

LIST OF MANUALS AS PER RTI ACT 2005

KALINGA INSTITUTE OF SOCIAL SCIENCES DELHI
GOVERNMENT SENIOR SECONDARY
RESIDENTIAL SCHOOL

Village Issapur, Najafgarh, Delhi - 110073

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Manual -1

Particulars of Organization, function and duties

School Address

Kalinga Institute of Social Sciences Delhi Government Senior Secondary Residential School (KISSDGSSRS)

Issapur, Najafgarh, Delhi – 110073

+91 9953-274-389

kissdelhi@outlook.com

Corporate Office

713, Naurang House

21 Kasturba Gandhi Marg, Connaught Place

New Delhi, India.

Pin - 110001

AIMS AND OBJECTIVES OF ORGANISATION

K.I.S.S.-D.G.S.S.R.S. is a joint venture of Govt. of National Capital Territory of Delhi & Kalinga Institute of Social Sciences, Bhubaneswar, Orissa. K.I.S.S.-D.G.S.S.R.S. school is based on the Public Private Partnership (PPP) Model.

The Department for the welfare of the SC/ST/OBC/Minorities, Government of NCT, Delhi is fully committed to the highest standard of excellence and transparency in providing the benefits to the people belonging to the above mentioned sections. A number of schemes are being implemented by Govt. of NCT of Delhi for socio-economic development of residents of Delhi belonging to these deprived section of the society and K.I.S.S.-D.G.S.S.R.S. is one among the several schemes which has been initiated for the development and upliftment of the underprivileged children's for education from Class I to XII.

Mission

1. To eradicate poverty through education in underprivileged children of Delhi.
2. *To ensure quality education through special intervention*
3. *Arresting Drop-out menace by understanding the reasons of being out of school & bring them back into the school.*
4. *By tracking the In-school children and providing necessary inputs so that they continue to remain in the school.*
5. *To convert 'liability' into 'asset' through education, to reduce social and gender gap in education of underprivileged children.*

6. *Providing nutritious food, good medical care.*
7. *Creating awareness regarding health and hygiene among the students.*
8. To nurture them in Sports, Cultural Integration and to give them an opportunity to come forward and compete in the open world.
9. Transform students of the KISS into educated, confident, responsible, and self-reliant employable citizens of the country with a deep sense of commitment to their own society.

Brief History and background for its establishment

Kalinga Institute of Social Sciences (KISS) is the “largest residential institute for the tribals (indigenous) in the world”, providing Accommodation, Food, Healthcare, Education from Kindergarten to Post Graduation, Vocational training and all other basic amenities of life absolutely free with a job assurance after completion of education.

Kalinga Institute of Social Sciences (KISS), a protégé of KIIT University, Bhubaneswar, India has been acknowledged by many Statesmen, Diplomats, Social activists, Nobel Laureates, Chief Ministers and Senior Union Cabinet Ministers of India.

ORGANISATION CHART OF KISS -D.G.S.S.R.S.

1. C.E.O

2. Principal

Teaching Staff	Non-Teaching Staff
Vice- Principal	Dy. CEO
PRT- 10	A.O.
TGT- 13	Liaison Officer
Art Teacher	Exe. Admin.
Computer Teacher	Mess Supervisor
Music Teacher	Store – In - Charge
P.E.T.	Office Boy
Librarian	Nurse

