

**Directorate of School Education****विद्यालय शिक्षा निदेशालय**

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

**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA, PANCHKULA****ORDER NO:- 1/1-2003 Admn(4)****Dated, Panchkula 3.4.2012**

In view of joining of new Deputy Directors and Assistant Directors in Directorate of School Education, Haryana, the work amongst the officers at the Headquarter is redistributed as under:-

**1. Dr. Satbir Singh Saini, HCS, Addl. Director Admn-cum-  
Deputy Secretary. (A.D. Admn.)**

(Smt. Mandeep Kaur, Additional Director Projects shall look after the work in the absence of Addl. Director Admn. as per link arrangement)

*He shall be the Controlling Officer of the following branches:-*

SN	Branch	Brief Description of work	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.	Sh.Ranbir Singh Tewatia, A.D. (Admn)
2.	HRG-I	All establishment Work of Class-I & II (except establishment of Headmasters High Schools) of Field Offices/institutions (Academic).	D.N. Yadav, Deputy Director
3.	HRG-II	All establishment matters of Headmasters/Headmistresses of Govt. High Schools.	D.N. Yadav, Deputy Director
4.	HRL	All Establishment matters relating to School Lecturers /Vocational Lecturers & Instructors/Establishment of Guest Teachers	Zile Singh, Deputy Director
5.	UTKARSH	Matters regarding UTKARSH Society	Surender Singh, Technology Officer
6.	HR(HQ.) Accounts	Pay bills, loan/advances matters, License fee, contingency and all account matters of HQ staff, Control of all HQ Vehicles, Care Taker and Stationery Clerk.	Zile Singh, Deputy Director He will act as A.D.O. Santosh Kumari, Registrar Education(S). She will also exercise DD Powers of H.Q. Accounts.
7.	Publication Cell	All Publication Work relating to Magazine & various other Publications except Text Books	Suresh Kumar, Assistant Director
8.	Grievances Cell	Work relating to Grievances of Employees/ Public/Unions & Associations.	Saroj Lohchab, Dy. Dir. Suresh Kumar Asstt. Director
9.	HRME	All Establishment matters of the Ministerial Staff of field offices	Zile Singh, Dy. Director, Jaivir Singh, Assistant Director
10.	ICT	I.T, Education, ICT, Computer Education & Remedial Coaching,	Jasbir Singh, Dy. Dir.



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SN	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
11.	Coordination	Policy Matters, Public Relations, Recruitment Cell, All Misc. Works, Teachers Welfare & Incentives-State/National and other Awards. Assembly/Parliament Business, C.M. Announcements/Vidhan Sabha Assurance, Memorandums/representations of Teachers Unions, Citizen Charter.	Zile Singh, Deputy Director Ranbir Singh Tewatia, Assistant Director (Co.)
12.	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.	Subhash Sharma, Y.S.O. Suresh Kumar Asstt. Director
13.	E-Governance Cell	Supervision of IT staff, IT Plan & Computerization of the Department. All the matter of E-Governance/MIS, EDUSET related issues	Saroj Lohchab, Dy. Dir. Surender Singh, Technology Officer
14.	Literacy Branch	SLMA, Adult Literacy, Legal Literacy, Shakshar Bharat Mission and all Works of Shiksha Lok through Sub-Editor as well as Distribution of Shiksha Lok Magazine.	Zile Singh, Deputy Director
15.	New Projects	<ol style="list-style-type: none"> <li>1. Sports Schools</li> <li>2. NCC programme in schools</li> <li>3. Block Model Schools - 213 schools</li> <li>4. School Nurture Program</li> <li>5. NABARD projects</li> <li>6. EDUSAT</li> <li>7. ICT Education</li> <li>8. School Self Inspection/Accreditation</li> <li>9. Improving parent teacher interaction</li> <li>10. Implementation of CCE</li> <li>11. Public Relations</li> <li>12. Scouts &amp; Guides programme</li> <li>13. Promotion of Adventure Sports</li> <li>14. School children's' Excursion programme</li> <li>15. School Safety Programme</li> <li>16. Adventure Club</li> <li>17. Shikshalok magazine</li> <li>18. Saakshar Bharat Programme</li> <li>19. British Council Project Class connecting programme.</li> </ol>	Projects will be allotted to the Project Managers by the Additional Director Admn.

