

**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA PANCHKULA****Order No. 12/99-17 Admn. (1)****Dated, Panchkula, the**

In view of the joining/transfer of officers, the work amongst the officers at the Headquarter is hereby re-distributed as under:-

1. Sh. Satinder Siwatch, HCS, Joint Director Admn.-I

(Sh. Anil Nagar, HCS, Joint Director Admn.-II shall look after the work in the absence of Joint Director Admn.-I as per link arrangement)

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

Sr. No.	Branch	Brief Description of work	Branch Supdt./Dy. Supdt. (S/Sh./Smt.)	Branch Officer (S/Sh./Smt.)
1	Information Communication & Technology (ICT)	I.T, Education, ICT, Computer Education & Remedial Coaching	Pankaj Mehta	Parveen Sangwan, Joint Director (IT) Surender Singh, Dy. Director (IT). will submit files to JD-IT.
2	E-Governance Cell	Supervision of IT staff, IT Plan & Computerization of the Dept. All the matter of E-Governance/ MIS, EDUSET related issues and all new Digital/ I.T Initiatives.	Pankaj Mehta	Parveen Sangwan, Joint Director (IT) Surender Singh, Dy. Director (IT). will submit files to JD-IT.
3	HR(HQ.) Accounts & Loan Branch	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.	Shyam Sunder	Ompati, Registrar Education and Monitoring Officer of Limited Cashless Medical Facility of Department & Accounts (Field). She will also work as DDO and look after the work of HRMS Portal as Nodal Officer
4	Coordination-I Transfer policy	1. National/State Award to Teachers. 2. VidhanSabha/LokSabha/RajyaSabha Questions and Assurances 3. Policy matters. 4. Co-ordination Work. 5. Matters relating to HTET/STET. 6. All work related to Transfer policy. 7. All issues relating to Guest Faculty Teachers. 8. Activities/Achievements of the Department. 9. Student Safety Insurance Policy. 10. Annual Contribution to the National Foundation of Teachers Welfare MHRD, Govt. of India. 11. All types of advertisement and payment of advertisement bills. 12. All Court cases relating to Guest Faculty Teachers. All work relating to transfer policy.	Subhash Sinha	Kuldeep Mehta, Assistant Director Parveen Sangwan, Joint



	(MIS based)			Director (IT Edu.) As the transfer concerned with software also so the IT Cell shall provide necessary inputs where so ever required.
5	Co-ordination-II	<ol style="list-style-type: none"> 1. All work relating to Director Public Relations (DPR). 2. C.M. Announcements. 3. Demands/Memorandums/Representations of Teacher Unions. 4. Meeting with CM/EM. 5. Annual Appraisal Performance Report (APAR). 6. All issues relating to Service Rules and amendment in Service Rules. 7. Matters relating to Equivalence of qualification. 8. Citizen Charter. 9. Scheme of 'Support for Professional Education of Children of School Teachers' (CSS). 10. Compensation Scheme. 11. All Court cases relating to Vocational Lecturers/ Instructors and Court cases relating to various branches. 12. Miscellaneous Work 	Subhash Sinha (additional)	Manoj Verma, Assistant Director
6	Literacy Branch	SLMA, Adult Literacy, Shakshar Bharat Mission.	Virender Singh, APM	Nand Kishore Verma, Assistant Director (Academic)
7	PGT-I	All appointments of PGTs, court cases, RTI & CM/PM Window related to appointments, matter of Service Rules and promotion & seniority of PGT's. (only new cases)	Rajesh Chaudhary, ARO (work as Dy. Supdt.)	Sunita Devi, Joint Director. She will submit file to DSE through Joint Director Admn. (concerned)
8	PGT-IV	All establishment cases and court cases of Mathematics, Physics, Chemistry, Biology, Geography subjects and concerned RTI & CM Window. All ACP cases of PGTs.	Mukesh Kumar	Naveen Aggarwal, Assistant Director
9	HRME-I	All Establishment matters of the Ministerial Staff (Field Offices) District - Hisar, Gurugram, Fatehabad, Jind, Ambala, Narnaul, Bhiwani, Rohtak, Karnal, CharkhiDadri and Palwal. Promotion relates to Clerk to Assistant, Statistical Assistant and Assistant to Dy. Supdt. Appointment, Seniority Confirmation. Formulation of New Rules, Amendment thereof and equivalency issues. Creation of post of DEO/DEEO/ Deputy DEO/ BEO and their office staff (Ministerial Staff) concerned District.	Rajeev Jolly	Satya Pal Gehlot, Deputy Director



