

Email Directory Secondary Education (HQ)			
S#	Branch	Brief Description of work	E-Mail ID
1	Administration	All establishments of H.Q. staff.	dseadm@gmail.com
2	Accounts	Pay bills, loan/advances matters, License fee, contingency and all account matters of HQ staff, Care Taker and Stationery Assistant. The work of maintenance of vehicles as well as management of drivers of H.Q.	educationharyana123@gmail.com
3	HRG-I	Estb. Matter of Class-I & II except of Headmasters and Lecturers.	dsehr1@gmail.com
4	Coordination	Policy matters, Public Relations, Recruitment Cell, All Misc works, Teachers welfare & Incentives- State/ National and others Awards. Assembly/ Parliament Business, C.M. Announcement/ Vidhan Sabha Assurance, Memorandums/ representations of Teacher Unions, Citizen Charter. Meeting with CM/EM New Rules formation, amendment thereof and equivalency issues.	dseco123@gmail.com
5	HRME	All establishments of Ministerial staff of field offices.	dsehrme@gmail.com hrmebranch@gmail.com
6	Private School (class 9th to 12th)	Permission/ Recognition/Approval of Managing Committees/ NOC of Private Schools, Regulatory Fee Committee and RTE Act matters.	dseps13@gmail.com
7	ICT	I.T, Education, ICT Computer Education & Remedial Coaching.	ictharyana.cpo@gmail.com
8	E-Governance Cell	Supervision of IT staff, Plan & Computerization of the Department and E-Governance, EDUSET related issues	eduhry.itcell@gmail.com
9	PGT-1	All fresh appointments of PGTs in all Subjects ACP cases of PGTs in all subjects. Formation of Service Rules. All establishment work of PGTs/ Lecturers in the following subjects:- Mathematics, Biology,	dsepgt1@gmail.com

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		Chemistry, Physics, Geography and all ACP cases. All writ petitions relating to PGT including defending service rules and qualifications.	
10	PGT-2	Preparation of Seniority, Confirmation in all PM's/ Lecturers. All the establishment work of PGTs/ Lecturers in the following subjects:- English, Hindi, History, Music, Punjabi, Urdu, Public Administration, Sociology, Sanskrit, Home Science, Political Science, Economics, Physical Education, Psychology, Computer Science, Commerce and Fine Arts. Vocational Educational Scheme.	dsehr1123@gmail.com
11	Aided School	All works regarding Govt. Aided Recognized Schools.	aideddse15@gmail.com aideddse@gmail.com
12	Incentive & Scholarship (Exam Branch)	Scholarships & Welfare Schemes relating to SCs/BCs/BPLs/ Grand-Children of Freedom Fighters and all matters relating to Scholarship of other department.	dseexam1@gmail.com eduhry.exam@gmail.com
13	Civil Works & Engineering Wing	Matter relating to Construction/ repair of Govt. School Building, NABARD Project, Separate toilet for Girls. Sansad/Vidhayak Aadrash Gram Yojna etc.	dsework1@gmail.com (Works Branch) eeecellse@gmail.com (Engineering Wing)
14	Utkarsh	Matters regarding UTKARSH Society	rkgarg538@gmail.com
15	HRG-II	All establishment matters of Headmasters/ Headmistresses of Govt. High Schools.	dsehrzii@gmail.com
16	CCA	Sports, Yoga, Moral Education, Area Intensive Programme (IDMI) Madarsa Modernization (SPQFM), matters relating to Minorities/ Linguistic Minorities and Matters relating to NDSI's. Prime Ministers 15 points Programmes.	dseccabbranch@gmail.com edusecondaryhrycca@gmail.com
17	Grievance Cell, CM Window, Harsamadhan,	Work relating to Grievance of Employees/ Public/ Union & Associations.	dsecmwindow@gmail.com

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	CP Gram, Sugam Sampark	Minitoring of schools inspection, teacher evaluation, monthly test, school result, academic improvement work, shikshalok society, teacher diary and shikshasarathi magazine etc.	
18	Inspection Cell, New Projects and Academic Cell	<p>Inspection: Monitoring and strengthening of school inspections, follow-up of reports submitted by the inspecting officers and Teachers' evaluation, Monthly Test, School</p> <p>Results New Education Policy-2015</p> <p>Monthly Assessment Tests. (CCE). Coordination with SCERT & Board of school education, Bhiwani related to academic work. Promotion/ Strengthening of Science Education, establishment of science Museum/ science labs. Bharti Foundation Project. Environment Education/Eco Club NCC & NSS Programme in schools Scouts & Guides Programme. Promotion of Adventure Sports & Adventure Clubs. Financial Literacy Clubs Schools Safety Programme & Disaster management Club. Adolescence Education Programme (AEP)/ Red Ribbion Clubs. British Council Project Legal Literacy Clubs CCRT Culture Club National Balrang Festival Indira Holiday Home Society Child Welfare Council Miscellaneous work Beti Bachao Beti Padoo Citizen Charter</p>	academiccellhry@gmail.com
19	Statistics & Monitoring Branch	<p>Enrolment & Retention, Children Statistic.</p> <p>All Matters relating to Survey, Collection of Statistical Data, Compilation and appraisal, Teachers' statistic.</p>	statbranch123@gmail.com

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S#	Branch	Brief Description of work	E-Mail ID
		Governor Speech. Preparation of Administrative Report.	
20	Literacy Branch	SLMA, Adult Literacy, Shakshar Bharat Mission.	slmahry@gmail.com
21	Secondary Education	Opening of new Schools of all types i.e Govt. Schools, Central, Navodaya/ Kendriya Vidyalayas, Model Schools, Model Sanskriti Schools, Smart Schools, Kisan Model Schools etc. Up-gradation of schools. RMSA Creation/bifurcation/ conversion of posts Introduction of new subjects in Schools. Amendment, up-dation and printing of Education Code-Norms & regulations of up-gradation of schools, Acts & Rules. Rationalization of teaching staff in field institutions All matters relating to Board of School Education, Bhiwani. Sanskriti Schools. Smart Schools. Any other educational matter to be allotted by the Director. Allotment of Science & Commerce Streams in Govt. Schools.	dsesecondarybranch@gmail.com
22	Teacher Education Cell	All matters regarding Teachers Training/In- Service Training, SCERT & DIET. Works relating to Exams (D.Ed./OT/PTI).	dseteachereducationcell@gmail.com tecssharyana@gmail.com
23	Legal Cell	All Court cases- District Courts, High Court and Supreme Court of India.	dselegal@gmail.com

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S#	Branch	Brief Description of work	E-Mail ID
24	Pension-I	Pension/ family pension benefits and ex-gratia schemes in respect of all teaching/ non teaching staff.	pensiongovt001@gmail.com eduhry.pension1@gmail.com
25	Pension-II	All retiral benefits to the employees working in Privately Managed Aided Schools	dsepension2branch@gmail.com
26	Audit & Accounts	Loan & Advances to all employees in the field offices/ schools/ institutions. Purchase, Repair & Maintenance of vehicles of Field offices and material procurement of Dual Desks, sports equipment.	dseauditandloan@gmail.com
27	Budget	Non-Plan Budget, Centrally sponsored scheme & Co-ordination work of plan & Non Plan schemes.	dsebudget@gmail.com
28	Planning	Budget of Plan Schemes and State Share of Centrally sponsored schemes.	dsebudget@gmail.com
29	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.	dseauditcell08@gmail.com