

(15)

(To be substituted bearing the same number and date)
OFFICE OF THE DIRECTOR GENERAL ELEMENTARY EDUCATION,
HARYANA, PANCHKULA

Order No. 4 / 95-2020 Admn. (1)

Dated, Panchkula, the 15.02.2021

The following branch Officers / Supdts is hereby re-distributed of work as under:-

1 Sh. Sushil Kumar, HCS, Joint Director Admn(MDM)-Cum-Deputy Secretary School Education Department.

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

Sr. No	Name of the Branch	Branch Supdt. / Dy. Supdt.	Branch Officer	Link officer
1	Mid-Day-Meal	Sh. Subodh Kumar Supdt.	Sh. Sanjeev Kumar, General Manager MDM	-
2	TGT - Recruitment and Appointment	Sh. Darshan Lal, Supdt. Link Supdt. TGT-II & vice-versa.	Dr. Dilbag Singh, Joint Director.	Smt Sunita Devi, Joint Director & vice-versa
3	TGT- (Promotion)	Sh. Ranbir Dahiya Supdt.	Smt. Sunita Devi, Joint Director	
4	ESHM (Elementary School Head Master)	Sh. Naresh Chauhan. Supdt. Link Supdt. Medical & vice-versa	Smt. Vandana Gupta Dy. Director	Dr. Dilbag Singh, Joint Director.
5	TGT- ACP & Guest Teachers (TGT & C and V)	Sh. Ashok Kumar-I. Supdt. Link Supdt. Disciplinary & vice-versa.	Smt. Shankuntla Sindhu, A.D	Sh. Virender Singh Godara, A.D PS & Vice-versa
6	Disciplinary and leave	Smt. Geeta Rani Supdt.		
7	Grievances Cell/CM/PM window and Sugam sampark CP/GRAMS.	Sh. Khushi Ram Link Supdt. CR Section	Smt. Kanta Devi, Asstt. Director .	Smt. Sunita Devi, A.D
8	Co-ordination, Statistics & legal.	Sh. Bhageshwar Supdt. Link Supdt. Admn.Br. DDA-Legal ARO/Stat. Assistant—Statistics works	Smt. Kanta Devi, Assistant . Director.	Smt. Vandana Gupta Dy. Director. & vice-versa
9	Private Elementary School Branch	Sh. Sunil Lohan, Supdt.	Sh. Virender Singh Godara A.D	-----
10	RTI	Smt. Usha Kumari link Supdt. C.R. Section & vise-versa.	Smt. Vandana Gupta Dy. Director.	-----

2. Sh. Vijay Kumar Yadav, HCS, Joint Director Admn-Cum-Deputy Secretary School Education Department.

(He shall look after the work in the absence of Joint Director Administration (MDM) as per link arrangement).

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

Sr. No	Name of the Branch	Branch Supdt. / Dy. Supdt.	Branch Officer	Link officer
1	Administration Elementary. (H.Q)	Smt. Usha Tenaja Link Supdt. Works Branch & vice-versa	Smt. Anju Gupta, ADO	Registrar Elementary Education
2	Establishment of PRT and Guest Teachers (JBT)	Sh. Madan Lal, Supdt Link Supdt. PRT-II & vice-versa.	Smt Sunita Devi, A.D and work of D D Power is allotted to her present duty.	Sh. Anil Kumar, A.D PRT-II & vice-versa

