

# Information Handbook

**Under Section 4 (1) (b)**

Of The

**Right to Information Act, 2005**



**Central Board for Workers Education**

**Ministry of Labour & Employment**

**Government of India**

## **DISCLAIMER**

While all efforts have been made to make this information Handbook, prepared under the provisions of the “Right to Information Act, 2005”, as authentic as possible, the Central Board for Workers Education will not be responsible for any loss to any person caused by the shortcoming, defect or inaccuracy in the information made available in this “Handbook”. Any discrepancy found may be brought to the notice of the Central Board for Workers Education at the following address for rectification.

**The Director/ Appellate Authority**  
Right to Information Cell  
Central Board for Workers Education  
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**Chapter – 1**  
**Introduction**

1. Right to Information Act

As published in the Government of India, Gazette notification No. 25 dated 21.06.2005, the Right to Information Act 2005 (No. 22 of 2005) of the parliament has received the presidential assent on 15th June 2005.

1.2 Aim of this Act

The Right to Information Act 2005 aims to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

1.3 Important Terms used in the Right to Information Act, 2005

(a) "**Appropriate Government**" means in relation to a public authority, which is established, constituted, owned, controlled or substantially financed by funds, provided directly or indirectly—

1(i) By the Central Government or the Union territory administration, the Central Government;

2(ii) By the State Government, the State Government;

(b) "**Central Information Commission**" means the Central Information Commission constituted under sub-section (1) of section 12 of the Right to Information Act, 2005.

(c) "**Central Public Information Officer**" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5 of the Right to Information Act, 2005.

(d) "**Chief Information Commissioner**" and "**Information Commissioner**" mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12 of the Right to Information Act, 2005.

(e) "**Competent authority**" means—

1(i) The Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;

2(ii) The Chief Justice of India in the case of the Supreme Court;

3(iii) The Chief Justice of the High Court in the case of a High Court;

4(iv) The President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;

5(v) The administrator appointed under article 239 of the Constitution

(f) "**information**" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force

(g) "**Prescribed**" means prescribed by rules made under the Right to Information Act 2005 by the appropriate Government or the competent authority, as the case may be.

(h) "**Public authority**" means any authority or body or institution of self- government established or constituted—

1(a) By or under the Constitution;

2(b) By any other law made by Parliament;

3(c) By any other law made by State Legislature;

4(d) By notification issued or order made by the appropriate Government,  
and includes any—

1(i) Body owned, controlled or substantially financed;

2(ii) Non-Government organisation substantially financed, directly or indirectly by funds provided by the appropriate Government.

(i) **"Record"** includes—

1(a) Any document, manuscript and file;

2(b) Any microfilm, microfiche and facsimile copy of a document;

3(c) Any reproduction of image or images embodied in such microfilm (whether enlarged or not; and

4(d) Any other material produced by a computer or any other device.

(j) **"Right to information"** means the right to information accessible under this Act, which is held by or under the control of any public authority and includes the right to—

1(i) Inspection of work, documents, records;

2(ii) Taking notes, extracts or certified copies of documents or records;

3(iii) Taking certified samples of material;

(iv) Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

(k) **"State Information Commission"** means the State Information Commission constituted under sub-section (1) of section 15 of the Right to Information Act, 2005.

(l) **"State Chief Information Commissioner"** and **"State Information Commissioner"** mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15 of the Right to Information Act, 2005.

(m) **"State Public Information Officer"** means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5 of the Right to Information Act, 2005.

(n) **"Third party"** means a person other than the citizen making a request for information and includes a public authority.

#### 1.4 Important terms used in this handbook

- a. "CBWE" means Central Board for Workers Education.
- b. "RO" means Regional Office of the Central Board for Workers Education.
- c. "SRO" means Sub-Regional Office of the Central Board for Workers Education
- d. "Applicant" means an applicant who files an application under the Right to Information Act 2005.
- e. "CPIO" means Central Public Information Officer of the CBWE.
- f. "Asstt. CPIO" means Assistant Central Public Information Officer of the CBWE.
- g. "Appellate Authority" means appellate authorities designated for the purpose of RTI Act, 2005 by the CBWE.
- h. "Handbook" means Handbook of the Central Board for Workers Education published under section 4 of the RTI Act 2005.

#### **1.5 GENERAL STRUCTURE OF CAPIO/CPIO/APPELLATE AUTHORITIES IN**

##### **CENTRAL BOARD FOR WORKERS EDUCATION**

#### **a) Central Assistant Public Information Officer (CAPIO)**

- (i) Officer-in-Charge of all Sub-Regional in the cadre of Regional Directors have been designated as ACPIO.
- (ii) In respect of Regional Office, Regional Directors has been designated as ACPIO.
- (iii) In respect of Indian Institute of Workers Education, Mumbai Deputy Director has been designated as ACPIO. In respect of Zonal Directorate officer has been designated as ACPIO.
- (iv) In respect of Head Quarter Office at Nagpur has been designated as CPIO.



**b) Central Public Information Officer (CPIO)**

i) Deputy Director has been designated as CPIO in respect of Head Quarter office at Nagpur senior most Officer has been designated as CPIO.

**C) Appellate Authorities**

In respect of Head Quarter Office at Nagpur the Director has been designated as Appellate Authority.

**1.6 Fee Structure**

An applicant may apply for information, which does not fall under the exempted category under the Right to Information Act, 2005. The application for such information may be submitted to the designated CPIO & Asstt. CPIO concerned offices of EPFO along with the prescribed fee.

The Fee structure based on the Right to Information (Regulation of Fee & Cost) Rules, 2005 notified by the Government of India dated 16th September, 2005 are given as under:

<b>Application Fee:</b>	Rs.10/-
<b>A3/A4 Size Paper (created or copied):</b>	Rs.2/- per page
<b>Copy in larger size paper:</b>	Actual charge or cost
<b>Samples or models:</b>	Actual cost
<b>Information in Floppy/Diskette:</b>	Rs.50/- per Floppy/Diskette
<b>Printed material:</b>	Cost of printing or @ Rs.2/- per page of photocopy for extracts from the publication.
<b>Inspection of records:</b>	No fee for the first hour, and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.

To obtain information, prescribed fees by way of cash against proper receipt or Demand Draft or Bankers Cheque may be submitted in favour of DIRECTOR of Central Board for Workers Education payable at the Nagpur.

#### 1.7 Purpose of this handbook

This Handbook has been prepared under section 4(1) of Right to Information Act 2005 to provide instant information to the public. In order to provide this information to the wider population, this handbook has also been uploaded to the Internet in the CBWE web portal: [www.cbwe.gov.in](http://www.cbwe.gov.in)

## **Chapter – 2**

### **Particulars of Central Board for Workers Education, Functions and Duties**

During the Second Five Year Plan it was felt by the planners that democratic society like ours required an active and intelligent participation of workers in the affairs of their trade unions and of the country for its speedy socio-economic development. A strong, free responsible and democratic trade union movement can make significant contribution to the realization of better life for workers. Workers should be trained to play their role effectively for the attainment of socio-economic development of the country. It was envisaged that Workers Education can help in preparing the workers and their trade unions to play their role effectively in the task of nation building. It necessitated the Government of India in the year 1957 to secure and expert advice in formulating “Workers Education Scheme”. As such the Government of India in co-operation with the FORD Foundation appointed an International Team of Experts submitted its report in March, 1957. The recommendations of the Team of Experts were endorsed by the Indian Labour Conference in its 15<sup>th</sup> Session held in July, 1957. The Indian Labour Conference recommended setting up of a semi-autonomous Board for administering the Workers Education Scheme. Consequent upon the recommendation, the Central Board for Workers Education established on 16<sup>th</sup> September, 1958 as a tripartite society, was registered under the Societies Registration Act XXI of 1860.

### **Organisational Set up**

The Board has its headquarter at Nagpur. It operates through a network of 50 Regional Directorates and 9 Sub-Regional Directorates located in various parts of the country. There are six Zonal Directorates at Delhi, Kolkata, Mumbai, Chennai, Guwahati and Bhopal to monitor and supervise the training activities of the Regional Directorates in their respective Zone.

The Board carries out its activities at three levels viz. National, Regional and Unit and conducts various training programmes, The national level programmes were conducted by the Board’s apex training institute called Indian Institute of Workers Education established in 1970 at Mumbai.

