

**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA PANCHKULA****Order No. 12/49-16 Admn. (1)****Dated, Panchkula, the 24.11.2016**

In view of the transfer of Additional Director Admn, the work amongst the officers at the Headquarter is hereby re-distributed as under:-

1. Sh. A.S. Mann, HCS, Additional Director Administration (I)-cum- Special Secretary Secondary Education.

(Sh. Virender Singh Sehrawat, HCS, Additional Director Administration (II) shall look after the work in the absence of Additional Director Administration (I) as per link arrangement)

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

| Sr. No. | Branch | Brief Description of work | Controlling Officer (Name & Designation) | Responsible Officer (Name & Designation) |
|---------|---------------------------------|---|--|---|
| 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. | Satbir Khowal (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. | Satyavir Khowal | Smt. Savitri Sihag, Deputy Director |
| 3. | HRG-II | All establishment matters of Headmasters/ Headmistresses of Govt. High Schools. New Rules formation, amendment thereof and equivalency issues. | Virender Dahiya | Veena Bajaj Assistant Director |
| 4. | UTKARSH | Matters regarding UTKARSH Society. | -- | R.K. Garg, Administrative Officer |
| 5. | Aided School | All Works regarding Govt. Aided Recognized Schools. | Ranbir Singh | Vinod Kumar, Account Officer |
| 6. | 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 | Kamla, RO | Kuldeep Singh Rana, XEN |
| 7. | CR Section | Receipt/Dispatch of Dak and distribution of Local/ Government/General etc. & Dak, | Shakuntla Sindhu | Dalbir Singh, Registrar Education |



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| 8. | 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. Loan & Advances to all Employees in the field offices/ Schools/ Institutions. Purchase, Repair & Maintenance of Vehicles of Field offices & HQ and Material procurement of Dual Desks. | Vinay Kumar Kaushal | Dalbir Singh, Registrar Education, he will also exercise DD Powers of H.Q. Accounts |
| 9. | 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 Sharma | Sudha Tanwar, Assistant Director |
| 10. | 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. | Pawan Kumar | Ganga Dutt, YSO Sudha Tanwar, Assistant Director (Addl.) |
| 11. | Literacy Branch | SLMA, Adult Literacy, Shakshar Bharat Mission. | Virender Singh, APM | Nand Kishore Verma, Assistant Director |
| 12. | 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 Sushil Kumar, ARO |
| 13. | Private School | Regulatory Fee Committee Permission/Recognition/Approval of Managing Committees/ NOC of private Schools and RTE Act matters. | Sunil Kumar Kundu | Savitri Sihag, Deputy Director |

- ❖ Smt. Savitri Sihag, Deputy Director HRG-I will be link officer for **HRME Branch**.
- ❖ Smt. Sudha Tanwar, Assistant Director, HRME will be link officer for **HRG-I Branch**.
- ❖ Smt. Shashi Budhwar, Assistant Director will be link officer for **HRG-II Branch and Aided Schools Branch**.
- ❖ Smt. Pushap Lata, Assistant Director will be link officer for **Incentives & Scholarship (Exam) and Accounts Headquarter**
- ❖ 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 HRG-I branch will be link officer for **HRME branch** and vice versa.
- ❖ Superintendent Accounts Branch will be link officer for **Admn. Branch** and vice-versa.



2. **Sh. Virender Singh Sehrawat, HCS, Additional Director Administration (II) -cum-Joint Secretary Education**

(Sh. A.S. Maan, HCS, Additional Director Administration (I) shall look after the work in his absence as per link arrangement)

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

| Sr. No | Branch | Brief Description of work | Branch Officer (G/Sr./Smt) | Branch Officer (G/Sr./Smt) |
|--------|---------------------|--|-----------------------------------|-------------------------------------|
| 1. | Secondary Education | <ol style="list-style-type: none"> 1. Opening of new Schools of all types i.e. Govt. Schools, Central, Navodaya/ Kendriya Vidyalyas, Model Schools, Model Sanskriti Schools, Smart Schools, Kisan Model Schools etc. 2. Up-gradation of schools. 3. RMSA 4. Creation/bifurcation/ conversion of posts, 5. Introduction of new subjects in Schools. 6. Amendment, up-dation and printing of Education Code- Norms & regulations of up-gradation of schools, Acts & Rules. 7. Rationalization of teaching staff in field institutions 8. All matters relating to Board of School Education, Bhiwani. 9. Sanskriti Schools. 10. Smart Schools. 11. Any other educational matter to be allotted by the Director. 12. Allotment of Science & Commerce Streams in Govt. Schools. 13. Purchase of Science equipments | Joginder Pal Setia (Addl.) | Anil Sharma, Assistant Director |
| 2. | Coordination | <p>Policy Matters, Public Relations, State/ National Awards to Teachers. C.M. Announcements/ VidhanSabha/LokSabha/RajyaSabha Questions/Assurance / Memorandums/ representations of Teachers Unions.</p> <p>Meeting with CM/EM Prime Ministers 15 points Programmes.</p> | Pankaj Mehta (CDC) | Jai Bhagwan Khatak, Deputy Director |
| 3. | PGT-I | <p>All fresh appointments of PGTs in all subjects.</p> <p>ACP cases of PGTs in all subjects.</p> <p>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.</p> <p>All establishment work of PGTs/ Lecturers in the following subjects:- Mathematics, Biology, Chemistry, Physics, Geography and all ACP cases.</p> <p>All writ petitions relating to PGT including defending service rules and qualifications.</p> | Rajesh Dhiman | Smt. Suman Nain, Deputy Director |



