

Proactive Disclosure Manual under Right to Information Act, 2005

Chapter 6

Proactive Disclosure under Section 4 (1) (b)(vi) of the Right to Information Act, 2005

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

GOVERNMENT OF GOA

DIRECTORATE OF HIGHER EDUCATION

Goa Education Complex, Alto, Porvorim-Goa

Proactive Disclosure under Section 4 (1) (b)(vi) of the Right to Information Act, 2005

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

I. Categories of documents (Catalogues and Indexed)

File registers are maintained in each section of the Directorate of Higher Education. Master Guard file is maintained in hardcopy format in the outward section.

II. Custodian of Documents/Categories

Sr. No.	Name of the Section	Method of Catalogue and Indexed	Custodian of Documents under each Section
1	DHE Office	Online in Excel format or File Registers	Personal Assistant to Director (HE)
2	Academic Section – I	File Registers	Addl. Director (HE)

Proactive Disclosure Manual under Right to Information Act, 2005

3	Academic II A Academic II B Academic II C Academic II D	-do-	Dy. Director (Academics II A, B & C) Dy. Director (Academics IID)
4	Academic Section – III	-do-	Dy. Director (HE)
5	Administration & Establishment	-do-	Dy. Director (Admn.)
6	Training and Development Section	-do-	Dy. Director (Admn.)
7	Accounts Section	-do-	Jt. Director of Accounts
8	Grant-in-Aid Section	-do-	Jt. Director of Accounts
9	General Provident Fund/NPS	-do-	Jt. Director of Accounts
10	Audit Section	-do-	Jt. Director of Accounts
11	Statistical Cell	-do-	Research Assistant
12	IT Cell	-do-	Asst. Director (Academics)
13	Rashtriya Uchhatar Shiksha Abhiyan (RUSA)/Pradhan Mantri Uchchatar Shiksha Abhiyan (PM-USHA) section	-do-	Sr. Consultant
14	Pension Cell	-do-	Dy. Director of

Proactive Disclosure Manual under Right to Information Act, 2005

			Accounts
15	Development Section	-do-	Dy. Director (Development)
16	Building & Maintenance Section	-do-	Under Secretary (HE)
17	Research, Development & Innovation	-do-	Professor, RD&I
18	Teaching, Learning & Educational Technology	-do-	Professor for TL&ET
19	Software Development Cell	-do-	Assistant Professor, RD&I
20	Admission and Information Management Cell (AIMC)	-do-	Assistant Professor for TL&ET
21	Centralized Training Internship and Placement (TIP) Cell	-do-	Program Director

III. Produce to obtain such documents

The documents of the respective section of the Directorate of Higher Education can be obtained by making an application under the Right to Information Act, 2005 by the applicant by affixing the required fees.