The primary aim of establishing the Indian Institute of Workers Education is to enable the Board to conduct national level training programmes for achieving its objectives such as to develop stronger and more responsible trade unions, to promote the growth of democratic process in trade union organization and administration, to equip organized labour to take its place in a democratic society, to inculcate in them ‘Nation First’ approach based on community of interests etc.

The Institute serves as a demonstration and information centre and acts as nucleus around which specialized scheme for training and education to labour are evolved. It also serves as a clearing house of knowledge for ARegional and Sub-Regional Directorates of the Board. It conducts research in developing and perfecting methods and tools of teaching for Indian Workers.

The Institute is designed to function as an inter-disciplinary training centre. The Institute further draws upon the experiences of foreign countries in implementation of workers education programmes and adapts them to fit in the Indian environment. The Institute serves as a Laboratory where certain experiments in the attitudinal changes are carried out.

### **Board and Governing Body**

The Board is headed by a part-time non-official Chairman, who is nominated by the Government of India. Shri Ashok Singh is presently the Chairman of the Board. Director of the Board is the Administrative Head. Dr. Prof. Sadhan Kumar Ghosh is currently the Director.

The Board comprises representatives of Central Organisations of Workers, Central Organisations of Employers, Central and State Governments and Educational Bodies. The affairs of the Board are managed by Governing Body elected from amongst the members of the Board.

At the Regional Directorate level, Regional Advisory Committees have been set up to review the progress of scheme, to recommend measures for proper implementation of the programmes and generally to supervise the work of Regional Directorates. The Regional Advisory Committees are also tripartite in nature.

### **Coverage**

Board's training programmes cover workers of organized, unorganized, rural and informal sectors. Supervisory and managerial cadres are also covered through Joint Education Programmes. High level self financing seminars are also organized for top level executives and Trade Union leaders.

### **Progress**

Since in inception till 2009-10, the Board has trained more than ten million workers belonging to various sections of the community.

### **Evaluations**

Evaluations of the programmes of CBWE have also been done from time to time since inception of the Board. Further the Board assesses its programmes internally by way of getting feedback from the workers as well as employees' and employers' organizations and accordingly required changes are planned and implemented.

#### 2.10 Office timings:

- Standard office timings for the offices situated are:
  - a. The Offices remain open from Monday to Friday.
  - b. Morning session start at 09.30 a.m.
  - c. Half-an hour lunch break
  - d. Closing hours is at 06.00 p.m.
- All offices of the organisation follow five days a-week pattern.

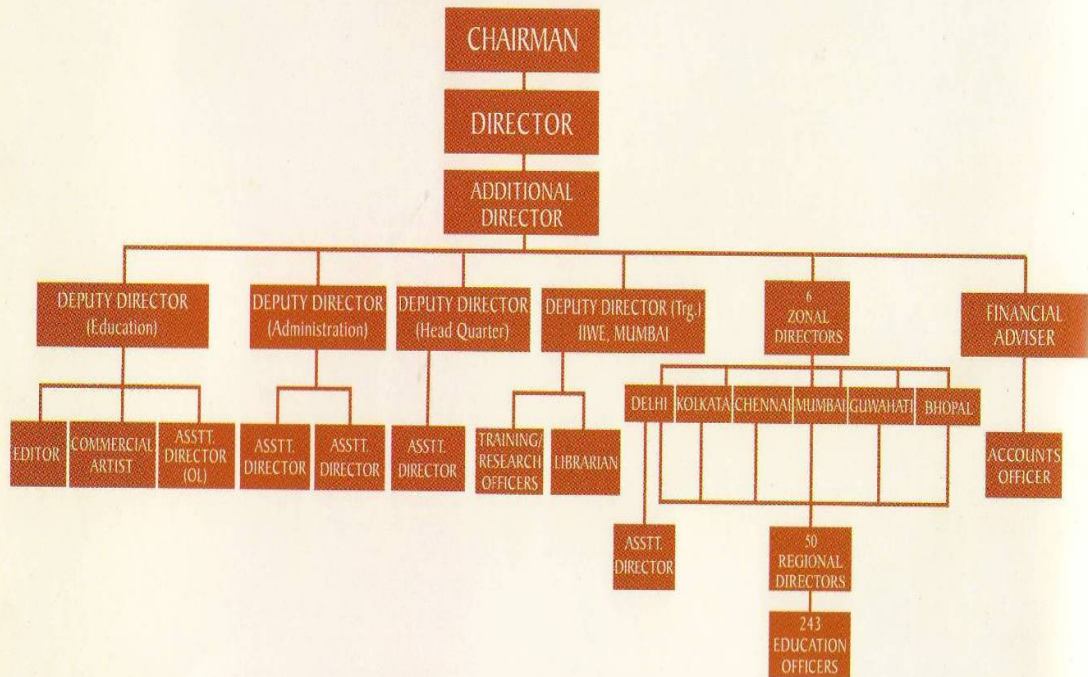
#### 2.11 Organisation Chart (Chart-1)

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## Set-up

The Headquarter of the Board is at Nagpur. The Board has at present 50 Regional Directorates and 9 Sub-Regional Directorates in the country which organise activities relating to Workers Education at Regional and Unit/Enterprise / Village levels.

There are 6 Zonal Offices at Delhi, Kolkata, Chennai, Mumbai, Guwahati and Bhopal to monitor and supervise the training activities of the Regional Directorates in their respective zones.



## **Chapter – 3**

### **Powers & duties of its Officers & Employees of CBWE**



### 3.1 DUTIES

#### Duties of C

1. Director, Central Board for Workers Education is the Administrative and Financial Head of the Organisation.
2. Chairman is the Head of the Central Board for Workers Education.

#### Duties of FA

The Financial Adviser who is overall in-charge of the accounting side of the Organisation has the following principal functions:-

1. To ensure scrutiny of the existing accounting procedure with a view to assessing adequacy to the needs of the Organisation from time to time and suggest either suitable change in the existing pattern and system of accounting or evolution of new and more advantageous procedures;
2. To ensure proper and judicious investment of the funds of the Organisation.
3. To ensure compilation and presentation of the budget estimates of the Organisation and arrange for re-appropriation of funds whenever found necessary.
4. To ensure compilation of the Annual Report of the Organisation in regard to the accounting side, particularly in the preparation of the final accounts.
5. To ensure compilation of the consolidated annual proforma accounts of the Organisation and provide suitable reply to the paras of the Audit Report thereon to the satisfaction of the Audit authorities.
6. To assist and evolve the system of switching over of manual accounting to computerisation in the Organisation.
7. To arrange for conduct of internal audit of the accounts of the Organisation.
8. To guide investigation of cases of over payment of funds or other financial irregularities detected either by by "Test Audit" or "Internal Audit" and take remedial measure.
9. To ensure simplification of procedure and system, conduct of work study, fixing of work norms, revision of forms, payment of productivity Linked Bonus etc., through the Internal Work Unit.

10. To render advice to the Director in all matters and proposals involving financial implications.
11. To assist the Director in ensuring that the final settlement of accounts of the members, disposal of applications for advances and issue of the annual statement of accounts are carried out by the Regional Offices within the stipulated time and with efficiency.
12. Periodical Updation of Accounting/Banking and other instruction manuals.

### **The powers and duties of its officers and employees**

#### **Sec.4(1) (b) (ii) of RTI Act**

#### **Organisational pattern of the Head Office and Indian Institute of Workers Education, Bombay**

The Head Office and Indian Institute of Workers Education of the Central Board for Workers Education, function under the Director who is the Principal Executive Officer of the Board and is responsible for proper administration of the Board.

The Regional Director is responsible for proper administration of the Regional Centre under the directions and guidance of the Zonal Director/Director.

The Director prescribes the duties of all officers and staff of the Board and exercises supervision and disciplinary control, subject to the orders, rules and by-laws of the Board. An Annexure containing duties and responsibilities of Zonal Director Regional Director, Selection Grade Education Officer and Education Officers is enclosed. The Director is assisted by the following Officers at Head Office and Indian Institute of Workers Education, Mumbai.