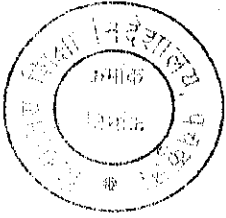
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**2. Smt. Mandeep Kaur, HCS, Addl. Director Projects  
(A.D. Projects)**

Dr. Satbir Singh Saini, Additional Director Admn., shall look after the work in her absence.  
She shall be the Controlling Officer of the following branches:-

SN	Branch	Brief Description of work	Branch Officer
1.	Civil Works & Engineering Wing.	Matters relating to Construction/Repair of Govt. School Building etc.	Jasbir Singh Deputy Dir. (Works) Hargopal Goyal, Asst. Director
2.	DIET	All matters regarding Teachers Training/In- Service Training, SCERT & DIET.	B.R. Vats, Jt. Dir. (C) Hargopal Goyal, Asst. Director
3.	Inspection Cell	Monitoring and strengthening of school inspections, follow-up of reports submitted by the inspecting officers and Teachers' evaluation	Saroj Lohchab, Dy. Director
4.	Secondary Education	(i) Opening of new schools of all types i.e. Govt. Schools, Central, Navodaya/ Kenderiya Vidyalayas, Model Schools, Model Sanskriti Schools, Smart Schools, Kisan Model Schools and EBB Schools etc. ii) Up-gradation of Schools including improvement and strengthening of Science Education, Estt. of Science Museum/Science Lab/Computer Lab etc. iii) RMSA, Vocational Educational Scheme and any other educational matters to be allotted by the Director. iv) Creation/ bifurcation or conversion of posts, Introduction of new subjects. v) Amendment, up-dation and printing of Education Code - Norms & regulations of up-gradation of schools., Acts & Rules. vi) Rationalization of teaching staff in field institutions. vii) Learning Evaluation Cell. viii) All matters relating to Board of School Education, Bhiwani.	B.R.Vats, Jt. Dir. Children Rajnish Sachdeva APO
5.	Incentives & Scholarship Branch	Works relating to Exams (D.Ed./OT/PTI), Scholarships & Welfare Schemes relating to SCs/BCs/BPLs/ Grand-Children of Freedom Fighters	Surinder Singh Negi Asstt. Director. He will also act as the DDO of the branch.
6.	Text Book & Printing Cell/Academic Cell.	i) All Matter relating to preparation, Printing and Publication of Text Books & National Curriculum Frame Work (NCF)/Syllabus. ii) Child Evaluation. iii) Parents participation (SDMC/PTA/VCC)	Suresh Kumar Asst. Director
7.	Statistics & Monitoring Branch	Enrolment & Retention, Children Statistic. All Matters relating to Survey, Collection of Statistical Data, Compilation and appraisal, Teachers' statistic.	Jasbir Singh Dy. Director Baljit Singh, RO (All statistics and



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SN	Branch	Brief Description of work	Branch Officer
			Monitoring work of Secondary Edu.
8.	Private School	Permission/Recognition/Approval of Managing Committees/NOC of private Schools and RTE Act matters .	Zile Singh, Dy. Director
9.	Aided School	All Works regarding Govt. Aided Recognized Schools.	Manoj Kumar Sharma, A.O.
10.	New Projects	<ol style="list-style-type: none"> <li>1. School Sanitation programme</li> <li>2. Monitoring quality of education private and aided schools</li> <li>3. School Self Management through SMCs/SMDCs</li> <li>4. Green schools - each child plant one</li> <li>5. Kisan Schools</li> <li>6. Science Schools (Promotion of science - Science Museums in schools; large telescopes; GIS Maps; Space Technology Corner)</li> <li>7. Sanskriti schools</li> <li>8. Smart Schools</li> <li>9. Vocational Education Project under NVEQF</li> <li>10. Promotion of third language - Urdu, Punjabi, Sanskrit</li> <li>11. Adolescent Education programme</li> <li>12. EBB/Aarohi Schools</li> <li>13. Girls Hostels in EBB Schools</li> <li>14. Integrated Education for Disabled</li> <li>15. Scholarships</li> <li>16. Learning Evaluation programme</li> <li>17. Promotion of Reading habit</li> <li>18. Separate Girls Toilet Project</li> <li>19. School health programme</li> <li>20. Child Tracking Project</li> <li>21. Animal Welfare Clubs</li> <li>22. E-content for various subjects</li> <li>23. Redesign of curriculum - all subjects incl. computers</li> <li>24. Examination Reform</li> <li>25. Legal Literacy clubs</li> <li>26. Financial Literacy Club</li> <li>27. Disaster Management Clubs</li> <li>28. Reform of Teacher Education</li> <li>29. State Level Teacher Training Institute/DIET/GETTI</li> <li>30. GIS Mapping</li> <li>31. Text book Cell</li> </ol>	Projects will be allotted to the Project Managers by the Additional Director Project.