Manual 2

Power and duties of officers/employees

Roles	Power Duties
CEO	Supervise all the functions of school.
Principal	Supervise all the activities of school primarily academics and various administrative duties assigned from time to time.
Vice- Principal	Supervise and coordinate all academics related functions/activities of school.
Dy. CEO	Supervise the administration of the school. In-charge of the School Office and will be responsible mainly for its proper organisation and smooth and efficient functioning under the overall guidance of the CEO.
Teachers	Responsible for taking classes assigned to them, students test, exams and results. Keeping students records.
A.O.	Coordinate various activities and functions of the school considering all the stakeholders in various activities.
Accounts Officer	Responsible for all the matters related to finance, budget, recordkeeping, staff HR activities.
Liaison Officer	Carry out communication and coordination and follow-up with external stakeholders of the school.
Exe. Admin.	All office related activities of the school. Maintenance of log books. Typing , Filing work and maintenance of files and records, Diary and dispatch
Mess Supervisor	Coordinate various activities involving mess for smooth functioning. (1) To manage the Mess of the school under strict hygienic conditions. (2) To formulate daily menu considering local conditions/customs/tastes/availability. (3) To provide special diet (as recommended by Nurse/MO) to sick children. (4) To prepare and submit requisitions of provisions for Mess to the Principal/competent authority. (5) To assist in the procurement of provisions as per laid down purchase procedure. (6) At the time of taking delivery of material purchased, he should ensure that the material received are counted, measured or weighed, as the case may be. He should also ensure that the quantities received are correct. Their quality good and they are according to approved specifications. (7) He should exercise utmost economy and ensure that wastage of food is reduced to minimum. (8) To maintain mess stock/stock register and issue register. (9) To receive and issue provisions, to cooks as per the menu and the number of dining members. (10) To supervise cooking and to inspect preparation before they are served. (11) To put up list of consumable/non consumable items for writing off as per rules.

	<p>(12) To look after maintenance of Mess, Dining Hall, utensils, cutlery, crockery etc.</p> <p>(13) To look after cleanliness of Mess and its surroundings.</p> <p>(14) To assign duties to Mess staff with the approval of the Principal and supervise their working.</p> <p>(15) To keep a watch on discipline and turn out of mess staff.</p> <p>(16) To arrange periodic medical check up of the mess staff and maintaining such records.</p> <p>(17) To perform any other duty assigned by the Principal.</p>
Store – In - Charge	<p>Maintain stock & inventories of school assets and materials.</p> <p>(1) To maintain stock register for each item of store.</p> <p>(2) To prepare indents in respect of all consumable and non consumable items of stores required for school, hostel, Mess, Staff Quarters etc.</p> <p>(3) To maintain files for procurement of stores and submission of proposals thereof for approval.</p> <p>(4) To procure and disburse stationery items and other items of stores.</p> <p>(5) To submit proposals for condemnation of unserviceable items of store for its write off.</p> <p>(6) To submit proposals for disposal of condemned articles through auction etc.</p> <p>(7) Any other duty assigned by the Office Superintendent/Principal.</p> <p>(8) At the time of taking delivery of the material purchased, he shall ensure that the materials received are counted, measured or weighed, as the case may be. He should also ensure that the quantities received are correct, their quality is good and they are according to approved specifications.</p> <p>(9) To get verified the stores physically from Physical Verification Committee once in a year.</p>
Office Boy	Carry out various multi tasking jobs as assigned by various offices.
Nurse	<p>Take care of wellbeing of school students and responsible for over all health and hygiene of the school.</p> <p>(1) Nurse shall be in charge of first aid and sick room of the school and shall look after its maintenance.</p> <p>(2) He/she will assist the Medical Officer during his/her visit to the school and carry out instructions given by him/her with regard to the treatment of the patients, if any.</p> <p>(3) He/she will maintain a record of all the children who report sick and the treatment given to them, if any.</p> <p>(4) In the event of a child requiring specialised medical treatment, the Nurse shall immediately inform the Principal.</p> <p>(5) Nurse shall keep a record of medicine purchased and administered to the children/employees of the school. For this purpose, a register containing the details of medicines purchased and issued shall be maintained by him/her which should be counter-signed by the Principal at least once in a fortnight.</p>

