

**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA PANCHKULA**

Order No. 12/99-17 Admn. (1)

Dated, Panchkula, the 29.09.2017

In view of joining of new Joint Director Administration the work amongst the officers at the Headquarter is hereby re-distributed as under:-

**1. Sh. Virender Chaudhary, HCS, Joint Director Administration -I cum- Deputy Secretary School Education.**

(Sh. Rajiv Parshad, HCS, Joint Director Administration-II shall look after the work in the absence of Joint Director Administration-I as per link arrangement)

He shall be the Controlling Officer of the following Branches:-

Sr. No.	Branch	Brief Description of work	Branch Supdt./ Dy. Supdt. (S/Sh./Smt.)	Branch Officer (S/Sh./Smt.)
1.	Administration (H.Q.)	All establishment of H.Q. staff & allotment of works amongst the officers/Branches, establishment matters and posting of Data Entry Operators.	Neelam Rani (Additional)	Surinder Singh Negi, Asstt. Director (Admn) and he will also act as ADO
		The work relating to Class-IV establishment and pay fixation of Headquarter staff.		Dalbir Singh, Registrar Education
2.	HRG-I	All establishment Work of Class-I & II (except establishment of Headmasters High Schools) of Field Offices/ institutions (Academic). New Rules formation, amendment thereof and equivalency issues.	Balbir Singh Gill	Savitri Sihag, Deputy Director
3.	HRME	All Establishment matters of the Ministerial Staff of field offices. New Rules formation, amendment thereof and equivalency issues. Creation of post of DEO/DEEO/Deputy DEO/ BEO and their office staff (Ministerial Staff).	Neelam Rani	Siddharth Gill, Assistant Director
4.	CR Section & RTI Branch	Receipt/Dispatch of Dak and distribution of Local/ Government/General etc. & Dak, All appellate work of RTI./ RTI Branch	Shakuntla Sindhu	Dalbir Singh, Registrar Education Shashi Budhwar, Assistant Director



5.	Academic/ New Projects	<ol style="list-style-type: none"><li>1. Inspection:- Monitoring and strengthening of school inspections, follow-up of reports submitted by the inspecting officers and Teachers' evaluation, Monthly Test, School Results New Education Policy-2015.</li><li>2. Monthly Assessment Tests. (CCE).</li><li>3. Coordination with SCERT &amp; Board of school education, Bhiwani related to academic work.</li><li>4. Promotion/Strengthening of Science Education, establishment of science museum/science labs.</li><li>5. Bharti Foundation Project.</li><li>6. Environment Education/Eco Club</li><li>7. Financial Literacy Clubs</li><li>8. Schools Safety Programme &amp; Disaster management Club.</li><li>9. Adolescence Education Programme (AEP)/ Red Ribbon Clubs.</li><li>10. British Council Project.</li><li>11. CCRT Culture Club</li><li>12. Indira Holiday Home Society.</li><li>13. Child Welfare Council.</li><li>14. Miscellaneous work.</li><li>15. Beti Bachao Beti Pado</li><li>16. Swarn Jyanti Scheme</li><li>17. Promotion of Adventure Sports &amp; Adventure Clubs.</li><li>18. NCC &amp; NSS Programme in schools.</li><li>19. Scouts &amp; Guides Programme.</li><li>20. Legal Literacy Clubs.</li><li>21. National Balrang Festival.</li></ol>	Ram Kumar, PO	Nand Kishore Verma, Assistant Director
6.	Secondary Education	<ol style="list-style-type: none"><li>1. Opening of new schools of all types i.e. Govt. Schools.</li><li>2. Up-gradation of schools.</li><li>3. RMSA</li><li>4. Creation/bifurcation/conversion of posts</li><li>5. Introduction of new subjects in subjects in schools</li><li>6. All establishment matters relating to Board of School Education, Bhiwani.</li><li>7. Allotment of Science &amp; Commerce Streams in Govt. Schools.</li></ol>	Joginder Pal Setia (Addl.)	Anil Sharma, Assistant Director
7.	Coordination	<ol style="list-style-type: none"><li>1. Policy matters, Public Relations, State/National Awards to Teachers.</li><li>2. C.M. Announcements</li><li>3. VidhanSabha/LokSabha/RajyaSabha Questions/Assurance/ Memorandums/ Representations of Teachers Unions.</li><li>4. Meeting with CM/EM</li><li>5. Prime Ministers 15 Points Programmes.</li><li>6. Miscellaneous work</li><li>7. Citizen Charter</li><li>8. Amendment, up-dation and printing of Education Code-Norms &amp; regulations of up-gradation of schools, Act&amp; Rules.</li><li>9. Rationalization of teaching staff in field institutions.</li></ol>	Om Pati	Joginder Singh Hooda, Deputy Director
	Transfer policy (MIS based)	All work relating to transfer policy.	Assistant Director (IT)	As the transfer concerned with software also so the IT Cell shall provide necessary inputs where so ever required.