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### 3. First Appellate Authorities under RTI Act.

Sl.	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	District of Ambala, Yamunanagar, Panchkula, Kaithal, Kurukshetra, Mohindergarh and Rewari.	D.N. Yadav, Dy. Director
2.	District of Sirsa, Fatehabad, Jind, Bhiwani and Hisar. Co-ordination of all matters pertaining to RTI Act. 2005 of RTI Cell.	B.R. Vats, Jt.Dir. (C)
3.	District of Gurgaon, Mewat, Faridabad & Palwal	Saroj Lohchab, Dy. Director
4.	District of Rohtak, Jhajjar, Panipat, Sonapat, Karnal and Headquarters at Panchkula.	Jasbir Singh, Dy. Director

### 4. Sh. Rajbir Singh, District Attorney

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

(Sh. Avinash Sharma, Deputy D.A. shall look after the work in his absence as per link arrangement).

Sl.	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	Legal Cell	All Court Cases - All district Courts, High Court and Supreme Court and Legal Advice.  He will be the nodal officer for monitoring and updated all the court cases after having a per facet liaison with branch officer and will put up a fortnightly report to the Director about the matters. i) Pending in the district court. ii) Pending CWP's where reply have not been filed. iii) Direction given in CWP's pending execution. iv) Matters relating to COCP. v) Matters relating to filing of the LPA/SLP He will further re-distribute the work amongst the DDA/ADA and sent a copy of work distribution to the Ad Branch for circulation at H.Q. in the field.	A.K. Sharma, DDA V.S.Toney ADA S.S.Nager ADA

### 5. Sh. Bhushan Lal, Chief Accounts Officer

(Sh. Jai Singh Hari, Senior Account Officer shall look after the work in his absence as per link arrangement).

Sl.	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1	Pension-I	Pension/family pension benefits and ex-gratia schemes in respect of all teaching/non-teaching staff.	Suman Gupta Assistant Director

### 6. Sh. Jai Singh Hari, Sr. Accounts Officer

(Sh. Manoj Sharma, A.O. shall look after the work in his absence as per link arrangement).



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SN	Branch	Brief Description of work	Officer (s)
1.	Budget	Non-Plan Budget, Centrally Sponsored Schemes & Co-ordination Work of Plan & Non- Plan Schemes	Santosh Kumari, Registrar Education (s)
2	Planning	Budget of Plan Schemes and State Share of Centrally sponsored Schemes	-do-
3.	Audit and Accounts	Loan & Advances to all Employees in the filed offices/ Schools/ Institutions.	Surender Negi, Asst. Director.
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.	S.O(s).
5	Pension-II	All retiral benefits to the employees working in Privately Managed Aided Schools.	Manoj Sharma, A.O.
6	Audit & Accounts	Purchase, Repair & Maintenance of Vehicles of Field offices, and Material procurement of Dual Desks, sports equipments.	Surender Singh Negi, Asst. Director.

The above work allotment will supersede all previous work distribution orders.


**SAMEER PAL SROW**  
**DIRECTOR SECONDARY EDUCATION**  
**HARYANA PANCHKULA**

ENDST NO. EVEN

DATED PANCHKULA THE 3.4.2012

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

1. All the officers at Headquarter.
2. All the Superintendents at Headquarter.
3. PA/DSE.
4. PS/DEE.
5. PA/Additional Director Admn-I.
6. PA/Additional Director Projects.
7. PA/Additional Director Education.

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