employee	Post	Pay Band (as per 7th Pay Commission)	Basic Pay
	Vacant Post -1 (Peon)			

**Section 4 (1) (B) (vii)**

**System for consultation with the general public for effective functioning of the Office of the Education Officer (Primary)**

Sr. No.	Subject of Consultation	Detailed Description of Procedure	Through Which Circular	Frequency
1	Consultation regarding certain functions under the jurisdiction of the Education Officer	Providing feedback and taking decisions as per Government Resolutions and rules; discussing with concerned officers/office bearers as required and taking decisions	As per orders issued by the Education Officer from time to time	Regular

**Section 4 (1) (B) (viii) - Format A**

**List of concerned committees in the Office of the Education Officer (Primary)**

Sr. No.	Name of Committee	Committee Members	Objective of the Committee	Frequency of Meetings	Whether Open to the Public	Minutes of the Meeting
1	Education Committee Meeting	Total Members -9; Chairman, Education Committee & Vice-President, Zilla Parishad Thane - Chairperson; other 8 - Members	Granting approval to administrative work and taking policy decisions	Once a month	Yes, with the permission of the Hon. Chairperson	Yes, minutes are recorded, implemented and copies provided to members
2	Promotion Committee Meeting	Total Members- 5; Chief Executive Officer - Chairperson; Education Officer (Primary) - Member Secretary; Deputy Chief Executive Officer (General) - Member; Chief Accounts &	Taking decisions regarding promotions	As required and as per vacant posts	No	Yes

Sr. No.	Name of Committee	Committee Members	Objective of the Committee	Frequency of Meetings	Whether Open to the Public	Minutes of the Meeting
		Finance Officer - Member; Social Welfare Officer- Member				
3	Ideal Teacher Award	Total Members - 8; President, Zilla Parishad - Chairperson; Chief Executive Officer- Vice-Chairperson; Vice-President, Zilla Parishad - Member; Education Officer (Primary) - Member Secretary; Chairperson, Women & Child Welfare - Member; Chairperson, Social Welfare Committee - Member; Education Officer (Secondary) - Member; Principal, Teachers' Training College- Member	Recommending teachers for awards as per criteria specified in Government Circulars	Once a year	No	Yes