3	Medical	Sh. Ram Niwas, Supdt. Link Supdt. PRT-II		
4	PRT/HT Recruitment, appointment and transfers	Sh. Rajesh Nehara. Supdt.	Sh. Anil Kumar. A.D	
5	Civil Works	Sh. Pawan Kumar. Supdt.	Sh. Manoj Kumar Verma, Asstt. Director	Sh. Shakuntla Sindhu, A.D
6	Budget & Planning	Sh. Ashok Kumar-II Link a/with Scholarship & vice-versa.	Sh. Joginder Pal Setiya, Asstt Director Bd. & Planning	Sh. Sarbjeet Sharma A.O.
7	Student Welfare & Scholarships	Smt. Kanchan, Dy.Supdt.	Sh. Joginder Pal Setiya Asstt. Director Budget. & Planning, & Sh.Sarbjeet Sharma A.O as DDO	No need
8	Govt. School Elementary (Non-Civil)	Sh. Joginder Kundu, Supdt. Link Supdt. MDM & vice-versa	Sh. Manoj Kumar Verma, Asstt Director.	Smt. Renu Bala Asstt. Director & Vice-versa
9	C.R Section	Sh. Jagminder Singh , Supdt. Link supdt RTI & vice-versa	Smt. Anju Gupta, ADO.	No need

3. Sh. Ramesh Kumar Duhan, Chief Account Officer

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

1	Pension	Smt Neelam Sharma, Supdt Link Supdt. Audit & Accounts& vice-versa	Smt. Renu Bala Asstt. Director	Smt. Vandana Gupta Dy. Director (Audit & Accounts) & vice- versa
2	Audit & Accounts	Smt Veena Kumari Supdt.	Smt Vandana Gupta, Dy. Director.	

4. FAA & SPIO,s under RTI Act.

They should be Controlling Officer of the following Branches :-

Sr.	Branch	Brief Description of work	Branch Supdt/	Branch Officer
First Appellate Authority:-				
1	Sh. Sushil Kumar, HCS Joint Director Admn-I	Ist Appellate Authority of Branches:- TGT - Recruitment and Appointment, TGT Promotion, TGT ACP & Guest Teacher (TGT & C&V), MDM, Disciplinary & Leave, Grievances Cell, ESHM (Elementary School Head Master), Co-ordination Statistics & Legal, Private Elementary School and RTI Branch	Smt. Usha Kumari (RTI Branch)	Smt. Vandana Gupta Dy.Director .
2.	Sh. Vijay Kumar Yadv, HCS, Joint Director Admn-II	Ist Appellate Authority of Branches:- Admn, Establishment of PRT and Guest Teachers (JBT), Medical, PRT/HT Recruitment, appointment and transfer, Civil Works, Budget & Planning, Student Welfare & Scholarship,	Smt. Usha Kumari (RTI Branch)	Smt. Vandana Gupta Dy.Director .

		Govt. School Elementary (Non-Civil), Pension & Audit Account Branch.		
SPIO's:-				
3	Sh. Dilbag Singh, Joint Director-I	SPIO's of Branches:- TGT - Recruitment and Appointment, TGT Promotion, TGT ACP & Guest Teacher (TGT & C&V), ADMN, MDM, ESHM (Link Smt. Sunita Devi JD-II & Vice-versa)	Smt. Usha Kumari (RTI Branch)	Smt. Vandana Gupta Dy.Director .
4	Smt. Sunita Devi, Joint Director-II	SPIO's of Branches:-, Grievances Cell, Budget & Planning, Student Welfare & Scholarship, Govt. School Elementary, Pension & Audit Account Branch. Co-ordination Statistics & Legal Branch	Smt. Usha Kumari (RTI Branch)	Smt. Vandana Gupta Dy. Director
5.	Smt. Vandana Gupta , Dy.Director	SPIO's of Branches:- Private School and RTI Branch, Establishment of PRT and Guest Teachers (JBT), Medical, PRT/HT Recruitment, appointment and transfer, Medical, & Civil Works Disciplinary & Leave (Link Smt. Sunita Devi JD-II)	Smt. Usha Kumari (RTI Branch)	Smt. Vandana Gupta Dy.Director .


NITIN KUMAR YADAV, I.A.S
DIRECTOR GENERAL ELEMENTARY EDUCATION
HARYANA, PANCHKULA

Endst. No. Even

Dated Panchkula, the 19.2.21

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

1. P.S / PSSE.
2. PA / DSE / DEE
3. All the officers / Supdt. of the Directorate.
4. PA / Joint Director Admn. I & II.
5. IT Cell.