	<p>(6) Nurse shall also visit the school Mess daily to guide Mess Supervisor to maintain proper hygienic conditions in and around the dining hall and dormitories and to give suitable dietary instructions in case of sick students.</p> <p>(7) He/she shall be the ex-officio member of the Mess Committee of the school.</p> <p>(8) To take care of all cleanliness in the school premises.</p> <p>(9) He/she shall carry out any other duty assigned by the Principal.</p> <p>(10) He /she shall maintain a regular clinic with necessary first aid.</p>
<p>LABORATORY ATTENDANT</p>	<p>(1) Cleaning of laboratory and dusting of its furniture.</p> <p>(2) Maintenance of laboratory furniture including its polishing and painting.</p> <p>(3) Maintenance of Botanical Garden, Aquarium etc. in the school.</p> <p>(4) Cleaning, setting and arranging of apparatus in the laboratory under the guidance of concerned teacher.</p> <p>(5) Carrying the apparatus to classroom as required by the concerned teacher.</p> <p>(6) Minor repairs of apparatus.</p> <p>(7) Collecting material (including frogs etc.) for practical work.</p> <p>(8) Making local purchases for laboratory and for the school as directed by the concerned authority.</p> <p>(9) Maintenance of proper stock registers of the laboratory.</p> <p>(10) Reporting of any accidental damage or loss of apparatus to the in charge of the laboratory.</p> <p>(11) Making arrangements for the functions exhibitions etc. organised in the school under the guidance of the concerned in charge.</p> <p>(12) Assisting examination incharge of the school during examination days.</p> <p>(13) Any other work assigned by the Principal of the school.</p> <p>(14) Whenever laboratories are closed or there is no work in the laboratories, the Laboratory Attendant will be attached with the Administrative Office of the school so that their services can be utilised for miscellaneous work of the school.</p>

Manual 3

Procedure followed in decision making process

High Level Policy Matters: Management Committee

School Level Matters: School Management Committee

Day-to-Day Matter: Decision in day-to-day working are made through office notes, initiated by the lower rank of the officials and put up to the Controlling Officer. Final approval of the Competent Authority is obtained in line with the delegation of power

Manual 4

Norms set for the discharge of function

SL. NO	Particulars of Information	Level of Action	Time Frame
1	General Information (Administrative Matters)	Udayvir Sharma Admin. Officer	4 Hrs
2	Information on students, Examination & Academics	Himanshu Sharma Principal	1-2 Days
3	Document on Accounts related Matters	Rajesh Dash Accounts Officer	1 Day

Manual 5

Rules, regulations, instructions

Files/ Records/ Documents related to the sections are kept with the concerned sections in the custody of the officer responsible for the work.

Manual 6

A statement of the categories of documents

SL. No	Nature of Records	Details of information available	Unit/ Section where available	Retention period, where available
1.	Finance/Accounts Related	Details of Expenditure, Grants Received, Annual Accounts, Balance Sheet etc	Accounts Officer	Permanent
2.	Staff Related	Details of Recruitment, Staff Record, Service Books	Accounts Officer	Permanent
3.	Student Related	Student Admission Records, Attendance Registers, Admission Register, TC Register, etc	Office In-Charge	Permanent
4.	Student Health Record	Students Health and Check-up records	Nurse	Permanent
5.	Student Academic Records	Test Results, Exam Result etc	Teachers/Principal	Permanent
6.	Stock Register	Item Receive and Issue, Requisitions etc	Store In-Charge	Permanent
7.	Other Administrative Records	Various Log Books and Other Registers like entry register, visitors register etc	Admin In-Charge	Permanent

