

1083 J. T. Cell
11-08-2011

OFFICE OF THE DIRECTOR GENERAL SCHOOL EDUCATION HARYANA PANCHKULA

ORDER NO. 1/1-2003 ADMN. (4)

DATED PANCHKULA THE: 07.07.2011

During the leave of Sh. Ashwani Kumar, HCS, Additional Director Administration, the work of the following branches is hereby distributed amongst Additional Director Administration-I and Additional Director Administration-II as under:-

1. Dr. Satbir Singh Saini, HCS, Additional Director Admn.-I

SN	Branch	Brief Description of work	Branch Officer
1.	Private School	Permission/Recognition/Approval of Managing Committees/NOC of private Schools and RTE Act matters.	Dilbag Singh, Dy. Director
2.	Aided School	All Works regarding Govt. Aided Recognized Schools.	Manoj Kumar Sharma, A.O.
3.	IT Cell H.Q.	Supervision of IT staff (One Assistant of Admn. Branch will put up the cases), IT Plan & Computerization of the Department.	Santosh Kumari, Jt. Dir.(IT) Surender Singh, Technology Officer
4.	E-Governance/ MIS	All matters of E-Governance/MIS	Santosh Kumari, Jt. Dir.(I.T) Surender Singh, Technology Officer
5.	Literacy Branch	SLMA, Adult Literacy, Legal Literacy, Shaksharta Bharat Mission and all Works of Shiksha Lok through Sub-Editor, Shiksha Lok as well as Distribution of Shiksha Lok Magazine.	R.P.Yadav, Jt. Dir. Inspection Zile Singh, Deputy Director

2. Smt. Mandeep Kaur, HCS, Additional Director Admn.-II

SN	Branch	Brief Description of work	Branch Officer
1.	Secondary Education	(i) Opening of new schools of all types i.e. Govt. Schools, Central, Navodaya/ Kenderiya Vidyalayas, Model Schools, Model Sanskriti 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) Matters regarding Board of School Education, RMSA, Vocational Educational Scheme and any other educational matters to be allotted by the Director. i) Creation/ bifurcation or conversion of posts, Introduction of new subjects. ii) Amendment, up-dation and printing of Education Code - Norms & regulations of up-gradation of schools., Acts & Rules. iii) Rationalization of teaching staff in field institutions. iv) Learning Evaluation Cell.	B.R.Vats, Jt. Dir. Children Dilbag Singh, Dy. Director
2.	Incentives & Scholarship Branch	Works relating to Exams (D.Ed./OT/PTI). Scholarships & Welfare Schemes relating to SCs/BCs/BPSs/ Grand-Children of Freedom Fighters	B.R. Vats, Jt. Dir Children Zile Singh Dy. Director. He will also act as the DDO of the branch.
3.	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)	B.R. Vats, Jt. Dir.(Children) Roopa Saini Asstt. Director

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4.	Statistics & Monitoring Branch	Enrolment & Retention, Children Statistic. All Matters relating to Survey, Collection of Statistical Data, Compilation and appraisal, Teachers' statistic.	B.R.Vats, Jt. Dir.(Children) Harcharan Singh, Dy.Director Baljit Singh, RO (All statistics work of Secondary & Primary Edu.) K.K.Shrma, ARO (all monitoring work of Sec. & Pry. Education)
5.	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.	B.D.S.Tomer, Dy. Director (Sports) Roopa Saini, Asstt. Director
6.	Coordination-I	Policy Matters, Public Relations, Recruitment Cell, All Misc. Works, Teachers Welfare & Incentives-State/National and other Awards.	R.P.Yadav, Jt.Dir.(Inspection) Ranbir Singh Tawatia, Assistant Director
7.	Co-ordination-II	Assembly/Parliament Business, C.M. Announcements, Memorandums/representations of Teachers Unions, Citizen Charter.	R.P. Yadav, Jt. Dir. Inspection Zile Singh, Dy.Director


**VIJAYENDRA KUMAR
DIRECTOR GENERAL SCHOOL EDUCATION
HARYANA PANCHKULA**

ENDST NO. EVEN

DATED PANCHKULA THE 7.7.2011

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

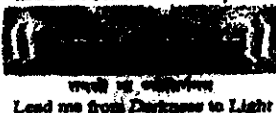
1. All the officers at Headquarter.
2. All the Superintendents at Headquarter.
3. PA/DSE.
4. PA/Additional Director Admn-I/II.
5. PA/Additional Director Education.