ADMINISTRATIVE OFFICER
for DIRECTOR GENERAL ELEMENTARY EDUCATION,
HARYANA, PANCHKULA

OFFICE OF THE DIRECTOR ELEMENTARY EDUCATION HARYANA, PANCHKULA

Sr.No.	Name of the Branch – Current	Name of the New Branch -	Proposed Revised - Roles and Responsibilities	Number of Proposed. Personnel i.e. Assistant/ DEO/ Clerk
1	Administration	Administration Elementary	<p>ASSISTANT-I</p> <ol style="list-style-type: none"> 1. Allotment of works amongst the Officers / Branches and Internal transfers /adjustment of H.Q Staff. 2. Disciplinary action of HQ staff. 3. All work of EDUSAT Chowkidars & their Court case. 4. Establishment and posting of Data Entry Opt. 5. Self appraisal report/counter sign of ACRs 6. Leave of HQ staff <p>ASSISTANT-II</p> <ol style="list-style-type: none"> 1. TA Bill & JBJ of DEEO's/ BEEO's / SO's 2. All Circulars / HIPA / NUEPA / DTC Trainings. 3. Work relates to Annual Property return of field staff. 4. Salary of all Contractual Employee/apprentices 5. The work of Maintenance / Purchase of New Vehicles as well as management of drivers of HQ and Field Offices. <p>Care-Taker</p> <ol style="list-style-type: none"> 1. Care Taker / Stationary Clerk and preparation of all bills. 	<p>Superintendent</p> <p>Assistants – 2</p> <p>L.A-1</p> <p>DEOs -2</p> <p>Clerks -2</p>
2	HRM - I	TGT - Recruitment and Appointment	<p>ASSISTANT-I</p> <ol style="list-style-type: none"> 1. Requisition and appointment of TGT English, Social St. Science, Math & Home Sc. 2. Updating of MIS / HRMS of new appointee of above subject. 2. Framing/Amendment in Service Rules of TGT 3. Counting of previous school service rendered by the teachers in Aided Schools. 4. Counting of Military service benefits. 5. Release of Salary. <p>ASSISTANT-II</p> <ol style="list-style-type: none"> 1. Requisition and appointment of TGT Hindi, Sanskrit. 	<p>Superintendent</p> <p>Assistants – 3</p> <p>L.A-2</p> <p>DEOs -2</p> <p>Clerks -2</p>

Sr.No.	Name of the Branch - Current	Name of the New Branch -	Proposed Revised - Roles and Responsibilities	Number of Proposed. Personnel i.e. Assistant/ DEO/ Clerk
			Drawing, TGT Physical Edu (DPE/PTD). Punjabi, Music, Agr. T/Cutting, Urdu, Commerce. 2. Updating of MIS / HRMS of new appointee TGTs. 3. Grant of Maintenance allowance. 4. Extension in service on Medical or other grounds. 5. Grant of Additional increments on 8/18 basis. ASSISTANT-III 1. Rationalization of TGT & C&V post. 2. Transfer case of all TGT/C&V 3. Framing/amendment of transfer policy of TGT 4. Framing of a new transfer policy pertaining to more than 1 branch. 5. Framing of Inter district transfer policy 6. Updating of MIS/ HRMS of transferee TGT & C&V. 7. Miscellaneous work of Branch. 8. Pay fixation cases on Higher qualification, adhoc service. 9. Period condone cases. Note:- Related Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Asstt.	
3	HRM - 2	TGT - Promotion	ASSISTANT-I 1. Promotion case of TGT- English, Social St. Science , Math, Home Sc.. 2. Updating of MIS / HRMS of Promotee of above subject. ASSISTANT-II 1. Promotion cases of TGT Hindi, Sanskrit, Drawing, TGT Physical Edu (DPE/PTD). Punjabi, Music, Agr. T/Cutting, Urdu, Commerce. 2. Updating of MIS / HRMS of new Promotees. ASSISTANT-III 1. Seniority and confirmation of all TGT.	Superintendent Assistants- 3 L.A-2 DEOs -2 Clerks -2