Manual 7

Particulars of Management Committee

<https://www.kissdelhi.ac.in/about/management-committee.php>

Manual 8

A statement of committees and other bodies constituted

<https://www.kissdelhi.ac.in/Administration/list-of-committee.php>

Manual 9

Directory of Officers

Name	Designation	Mobile No	Mail
Himanshu Sharma	Principal	7838335555	himanshi81@yahoo.com
Mudita Yadav	Vice Principal	8800271414	muditakissdelhi@gmail.com
Meenu	TGT	9711212913	
Monika Shokeen	TGT	9910679927	shokhanda19@gmail.com
Sneh	TGT		
Rakesh Khangwal	PRT	9899860263	rmkhangwal126j@gmail.com
Kavita Sharma	TGT	9891501327	
Basant Kumar Dabral	TGT	9868980669	
Parmila	TGT	7703824018	
Poonam Sharma	PRT	9891875455	
Pankaj Kumar	TGT	8743868931	
Girija Devi	Art Teacher	8512851809	
Dharmendra Singh	PRT	9873129890	
Sapna	TGT	9560080277	
Tulsi	PRT	9654434836	
Geeta Bhardwaj	PRT	8585974559	
Kamal Kumar Sharma	PRT	9999946648	
Vinay Kumar	PET	9213993836	
Bhawana Bhats	PRT		vatsbhawana87@gmail.com
Mehjabeen Hamja	TGT		mehjabeenhamza786@gmail.cm
Akanksha	PRT	7289040147	
Shalu Sharma	PRT		
Annubala	Librarian		
Deepika	PRT	9716840250	aryadeepika34@gmail.com
Deepa Yadav	PRT		
Sheetal Solanki	PRT		
Sujata Sharma	TGT		sujata.sharma2k@gmail.com
Himani Chak	Music Teacher		
Supriya	TGT		
Mohd. Shams Aghaz	TGT	9716518126	shamsaghazrs@gmail.com
Jyoti	PRT		vikaramdhankar05@gmail.com
Deeksha	TGT		deekshav079@gmail.com
Sumita Dagar	PET		
Poornima	TGT	9968092822	
Naveen	TGT		
Ruchi	TGT		
Meenakshi Verma	TGT		
Nalini Tiwari	TGT		
Pradeep Sharma	Dy. CEO	9953202889	pradeep.kiit@gmail.com
Udayavir Sharma	AO	9953274389	udayveersharma.kiit@gmail.com
K.P. Rangari	Liaison Officer	9910102712	kprangari@yahoo.in

Navneet Kaur	Exe. Admin	7982828566	navneet.kaur@gmail.com
Ravi Pathak	Store-In-Charge		
Sachin Kumar	Office Boy		
Sangeeta	Lab Attendant		
Anil Sharma	Supervisor	8588989123	
Sanju Dagar	Staff Nurse		

Manual 10

Monthly remuneration of the officers and employees

SL. No	Name	Designation	Gross Salary
1.	Himanshu Sharma	Principal	1,29,625
2.	Mudita Yadav	Vice Principal	1,03,709
3.	Meenu	TGT	72,604
4.	Monika Shokeen	TGT	67,521
5.	Sneh	TGT	67,521
6.	Rakesh Khangwal	PRT	57,052
7.	Kavita Sharma	TGT	67,521
8.	Basant Kumar Dabral	TGT	67,521
9.	Parmila	TGT	67,521
10.	Poonam Sharma	PRT	57,052
11.	Pankaj Kumar	TGT	27,300
12.	Girija Devi	Art Teacher	27,300
13.	Dharmendra Singh	PRT	28,000
14.	Sapna	TGT	27,300
15.	Tulsi	PRT	35,500
16.	Geeta Bhardwaj	PRT	26,000
17.	Kamal Kumar Sharma	PRT	36,500
18.	Vinay Kumar	PET	30,000
19.	Bhawana Bhats	PRT	26,000
20.	Mehjabeen Hamja	TGT	36,500
21.	Akanksha	PRT	35,500
22.	Shalu Sharma	PRT	26,000
23.	Annubala	Librarian	27,300
24.	Deepika	PRT	35,500
25.	Deepa Yadav	PRT	35,500
26.	Sheetal Solanki	PRT	35,500
27.	Sujata Sharma	TGT	27,300
28.	Himani Chak	Music Teacher	27,300
29.	Supriya	TGT	36,500
30.	Mohd. Shams Aghaz	TGT	27,300
31.	Jyoti	PRT	35,500
32.	Deeksha	TGT	27,300
33.	Sumita Dagar	PET	27,300
34.	Poornima	TGT	27,300
35.	Naveen	TGT	36,500
36.	Ruchi	TGT	27,300
37.	Meenakshi Verma	TGT	27,300
38.	Nalini Tiwari	TGT	27,300
39.	Pradeep Sharma	Dy. CEO	1,34,813
40.	Udayavir Sharma	AO	46,681
41.	K.P. Rangari	Liaison Officer	40,000
42.	Navneet Kaur	Exe. Admin	18,500
43.	Ravi Pathak	Store-In-Charge	25,000

