



GOVERNMENT OF HARYANA/हरियाणासरकार

Directorate School Education

विद्यालय शिक्षानिदेशालय

 शिक्षा, संस्कृति एवं विकास
 Education, Culture and Development

 तमसो मा ज्योतिर्गमय
 Lead me from Darkness to Light

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 e-mail: edusecondaryhry@gmail.com - site: www.schooleducationharyana.gov.in

To

All the District Education Officers in the State.
 All the District Elementary Education Officers in the State.
 Director SCERT Haryana, Gurgaon.
 All Principals DIET in the State.

Memo No. 1/20-15-IT-cell
 Dated Panchkula, the 10.2.2015

Subject: Regarding sending the information to Directorate through E-mail.

Please refer to subject cited above.

It has observed that due to non availability of E-mail ID of the branches the urgent important letters are not traceable on the official E-mail of the Department. Now the E-mail ID of all the branches have been streamlined. It is, therefore, directed that all the correspondence in future be done through E-mail as per address given below with all branches in the Directorate. It is also to be ensured that copy of E-mail being sent to branches should be sent to their supervisory officers at their E-mail address given below.

A. Additional Director Admn-I: dseadditional1@gmail.com

SN	Branch	Brief Description of work	E-Mail ID
1	Administration (H.Q.)	All establishment of H.Q. staff.	dseadmin@gmail.com
2	HR(HQ.)Accounts	Pay bill, loan/ advance matter H.Q. staff, Care Taker work.	dse.edu.account@gmail.com
3	HRG-I	Estb. Matter of Class-I & II except of Headmasters and Lecturers.	dsehrig1@gmail.com
4	Coordination	Policy matters, Public Relations, Recruitment Cell, All Misc works, Teachers welfare & Incentives- State/ National and others Awards. Assembly/ Parliament Business, C.M. Announcement/ Vidhan Sabha Assurance, Memorandums/ representations of Teacher Unions, Citizen Charter.	dseco123@gmail.com
5	HRME	All establishment of Ministerial staff of field offices.	dse.hrme@gmail.com
6	Private School	Permission/ Recognition/Approval of Managing Committees/ NOC of Private Schools, Fee Committee and RTE Act matters.	dseps13@gmail.com
7	ICT	I.T, Education, ICT Computer Education & Remedial Coaching.	dseict@gmail.com
8	E-Governance Cell	Supervision of IT staff, Plan	edusecondaryhry@gmail.com

	& Computerization of the Department and E-Governance, EDUSET related issues	itcell.dsehry@gmail.com dseegovernance@gmail.com
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B. Additional Director Admn-II:- dseadditional2@gmail.com

SN	Branch	Brief Description of work	E-Mail ID
1	HRL	All estb. matters of School Lecturers/ Vocational Lecturers & Instructors/ Establishment of Guest Teacher.	dsehr123@gmail.com
2	Aided School	All works regarding Govt. Aided Recognized Schools.	aideddse15@gmail.com
3	Incentives & Scholarship Branch	Works relating to Exam (D.Ed/ OT/ PTI), scholarship & welfare scheme relating to SCs/BCs/BPLs/ Grand-Children of Freedom Fighters	dseexam1@gmail.com
4	Civil Works & Engineering Wing.	Matter relating to Construction/ repair of Govt. School Building, NABARD Project etc.	dsework1@gmail.com
5	UTKARSH	Matters regarding UTKARSH Society	rkgarg538@gmail.com