Sr.No.	Name of the Branch - Current	Name of the New Branch -	Proposed Revised - Roles and Responsibilities	Number of Proposed. Personnel i.e. Assistant/ DEO/ Clerk
			<p>2. Miscellaneous work of branch. Note:- Related Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Asstt.</p>	
4	C&V Branch	ACP and Guest Teachers (TGT and C&V)	<p>ASSISTANT-I</p> <ol style="list-style-type: none"> 1. ACP case of ESHM/TGT- English, Social St. Science, Math, Home Sc. 2. Counter-signed of teachers <p>ASSISTANT-II</p> <ol style="list-style-type: none"> 1 ACP cases of ESHM/TGT Hindi, Sanskrit, Drawing, TGT Physical Edu (DPE/PTI). Punjabi, Music, Agri. T/Cutting, Urdu, Commerce. 2 Counter-signed of teachers <p>ASSISTANT-III</p> <ol style="list-style-type: none"> 1. All matters of Guest Teacher (TGT & C&V) and their establishment. 2. All matters of Guest Teachers which pertain to more than 1 branch. 3. Miscellaneous work of branch. 4. Note:- Related Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Asstt. 	<p>Superintendent</p> <p>Assistants- 3</p> <p>L.A-1</p> <p>DEOs -2</p> <p>Clerks -2</p>
4	Nil	Disciplinary and Leaves	<ol style="list-style-type: none"> 1. Disciplinary action against all ESHM/TGT/PRT/C&V under Punishment and Appeal Rule and Complaints. 2. CCL of ESHM/TGT/C&V/PRT 3. NOC of Passport/abroad travel permission 4. Any other leaves 	<p>Superintendent -1</p> <p>Assistants – 2</p> <p>LA - 1</p> <p>DEO – 2</p> <p>Clerk - 1</p>

Sr.No.	Name of the Branch – Current	Name of the New Branch -	Proposed Revised - Roles and Responsibilities	Number of Proposed. Personnel i.e. Assistant/ DEO/ Clerk
Note – Personnel Allocated previously to Sports Branch to be now reallocated to Disciplinary and Leaves Branch				
5	HRM -3	ESHM (Elementary School Head Master)	<p>ASSISTANT-I</p> <ol style="list-style-type: none"> Promotion case of ESHM from the post of all TGT Seniority of ESHM <p>ASSISTANT-II</p> <ol style="list-style-type: none"> Transfer case of all ESHM Deputation/application of ESHM/TGT cases forwarded to HPSC/ HSSE/ UT & other deptt./Govt Service rule and amendment rules of ESHM <p>Note;- Related Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Asstt.</p>	<p>Superintendent</p> <p>Assistants- 2</p> <p>L.A-1</p> <p>DEOs -1</p> <p>Clerks -2</p>
6	Private School	Private Elementary Schools	<p>ASSISTANT-1 (11 districts)</p> <ol style="list-style-type: none"> Permission for opening / establishment of a new private school. Recognition private school NOC for CBSE/ICSCCE Enrolment of admission under 134 - A and Release of Grant <p>ASSISTANT-II (11 districts)</p> <ol style="list-style-type: none"> Permission for opening / establishment of a new private school Recognition private school NOC for CBSE/ICSCCE Communication of D.ed/D.El.ed with NCERT/SCERT/NCTE Work pertaining to DIETs <p>Note;- Related Court Cases / RTI / CM / PM window and</p>	<p>Superintendent</p> <p>Assistants- 2</p> <p>Legal Asstt.-1</p> <p>DEOs -2</p> <p>Clerks -2</p>