#### **(a) Head Office**

- 1) Additional Director
- 2) Financial Adviser
- 3) Deputy Director (Education)
- 4) Deputy Director (Headquarters)
- 5) Accounts Officer
- 6) Research Officer
- 7) Editor
- 8) Hindi Officer
- 9) Commercial Artist
- 10) Assistant Directors
- 11) Accountants
- 12) Education Officers
- 13) Senior Hindi Translator

#### **(b) Indian Institute of Workers Education**

- 1) Deputy Director (Training)
- 2) Training Officers
- 3) Research Officer
- 4) Librarian

The Headquarters of the Central Board for Workers Education is at **Nagpur**, consisting of the following Divisions and Departments:

## **I ADMINISTRATION DIVISION**

1. General Administration Department
2. Personnel Department
3. Board Meetings & Grants-in-aid Department

## **II EDUCATION DIVISION**

1. Programmes & Literature Department
2. Population, Productivity, Workers Participation and Adult Education Department
3. Audio Visual Aids Department
4. Editing, Script Writing & Translation Department.

## **ORGANISATIONAL PATTERN OF WORKERS EDUCATION CENTRES**

Zonal Directors at Kolkata, Mumbai, Delhi, Chennai, Guwahati and Bhopal and Regional Directors at 50 Regional Directorates are posted. Zonal Directors are assisted by a Stenographer Gr.I, one Upper Division Clerk and one Peon. The Regional Director is assisted by a number of Education Officers, depending upon the requirements in respect of Co-ordination and teaching work. Normally the following staff is allowed for one Regional Directorate:

- 1) Upper Division Clerk
- 2) Stenographer
- 3) Lower Division Clerk
- 4) Projectionist
- 5) Peon
- 6) Watchman

One post of Senior Clerk is also sanctioned for the Regional Directorate where there is sufficient justification for such appointments.

## **SUB REGIONAL CENTRES**

The Sub-Regional Centres can be opened at Industrial towns under the Regional Centres which are away from the Regional Centre for the benefit of workers in those areas. The Sub-Regional Centre should be under the charge of an Education Officer. The sub-Regional Centre should ordinarily be located at places where

supervision o unit level classes, leadership development programmes and rural workers education programmes from the Regional Centre would be difficult.

**The procedure followed in the decision making process including channels of supervision and accountability under section 4(1) (b) (iii) of Right to Information Act 2005**

The Central Board for Workers Education follows the procedure laid down in the Administrative Manual in CBWE. Apart from this, the provisions in the -----  
-----are followed wherever applicable.

The decisions are taken based on the merits of the issues, relative priorities and in accordance with the procedure laid down procedures/defined criteria/rules detailed above. The process of examination is initiated by the Sr. Clerk passes through the Assistant Director/ Deputy Director wherever needed.

If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

**The norms set by it for the discharge of its functions**

**Sec.4(1) (b) (iv) of RTI Act**

For the discharge of functions allocated to the Central Board for Workers Education, the provision contained in the CBWE Manual are followed. The day- to-day administrative functioning is governed by various set of Acts and Rules and Instructions issued by the Government of India from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:

- 1) 1) Rule 13(iv) of the Rules & Regulations of the Central Board for Workers Education.
- 2) 2) Fundamental Rules
- 3) 3) Code of Conduct Rules 1973

**The rules regulations instructions manuals and records held by it or under its control or used by its employees for discharging its functions**

**Sec.4(1) (b) (v) of RTI Act**

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

**Sec.4(1) (b) (vi) of RTI Act**

**The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof**

**Sec.4(1) (b) (vii) of RTI Act**

**Statement of the boards committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meetings of those boards, committees and other bodies are open to the public or the minutes of such meetings are accessible for public**

**Sec.4(1) (b) (viii) of RTI Act**

**Directory of its officers and employees**

**Sec.4(1) (b) (ix) of RTI Act**

**STATEMENT SHOWING DETAILS OF GROUP "A"  
EMPLOYEES OF THE BOARD AS ON 01.06.2014**

<b>Sr. No.</b>	<b>Name of Employees</b>	<b>Designation</b>	<b>Place of Posting</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Namratta Tiwari	Director	Head Office
2	Shri V. R. Hanwate	Additional Director	Head Office
3		Zonal Director	Guwahati
4		Zonal Director	Chennai
5	Shri N. H. Bhadre	Zonal Director	Bhopal
6		Deputy Dirctor(Trg)	Mumbai
7		Deputy Director(Edn)	Head Office
8		Deputy Dirctor(HQ)	Head Office
9	Shri J. S. Dave	Research Officer	IIWE., Mumbai
10	Shri A. K. Srivastava	Regional Director	Ranchi
11	Ku. Manju Jaiswal	Regional Director	Parwanoo
12	Shri Niranjana	Regional Director	Bangalore
13		Regional Director	Ahmedabad
14	Shri D. B. Vyas	Regional Director	Vadodara
15		Regional Director	Pune
16	Shri Z. A. Bagwan	Regional Director	Hyderabad
17	Shri S. Mohanty	Regional Director	Rourkela
18	Smt. P. Vanaja	Regional Director	Visakhapatnam
19	Shri A. C. Upadhyay	Regional Director	Gwalior
20	Shri Dominy Methew	Regional Director	Kozhikode
21	Shri Samit Das	Regional Director	Bhubaneswar
22	Shri V. Singamani	Regional Director	Madurai
23	Shri J. P. Phogat	Regional Director	New Delhi
24	Shri M. S. Mathpatti	Regional Director	Mumbai
25		Regional Director	Faridabad
26	Ku. T. K. Lissy	Regional Director	Cochin
27	Shri P. P. Pawate	Regional Director	Managalore
28	Smt. Jayashri T.	Regional Director	Hubli
29	Shri O. M. Meena	Regional Director	Jaipur
30	Shri Fateh Mohammed	Regional Director	Gorakhpur
31	Dr. K.R. Sharma	Regional Director	Siliguri
32	Shri Malkit Ram	Regional Director	Chandigarh
33	Shri R. J. Wankhede	Regional Director	Thana
34	Shri M. N. Salam	Regional Director	Imphal

35	Shri S.K.Kothari	RegionalDirector	Udaipur
36	Shri Vishwa Prakash Mishra	Regional Director	Allahabad
37	Smt. Seema Dwivedi Mishra	Regional Director	Ghaziabad
38	Dr. Zahinuddin	Regional Director	Bareilly
39	Shri S. N. Haider	Regional Director	Jammu
40	Smt. M. P. Chitnis	Training Officer	IIWE, Mumbai
41		Regional Director	Jabalpur
42	Smt. K. M. Khatri	Regional Director	Raipur
43	Shri S. Chandramohan	Regional Director	Chennai
44	Smt.L. R. Somkuwar(SC)	Regional Director	Nagpur
45	Shri H.K. Meena	Regional Director	Indore
46	Shri K. Vanaraj	Training Officer	IIWE, Mumbai
47	Shri K. H. Naik	Regional Director	Goa
48	Shri Prabhudan Mondal	Regional Director	Asansol
49	Shri S.K.Roy	Regional Director	Barrackpore
50	Shri H. K. Das	Senior Education Officer	Guwahati
51	Shri Vinay Kumar	Senior Education Officer	Kanpur
52	Shri S. R. Godbole	Senior Education Officer	Pune
53	Smt. T. Kalyani	Senior Education Officer	Hyderabad
54	Smt. S. Haridas	Senior Education Officer	Cochin
55	Dr. S. M. Nasir	Senior Education Officer	Vijaywada
56	Shri P. K. Moon	Senior Education Officer	Thane
57	Smt. A. M. Ansari	Senior Education Officer	New Delhi
58	Shri S. P. More	Senior Education Officer	Mumbai
59	Shri P. Moorthy	Senior Education Officer	Madurai
60	Shri B. J. Rathod	Senior Education Officer	Ahmedabad
61	Smt. Savitri Singh	Senior Education Officer	Faridabad
62	Shri R. R. Soni	Senior Education Officer	Ahmedabad
63	Shri Sayed Basheer Ahmed	Senior Education Officer	Vijaywada
64	Shri S. N. Roy	Senior Education Officer	Asansol
65	Shri C. Pradeep Kumar	Senior Education Officer	Hyderabad
66	Shri V. Paneerselvam	Senior Education Officer	Chennai
67	Shri M. Natrajan	Senior Education Officer	Chennai
68	Dr. Indu Sharma	Senior Education Officer	Ghaziabad
69	Shri N. K. Srivastava	Senior Education Officer	Kanpur
70	Smt. Vandana Srivastava	Senior Education Officer	Mumbai
71	Shri P. Chandan	Senior Education Officer	Chennai
72	Shri Hari Singh	Senior Education Officer	Allahabad
73	Shri R. M. Madavi	Senior Education Officer	Thane