C. Joint Director (Admn)/ Additional Director-III:- dseaddlthree@gmail.com

SN	Branch	Brief Description of work	E-Mail ID
1	HRG-II	All establishment matter of Headmasters of Govt. High Schools.	dsehrgil@gmail.com
2	CCA	Sports, Yoga, Moral Education, NSS Scouts and Guides, Gender and Environment Education Adolescence etc. Integrated Education for disabled children, Area intensive, Madarsa Modernization, Prime Ministers 15 points Programmes, matters relating to Minorities/ Linguistic Minorities and Matters relating to NDSI's.	dseccabbranch@gmail.com
4	Grievances Cell, CM Window, Har-Samadhan, SugamSampark. Inspection Cell, text book cell and Academic branch	Work relating to Grievance of Employees/ Public/ Union & Associations. Monitoring of schools inspection including reports of BEO/ DEEO/ DEO and other officers, teacher evaluation, monthly test, school result, academic improvement work, shikshalok society, teacher diary and shikshasarathi magazine etc.	nodelofficercmwindow1@gmail.com dseacmwindow@gmail.com dseacademiccell@gmail.com
5	Statistics & Monitoring Branch	Enrolment & Retention, Children Statistic and survey collection of Statistical Data, Compilation and appraisal, Teachers statistic.	dse.statbranch@gmail.com
6	Literacy Branch	SLMA, Adult Literacy, Legal Literacy, Shakshar Bharat Mission and all works of ShikshaLok through Sub-Editor as well as Distribution of ShikshaLok Magazine.	dseaddlthree@gmail.com
7.	Project branch	NCC, NSS, Scout and Guide, Adventure Club/ Sports, disaster manag. Club, Eco -Club, Legal Literacy, Financial Literacy and others such projects.	dseccabbranch@gmail.com

D. Smt. Nalini Mimani, Joint Director edusecondaryhry@mail.com

S/N	Branch	Brief Description of work	E-Mail ID
1.	Secondary Education	Opening of new schools i.e. Govt. Schools, Central Navodaya/Kenderiya Vidyalayas, Model School, Model Sanskriti Schools, Smart Schools, Kisan Model and EBB schools. Up-gradation, Creation/ bifurcation of conversion of posts. Amendment, updation and printing of Education Code-Norms & regulations of up-gradation of schools, Act & Rules. Rationalization of teaching staff in field institutions, Learning evaluation cell and matter relating to BOSE, Bhiwani.	dsesecondarybranch@gmail.com
2.	Teacher Education Cell	All matters regarding teachers Training/ In service Training, SCERT & DIET.	dseteachereducationcell@gmail.com

E. District Attorney dselegal@gmail.com

1.	Legal Cell	All Court cases- District Courts, High Court and Supreme Court of India.	dselegal@gmail.com
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F. Chief Account Officers dseauditcell08@gmail.com

2.	Pension-I	Pension/ family pension benefits and ex-gratia schemes in respect of all teaching/ non teaching staff.	Pensiongovt001@gmail.com
3.	Pension-II	All retiral benefits to the employees working in Privately Managed Aided Schools	dsepension2@gmail.com
4.	Audit and Accounts-I	Loan & Advances to all employees in the field offices/ schools/ institutions.	dseauditandloan@gmail.com
5.	Audit & Accounts-II	Purchase, Repair & Maintenance of vehicles of Field offices and material procurement of Dual Desks, sports equipment.	dseauditandloan@gmail.com
6.	Budget	Non-Plan Budget, Centrally sponsored scheme & Co-ordination work of plan & Non Plan schemes.	dsebudget@gmail.com
7.	Planning	Budget of Plan Schemes and State Share of Centrally sponsored schemes.	dsebudget@gmail.com
8.	Audit Cell	All matters pertaining to Audit of Privately Managed Aided School and advice on Accounts Matters including HQs staff. CAG report, PAC/ Audit Paras.	dseauditcell08@gmail.com

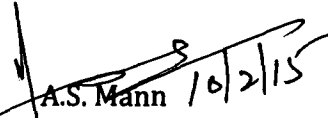
M.L. Kaushik
Director Secondary Education
Haryana, Panchkula

Endst. No. Even 1/20-15-IT cell

Dated, Panchkula, the 10/2/2015

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

1. Director Elementary Education, Haryana.
2. All the officers/ Superintendents in the Directorate.
3. PS/PSSE.
4. PA/DSE.
5. Junior Scale Steno/Addl. Director Admn-I & II.
6. Steno/ Joint Director Admn.
7. Technology Officer (I.T. Cell).


A.S. Mann 10/2/15
Additional Director Admn
for Director Secondary Education
Haryana, Panchkula