8.	CCA	Sports, Yoga, Moral Education, Area Intensive Programme (IDMI) Madarsa Modernization (SPQEM), matters relating to Minorities/ Linguistic Minorities and Matters relating to NDSI's & sports equipment's.	Shamsher Singh	Karam Chand, YSO  Sudha Tanwar, Assistant Director
9.	HR(HQ.) Accounts & Loan Branch  (Audit & Accounts Branch have been merged with Accounts Branch and the new name will be Accounts & Loan branch)	Pay bills, loan/advances matters, License fee, contingency and all account matters of HQ staff, Care Taker and Stationery Assistant.  The work of maintenance of vehicles as well as management of drivers of H.Q.	Satyavir Khawal	Dalbir Singh, Registrar Education, he will also exercise DD Powers of H.Q. Accounts
10.	Information Communication & Technology (ICT)	I.T, Education, ICT, Computer Education & Remedial Coaching	Shamsher Singh	Surender Singh, Technology Officer
11.	E-Governance Cell	Supervision of IT staff, IT Plan & Computerization of the Dept. All the matter of E-Governance/ MIS, EDUSET related issues and all new Digital/ I.T Initiatives.	--	Parveen Sangwan, Assistant Director, IT
12.	UTKARSH	Matters regarding UTKARSH Society.	--	Joginder Singh Hooda, Deputy Director Parveen Sangwan, Assistant Director, IT

- ❖ Smt. Sudha Tanwar, Assistant Director will be link officer for **HRG-I Branch**.
- ❖ Sh. Dalbir Singh, Registrar Education will be link officer for **Admn. Branch**.
- ❖ Sh. Surender Bangar, Technology Officer will be link officer for **CCA Branch**.
- ❖ Superintendent Accounts Branch will be link officer for **Admn. Branch** and vice-versa.
- ❖ Sh. Anil Kumar Sharma, Assistant Director will be link officer for **Academic Cell/ Coordination Branch**.
- ❖ Sh. Nand Kishore Verma, Assistant Director, will be link officer for **Secondary Education**.
- ❖ Smt. Sudha Tanwar, Assistant Director will be link officer for **HRME Branch**.
- ❖ Superintendent Admn. Branch will be link officer for **Accounts Branch** and vice-versa.
- ❖ Smt. Pushap Lata, Assistant Director will be link officer for **Accounts Headquarter**.



2. **Sh. Rajiv Parshad, HCS, Joint Director Administration-II cum-Deputy Secretary Education.**

(Sh. Virender Chaudhary, HCS, Joint Director Administration-I shall look after the work in the absence of Joint Director Administration-II as per link arrangement)