Sr.No.	Name of the Branch - Current	Name of the New Branch -	Proposed Revised - Roles and Responsibilities	Number of Proposed Personnel i.e. Assistant/ DEO/ Clerk
			Vidhan Sabha etc. to concerned Asstt.	
7	Mid Day Meal	Mid Day Meal	<p>ASSISTANT-1</p> <ol style="list-style-type: none"> Regarding action Plan, S.N.E & Policies of Mid-Day-Meals. Agenda of all meeting regarding Mid-Day-Meal and Parliament / Assembly Question. Allotment of funds to all DEEO's. Utilization claim for Assistance for cooking cost & MME. <p>ASSISTANT-II</p> <ol style="list-style-type: none"> Complaints, Inspection and report of Audit Paras month-wise/Yearly. Lifting / Distribution of food grains from CONFED. Report collection from field offices and after consolidation forwarding it to Govt. of India. Preparation of Quarterly and Annual Administrative Report of MDM. DBT, AMS, MIS (G.O.I) on online portals. <p>Note:- Related Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Asstt.</p>	<p>Superintendent</p> <p>Assistants-2</p> <p>Legal Asstt. Attach with Elem.Edu. branch.</p> <p>1 Program Executive</p> <p>3 Account Executive</p> <p>1 Steno Typist</p> <p>6 DEOs -</p> <p>2 Peon</p>
8.	Works	Civil Works	<p>ASSISTANT-1</p> <ol style="list-style-type: none"> Matters relating to Construction/ repair, takeover of buildings, shifting of buildings, offices rent, electrifications and drinking water of all Govt. Primary and Middle Schools and DEEO's/ BEO's offices Purchase of Single Desks. Works related to Revenue and Disaster Management. Mukhya Mantri School Sondariya Karan ProtsahanPuruskar Yojna. (School Beautification). 	<p>Superintendent</p> <p>Assistants-2</p> <p>LA- attach with Pension.</p> <p>DEOs -2</p>

Sr.No.	Name of the Branch – Current	Name of the New Branch -	Proposed Revised - Roles and Responsibilities	Number of Proposed. Personnel i.e. Assistant/ DEO/ Clerk
			Note;- Related Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Asstt.	Clerks -1
9	ET -1	Establishment of PRT and Guest Teachers (JBT)	ASSISTANT-I 1. Deputation of all JBT/PRT to UT and others 2. Countersign of JBT Teaching exp. Certificates 3. All matter of Guest teacher (JBT) 4. All complaints regarding ACP, Pay fixation, seniority etc ASSISTANT-II 1. Regularizations of JBT 2. DA cut and Time barred cases of all JBT/HT. Note;- Related Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Asstt.	Superintendent Assistants- 2 L.A-1 DEOs -2 Clerks -2
10	ET - 2	Medical Branch	ASSISTANT-I 1. Medical Bills of ESHM, TGT, C&V and PRT of Division Ambala, Hisar and Karnal. Monitoring of limited cashless medical facilities to employees. ASSISTANT-II 2. Medical Bills of ESHM, TGT, C & V and PRT of Division Rohtak, Gurugram and Faridabad. Monitoring of limited cashless medical facilities to employees. Note;- Related Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Asstt.	Superintendent Assistants- 2 L.A-1, DEOs -2, Clerks -2
11	ET -3	PRT/HT - Recruitment, appointment and transfers	ASSISTANT-I 1. Requisition & appointment of all PRT 2. Rationalization of PRT/HT ASSISTANT-II 1 Transfer of all PRT/JBT and Primary Head Teachers	Superintendent Assistants- 3 L.A-1