<b>74</b>	Ku. Sukh Varsha	Senior Education Officer	New Delhi
<b>75</b>	Dr. Smt. M. Mahapatra	Senior Education Officer	Bhubaneswar
<b>76</b>	Shri I. B. Shivankar	Senior Education Officer	Raipur
<b>77</b>	Shri W. M. Shende	Senior Education Officer	Bhopal
<b>78</b>	Shri G. B. Bhalerao	Senior Education Officer	Bhopal
<b>79</b>	Shri G. K. Sonawane	Senior Education Officer	Thane
<b>80</b>	Shri Punit Gautam	Senior Education Officer	New Delhi
<b>81</b>	Ku. N. Sandhya Rani	Senior Education Officer	Hyderabad
<b>82</b>	Shri Sojan Joseph K	Senior Education Officer	Kozhikode
<b>83</b>	Smt. G. Varalaxmi	Senior Education Officer	Bangalore
<b>84</b>		Senior Education Officer	Gwalior
<b>85</b>	Smt. Krishna Purkait	Education Officer	Asansol
<b>86</b>	Shri Kamal Singh	Education Officer	Chandigarh
<b>87</b>	Shri Amitabh Prakash	Education Officer	Ranchi
<b>88</b>	Shri S. B. Maitei	Education Officer	Imphal
<b>89</b>	Shri B. Chakraborty	Education Officer	Barrackpore
<b>90</b>	Shri S. N. Ojha	Education Officer	Jamshedpur
<b>91</b>	Shri Jagdeep Singh Manjeet	Education Officer	Chandigarh
<b>92</b>	Shri Damodar	Education Officer	Gwalior
<b>93</b>	Shri R. K. Gope	Education Officer	Dhanbad
<b>94</b>	Shri J. K. Singh	Education Officer	Muzaffarpur
<b>95</b>	Shri K. J. Tessy	Education Officer	Cochin
<b>96</b>	Shri S. A. K. Singh	Education Officer	Imphal
<b>97</b>	Shri N. S. Singh	Education Officer	Guwahati
<b>98</b>	Shri P. Balakrishnan	Education Officer	Kozhikode
<b>99</b>	Shri J. J. Patel	Education Officer	Vadodara
<b>100</b>	Shri Gulzar Ahmed	Education Officer	Jammu
<b>101</b>	Ku. Arunasree Yeerella	Education Officer	Vishakhapatnam
<b>102</b>	Shri L. B. Shastri	Education Officer	Ranchi
<b>103</b>	Shri P. S. Banerjee	Education Officer	Vadodara
<b>104</b>	Dr. R. B. Chaudhary	Education Officer	Siliguri
<b>105</b>	Shri Chinmay Bhattacharjee	Education Officer	Kolkata
<b>106</b>	Shri C. W. Vaidhya	Education Officer	Nagpur
<b>107</b>	Shri Sanjay Kumar	Education Officer	Jamshedpur
<b>108</b>	Shri S. Borah	Education Officer	Tinsukia
<b>109</b>	Ku. Aruna L. Chodankar	Education Officer	Goa
<b>110</b>	Shri M. S. Akhtar	Education Officer	Gorakhpur



111	Shri H. M. Shivaboraiah	Education Officer	Bangalore
112	Shri S. P. Singh	Education Officer	Muzaffarpur
113	Shri R. V. Wadeyar	Education Officer	Bangalore
114	Shri A. P. Patel	Education Officer	Vadodara
115	Shri R. Meenakshi Kumar	Education Officer	Coimbatore
116	Shri S. Seran	Education Officer	Coimbatore
117	Shri R. S. Chandel	Education Officer	Kanpur
118	Shri G. Appukuttan	Education Officer	Cochin
119	Shri S. K. Arya	Education Officer	Ghaziabad
120	Shri Saleem Aijaz Najee	Education Officer	Jammu
121	Shri S. Sandimani	Education Officer	Hubli
122	Shri C. J. Mahale	Education Officer	Gwalior
123	Shri B. Prabhakaran	Education Officer	Madurai
124	Shri B. G. Kurwalkar	Education Officer	Pune
125	Shri S. K. Srivastava	Education Officer	Kanpur
126	Shri P. V. Ratnaparkhi	Education Officer	Nagpur
127	Shri S. K. Behera	Education Officer	Bhubaneshwar
128	Shri D. S. Sahare	Education Officer	Nagpur
129	Shri H. R. Jariya	Education Officer	Rajkot
130	Smt. Susmita Bhatta	Education Officer	Rourkela
131	Shri Pashupati Nath Sah	Education Officer	Jamshedpur
132	Shri Santosh Kumar Singh	Education Officer	Jaipur
133	Shri Prasant D.Edavi	Education Officer	Pune
134	Shri D. Kumar Mishra	Education Officer	Rourkela
135	Shri Mohd. Nayyar Afaque	Education Officer	Bhopal
136	Shri Balbir Singh Yadav	Education Officer	Ghaziabad
137	Shri S. Sankarasubramanian	Education Officer	Chennai
138	Shri Jagdeep Singh	Education Officer	Parwanoo
139	Shri Dilip Kumar Satapathy	Education Officer	Bhubaneshwar
140	Smt. Sarika Dafare	Education Officer	Thane
141	Shri Sayed Faisal Hassan	Education Officer	Gorakhpur
142	Shri Basanta Kumar Patra	Education Officer	Rourkela
143	Shri Pramod Kumar	Education Officer	Dhanbad
144	Shri Bella Venkata Rao	Education Officer	Vijaywada
145	Shri R. Perumal Ravi Shankar	Education Officer	Madurai
146	Smt. Archana Sudhir	Education Officer	Cochin
147	Shri Sumesh C.	Education Officer	Cochin

<b>148</b>	Shri M. R. Deshpandey	Education Officer	Bangalore
<b>149</b>	Shri Shyam Mohan Singh Yadav	Education Officer	Ghaziabad
<b>150</b>	Shri Chatrapal Singh	Education Officer	Gorakhpur
<b>151</b>	Smt. Sudha V. Atram	Education Officer	Nagpur
<b>152</b>	Shri Ajay Kumar Dixit	Education Officer	Jaipur
<b>153</b>	Shri Sebasish Bhattacharya	Education Officer	Asansol
<b>154</b>	Shri Adity Bhattacharya	Education Officer	Kolkata
<b>155</b>	Shri Rajendra Prasad Padhy	Education Officer	Berhampur
<b>156</b>	Shri V. Girija Sivakami	Education Officer	Coimbatore
<b>157</b>	Shri Uttam Singh	Education Officer	Jabalpur
<b>158</b>	Shri Maheshwar Babu	Education Officer	Hyderabad
<b>159</b>	Shri A. S. Dhurve	Education Officer	Raipur
<b>160</b>	Shri Vinod Joshi	Education Officer	Kanpur
<b>161</b>	Shri Pankaj Kumar Sharma	Education Officer	Gorakhpur
<b>162</b>	Shri N. Boisi Misao	Education Officer	Imphal
<b>163</b>	Shri Vivek Singh	Education Officer	New Delhi
<b>164</b>	Shri Ajay Singh	Education Officer	Allahabad
<b>165</b>	Shri Prakash Chandra Mishra	Education Officer	Rourkela
<b>166</b>	Shri Yogesh Arun Chati	Education Officer	Ahmedabad
<b>167</b>	Shri Reddy Nagarjunudu	Education Officer	Vishakhapatnam
<b>168</b>	Shri Shenbaga Rajan	Education Officer	Madurai
<b>169</b>	Shri R. Kumaresan	Education Officer	Madurai
<b>170</b>	Shri Pankaj Kumar Rastogi	Education Officer	New Delhi
<b>171</b>	Ku. Garima Gupta	Education Officer	Goa
<b>172</b>	Shri A. Satish Kumar	Education Officer	Mangalore
<b>173</b>	Shri Praveen P. Sen	Education Officer	Head Office
<b>174</b>	Shri Mohanchand G. Sen	Education Officer	Goa
<b>175</b>	Shri Ramarsthinam K.	Education Officer	Chennai
<b>176</b>	Shri Sabyasachi Sarkar	Education Officer	Kolkata
<b>177</b>	Shri Satya Prasad Lenka	Education Officer	Berhampur
<b>178</b>	Shri Tilak Raj	Education Officer	Ghaziabad
<b>179</b>	Shri Shankar Linge Gowda	Education Officer	Mangalore
<b>180</b>	Shri Abhijeet Dinkar Chawak	Education Officer	Head Office
<b>181</b>	Shri Sneha Ranjan Gochhayat	Education Officer	Berhampur
<b>182</b>	Shri Mayur Gangrade	Education Officer	Indore

