

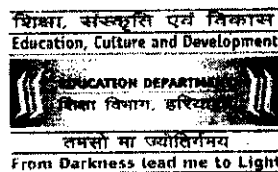


GOVERNMENT OF HARYANA / हरियाणा सरकार

Directorate School Education

विद्यालय शिक्षा निदेशालय

e-mail: edusecondary@hry.nic.in



Order No.1/1-2003 Admn(4)

Dated Chandigarh, the 06.08.2010

In view of the recent promotions and retirements etc. of certain officers, the work amongst the officers at the HQ is re-distributed as under:-

1. Sh. Vinay Singh, HCS, Addl. Director Admn-I

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

SN	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	Administration	Establishment of H.Q. staff & allotment of works amongst the officers/Branches	Registrar Education Sh.Ranbir Singh Tewatia, A.D. (Admn)
2.	UTKARSH	Matter regarding UTKARSH Society.	Being member Secretary.
3.	IT Cell H.Q.	Supervision of IT staff (but matters will be routed through Administration Branch). IT Plan & Computerization of the Department.	Surender Singh, Technology Officer
4.	Private School	Permission/Recognition/Approval of Managing Committees/NOC of private Schools	Sandeep Verma ADPS
5.	HRG-I	Establishment Work of Class-I & II of Field Staff other then Head Master of High School	Smt.Roop Saini Assistant Director HRG-I
6.	HRG-II	Establishment of Headmasters/Headmistresses	Smt.Roop Saini, Assistant Director
7.	Co-Ordination	All miscellaneous Work, Policy Matters, Public Relation, State/National and other Awards & Assembly/Parliament Business.	Ranbir Singh Tewatia, Assistant Director
8.	HRME	Only the cases of statutory powers of HRME Branch.	O.P.Bajaj ,A.D.ME

2. Sh R.P.Yadav, Joint Director/Ad.O. :

He shall be Controlling Officer of the following branches:

SN	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	Computer Education Cell	I.T, Education, ICT, Computer Education & Remedial Coaching, Matters concerning EDUSET & UTKARSH Society.	Parveen Sangwan, Assistant Director IT.
2	CCA	Sports, Yoga, Moral Education, NSS Scouts and Guides, Gender and Environment Education Adolescence etc. Integrated Education for disabled children, Area intensive and Madarsa Modernization.	Surjit Singh, YSO
3	HRME	All Establishment matters of the Ministerial Staff of field offices(Only the cases of statutory powers will be submitted to Addl.Dir. Admn.)	O.P. Bajaj, Assistant Director M.E.
4	HRL	All Establishment matters relating to School Lecturers	Savitri Shihag, ADHRL
5	DIET	DIET Branch	Deva Ram, Assistant Director till the joining the Sh.Ajmer Singh, A.D.
6	Publication Cell	All Publication Work relating to Magazine & various other Publications except Text Books	Roop Kumari Saini, E.O.
7	Inspection Branch	Monitoring and strengthening of school inspections follow-up of report submitted by the inspecting officers	Usha Rishi Dy VEO Sandeep Verma, Assistant Director

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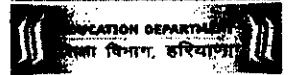


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From Darkness lead me to Light

8	Academic Cell	All Academic Matter	Indu Bala E.O.
9	Account	Pay bills, loan/advance matter, Licenses fee, contingency and all account matters of HQ staff, Control of all HQ Vehicles, Care Taker and Stationery Clerk.	Ranbir Singh Tewatia Assistant Director. He will also exercise DD Powers of H.Q.

3. Smt. Kiran Mayee, Joint Director

She shall be the Controlling Officer of the following Branch:-

SN	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	RTI Branch	All matters pertaining to RTI Act. 2005.	
2.	TB & P	All Matter relating to preparation, Printing and Publication of Text Books & National Curriculum Frame Work (NCFC)	Roopa Saini EO (TB&P) Secondary Education Usha Rishi, Dy. VEO She will attend the work of Primary Directorate.
3.	Aided School	All Works regarding aided, unaided (recognized) School.	Perduman Sachdeva, A.O.
4.	Shiksha Lok	All Works of Shiksha Lok through Sub-Editor, Shikshalok. Work regarding Distribution of Shiksha Lok.	M.I.Arora, A.P.M (Shiksha Lok)

4. Smt. Santosh Kumari, Joint Director

SN	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	HR C& V	All Establishment Matters relating to C&V Cadre	Ranbir Tewatia Assistant Director C&V till the joining of new Dy. Director.
2.	STAT/SSM	All Matters relating to Survey, Collection of Statistical Data, Compilation and appraisal	Baljit Singh, ARO (All statistics work of Secondary & Primary Edu.) K.K.Shrma, AIO (all monitoring work of Sec. & Pry. Education)
3.	Works and Infrastructure	Matters relating to Construction/Repair of Govt. School Building etc.	Roop Kumari Saini, E.O.
4.	Literacy Branch	Work relating of SLMA and Audit Literacy	Indu Bala E.O.