44.	Sachin Kumar	Office Boy	17,000
45.	Sangeeta	Lab Attendant	27,300
46.	Anil Sharma	Supervisor	40,000
47.	Sanju Dagar	Staff Nurse	22,000

Manual 11

Budget Estimates

Scheme Wise / Head Wise Revised Estimate 2018-19 and Budget Estimate 2019-20

SL No	Name of the Scheme	Approved Budget Estimate 2019-2020			Expenditure		
		Revenue	Ca pit al	Total	Revenue	Ca pit al	Total
1	Setting up of the residential school for weaker section of SC/OBC/Mino rity and Orphans at Village Issapur, Delhi	4,04,67,836.00		4,04,67,836.00	Employee Benefits		1,35,79,144.00
					Administrativ e & Establishmen t		1,43,98,197.00
					Education Related		55,83,453.00
					Mess Related		73,56,946.00
	Total			4,04,67,836.00	Total		4,09,17,740.00

Manual 12

Execution of subsidy program – N/A

Manual 13

Particulars of recipients of concessions, permits – N/A

Manual 14

Information available in an electronic form

DETAILS OF INFORMATION

Sl. No	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1	Committee	Management Committee, SMC and other committees	Yes	Yes available in website
2	Grievance Redressal	Contact Person and Procedure	Yes	Yes available in website
3	Staff Details	Salary Details of Staff	Yes	Yes available in website

Manual 15

Particulars of facilities available to citizens for obtaining information

Sl. No	Facility available	Nature of information available	Working hours
1	School Office	Information related to students and Staff	9.30 AM to 1.30PM
2	Website	www.kissdelhi.ac.in information like vacancy, tenders, admission guidelines etc	Round the clock
3	Library	Available at School – Reference Manual, Story Books and informative books	School Hrs.
4	Notice Board	Information on circulars and details of activities/function of School	Round the clock

Manual 16

Details of PIO and FAA

Kalinga Institute of Social Sciences
Delhi Government Senior Secondary Residential School
 Issapur Najafgarh - 110075

Dated: 20/01/2021

Ref. No: KISSDEL/ODR/2021/01/076

ORDER

In pursuance of the provisions of subsection (1) and (2) of Section 5 of the Right To Information Act 2005 (22 of 2005) in the partial modification of orders issued time to time in this regard, the following officers are here by designated as Public Information Officer and First Appellate Authority officer for the RTI cell of Kalinga Institute of Social Sciences Delhi Government Senior Secondary Residential School (KISSDGSSRS).

Public Information Officer

S. No	Name & Designation	Office Address	E-Mail Address	Tel. No.	Name & Designation of Link Officer
1	Sh. Udayvir Sharma Admin. Officer	KISSDGSSRS Village: Issapur Najafgarh, Delhi - 110073	udayveersharma.kiit@gmail.com	9013817702	Rajesh Dash Accounts Officer 9717948639 rajesh.dash@kiit.ac.in

First Appellate Authority

S. No	Name & Designation	Office Address	E-Mail Address	Tel. No.	Name & Designation of Link Officer
1	Ms. Meenu TGT Hindi	KISSDGSSRS Village: Issapur Najafgarh, Delhi - 110073	meenurathore1882@gmail.com	9953079188	Rajesh Dash Accounts Officer 9717948639 rajesh.dash@kiit.ac.in


(Kumkum Sharma)
 CEO, KISS DGSSRS
 K.I.S.S. Delhi, School
 Issapur, Najafgarh, New Delhi-110073

Copy:

1. Pr. Secretary Dept. of SC/ST, Vikas Bhawan, ITO, New Delhi
2. KISSDGSSRS School Website.
3. KISSDGSSRS all notice boards.

Manual 17

Any Other Information

Besides this information other relevant information is also available on the school website, which can be accessed by general public anytime.