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| 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. | Vinod Kumar | Nand Kishore Verma, Assistant Director |
| 5. | Academic/ New Projects | 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. 2. Monthly Assessment Tests. (CCE). 3. Coordination with SCERT & Board of school education, Bhiwani related to academic work. 4. Promotion/ Strengthening of Science Education, establishment of science museum/science labs. 5. Bharti Foundation Project. 6. Environment Education/Eco Club 7. NCC & NSS Programme in schools 8. Scouts & Guides Programme. 9. Promotion of Adventure Sports & Adventure Clubs. 10. Financial Literacy Clubs 11. Schools Safety Programme & Disaster management Club. 12. Adolescence Education Programme (AEP)/ Red Ribbon Clubs. 13. British Council Project. 14. Legal Literacy Clubs. 15. CCRT Culture Club 16. National Balrang Festival. 17. Indira Holiday Home Society. 18. Child Welfare Council. 19. Miscellaneous work. 20. Beti Bachao Beti Padoo 21. Citizen Charter. 22. Swarn Jyanti Scheme | Ram Kumar, APO Kuldeep Mehta, APO | Nand Kishore Verma, Assistant Director |
| 6. | 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) |
| 7. | Aarohi Cell | All work related to Aarohi Cell | Rajnish Sharma, Coordinator | Jai Bhagwan Khatak, Deputy Director |
| 8. | Transfer policy (Mis based) | All work relating to transfer policy. | S. Co-ordination | Surender Singh Technology Officer |
| 9. | Information Communication & Technology (ICT) | I.T, Education, ICT, Computer Education & Remedial Coaching | Pawan Kumar (Additional) | Parveen Sangwan, Assistant Director(I.T.) |
| 10. | Grievances Cell/ Sugam Sampark/ HARSAMADHAR /CP GRAM | 1. CM Window 2. SugamSampark 3. Work relating to Grievances of Employees/ Public | Vinay Kumar Kaushal | Surender Singh Negi, Assistant Director |



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| 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. | -- | Surender Singh, Technology Officer |
| 12. | 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. | Khiala Dutt | Jai Bhagwan Khatak, Deputy Director |

- ❖ Sh. Nand Kishore Verma, Assistant Director Academic Cell will be link officer for **PGT-I**.
- ❖ Sh. Anil Kumar Sharma, Assistant Director will be link officer for **Academic Cell/ PGT-II**.
- ❖ Sh. Rajesh Dhiman, Superintendent will be link officer for **PGT-II** and Sh. Vinod Kumar, Deputy Superintendent will be link officer for **PGT-I**.
- ❖ Sh. Nand Kishore Verma, Assistant Director, Academic will be link officer for **Secondary Education and Coordination Branch**

3. **First Appellate Authority under RTI Act.**

| Sr. No. | Brief Description of work | Branch Superintendent (S/Sh/Smt) | Branch Officer (S/Sh/Smt) |
|---------|--|----------------------------------|------------------------------------|
| 1 | All appellate work of RTI./ RTI Branch | Shakuntla Sindhu (Addl.) | Shashi Budhwar, Assistant Director |

- ❖ Smt. Sudha Tanwar, Assistant Director will be link officer for First Appellate Authority.

4. **Parveen Kumar, District Attorney**

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

(Sh. Surjeet Singh, Assistant District Attorney shall look after the work in his absence as per link arrangement).

| Sr. No. | Branch | Brief Description of work | Branch Superintendent (S/Sh/Smt) | Branch Officer (S/Sh/Smt) |
|---------|------------|---|----------------------------------|---|
| 1. | Legal Cell | <p>The work relating to Legal Cell is given as under:-</p> <p>All the work allotted to other Law Officers will be routed through him.</p> <p>He will be the Nodal Officer 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 both the Directorate of Secondary Education and Elementary Education will be look after by D.A.</p> <p>Matters relating to State Litigation Policy.</p> <p>All court cases of Branches of HRG-I, Co-ordination, HRL - I & II, Admn., ICT.</p> <p>All court cases of Branches of Aarohi Cell, Aided Schools and Private Schools.</p> <p>All court cases of Branches of HRME, Secondary Education and Pension- I & II.</p> <p>All court cases of Branches of HRG-II, Works, CCA, Audit & Account and TE.</p> | -- | <p>1. Parveen Kumar, District Attorney.</p> <p>(Work of ADA & LO shall be given by District Attorney)</p> |



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| | | District Attorney has already allocated the work to All Law Officers. They will be responsible for their Branches and shall comply all instructions/ observations/ directions issued from time to time. | | |
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5. S.K. Goel, Chief Accounts Officer

- (1) Sh. Sidharth Gill, Budget Officer shall be link Officer for Pension -II branch and vice-versa.
- (2) Registrar Education shall be link officer for Budget & Planning 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. | Ompati | Sidharth Gill, Budget Officer |
| 2 | Pension-II | All retiral benefits to the employees working in Privately Managed Aided Schools. | Ompati (Addl.) | Pushap Lata, 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 |
| 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 |

1. The respective controlling officer 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.


M.L. KAUSHIK
DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA

Endst. No. Even

Dated, Panchkula, the 24.11.2016

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-I & II.
8. Technology Officer, IT Cell.
9. Care Taker O/o Director Secondary Education Haryana, Panchkula.


SUPERINTENDENT ADMN.
for DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA