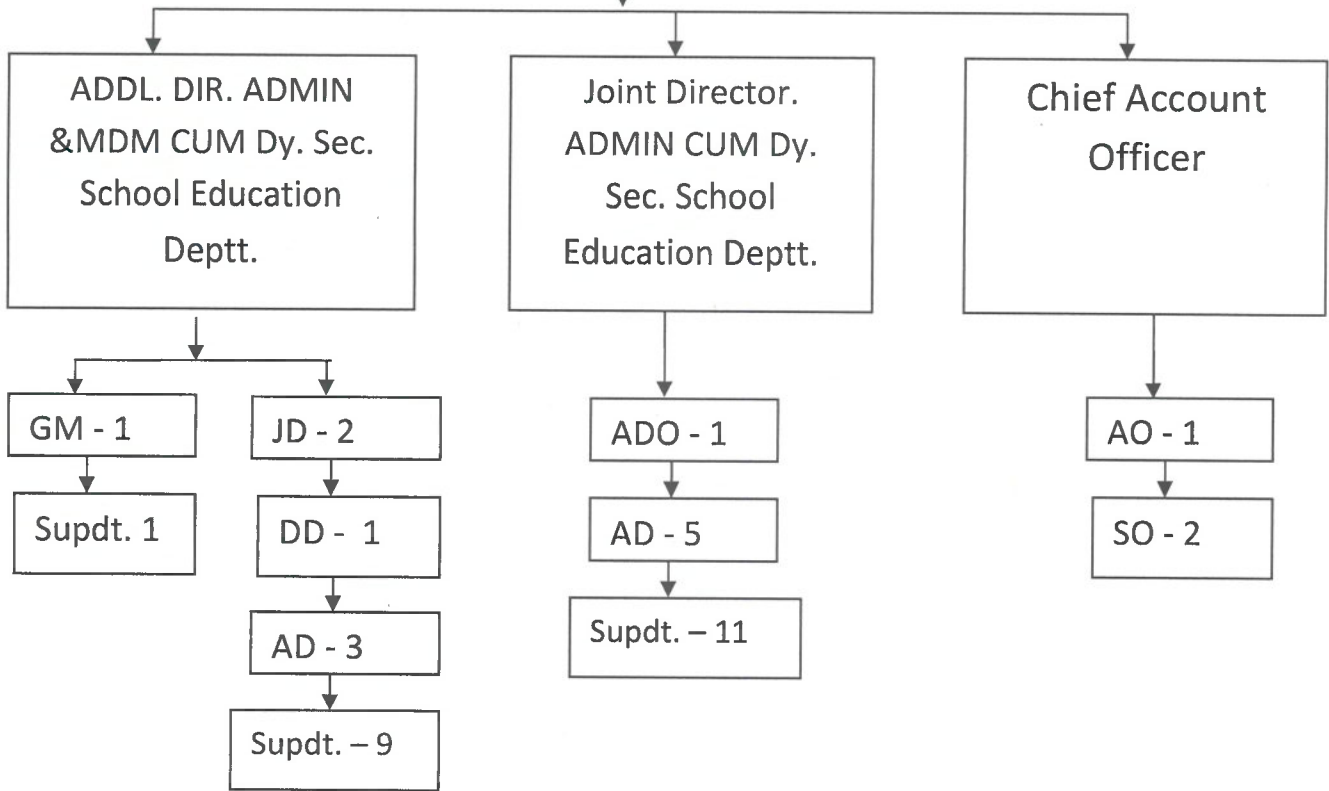
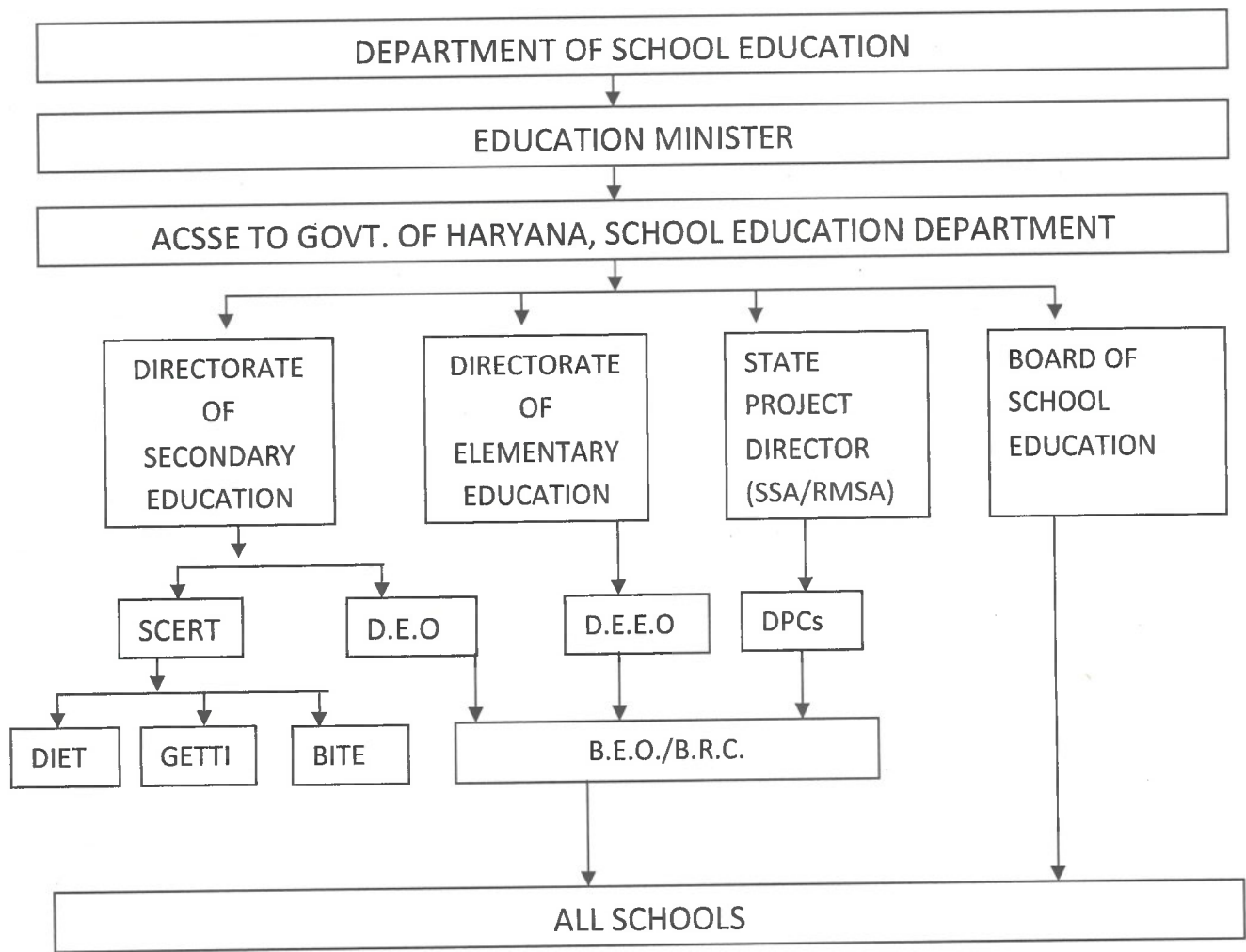


ACSSE TO GOVT. OF HARYANA, SCHOOL EDUCATION DEPARTMENT

DIRECTOR ELEMENTARY EDUCATION





Directorate of Elementary Education

AC SSE		Dr. Mahavir Singh (IAS)	
DEE		Sh. Anshaj Singh (IAS)	
Sh. Mukesh Kumar, HCS, Additional Director Admn(MDM) cum Addl. Secretary School Education Department		Sh. Vijay Kumar Yadav, HCS, Joint Director Admn cum Deputy Secretary School Education Department	
Branch Old Name		Branch Old Name	
1. Mid-Day-Meal Branch Budget Estimate, Scheme work, Action Plan SNE, Policies of Mid-Day-Meals.	Mid-Day-Meal	Sh. Sanjeev Kumar, General Manager Sh. Madan Lal, Supdt. Link Supdt. Govt. School Elementary and Vice-versa	1. Administration Elementary Branch Administrative matters of H.Q. distt.
2. TGT-Recruitment and Appointment Branch Requisition and appointment of TGTs, Updating of MIS / HRMS of new appointee TGTs, Rationalization, Transfer, inter district transfer policy of TGT.	HRM-1	Dr. Dilbag Singh, JD Link with Smt. Sunita Devi, JD and vice-versa. Sh. Darshan Lal, Supdt. Link with Supdt. TGT-Promotion and vice versa	2. Establishment of PRT and Guest Teachers (JBT) Branch Deputation of all JBT/PRT to UT and others Countersign of JBT Teaching exp. Certificates Regularizations of JBT DA cut and Time barred cases of all JBT/HT.
3. TGT-Promotion Branch Promotion case of TGT. Updating of MIS / HRMS of Promotee of above subject, Seniority and confirmation of all TGT.	HRM-II	Smt. Sunita Devi, JD Sh. Sandeep Sharma, Supdt Link with Supdt. TGT-Recruitment and Appointment and vice versa	3. Medical Branch Medical Bills of ESHM, TGT, C&V and PRT Monitoring of limited cashless medical facilities to employees.