Sr.No.	Name of the Branch – Current	Name of the New Branch -	Proposed Revised - Roles and Responsibilities	Number of Proposed. Personnel i.e. Assistant/ DEO/ Clerk
			2 Framing/amendment of transfer policy of PRT 3 Framing/amendment in service rules of PRT/JBT 4 Updation of MIS/HRMS of all PRT and HT ASSISTANT-III 6- Corut case of old recruitment. Note;- Related Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Assst.	DEOs -2 Clerks -2
12	Work of RTE allotted in Elem. & Sch.	Government School (Non Civil)	ASSISTANT-I 1. Opening/ upgradation of New Primary schools. 2.Merging of Primary School to Middle School 3.Maintenance of sanctioned posts register 4.All work relating to SSA Scheme 5. Creation of Additional Posts of all type of teachers and ministerial cadre post up to Middle Level. 6. Preparation of Sanction for New Expenditure (SNE) for new posts PRT/JBT, TGT/C&V, PTI, Master and DPE. ASSISANT-II 7. Re-imbursement of school funds to classes I to VIII under RTE Act. (New Work). 8. All work relating to RTE rules Constitution, Working Awareness, Community Mobilization, and Monitoring of implementation &Safeguard 9. Book bank scheme SPORTS PROGRAMMER/ASSISTANT - III 10. Fund allocation / organisation/ monitoring and reimbursement of Block and District level school sports 11.Fund allocation / organisation/ monitoring and reimbursement of Block and District level school sports, Elementary Schools	Superintendent Assistants- 2 Programmer - 1 (Sports) L.A-1 DEOs -2 Clerks-2

Sr.No.	Name of the Branch – Current	Name of the New Branch -	Proposed Revised - Roles and Responsibilities	Number of Proposed. Personnel i.e. Assistant/ DEO/ Clerk
13	Budget and Planning	Budget and Planning	<p>ASSISTANT-1</p> <ol style="list-style-type: none"> 1. All work relating to State Schemes & Centrally Sponsored Schemes Budget regarding Preparation of Budget Estimates, S.N.E's, Revised Budget Estimates, finalization of Supplementary Estimates and Re-appropriation Order. 2. Allotment and distribution of funds including relating to Elementary Education field offices & H.Q and All online budget work. 3. Work relates to CAG / PAC of Elementary Education (State Finance only). 4. All work i.e. preparation of Annual Plan / Special Component Plan for Schedule Castes, Women Component Plan, Rural & Urban Plan and Quarterly Progress Report relating to Elementary Education. <p>ASSISTANT-II</p> <ol style="list-style-type: none"> 5. Preparation of Finance Minister Budget Speech and 	<p>Superintendent</p> <p>Assistants - 2</p> <p>DEO -2</p> <p>Clerk – 1</p>

Sr.No.	Name of the Branch – Current	Name of the New Branch -	Proposed Revised - Roles and Responsibilities	Number of Proposed. Personnel i.e. Assistant/ DEO/ Clerk
			<p>coordination work of Budget Speech C.M announcements.</p> <p>6. Re-conciliation of Accounts in the A.G Office & preparation and finalization of transfer entry on monthly basis.</p> <p>7. All work relating to budget meetings at CM / CS / Planning & Finance Department level and within Department level.</p> <p>8. Allotment of POL and Motor Vehicle budget to field offices. (New Work)</p> <p>Note:- Related Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Asstt.</p>	
14	Scholarships	Student Welfare and Scholarships	<p>ASSISTNT-1</p> <ol style="list-style-type: none"> 1. All scholarship scheme related matters. 2. Scholarships and incentives schemes relating to Scheduled Castes / BC-A / BPL Students in Classes I-VIII. 3. Rajiv Gandhi Scholarship (EEE) in Classes VI-VIII. 4. Free cycles to Scheduled Castes Boys & Girls of Class-6. 5. Pre-Matric Scholarships for Minority Community students & Divyang students on National Scholarship Portal. 6. As per details of beneficiaries provided by DEEO's through PFMS, all scholarship schemes amount withdrawn by Headquarter Central DDO from treasury and disburse by DBT mode through PFMS in the Aadhar link Bank account of the beneficiaries. <p>ASSISTANT-II</p> <ol style="list-style-type: none"> 6. Mukhyamantri Saksham Scholarship Scheme for Meritorious Students for classes VI-VIII. (New Scheme). 7. Free Stationery and School Bag to all Non-SC students. (New Work) 	<p>Superintendent/</p> <p>Dy.Suptd.</p> <p>Assistants - 2</p> <p>DEOs - 2</p> <p>Clerks - 1</p>