183	Shri D. N. Pathak	Education Officer	Rajkot
184	Shri Komal Singh Thakur	Education Officer	Raipur
185	Shri Sitlhou Heilin	Education Officer	Tinsukia
186	Shri Sudhir Wadiwa	Education Officer	Udaipur
187	Shri C. M. Jagtap	Education Officer	Pune
188	Shri Amrish Garg	Education Officer	Jabalpur
189	Shri Hari Narayan Mishra	Education Officer	Ghaziabad
190	Shri B. B. Sharma	Education Officer	Tinsukia
	<b>Name of Employees</b>	<b>Designation</b>	<b>Place of Posting</b>
	<b>2</b>	<b>3</b>	<b>4</b>
191		Editor	H.O.Nagpur
192	Smt. A.Deshmukh	Librarian	I.I.W.E., Mumbai
193	Shri R.E.Bawane	Assistant Director	H.O.Nagpur
194	Shri R. B. Kodape	Assistant Director	H.O.Nagpur
195	Shri T. Burman	Assistant Director	ZD.New Delhi
196	Shri B.V.Ramesh Babu	Assistant Director(OL)	H.O.Nagpur
197	Shri Bimal Sarkar	Accountant	H.O.Nagpur
198	Shri S.K.Behera	Accountant	H.O.Nagpur
199	Shri Rajesh V.Banabakode	Accountant	H.O.Nagpur
200	Shri K.N. Dani	Accountant	ZD, Mumbai
201	Shri Sourav Mallick	Accountant	ZD., Guwahati
202	Shri A. Anand	Accountant	ZD, Chennai

**STATEMENT SHOWING DETAILS OF GROUP "C" EMPLOYEES OF THE BOARD  
AS ON 01.06.2014**

<b>Sr. No.</b>	<b>Name of Employees</b>	<b>Designation</b>	<b>Place of Posting</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Smt. J. S. Chodankar	Stenographer Gr. I	ZD,(WZ),Mumbai.
2	Shri H. G. Purohit	Stenographer Gr. I	Head Office, Nagpur
3	Shri R. G. Kuralkar	Stenographer Gr. I	Head Office,Nagpur
4	Shri A Raju	Stenographer Gr. I	ZD,(SZ),Cennai
5	Smt. Aditi Dalvi	Stenographer Gr. I	IIWE. Mumbai.
6	Shri Anil Kumar	Stenographer Gr. I	New Delhi
7	Smt. Sridevi Nair	Stenographer Gr. I	Head Office,Nagpur
8	Smt. Nirala Das	Stenographer Gr. I	ZD(NEZ), Guwahati
9	Smt. Teena L.Thomas	Stenographer Gr - II	Cochin
10	Smt. Ida Urankar	Stenographer Gr - II	IIWE,Mumbai
11	Smt. G.Neeraja	Stenographer Gr - II	Hyderabad
12	Shri A.A.Kulkarni	Stenographer Gr - II	Hubli
13	Smt. Uma Maheshwari	Stenographer Gr - II	Chennai
14	Smt. Ram Pyari	Stenographer Gr - II	Parwanoo
15	Shri Pradeep Kumar Sen	Stenographer Gr - II	Kolkata
16	Smt. L.Resemlar Kom	Stenographer Gr - II	Imphal
17	Shri Subhendhu Sadhukhan,	Stenographer Gr - II	Barrackpore
18	Smt. Aruna O.Paunikar	Stenographer Gr - II	Nagpur
19	Smt. Iloria Ghosh	Stenographer Gr - II	Siliguri
20	Shri Sureshchandra Tripathi	Stenographer Gr - II	Rourkela
21	Shri B. M. Dave	Stenographer Gr - II	Ahmedabad
22	Ku. Nazra Begum	Stenographer Gr - II	Guwahati
23	Shri Vinod Kumar Nair	Stenographer Gr - II	Head Office
24	Smt. Aruna Baisane,	Stenographer Gr - II	Thane
25	Shri Vinit Narway	Stenographer Gr.III	Gwalior
26	Smt. Krushna Priya Behara	Stenographer Gr.III	Bhubaneswar
27	Rajendra Agawal	Stenographer Gr.III	Jaipur
28	Ravi Kumar	Stenographer Gr.III	Fariadabad
29	Rakhi Pounikar	Stenographer Gr.III	Head Office
30	Smt. Chithralekha N.S.	Stenographer Gr.III	Kozhikode
31	Smt. Jyoti Mehta	Stenographer Gr.III	Chandigarh
32	Shri Rajesh Lakra	Stenographer Gr.III	Ranchi
33	Shri Nitin Kumar Singh	Stenographer Gr.III	Allahabad
34	Smt..Saroj Rajesh Dakaha	Stenographer Gr.III	Head office, Nagpur

35	Smt. Neha Verma	Stenographer Gr.III	Kanpur
36	Smt. Goldi Charak	Stenographer Gr.III	Jammu
37	Ku. Juri Neog	Stenographer Gr.III	Tinsukia
38	Smt. Gauri B. Yavagal	Stenographer Gr.III	Pune
39	Ku. Ujwala Ramteke	Junior Hindi Translator	Head office
40	Shri N. R. Patade	Assistant Librarian	IIWE, Mumbai
41	Smt. P. P. Chavan	Statistical Assistant	Head office
42	Smt. Manda Thool	Technical Assistant	Head office
43	Smt. J. Wahlang	Senior Clerk	Guwahati
44	Shri Suresh Chandra	Senior Clerk	Kanpur
45	Shri Kuldip Raj	Senior Clerk	Head Office, Nagpur
46	Smt. S.D. Sawarkar	Senior Clerk	Head Office, Nagpur
47	Shri Ram Niwas	Senior Clerk	Ghaziabad
48	Shri Jamil Ahmed	Senior Clerk	Head Office, Nagpur
49	Shri H. D. Mody	Senior Clerk	Ahmedbad
50	Shri F. Kiro	Senior Clerk	Raipur
51	Shri C. Kar	Senior Clerk	ZD, Kolkata
52	Shri Govindram Chandel	Senior Clerk	Pparwanoo
53	Shri A. K. Soni	Senior Clerk	Dhanbad
54	Shri N.S.C. Singh	Senior Clerk	Imphal
55	Shri Prem Prakash Arya	Senior Clerk	Delhi
56	Smt Kamlesh Garg	Senior Clerk	Jabalpur
57	Shri J N Pandey	Senior Clerk	Allahabad
58	Shri P K Deka	Senior Clerk	Guwahati
59	Shri S T Gole	Senior Clerk	IIWE, Mumbai
60	Shri Chandrasekhar	Senior Clerk	Bhopal
61	Shri T N Shukla	Senior Clerk	Rajkot
62	Shri Ranvir Singh	Senior Clerk	Bareilly
63	Smt. A. N Sharma	Senior Clerk	Head Office, Nagpur
64	Smt. A V Narnaware	Senior Clerk	Head Office, Nagpur
65	Shri Aslam Nawaz	Senior Clerk	Kolkata
66	Shri S.R. Jaiswal	Senior Clerk	Thane
67	Smt. Deepalaxmi Nair	Senior Clerk	Head Office
68	Shri U G Shende	Upper Division Clerk	Head Office, Nagpur
69	Shri Satya Narayan Singh	Upper Division Clerk	Gorakhpur
70	Ku. Mugdha N Wankhede	Upper Division Clerk	Head Office, Nagpur
71	Shri Samir Kumar Das	Upper Division Clerk	Muzaffarpur
72	Smt. V Jayalakshmi	Upper Division Clerk	ZD Chennai
73	Smt. B Maheswari	Upper Division Clerk	Madurai
74	Smt. Minoti Choudhary	Upper Division Clerk	Tinsukia
75	Ku. Minakshi Patil	Upper Division Clerk	Head Office, Nagpur
76	Shri Ashok Kumar Kharwar	Upper Division Clerk	Ghaziabad