4. ESHM (Elementary School Head Master) Branch Promotion case of ESHM from the post of all TGT Seniority of ESHM Transfer case of all ESHM	HRM-III	Smt. Vandana Gupta, Dy. Dir Link with Dr. Dilbag Singh, JD Sh. Naresh Chauhan, Supdt with Supdt. Medical	4. PRT/HT - Recruitment, appointment and transfers Branch Requisition & appointment of all PRT Rationalization of PRT/HT Transfer of all PRT/JBT and Primary Head Teachers Framing/amendment of transfer policy of PRT
5. ACP and Guest Teachers, TGT and C&V (C&V) BRANCH ACP case of ESHM/TGT Counter-signed of teachers All matters of Guest Teacher (TGT & C&V) and their establishment.	C and V	Smt. Shakuntla Sindhu, AD Link with Sh. Virender Kumar Godara, AD PS and vice versa Sh. Ashok Kumar, Supdt. Link with Supdt. Disciplinary and vice versa	5. Civil Works Branch Matters relating to Construction/ repair, takeover of buildings, shifting of buildings, offices rent, electrifications and drinking water Purchase of Single Desks. Works related to Revenue and Disaster Management. Mukhya Mantri School Sondariya - Karan Pratsahani/Puruskar/Yojna. (School Beautification).
6. Disciplinary and leaves branch Disciplinary action against all ESHM/TGT/PRT/C&V under Punishment and Appeal Rule and Complaints. CCL of ESHM/TGT/C&V/PRT NOC of Passport/abroad travel permission Any other leaves	New Branch	Smt. Shakuntla Sindhu, AD Link Officer Sh. Virender Kumar Godara AD PS & Vice-versa Smt. Geeta Rani, Supdt. Link with Supdt. ACP and Guest Teachers	6. Budget & Planning Branch Work related to budget of Elementary Education Deptt.
7. Grievances Cell All work relates to CM Window Grievances, CP / GRAMS Grievance/Social Media Grievances. Sugant Sampark. Work relating to Grievances of Employees / Public. All matters relating to teacher union demands	CM Window Cell	Smt. Kanta Devi, AD Link Officer Smt. Sunita Devi, AD Sh. Khushi Ram, Supdt. Link Supdt. CR Section	7. Student Welfare and Scholarship Branch Cash Award Scheme for Scheduled Caste Classes I-VIII, Monthly Stipend to all SC Students in Classes I-VIII, Monthly Stipend to BC-A Students in Classes I-VIII, Monthly Stipend to BPL Students in Classes I-VIII, Rajiv Gandhi Scholarship (EEE) in Classes VI-VIII (One Boy And One Girls), Free cycles to SC/Boys & Girls of Class-6, Book Bank, Middle Schools, Uniform, School bag and stationary grant to students of class 1 to 8.
8. Coordination, Statistics and Legal - Elementary Branch All Vidhan Sabha matters & Achievements, Teachers Union Demands, All meetings, Compilation of work relates to Two or more branches., All work relating to framing of inter district transfer policy CM/EM Announcements, Press Notes, meetings relating to 2 or more branches. Maintenance of database of schools, students and teachers Monitoring of court cases - Compilation of status of pending file/contempt writ and civil suit and court direction	Coordination	Smt. Kanta Devi, AD Link Officer Smt. Vandana Gupta, Dy. Dir. & Vice versa Sh. Bhageshwar, Supdt. Link Supdt. Admn branch DDA - Legal ARO/Stat. Assistant - Statistics works.	8. Govt. School Elementary (Non Civil) Branch Opening/ upgradation of New Primary schools. Maintenance of sanctioned posts register All work relating to SSA Scheme Creation of Additional Posts of all type of teachers and ministerial cadre post up to Middle Level. Re-imbusement of school funds to classes I to VIII under RTE Act. (New Work). All work relating to RTE rules Constitution, Working Awareness, Community Mobilization, and Monitoring of implementation & Safeguard Book bank scheme Fund allocation / organisation/ monitoring and reimbursement of Block and District level school sports
9. Private Elementary Schools Branch Permission for opening / establishment of a new private school Recognition private school NOC for CBSE/CSCE Enrolment of admission under 134 - A and Release of Grant Work pertaining to DIETS	Private School	Sh. Virender Singh Godara, AD Sh. Sunil Lohan, Supdt	9. C.R. SECTION Main receipt & dispatch work, Distribution of Dak among branches, Record keeping
10. RTI Branch All RTI Matters	RTI Branch	Smt. Vandana Gupta, Dy. Dir. Smt. Usha Kumari, Supdt. Link Supdt. CR Section and Vice-versa	10. Pension Branch All retired benefits of the employees working as JBT Teachers/ Head Teachers of Private Aided Schools/ Institutions, All Pension/Family Pension benefits and ex-gratia scheme in respect of JBT, C&V and Master category.
			11. Audit and Accounts Branch. All matters pertaining to audit of Privately Managed Aided Schools Advice on all accounts matters of field staff including HQ staff IPAC/CAG reports and Audit Paras of field offices and HQ.