**ASSISTANT DIRECTOR ADMN.
FOR DIRECTOR GENERAL SCHOOL EDUCATION
HARYANA PANCHKULA**



Directorate of School Education

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ORDER NO. 1/1-2003 ADMN (4)

DATED, PANCHKULA THE 22.06.2011

5-7-2011

In view of the recent joining of new Additional Director, the work amongst the officers at the Headquarter is re-distributed as under:-

1. Sh. Ashwani Kumar, HCS, Additional Director Education (AD-Edu)

(Dr. Satbir Singh, Additional Director Administration-I shall look after the work in the absence of Addl. Dir. Edu. as per link arrangement)

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

SN	Branch	Brief Description of work	Branch Officer
1.	Secondary Education	(i) Opening of new schools of all types i.e. Govt. Schools, Central, Navodaya/ Kendriya Vidyalayas, Model Schools, Model Sanskriti 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) Matters regarding Board of School Education, RMSA, Vocational Educational Scheme and any other educational matters to be allotted by the Director, v) Creation/ bifurcation or conversion of posts, Introduction of new subjects. vi) Amendment, up-dation and printing of Education Code - Norms & regulations of up-gradation of schools, Acts & Rules. vii) Rationalization of teaching staff in field institutions. viii) Learning Evaluation Cell.	B.R.Vats, Jt.Dir. Children Dilbag Singh, Dy. Director
2.	Incentives & Scholarship Branch	Works relating to Exams (D.Ed./OT/PTI), Scholarships & Welfare Schemes relating to SCs/BCs/BPSs/ Grand-Children of Freedom Fighters	B.R. Vats, Jt. Dir Children Zile Singh Dy. Director. He will also act as the DDO of the branch.
3.	Private School	Permission/Recognition/Approval of Managing Committees/NOC of private Schools and RTE Act matters.	Dilbag Singh, Dy. Director
4.	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)	B.R. Vats, Jt. Dir. (Children) Roopa Saini Asstt. Director
5.	Aided School	All Works regarding Govt. Aided Recognized Schools.	Manoj Kumar Sharma, A.O.
6.	Statistics & Monitoring Branch	Enrolment & Retention, Children Statistic. All Matters relating to Survey, Collection of Statistical Data, Compilation and appraisal, Teachers' statistic.	B.R.Vats, Jt. Dir. (Children) Harcharan Singh, Dy. Director Baljit Singh, RO (All statistics work of Secondary & Primary Edu.) K.K. Sharma, ARO (all monitoring work of Sec. & Pry. Education)



GOVERNMENT OF HARYANA / हरियाणा सरकार

Directorate of School Education विद्यालय शिक्षा निदेशालय

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7.	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.	B.D.S.Tomer, Dy. Director (Sports) Roopa Saini, Asstt. Director
8.	IT Cell H.Q.	Supervision of IT staff (One Assistant of Admn. Branch will put up the cases) , IT Plan & Computerization of the Department.	Santosh Kumari. Jt. Dir.(IT) Surender Singh, Technology Officer
9.	E-Governance/ MIS	All matters of E-Governance/MIS	Santosh Kumari, Jt.Dir.(I.T) Surender Singh, Technology Officer
10.	Coordination-I	Policy Matters, Public Relations, Recruitment Cell, All Misc. Works, Teachers Welfare & Incentives- State/National and other Awards .	R.P.Yadav, Jt.Dir.(Inspection) Ranbir Singh Tewatia, Assistant Director
11.	Co-ordination-II	Assembly/Parliament Business, C.M. Announcements, Memorandums/representations of Teachers Unions, Citizen Charter.	R.P. Yadav, Jt. Dir. Inspection Zile Singh, Dy.Director
12.	Literacy Branch	SLMA, Adult Literacy, Legal Literacy, Shaksharta Bharat Mission and all Works of Shiksha Lok through Sub-Editor, Shiksha Lok as well as Distribution of Shiksha Lok Magazine.	R.P.Yadav, Jt. Dir. Inspection Zile Singh, Deputy Director

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

(Sh. Ashwani Kumar, Additional Director Administration Education shall look after the work in the absence of Addl. D.r.-I 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.)	Establishment of H.Q. staff & allotment of works amongst the officers/Branches Public Relation Cell	Sh.Ranbir Singh Tewatia, A.D. (Admn)
2.	HRG-I	Establishment Work of Class-I & II of Field Offices/Institutions (Academic).	Sh.Anil Kumar Luthra, Asstt..Director
3.	HRG-II	All establishment matters of Headmasters/Headmistresses of Govt. High Schools.	Smt. Santosh Kumari, Budget Officer
4.	HRL	All Establishment matters relating to School Lecturers /Vocational Lecturers & Instructors/Establishment of Guest Teachers	Karan Singh Sehrawat, Dy. Director HRL.
5.	UTKARSH	Matters regarding UTKARSH Society	Being Member Secretary.
6.	HR(HQ.) Accounts	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.	R.P. Yadav, Joint Director He will act as Ad.O. Surender Singh Negi Registrar Education. He will also exercise DD Powers of H.Q.