He shall be the Controlling Officer of the following Branches:-

Sr. No.	Branch	Brief Description of work	Branch Supdt./Dy. Supdt. (S/Sh./Smt.)	Branch Officer (S/Sh./Smt.)
1	HRG-II	All establishment matters of Headmasters/ Headmistresses of Govt. High Schools. New Rules formation, amendment thereof and equivalency issues.	Ranbir Singh	Joginder Singh Hooda, Deputy Director
2	Aided School	All Works regarding Govt. Aided Recognized Schools.	Vinod Kumar	Vinod Kumar, Account Officer
3	PGT-I	All fresh appointments of PGTs in all subjects. ACP cases of PGTs in all subjects. All the establishment work of PGTs/ Lecturers in the following subjects:- Physics, Chemistry, Biology, Mathematics, Geography, New Rules formation, amendment thereof and equivalency issues. Formation of Service Rules. All establishment work of PGTs/ Lecturers in the following subjects:- Mathematics, Biology, Chemistry, Physics, Geography and all ACP cases. All writ petitions relating to PGT including defending service rules and qualifications.	Sunil Kundu	Nand Kishore Verma, Assistant Director
4	PGT-II	Preparation of Seniority, Confirmation in all PGTs/ Lecturers. All the establishment work of PGTs/ Lecturers in the following subjects:- English, Hindi, History, Music, Punjabi, Urdu, Public Administration, Sociology, Sanskrit, Home Science, Political Science, Economics, Physical Education, Psychology, Computer Science, Commerce and Fine Arts. Vocational Educational Scheme.	Khiala Dutt	Nand Kishore Verma, Assistant Director



5	Private School	Regulatory Fee Committee  Permission/Recognition/Approval of Managing Committees/ NOC of private Schools and RTE Act matters.	Virender Dahiya	Savitri Sihag, Deputy Director
6	Aarohi Cell	All work related to Aarohi Cell	Sudhir Kumar	Anil Sharma, Assistant Director
7	Civil Works & Engineering Wing.	Matters relating to Construction/Repair of Govt. School Building etc. Nabard project, Separate toilet for Girls. Sansad/VidhayakAadrash Gram Yojna. Multi Sectrol Development Programme	Balbir Singh (Addl.)	Kuldeep Singh Rana, XEN (Technical work)  Sudha Tanwar, Assistant Director (Non-technical matter)
8	Incentives & Scholarship (Exam Branch)	Scholarships & Welfare Schemes relating to SCs/BCs/BPLs/ Grand-Children of Freedom Fighters and all matters relating to Scholarship of other department.	Balbir Singh	Pushap Lata, Assistant Director and she will exercise of DD power  Dalbir Singh, Registrar Education (in addition to his present duties)
9	Literacy Branch	SLMA, Adult Literacy, Shakshar Bharat Mission.	Virender Singh, APM	Nand Kishore Verma, Assistant Director
10	Statistics & Monitoring Branch	Enrolment & Retention, Children Statistic.  All Matters relating to Survey, Collection of Statistical Data, Compilation and appraisal, Teachers' statistic.  Governor Speech.  Preparation of Administrative Report.	--	Kamla, Research Officer
11	Teacher Education Cell	All matters regarding Teachers Training/In- Service Training, SCERT & DIET/ BITE and allotment of Budget Plan & Non Plan State side.  Central State Share Plan Scheme.	--	Anil Kumar Sharma, Assistant Director (TE)

- ❖ Smt. Savitri Sihag, Deputy Director will be link officer for **Aided Schools Branch**.
- ❖ Sh. Satpal Gehlot, Assistant Director will be link officer for **HRG-II Branch**.
- ❖ Smt. Shashi Budhwar, Assistant Director will be link officer for **Private Schools Branch**.
- ❖ Sh. Sunil Kundu, Superintendent will be link officer for **PGT-II** and Sh. Khiala Dutt, Superintendent will be link officer for **PGT-I Branch**.



3. **Sh. Joginder Singh Hooda, Deputy Director.**

He shall be the Controlling Officer of the following Branches:-

Sr. No.	Branch	Brief Description of work	Branch Supdt./Dy. Supdt. (S/Sh./Smt.)	Branch Officer (S/Sh./Smt.)
1	Grievances Cell/ Sugam Sampark/ HARSAMADHAR/CP GRAM	1. CM Window 2. SugamSampark 3. Work relating to Grievances of Employees/ Public	Satyavir Khowal	Surender Singh Negi, Assistant Director

4. **Parveen Kumar, District Attorney**

He shall be the Controlling Officer of the Legal Cell:-

(Sh. Ved Parkash, Deputy District Attorney shall look after the work in his absence as per link arrangement).

