

**A statement of the categories of documents that
are held by it or under its control**

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available

Sl. No	Category of the document	Name of the document and its introduction in one line	Held by/under control of
(1)	(2)	(3)	(4)
1.	Act	Pondicherry School Education Act 1987	Deputy Director (Elementary Education)
2.	Rule	Pondicherry School Education Rules 1996	Deputy Director (Elementary Education)
3.	Act	The Pondicherry Board of Secondary and Higher Secondary Education Act 2003	Joint Director (Secondary Section)
4.	Act	The Pondicherry Compulsory Elementary Education Act 2000	Joint Director (Secondary Education)
5.	Rules	Recruitment Rules for various Teaching / Non-teaching posts in the Education Department	Deputy Director (Administration)
6.	Guidelines	Guidelines Framed by MHRD and the general council of NFTW	Deputy Director (Elementary Education)
7.	Guideline	Guidelines For opening of new schools (Form-I)	Chief Educational Officer, Pondicherry/Karaikal/Mahe, Delegate of DSE., Yanam and Deputy Inspector of Schools, Pondicherry / Karaikal

8.	Guideline	Guidelines and procedures for conducting SSLC and HSC public Examinations	Joint Director/ Chief Educational Officer
9.	Document	Parent Teacher Association	Deputy Director (Elementary Education)
10.	Documents	Names of the Higher Secondary Schools, group available	Joint Director (Secondary Edn.)
11.	Document	Document pertaining to functioning of SSA	State Project Director, S.S.A.
12.	Document	Scholarship available under various schemes	Senior Accounts Officer, Directorate of School Education
13.	Document	Awards for Teachers(National/State)	Deputy Director (Elementary Education)
14.	Document	Awards for students(Toppers in Public Examinations / Sports)	Joint Director (Secondary Education) / Deputy Director(Sports)
15.	Document	Welfare Schemes	Chief Educational Officer/ Deputy Director of Edn.(Women)
16.	Document	Facilities available in Bal Bhavan	Deputy Director (Elementary Education)
17	Document	Pertaining to opportunities available under National Social Service(NSS/CSS/NCC/SCOUT/ GREEN CROPS)	NCC: Group Commander NSS: Liaison Officer CSS: Co-ordinator(CSS) Scouts: CEO
18	Document	Students Medical Fund	Deputy Director (Elementary Education)
19.	Document	Norms for Creation of posts in the Education Department	Deputy Director (Administration)
20.	Document	Compassionate Appointment Scheme	Deputy Director (Administration)

21.	Document	Fixation of Fees structure in D.T.Ed course in Private Un-aided Teacher Training Institutions	Deputy Director (Elementary Education)
22.	Document	Admission Guidelines for admitting students in Un-aided Private Schools	Joint Director (Secondary Education)/ Deputy Director of Education (Women)/Chief Educational officer
23.	Document	Structure and functioning of DIET	Principal, DIET

A copy of the above listed rules, regulations, instructions, manuals and records can be obtained by payment of fees at the rate given below:-

a. Rupees two for each page (in A-4 or A-3 size paper) created or copied;

b. Actual charge or cost price of a copy in large size paper;

c. Actual cost or price for samples or models; and

or bankers cheque payable to the Accounts Officer of the public authority at the following rates:

(a) For information provided in diskette or floppy, rupees fifty per diskette or floppy ; and

(b) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extract from the publication.