77	Shri C N Neogi,	Upper Division Clerk	Asansol
78	Smt. Ibelei Devi	Upper Division Clerk	Imphal
79	Smt. Kamalaxamma	Upper Division Clerk	Bangalore
80	Shri. Sardar Farid	Upper Division Clerk	Visakhapatnam
81	Shri. Swapan K Soren	Upper Division Clerk	Dhanbad
82	Shri M Y More	Upper Division Clerk	IIWE,Mumbai
83	Shri Sudhir Deogirkar	Upper Division Clerk	Head Office,Nagpur
84	Smt R N Singh	Upper Division Clerk	Pune
85	Smt. R. R. Chikalkar	Upper Division Clerk	Mumbai
86	Shri G. G. Jangid	Upper Division Clerk	Jaipur
87	Shri.S Dhali,	Upper Division Clerk	Head Office,Nagpur
88	Shri. A K Chavda	Upper Division Clerk	Ahmedabad
89	Shri Ravindra Gupta	Upper Division Clerk	Gwalior
90	Shri J C Gaur	Upper Division Clerk	Faridabad
91	Shri Ashish A Meshram	Upper Division Clerk	Head Office,Nagpur
92	Shri Sushant Das	Upper Division Clerk	Kolkata
93	Shri Avtar Kishan	Upper Division Clerk	Jammu
94	Shri Krishnapal	Upper Division Clerk	Delhi
95	Smt. Manjula Nair	Upper Division Clerk	Kozhikode
96	Shri Ashok Kumar Raina	Upper Division Clerk	Jammu
97	Shri Milind M. Telore	Upper Division Clerk	IIWE,Mumbai
98	Shri Umesh Kumar Srivastava	Upper Division Clerk	Kanpur
99	Shri R.Satish Kumar	Upper Division Clerk	Cochin
100	Shri V.P.Hiremath	Upper Division Clerk	Hubli
101	Shri Dinesh Kumar	Upper Division Clerk	Asansol
102	Shri Jaswinder Singh	Upper Division Clerk	Chandigarh
103	Shri Virendra Kumar Singh	Upper Division Clerk	Jamshedpur
104	Shri Mohinder Singh	Upper Division Clerk	Parwanoo
105	Smt. S Das	Upper Division Clerk	Bhubaneswar
106	Smt K Mohini	Upper Division Clerk	Mangalore
107	Shri O B Paunikar	Upper Division Clerk	Head Office,Nagpur
108	Smt Bindu Harilal	Upper Division Clerk	Cochin
109	Smt. Gayathri Nair	Upper Division Clerk	Cochin
110	Ku. Rekha Kumari	Upper Division Clerk	Ranchi
111	Shri Sanjay Sharma	Upper Division Clerk	Imphal
112	Shri Rajesh Kumar Mishra	Upper Division Clerk	Head Office,Nagpur
113	Smt. Ranjusha M	Upper Division Clerk	Head Office,Nagpur
114	Smt. Shalu B. Kokode	Upper Division Clerk	Head Office,Nagpur
115	Shri Deepak Srivastava	Upper Division Clerk	Ghaziabad
116	Smt. Lulu Elizabeth Joseph	Upper Division Clerk	Chennai
117	Shri Anil Kumar Lakra	Upper Division Clerk	ZD, New Delhi
118	Shri Mangilal Bheel	Upper Division Clerk	ZD, New Delhi

119	Smt. Gayatri M Motghare	Upper Division Clerk	Pune
120	Shri G S Balu	Upper Division Clerk	ZD Chennai
121	Shri Anil Kumar Gupta	Upper Division Clerk	ZD, New Delhi
122	Shri B Satya Narayana Murthy	Upper Division Clerk	Vishakhapatnam
123	Shri Vijay Hari Bhau Rajguru	Upper Division Clerk	Indore
124	Shri K. Lashmipathi	Upper Division Clerk	Bangalore
125	Shri K. Kamraj	Upper Division Clerk	Chennai
126	Shri M. Raj Kumar	Upper Division Clerk	Hyderabad
127	Shri Sunil Kumar Sharma	Upper Division Clerk	Dhanbad
128	Shri Rajesh Deshmukh,	Junior Artist	Head Office, Nagpur
129	Shri Shivlal L. Murmu	AVACL	Rourkela
130	Shri P.S.Bhaskaran	AVACL	Madurai
131	Shri D.A.Gohel	AVACL	Rajkot
132	Shri Sunil Kumar Karkar	AVACL	Mumbai
133	Shri Dharampal	AVACL	Faridabad
134	Shri Gonesh Saikia	AVACL	Delhi
135	Shri Laxman Soriyala	AVACL	Jaipur
136	Shri Ashish Kumar Tiwari	AVACL	Jabalpur
137	Shri Atul Kumar Nair	AVACL	Bhopal
138	Shri Mallick Pintu	AVACL	Siliguri
139	Shri Manish Arun Kokde	AVACL	Pune
140	Shri Janalayada Puran Chandra Rao	AVACL	Vijayawada
141	Shri Prashant Gajbhiye	AVACL	Raipur
142	Shri Suman Sen Gupta	AVACL	Tinsukia
143	Shri Pulak Jana	AVACL	Kolkata
144	Shri S. N. Pawar	Care Taker	IIWE, Mumbai
145	Shri S. Pradhan	Special Driver Grade	IIWE, Mumbai
146	Shri Rajendra Thakuria	Driver Grade - I	ZD, Guwahati
147	Shri Ratan Ghosh	Driver Grade - I	ZD, Kolkata
148	Shri Manoj Turkel	Driver Grade - I	Head Office
149	Shri M.Deendayalan	Driver Grade - I	ZD, Chennai
150	Shri B. B. Kokode	Driver Grade - II	Head Office
151	Shri Inder Pal	Driver Grade - II	ZD, NewDelhi
152	Shri Ajay Devidas Dhawale	Lower Division Clerk	Head Office, Nagpur
153	Shri Gaurav Marwah	Lower Division Clerk	ZD Delhi
154	Shri Biswambar Das	Lower Division Clerk	Berhampur
155	Shri Yogesh Kumar	Lower Division Clerk	Udaipur
156	Shri Ramesh Prasad	Lower Division Clerk	Kanpur
157	Shri K Santhosh Kumar	Lower Division Clerk	Vishakhapatnam
158	Smt. Gayathri D	Lower Division Clerk	Chennai