Sr. No.	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	Legal Cell	<p>The work relating to Legal Cell is given as under:- All the work allotted to other Law Officers will be routed through him.</p> <p>He will be the <b>Nodal Officer</b> for monitoring and updating all the court cases after liaising with Branch Officers and will put up a fortnightly report to the Director about the matters.</p> <p>The work relating to SLPs of Directorate of Secondary Education will be look after by D.A.</p> <p>Matters relating to State Litigation Policy.</p> <p>All court cases of Branches of Works, Examination, ICT, UTKARSH, Teacher Education Cell and HRG-I.</p> <p>All court cases of Branches of Administration, Aided Schools, Private School, Aarohi and Academic Cell.</p> <p>All court cases of Branches of Secondary Education, HRME, Loan &amp; Accounts and Budget &amp; Planning</p> <p>All court cases of Branches of CCA, RTI, Statistical, Pension-I, Pension-II and HRG-II.</p> <p>All court cases of Branches of Co-ordination, PGT-I, PGT-II and Literacy.</p> <p>He shall look after the work of PGT-I &amp; II Branch with Legal Consultant.</p> <p>Work has already been allocated to All Law Officers. They will be responsible for their Branches and shall comply all instructions/ observations/ directions issued from time to time.</p>	<p>Parveen Kumar, District Attorney.</p> <p>Sh. Ved Parkash, DDA</p> <p>Sh. Surjeet Singh, ADA</p> <p>Sh. Sandeep Singla, ADA</p> <p>Smt. Shruty Bahadur, ADA</p> <p>Sh. Rakesh Kumar, Legal Consultant</p> <p>Sh. Anshul Malik, ADA</p>

**5. S.K. Goel, Chief Accounts Officer**

- (1) Registrar Education shall be link officer for Budget & Planning Branch.
- (2) Sh. Rajesh Dhiman, Budget Officer shall be link Officer for Pension - I & II branch.

Sr. No.	Branch	Brief Description of work	Branch Supdt./ Dy. Supdt. (S/Sh./Smt)	Branch Officer (S/Sh./Smt)
1	Pension-I	Pension/family pension benefits and ex-gratia schemes in respect of all teaching/non-teaching staff.	Usha Taneja	Satpal Gehlot, Assistant Director
2	Pension-II	All retiral benefits to the employees working in Privately Managed Aided Schools.	Usha Taneja	Satpal Gehlot, Assistant Director
3	Budget & Planning	Non-Plan Budget, Centrally Sponsored Schemes & Co-ordination Work of Plan & Non- Plan Schemes Budget Speech. Budget of Plan Schemes and State Share of Centrally sponsored Schemes	Joginder Pal Setia	Budget Officer in addition to his present duties, he will also designated as Nodal Officer for Human Resource Management System
4	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.	SO's	Accounts Officer
5	Accounts & Loan	Loan & Advances to all Employees in the field offices/ Schools/ Institutions. Purchase, Repair & Maintenance of Vehicles of Field offices and Material procurement of Dual Desks.	Satyavir Khawal	Dalbir Singh, Registrar Education will put up the files directly to Sh. S.K. Goel, Chief Accounts Officer

1. The respective controlling officers who have been allotted work as per distribution shall remain Nodal Officers of their respective branches/ works.
2. The service rules of employees will be dealt by the concerned establishment branch and not by the Coordination branch. Similarly all existing court cases regarding service rules/ matters may also be transferred to respective establishment branches.
3. Sh. Joginder Singh Hooda, Deputy Director is appointed as Nodal Officer for CM Social Media Grievances Redressal System of Directorate of Secondary Education Haryana, Panchkula in addition to his present duties.

**RAJIV RATTAN  
DIRECTOR SECONDARY EDUCATION  
HARYANA PANCHKULA**

Endst. No. Even

Dated, Panchkula, the 29.09.2017.

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

1. PS/ACSSE.
2. PA/ DSE/DEE.
3. All the officers/Superintendents in the Directorate.
4. Concerned Officers.
5. Administrative Officer UTKARSH Society DIET Building Sector-2, Panchkula.
6. Incharge, Aarohi Cell/Teacher Education Cell.
7. PA/Additional Director Administration.
8. PA/Joint Director Adman-I.
9. PA/Joint Director Adman-II.
10. Assistant Director, IT Cell.
11. Care Taker O/o Director Secondary Education Haryana, Panchkula.

**ASSISTANT DIRECTOR ADMN.  
for DIRECTOR SECONDARY EDUCATION  
HARYANA PANCHKULA**