5. Sh. B. R. Vats, Joint Director

SN	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	Secondary Education	Amendment, Updation and printing of Education Code - Norms & regulations, Creation/ bifurcation or conversion of posts, Introduction of new subjects, Opening of New School, In- Service Training, Strengthen/improvement of Science Education/Science laboratories, Opening of	Indu Bala, E.O.

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		Central & Navodaya Vidyalaya and Matters regarding Board of School Education. Up-gradation of Schools, Model Schools, Model Sanskriti Schools, Estt. Of Science Museum/Science Lab./Computer Lab.	Rajiv Kochhar, Subject Sepecialist Indu Bala, E.O.
2.	Examination/ Scholarship Branch	Works relating to Exams (D.Ed./OT/PTI), Scholarships & Welfare Schemes relating to SCs/BCs/BPSs/ Grand-Children of Freedom Fighters	Roopa Kumari Saini, E.O. Sh.B.R. Vats, Joint Director will also act as the DDO of the branch.
3.	HRM-I	All Establishment matters relating to Master cadre of District Allocated to HRM-I	Savitri Devi Asslstant Director
4.	HRM-II	All Establishment matters relating to Master cadre of District Allocated to HRM-II	Savitri Devi, Asstt.Dir.
5.	Any other educational matter to be allotted by FCSE/DSE	RTE Act.	

6. Sh. Balbir Singh D.A.

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

SN	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	Legal Cell	All Court Cases and Legal Advice.	A.K. Sharma, DDA V.S.Toney ADA S.S.Nager ADA

7. Sh. Ranbir Singh Tewatia, Assistant Director

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

SN	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	CR Section	Central Receipt, Dispatch, Typing Work and Retention and Destruction/ Disposal of Official record	

8. Sh. Jai Singh Hari, Sr. Accounts Officer

SN	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	Budget	Non-Plan Budget, Centrally Sponsored Schemes & Co-ordination Work of Plan & Non-Plan Schemes.	Hari Chand Budget Officer
2.	Planning	Budget of Plan Schemes and State Share of Centrally sponsored Schemes	-do-
3.	Audit and Accounts	Purchase, Repair & Maintenance of Vehicles of Field offices, CAG report, PAC/ Audit paras and Dual Desks and Loan & Advances to all Employees in the filed offices/ Schools/ Institutions.	Deva Ram Verma, A.D.

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9. Sh. R.P. Jangra, C.A.O.(Pension-I/II, A&A and Audit Cell):

(Sh. Jai Singh Hari, Sr. A.O. shall look after the work of CAO in his absence as per link arrangement. He will exercise all the powers delegated to the CAO.

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

SN	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	Pension-I	Pension/family pension benefits and ex-gratia schemes in respect of Govt. employees.	Deva Ram Verama, Assistant Director
2.	Pension-II	Retiral benefits to the employees working in Privately Managed Aided Schools.	Parduman Sachdeva, A.O.
3.	Audit Cell	Matters pertaining to Audit of Privately Managed Aided School and advice on Accounts Matters.	S.O.

10. Sh. R.K.Garg, A.D.O.(UTKARSH SOCIETY):

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

SN	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	Grievances Cell	Work relating to Grievances of Employees/ Public.	Sandeep Verma, Assistant Director

The above work allotment will supersede all distributions of works made earlier. All the FAAs and SPIOs will keep working as earlier without any change.

MOHAMMAD SHAYIN
DIRECTOR SCHOOL EDUCATION
HARYANA, CHANDIGARH

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Endst. No. Even

Dated Chandigarh, the 9.8.2010

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

1. All Headquarter Officers.
2. All Superintendents.
3. PS/C&DGSE.
4. PS/FCSE.
5. PA/ AD Admn-I.

R. K. Garg
ASSISTANT DIRECTOR (ADMN.)
FOR DIRECTOR SCHOOL EDUCATION,
HARYANA, CHANDIGARH