159	Shri Rudal Mahto	Lower Division Clerk	Dhanbad
160	Shri Sushant Basak	Lower Division Clerk	Kanpur
161	Ku. Rupali S Shingade	Lower Division Clerk	Head Office, Nagpur
162	Shri Surya Narayanan. KA	Lower Division Clerk	Coimbatore
163	Shri Maneesh K Pandey	Lower Division Clerk	HO Nagpur
164	Shri Ralla Bandi Kiran	Lower Division Clerk	Hyderabad
165	Shri M Vijayan	Lower Division Clerk	Coimbatore
166	Shri Manohar Barla	Lower Division Clerk	Jamshedpur
167	Shri Srinivasan Mudaliar	Lower Division Clerk	ZD, Chennai
168	Smt Snehal S. Deogirkar	Lower Division Clerk	Head Office
169	Smt. Swati S. Somkuwar	Lower Division Clerk	Head Office
170	Shri Jayant R. Bawane	Lower Division Clerk	HO Nagpur
171	Shri Suman Saurav	Lower Division Clerk	Muzaffarpur
172	Shri Akash Sahu	Lower Division Clerk	Jabalpur
173	Shri Sagar Suresh Mayenkar	Lower Division Clerk	Goa
174	Shri Shrabani Maity	Lower Division Clerk	ZD Kolkata
175	Shri Chiranjit Sarkar	Lower Division Clerk	Asansol
176	Shri Santosh D. Gaude	Lower Division Clerk	Goa
177	Smt. Deepa Waghambare	Lower Division Clerk	Thane
178	Shri Mohd. Akhtar Afaq	Lower Division Clerk	ZD, Bhopal
179	Shri Nishin Kumar Sinha	Lower Division Clerk	Barrackpore
180	Ku. Pemeshwari Verma	Lower Division Clerk	Raipur
181	Ku. Anandi C. Shekhar	Lower Division Clerk	Coimbatore
182	Shri D.S. Ametha	Lower Division Clerk	Udaipur
183	Shri Santanu Bhattacharjee	Lower Division Clerk	ZD, Guwahati
184	Shri Trideep Brahma	Lower Division Clerk	Tinsukia
185	Shri Surendra V. Gharkar	Lower Division Clerk	Mumbai
186	Shri Gaddam Abhilash	Lower Division Clerk	Hyderabad
187	Smt. Renu Gulati	Lower Division Clerk	Bhopal
188	Shri Chandra Kesh Mishra	Lower Division Clerk	Allahabad
189	Shri Sushanta Kumar Nayak	Lower Division Clerk	H. O. Nagpur
190	Smt. Sheetal B. Patil	Hindi typist	Head Office
191	Shri Vinod Bhoyar	Driver Grade - III	Nagpur
192	Shri L. Surendra Sharma	Driver Grade - III	Imphal
193	Shri Shibu P.S.	Driver Grade - III	Cochin
194	Shri V. H. Gorla	Driver Grade - III	IIWE, Mumbai
195	Shri Ranjit Singh	Driver Grade - III	ZD, New Delhi
196	Shri K. Gopala Krishnan	Driver Grade - III	Coimbatore
197	Shri Babu Naik	Cook	Mangalore
198	Shri Naresh Kumar	Peon	Allahabad
199	Shri Suren Singh	Peon	Barrackpore
200	Shri Mata Prasad	Peon	Kanpur



201	Shri Basu Dev Minz	Peon	Rourkela
202	Shri G.P.Chitapati	Peon	Hubli
203	Shri K.T.Srikanth,	Peon	Hyderabad
204	Shri S.K.Singh,	Peon	Jamshedpur
205	Shri N.S.Swain	Peon	Bhubaneshwar
206	Shri C.D.Joshi,	Peon	Allahabad
207	Shri R.Kathirvelu	Peon	Chennai
208	Shri B.K.Shinde,	Peon	Head Office
209	Shri A.A.Pandya ,	Peon	Rajkot
210	Shri N. L..Mahato,	Peon	Ranchi
211	Shri Manik Sarkar	Peon	Siliguri
212	Shri B.B.Kamble,	Peon	Head Office
213	Shri D.G.Awachat	Peon	Head Office
214	Shri Vijay Kumar Naik	Peon	Goa
215	Shri K.Balsundaran	Peon	Madurai
216	Shri Chandra Jyoti Das	Peon	Tinsukia
217	Shri Raj Kumar Ram	Peon	Gorakhpur
218	Shri N.Kumaresan	Peon	Bangalore
219	Shri R.Venugopalan	Peon	Chennai
220	Smt. Biru Borah	Peon	Guwahati
221	Shri Prakash	Peon	Parwanoo
222	Shri Ramchandra	Peon	Bareilly
223	Shri B. Majumdar	Peon	ZD, Kolkata
224	Shri Dinesh Pratap Singh	Peon	Kanpur
225	Shri Sitaram	Peon	Delhi
226	Shri Ram Ratan	Peon	Faridabad
227	Shri Sukumar Datta	Peon	Kolkata
228	Shri Rajendra Singh	Peon	Gwalior
229	Shri Binda Pasad	Peon	Delhi
230	Shri Manoj K. Upadhyaya,	Peon	Gorakhpur
231	Shri S.N.Somkuwar,	Peon	Indore
232	Shri S.M.Bamne,	Peon	ZD, Mumbai
233	Shri C.Mohan	Peon	ZD, Chennai
234	Shri S.V.Sondawale,	Peon	Head Office
235	Shri Mahipal Singh	Peon	Delhi
236	Shri Y.Chinniah`	Peon	Bangalore
237	Shri B.N.Gaikwad	Peon	IIWE, ,Mumbai
238	Shri R.B.Bhagat	Peon	Indore
239	Shri K. Satish,	Peon	Mangalore
240	Shri Suresh Babu V.K.	Peon	Cochin
241	Shri V.D.Kumbhar	Peon	IIWE,Mumbai
242	Shri C.V.Vijay Kumar,	Peon	Kozhikode

243	Smt. Sheela Ojha	Peon	Bareilly
244	Shri S. Das	Peon	Kolkata
245	Shri Jasbir Singh	Peon	Chandigarh
246	Shri Rajesh Pun	Peon	Imphal
247	Shri K. P. Vinayan	Peon	Cochin
248	Shri M. P. Khare	Peon	Head Office,Nagpur
249	Shri Genda Prasad P. Mahato	Peon	Head Office,Nagpur
250	Shri Inder Ram Bheel	Peon	Vadodara
251	Shri Shubha B. Bhattacharjee	Peon	Barrackpore
252	Shri Vikram H. Birha	Peon	H. O.
253	Shri Rama Koteswara Rao	Peon	Visakhapatnam
254	Shri A. K. .Nayak	Peon	Berhampur
255	Shri Biswajit Maity	Peon	Asansol
256	Shri Parag T. Dave	Peon	Nagpur
257	Shri Swapnil D. Vaidya	Peon	H.O.
258	Shri Vinod S.Vishwakarma	Peon	Thane
259	Shri Ankush G. Ingle	Peon	Nagpur
260	Shri Thangkhuplen Leivon	Peon	Imphal
261	Shri Mithlesh Kumar Singh	Peon	Ghaziabad
262	Shri C.L. Saini	Peon	Jaipur
263	Shri K. K .Sidhwani	Peon	Indore
264	Shri V.V.Dange	Peon	Pune
265	Shri D. A. Gaude	Peon	Goa
266	Shri D.D.Sarkar	Peon	Asansol
267	Shri Vishwannath Rajput	Peon	Bareilly
268	Arun Dayalsinh Jariya	Peon	Rajkot
269	Smt. Shobha Telore	Peon	IIWE, Mumbai
270	Shri Bhijeet Kumar Anand	Peon	Dhanbad
271	Shri Mangesh K. Nachare	Peon	Thane
272	Shri Gaudam Kumar Bouri	Peon	Muzaffarpur
273	Shri Bahadur Khan	Peon	Jammu
274	Shri M. M. Narishma	Peon	Hyderabad
275	Shri Suraj Bhan	Peon	ZD, New Delhi
276	Shri Gangram Sharma	Chowkidar	Tinsukia
277	Shri B. C. Shyamal	Chowkidar	Kolkata
278	Shri Ratan Deka	Chowkidar	Guwahati
279	Shri Rajendra Prasad	Chowkidar	Allahabad
280	Shri Babu Lal	Chowkidar	Parwanoo
281	Shri Prema Ram Bheel	Chowkidar	Udaipur
282	Shri C. Ganesan	Chowkidar	Madurai
283	Shri Babubhai K. Rathwa	Chowkidar	Vadodara
284	Shri A.S.Murgunandam	Chowkidar	Chennai

<b>285</b>	Shri Sujit K. Choudhary	Chowkidar	Siliguri
<b>286</b>	Shri M. C. Kalosiya	Chowkidar	Nagpur
<b>287</b>	Shri Jagdish L. Solanki	Chowkidar	Ahmedabad
<b>288</b>	Shri Omprakash Saha	Chowkidar	Dhanbad
<b>289</b>	Shri Dileep Kumar Arjeria	Chowkidar	Faridabad
<b>290</b>	Shri Rajesh Kashinath Faterpekar	Chowkidar	Goa
<b>291</b>	Shri Yogesh Kumar Singh	Chowkidar	Ghaziabad
<b>292</b>	Shri Gora Chand Chakraborty	Chowkidar	Barrackpore
<b>293</b>	Shri Sushil Kumar Moadak	Chowkidar	Head Office
<b>294</b>	Shri Bhag Singh	Chowkidar	Chandigarh
<b>295</b>	Shri K.N.Singh	Attendant	Siliguri
<b>296</b>	Shri Dilip V.Ghadge,	Attendant	IIWE, Mumbai
<b>297</b>	Shri Devilal Sharma	Attendant	Guwahati
<b>298</b>	Shri Waman A. Khapekar	Attendant	Head Office
<b>299</b>	Shri N.P.Bhusal Jaishi	Attendant	Siliguri
<b>300</b>	Shri J.N.Orem	Attendant	Rourkela
<b>301</b>	Shri Bachan Mandal	Attendant	Dhanbad
<b>302</b>	Shri Aman Sharma Uniyal	Attendant	Chandigarh
<b>303</b>	Shri Hithendra Ramdas Naik	Attendant	IIWE, Mumbai

