

Phone No. 0172-2586044
Fax : 0172-2586026

HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD
(Regd. Under Societies Registration Act, 1860)

Shiksha Sadan, 3rd & 4th Floor, Sector-5, Panchkula

Ref. No. Admn./RMSA/2013/98213-98633

Date:-20.03.2013

To

All District Project Coordinators in the State

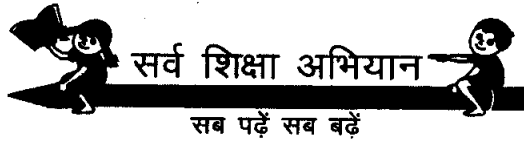
Sub: Posting of School Information Officers in Government High / Senior Secondary Schools- guidelines thereof.

Kindly refer to the subject cited above.

As you are aware School Information Officers (earlier called IOLMs) are being posted in the Government Schools under RMSA. In some of the Schools they have already been posted.

The following guidelines are issued for utilization of their services by Heads of the Institutions:

1. Primarily their services may be utilized for uploading the data relating to School Nurture Programme, Maintenance of ICT Labs in the schools in coordination with the service provider, uploading the students information on the portal in the prescribed format (Student Admission Form), Preparation of different Registers and files for School Library, Training the teachers/ other staff members in use of ICT.
2. Besides, above their job profile is hereby attached for making best use of their services.
3. They may not be posted in the office of DPC/ BRC or any other office since their service are required at institution level for multifarious work. If anyone of them is already deputed in any of these offices, he/she may be asked to report to his/her respective school immediately.
4. In addition to collecting and maintaining the information in respect of the school, they are posted in, they shall also collect the information mentioned in para 1 above in respect of other schools, which are being assigned them separately. However, this information shall be sent by the respective heads of institutions to him/her at his/her work place.



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5. They may be provided a work place preferably in the ICT lab or Library and be provided with a computer alongwith access of internet, if available in the school under any scheme.
6. Data Cards/internet connection available in school/CRC etc may be shared with him/her for uploading the information.
7. He/She may be asked to create and maintain the e-mail ID of the School.
8. He/she may be asked to respond to the e-mails received from upstream offices and Information Managers posted at State Headquarters.
9. Their remuneration may be paid by Head of Institution concerned. For this requisite funds may be transferred to the Heads of Institution concerned.

These guidelines may be brought to all concerned for strict compliance.

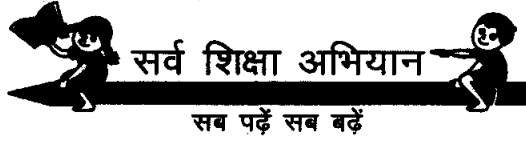
Technology Officer (CISIM)
For State Project Director, HSSPP
Dated, Panchkula

Endst. No. Even

A copy is forwarded to the following for information and necessary action:-

1. All District Education Officers
2. All District Elementary Education Officers
3. All Block Education Officers
4. All Block Elementary Education officers
5. All Block Resource Coordinators

Technology Officer (CISIM)
For State Project Director, HSSPP



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Endst. No. Even

Dated, Panchkula

A copy is forwarded to the following for information and necessary action:-

1. PS/PSSE for kind information of worthy Principal Secretary School Education, Haryana.
2. PA/DGEE for kind information of worthy Director General Elementary Education, Haryana.
3. PA/DSE for kind information of worthy Director Secondary Education, Haryana.
4. PA/SPD for kind information of worthy State Project Director, HSSPP.

sd/-
Technology Officer (CISIM)
For State Project Director, HSSPP

Job Profile of School Information Managers

1. Maintenance/ Compliance

- **IT infrastructure**
 - Functioning of the Computer Lab(s)
 - troubleshoot the problem relating to operations
 - SAP daily operation
 - Item wise list of complete on-site IT infrastructure.
 - Update(s) of Operating System
- **Data Capturing/Record Keeping**
 - Data capture /reporting/record keeping (in prescribes formats)
 - DISE
 - Nurture
 - Others
 - Maintain school records for all state level data
- **Digital Directory Services**
 - Records
 - Students/Teachers
 - Grants
 - Others
 - Emails....maintaining e-mail addresses of all upstream offices
 - Procedures/guidelines,budget,approvals/sanctions issued...records
- **Report Generation**

2. Coordination

- **Fund Transfer**
 - Assist the School Head in electronically fund transfers
- **Electronic Attendance**
 - System for attendance of staff members on Biometric
- **Nurture Policy**
 - Collating requirements from the school functionaries for the Nurture policy
 - Uploading the requirement on the web portal of School Nurture

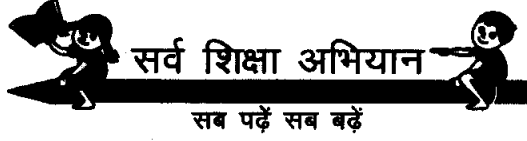


- ***Upstream Functionaries....***
 - Coordination with District Coordinators, Zonal Coordinators, State Project Managers of the Vendor Company

Developmental

- New Systems
 - Create a IT based Mid-Day Meal management system
 - Create a comprehensive Library Management system
 - Web Compliance
 - Create the e-mail of the School
 - Training
 - School children /Teachers
 - Future Readiness
 - Keep track of the changes in the IT field/visit the websites
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Date:-20.03.2013

The post of "Information cum Office cum Library Manager" sanctioned under RMSA is redesignated as "School Information Manager" with immediate effect.

Surina Rajan

Dated: 13.3.2013

Principal Secretary School Education Haryana
cum Chairman Executive Committee RMSA, Haryana

Endst. No. Even

Dated:

A copy is forwarded to the following for information and necessary action:-

1. All District Project Coordinators in the State of Haryana
2. All District Elementary Education Officers in the State of Haryana
3. All District Education Officers in the State of Haryana
4. All Block Education Officers in the State of Haryana.
5. All Block Elementary Education Officers in the State of Haryana
6. All Block Resource Coordinators in the State of Haryana.

Technology Officer (CISIM)
For State Project Director, HSSPP

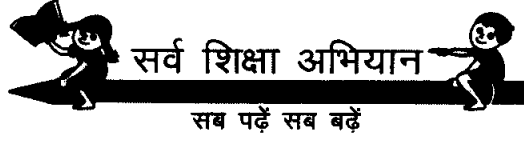
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Dated: 20.3.2013

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3. PA/DSE for kind information of Worthy Director Secondary Education, Haryana.
4. PA/SPD for kind information of worthy State Project Director, HSSPP.

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Endst. No. Even

Dated: 20.3.2013

A copy is forwarded to the following for information and necessary action:-

1. All Component Incharges at State Headquarters.
2. Accounts Officer, HSSPP.

Technology Officer (CISIM)
For State Project Director, HSSPP