Sr.No.	Name of the Branch - Current	Name of the New Branch -	Proposed Revised - Roles and Responsibilities	Number of Proposed. Personnel i.e. Assistant/ DEO/ Clerk
			9. Disbursement of funds for Free Uniform to all students. 10. Works relates to DBT of Nodal Officer. (New Work) 11. Implementation of NMMS and NTSE scholarships (with coordination from Academic cell) 12. Works relates to SCSP schemes of Nodal Officer. Note:- Related Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Asstt.	
15	Coordination	Coordination, Statistics and Legal - Elementary	Coordination Cell - ASSISTANT - I 1. All Vidhan Sabha/Lok Sabha questions and assurances 2. All work relating to DPR - Collation of information through coordination from multiple branches. 3. CM/EM Announcements, Press Notes, meetings relating to 2 or more branches. ASSISTANT - II Information and Statistics Cell - 1. Maintenance of database of schools, students and teachers 2. Publishing of Activity/ Achievement Report of Elementary 3. Preparation of Government address and budget speech 4. Maintenance of data of State Awardee Teachers 5. Implementation of Citizen Charter Legal Cell - 1. Monitoring of court cases - Compilation of status of pending file/contempt/writ and civil suit and court direction Note:- Related Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Asstt.	Superintendent Assistants- 2 L.A- attach with Admn. DEOs -4 Clerks -2 ARO to look after Statistics Cell DDA to monitor CCTS / LMS for court cases and pendency's along with 2 DEOs (Legal Cell)

Sr.No.	Name of the Branch – Current	Name of the New Branch -	Proposed Revised - Roles and Responsibilities	Number of Proposed Personnel i.e. Assistant/ DEO/ Clerk
16	Academic Cell	Academic Cell	<ol style="list-style-type: none"> 1. Monitoring of FLN Mission. 2. Bag free schools 3. Coordination with WCD for ECCE 4. Management of SAT logistics 5. Framing policy and implementation of NEP 6. Student learning related MOUs 7. All work dealt in Environment Cell. 	Programmers-12
17	Accounts Branch	Audit and Accounts Cell	<ol style="list-style-type: none"> 1. All matters pertaining to Audit of Privately Managed Aided School. 2. Advice on all accounts matters of field staff including HQ staff. 3. PAC/CAG reports and Audit Paras of field offices and HQ. 	Dy. Supdt. Assistant/AUDITOR- 1 DEOs -1 Clerks -1
18	Pension	Pension	<p>ASSISTANT-1</p> <ol style="list-style-type: none"> 1. All retrial benefits of the employees working in Privately Managed Aided Schools and Govt. employees <p>ASSISTANT-II</p> <ol style="list-style-type: none"> 1. All Pension/Family Pension benefits and ex-gratia scheme in respect of all teaching /non-teaching staff of Elementary Education. 2. Appointment under ex-gratia scheme to all Districts. <p>Note:- Related work of Court Cases / RTI / CM / PM window and Vidhan Sabha etc. to concerned Asstt.</p>	Superintendent Assistants- 3 LA-2 DEOs -2 Clerks -2
19	RTI	RTI Elementary	<ol style="list-style-type: none"> 1. Marking of RTI files 2. Dealing with first appeal cases 3. Monitoring of RTI cases 4. Dealing with second appeal and complaint cases at state information commission 	Dy. Supdt./ Supdt. Assistants- 2 DEOs -2 Clerk-1

Sr.No.	Name of the Branch - Current	Name of the New Branch -	Proposed Revised - Roles and Responsibilities	Number of Proposed Personnel i.e. Assistant/ DEO/ Clerk
20	CR section	CR Section	Receipt / Dispatch of Dak and distribution of Local / Government / General etc. & Dak.	Dy. Supdt. DEOs -2 Clerks -2
21	--	Grievances Cell / CM Window, CP/ GRAMS.	1. All work relates to CM Window Grievances, CP / GRAMS Grievance/Social Media Grievances. 2. Sugam Sampark. 3. Work relating to Grievances of Employees / Public. 4. All matters relating to teacher union demands	Dy. Supdt. Assistants- 1 DEOs -1

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