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7.	C.R.Section	Central Receipt, Dispatch, Typing Work and Retention & Destruction/Disposal of official Record.	Hardev, Assistant Director
8.	Publication Cell	All Publication Work relating to Magazine & various other Publications except Text Books	R.P.Yadav, Jt.Dir. Zile Singh, Dy.Director
9.	Grievances Cell	Work relating to Grievances of Employees/ Public/Unions & Associations.	Santosh Kumari Jt. Dir. Works Shavitri Sihag Asstt. Director
10.	HRME	All Establishment matters of the Ministerial Staff of field offices	Zile Singh, Dy. Director, Jaivir Singh, Assistant Director
11.	Computer Education Cell/MIS	I.T, Education, ICT, Computer Education & Remedial Coaching,	Santosh Kumari Jt. Dir. (IT) Parveen Sangwan, Asstt. Director IT.

5. Smt. Madeep Kaur, HCS, Addl. Director Admn (A.D. Admn-II) (to be designated as AD-II.)

Dr. Satbir Singh Saini, Additional Director Admn-I, 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.	HRM-I	All establishment matters relating to Master Cadre of district allocated to HRM-I Branch including the matters relating to Guest faculty.	D.N.Yadav, Dy.Director Savitri Devi, Asstt. Director
2.	HRM-II	All establishment matters relating to Master Cadre of district allocated to HRM-I Branch including the matters relating to Guest faculty.	D.N.Yadav, Dy.Director Savitri Devi, Asstt. Director
3.	HR C& V	All Establishment Matters relating to C&V Cadre including the matters relating to Guest faculty.	Harcharan Singh, Deputy Director
4.	Civil Works & Engineering Wing.	Matters relating to Construction/Repair of Govt. School Building etc.	Santosh Kumari, Jt. Dir. (Works) Hardev, Asstt. Director Works.
5.	DIET	Matters reg. Teachers Training/In- Service Training, SCERT & DIET.	R.P.Yadav, Jt.Dir. Inspection Harcharan Singh, Dy.Director
6.	Inspection Cell	Monitoring and strengthening of school inspections, follow-up of reports submitted by the inspecting officers and Teachers' evaluation	R.P.Yadav, Jt. Dir. Inspection Zile Singh, Dy.Director

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6. First Appellate Authorities under RTI Act.

SN	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	District of Ambala, Yamunanagar, Panchkula, Kaithal, Kurukshetra, Mohindergarh and Rewari.	Santosh Kumari, Joint Director Works
2.	District of Sirsa, Fatehabad, Jind, Bhiwani and Hisar. Co-ordination of all matters pertaining to RTI Act. 2005 of RTI Cell.	Harcharan Singh, Deputy Director
3.	District of Gurgaon, Mewat, Faridabad & Palwal	B.R.Vats, Joint Director Children.
4.	District of Rohtak, Jhajjar, Panipat, Sonapat, Karnal and Headquarters at Panchkula.	R.P. Yadav, Joint Director Inspection

5. Sh.Avinash Sharma, D. 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 - 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 Admn Branch for circulation at H.Q. in the field.	A.K. Sharma, DDA V.S.Toney ADA S.S.Nager ADA

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).

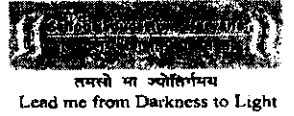
SN	Branch	Brief Description of work	Branch Officer (S/Sh./Smt)
1.	Budget	Non-Plan Budget, Centrally Sponsored Schemes & Co-ordination Work of Plan & Non- Plan Schemes	Santosh Kumari, Budget Officer
2.	Planning	Budget of Plan Schemes and State Share of Centrally sponsored Schemes	-do-
3.	Audit and Accounts	Loan & Advances to all Employees in the filed offices/ Schools/ Institutions.	Vijay Kumar, Assistant Director.
4.	Audit Cell	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	Retiral benefits to the employees working in Privately Managed Aided Schools.	Manoj Sharma, A.O.
6.	Pension-I	Pension/family pension benefits and ex-gratia schemes in respect of Govt. employees.	Sandeep Verma Assistant Director



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7	Audit & Accounts	Purchase, Repair & Maintenance of Vehicles of Field offices, and Material procurement of Dual Desks, sports equipments.	Vijay Kumar, Assistant Director
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The above work allotment will supersede all previous work distribution orders.

**VIJAYENDRA KUMAR
DIRECTOR GENERAL SCHOOL EDUCATION
HARYANA PANCHKULA**

ENDST NO. EVEN

DATED PANCHKULA THE 05.07.2011

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. PA/Additional Director Admn-I/II.
5. PA/Additional Director Education.

K. Anand Singh
**ASSISTANT DIRECTOR ADMN.
FOR DIRECTOR GENERAL SCHOOL EDUCATION
HARYANA PANCHKULA**