**Monthly remuneration of Officers/employees**

**Sec. 4(1) (b) (x) of RTI Act 2005.**

**The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations**

<b>Sr. No.</b>	<b>Designation of Post</b>	<b>Pay Band + Grade Pay as per 6<sup>th</sup> Pay Commission</b>
	<b><u>GROUP-A</u></b>	
1	Director	37400-67000+10000
2	Additional Director	37400-67000+8900
	Zonal Director	37400-67000+8700
4	Deputy Director	37400-67000+8700
5	Research Officer	15600-39100+7600
6	Training Officer	15600-39100+7600
7	Regional Director	15600-39100+7600
8	Financial Adviser	15600-39100+6600
9	Senior Education Officer	15600-39100+6600
10	Education Officer	15600-39100+5400
	<b><u>GROUP-B</u></b>	
11	Editor	9300-34800+4200
12	Accounts Officer	9300-34800+4200
13	Assistant Director (OL)	9300-34800+4200
14	Commercial Artist	9300-34800+4200
15	Librarian	9300-34800+4200
16	Assistant Director	9300-34800+4200
17	Accountant	9300-34800+4200
18	Senior Hindi Translator	9300-34800+4200
	<b><u>GROUP-C</u></b>	
19	Stenographer Grade-I	9300-34800+4200
20	Stenographer Grade-II	9300-34800+4200
21	Stenographer Grade-III	5200-20200+2400
22	Statistical Assistant	5200-20200+2800
23	Senior Clerk	5200-20200+2800
24	Care Taker	5200-20200+2800
25	Technical Assistant	5200-20200+2800

26	Junior Hindi Translator	9300-34800+4200
27	Librarian Assistant	9300-34800+4200
28	Upper Division Clerk	5200-20200+2400
29	Junior Artist	5200-20200+2400
30	Hindi Typist	5200-20200+1900
31	Lower Division Clerk	5200-20200+1900
32	A.V. Assistant-Cum-Librarian	5200-20200+1900
33	Driver Special Grade	9300-34800+4200
34	Driver Grade-I	5200-20200+2800
35	Driver Grade-II	5200-20200+2400
36	Driver Grade-III	5200-20200+1900
	<b><u>GROUP-D</u></b>	
37	Record Sorter	4440-7440+1650
38	Cook	4440-7440+1400
39	Peon	4440-7440+1300
40	Chowkidar	4440-7440+1300
41	Attendant	4440-7440+1300
42	Gardner	4440-7440+1300
43	Sweeper	4440-7440+1300

Note: The basic pay of the Officers and employees is fixed under the provision contained in the Rule 22 of FR. In addition to the Basic Pay, the officers and employees are entitled to draw other allowances such as HRA, Transportation, CEA etc as per the orders in force

**The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made**

Under Section 4(1) (b) (xi) of Right to Information Act 2005.

Refers.....

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

**Under Section 4(1) (b) (xii) of Right to Information Act 2005.**

Not applicable

**Particulars of recipients of concessions, permits or authorizations granted by it**

**Under Section 4(1) (b) (xv) of Right to Information Act 2005.**

Not applicable.

**Details in respect of the information available to or held by it reduced in an electronic form.**

**Under Section 4(1) (b) (xiv) of Right to Information Act 2005.**

Information are available through our website/ [www.cbwe.gov.in](http://www.cbwe.gov.in) / in our Head Office,Nagpur; Zonal Office- Delhi, Kolkata, Chennai, Mumbai, Guwahati and Bhopal and from our 50 Regional Directorates located different parts of the Country.

**The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use**

**Under Section 4(1) (b) (xv) of Right to Information Act 2005.**

The information shall be available to the Citizen by personally, e-mail, by speed post, by Electronic media like CD/floppy as per the procedure laid down under this Act in any working day i.e. Monday to Friday (five days week) from 10.30 a.m. to 5.30 p.m.

**The names designations and other particulars of the Public Information Officers**

**Uploaded on website**

Such other information as may be prescribed and thereafter update these publications every year

□ **Duties of Head Office**

The Dy. Director(Hq) will performing the duties assigned to him. In addition, he will discharge the following financial and administrative powers delegated to him. Dy. Director(HQ) is authorized to sell, purchase, transfer, endorse, negotiate and otherwise deal in Government Securities, to sign letter of indemnity, execute bond of indemnity, guarantee.

Duties of Financial Advisor:-

1. Preparation of consolidated budget proposals, Budget Estimates and Revised estimate of the Organisation under CBWE re-appropriation of funds, watching of expenditure etc., pre-audit of expenditure of the Central office, scrutiny of proposals on matters having financial implications etc., (Budget & Finance). Scrutiny and follow-up action on reports of Internal and Statutory audit parties, issue of clarification on the matters relating to the accounting procedure of CBWE
2. Preparation of consolidated annual accounts under CBWE Fund on the basis of the Regional and Central Zone. Matters connected with the Regional Offices and Expenditure account and Balance Sheet, scrutiny and follow up action on the monthly classified summary of Receipts and payment under various accounts received from Zonal Directorate, Regional Offices and Sub-Regional Offices. (Balance Sheet Cell).
3. Maintenance of cash book (Cash) and cash book (Bank) for account No.4A. Drawal and disbursement of Pay and Allowances and other payments. Preparation of Receipt and payment, Income and Expenditure and Balance Sheet of the Office, follow-up of Audit Report. (Cash- Local).

**Processing of Pension papers of the officers and staff members and matters**

□ **Duties of Asst. Director in Head office**

The Asst. Director is primarily responsible for the quick and efficient disposal of the work allotted to his section. The main duties which he should perform in order to discharge this responsibility are as under:-

1. To examine all receipt pertaining to his section and to distribute them properly amongst his staff;
2. To ensure that all immediate receipts in his section are put up on the date of receipt, all urgent receipts at least the next day and all ordinary receipts within



three days and to ensure that in no case any receipt is kept pending for over seven days;

3. To scrutinize the notes and drafts of the dealing assistants and clerks, to revise them, if necessary, to submit them to his immediate superior in cases where such submission is called for;
4. To ensure that all approved drafts are issued promptly and that all office copies are added to the relevant files without any delay;
5. To ensure, if necessary, by inspection of the tables and racks of his staff, that the entries made by them in the arrear reports are in order and that no papers or files overlooked;
6. To see that all periodical returns are received and issued well within the prescribed dates;
7. To keep a note in his personal note book or desk calendar of important cases requiring prompt action by a specified date and to see that necessary action is taken in time;
8. To maintain a sectional note book containing important decisions for the purpose of reference and to ensure that entries in the book are made as soon as decisions are taken;
9. To ensure that files on which actions is completed are promptly indexed, stitched and recorded;
10. To scrutinize the sections diary, intersectional movement register, file registers and all other registers once in a week to see that they are properly maintained, dated initials being appended at the close of each scrutiny;
11. To see that all papers, files, reference books, spare copies and other documents are arranged properly and that unnecessary papers are weeded out periodically;
12. To check late attendance, to maintain order and discipline, and to train, help and advise his staff; to review the work of dealing assistants through work diary;
13. To see that all the work in his section is handled in methodical manner, with due regard to the need for economy in men, material and time, and to suggest Improvements in methods of work wherever possible;
14. To ensure that all letters received from Ministry/Members of Parliament/Board Members etc. are duly acknowledged on the same day of receipt and action taken thereon within the prescribed time limit, on priority basis.
15. To ensure periodic issue of reminders so as to get compliance on all outstanding issues.
16. To take prompt follow-up action on all minutes of the meetings reports etc.
17. To ensure proper comparison of all the letters, reports etc., that are to be sent to the Ministry and meetings etc;
18. To perform any other function that may be assigned to him from time to time by his immediate superior or other superior officers.

### **More information on Administrative Manual**