10	HRME-II	All Establishment matters of the Ministerial Staff (Field Offices) District - Panchkula, Faridabad, Yamunanagar, Sonapat, Kurukshetra, Panipat, Kaithal, Jhajjar, Sirsa, Rewari and Mewat. Promotions relates to Dy. Supdt. to Supdt., Steno Typiest to Junior Scale Steno., Junior Scale Steno. to Senior Scale Steno. and Class-IV to Clerk. Creation of post of DEO/DEEO/ Deputy DEO/ BEO and their office staff (Ministerial Staff) concerned Districts.	Shakuntla Sharma	Narender Kumar, Budget Officer
11	Aarohi Cell	All work related to Aarohi Schools.	Sudhir Kumar, Coordinator	
12	Incentives & 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.	Khayala Dutt	Shashi Budhwar, Assistant Director and she will also exercise the power of DDO of Exam Branch
13	UTKARSH	All work relating to UTKARSH Spociety.	Neeraj Verma, GM (Technical)	Parveen Sangwan, Joint Director (IT) will look after the Technical work of Utkarsh Society. Nand Kishore Verma, Assistant Director (Academic) will look after the Academic work of Utkarsh Society and submit file directly to Secretary & CEO UTKARSH Society and also exercise the DD Powers of UTKARSH Society.
14	Pension-I	Pension/family pension benefits and ex-gratia schemes in respect of all teaching/ non-teaching staff.	Sunil Kumar Kundu	Jai Singh, Assistant Director Yoginder Mohan Katyal, Chief Accounts Officer Senior Accounts Officer
15	Budget & Planning	Non-Plan Budget, Centrally Sponsored Schemes & Co-ordination Work of Plan & Non- Plan Schemes Budget Speech. Budget of Plan Schemes and State Share of Centrally sponsored Schemes.	Ajit Singh	Yoginder Mohan Katyal, Chief Accounts Officer Narender Kumar, Budget Officer
16	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.	SO's	Yoginder Mohan Katyal, Chief Accounts Officer Sr. Accounts Officer Accounts Officer

**2. Sh. Anil Nagar, HCS, Joint Director Admn.-II**

(Sh. Satinder Siwatch, HCS, Joint Director Admn.-I shall look after the work in the absence of Joint Director Admn.-II as per link arrangement)

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

Sr. No.	Branch	Brief Description of work	Branch Supdt./Dy. Supdt. (S/Sh./Smt.)	Branch Officer (S/Sh./Smt.)
1	Administration (H.Q.)	All establishment of H.Q. staff & allotment of works amongst the officers/Branches, establishment matters and posting of Data Entry Operators.	Sukhdev Singh	Shamsher Singh, Assistant Director Admn. and Accounts Branch as Administrative Officer and Nodal Officer of GEM
		The work relating to Class-IV establishment and pay fixation of Headquarter staff.		Ompati, Registrar Education
2	Private School	Regulatory Fee Committee Permission/Recognition/Approval of Managing Committees/ NOC of private Schools and RTE Act matters.	Inder Singh	Shamsher Singh, Assistant Director in addition
3	HRG-I	All establishment Work of Class-I & II (except establishment of Headmasters High Schools)of Field Offices/institutions (Academic). New Rules formation, amendment thereof and equivalency issues.	Prem Kumar	Indira Beniwal, Deputy Director
4	HRG-II	All establishment matters of Headmasters/ Headmistresses of Govt. High Schools. New Rules formation, amendment thereof and equivalency issues.	Ranbir Singh	Vandana Gupta, Deputy Director
5	Aided School	All works regarding Govt. Aided Recognized Schools	Subodh Kumar	Vinod Kumar, Accounts Officer in addition
6	PGT-II	Confirmation in all PGTs/ Lecturers. All the establishment work of PGTs/ Lecturers in the following subjects :- <ul style="list-style-type: none">• Hindi• History• Music• Panjabi• Sociology• Home Science• Economics• Physical Education Including RTI and CM Window cases Vocational Educational Scheme.	Umesh Kumar	Virender Singh Dahiya, Assistant Director. He will also look after the work of Govt. Vehicle
7	PGT-III	All the establishment work of PGTs in the following subjects:- <ul style="list-style-type: none">• English• Psychology• Political Science• Fine Arts• Urdu• Computer Science• Commerce• Sanskrit• Public Administration Including RTI and CM Window cases.	Kamla, RO	Virender Singh Dahiya, Assistant Director



8	Vigilance Wing	Vigilance complaints	Rajiv Jolly (Additional)	Satya Pal Gehlot, Deputy Director Vigilance
9	Civil Works & Engineering Wing.	Matters relating to Construction/Repair of Govt. School Building etc. Nabard project, Separate toilet for Girls. Sansad/Vidhayak Aadrash Gram Yojna. Multi Sectoral Development Programme	Balbir Singh	Kuldeep Singh Rana, XEN (Technical work) Nand Kishore Verma, Assistant Director (Academic) in addition
10	Pension-II	All retiral benefits to the employees working in Privately Managed Aided Schools.	Preet Singh	Jai Singh, Assistant Director Yoginder Mohan Katyal, Chief Accounts Officer Senior Accounts Officer
11	Accounts & Loan (Field)	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. Audit Reports of Field Offices	Shyam Sunder	Yoginder Mohan Katyal, Chief Accounts Officer Shalini Gupta, Assistant Director
12	Academic/ New Projects	<ol style="list-style-type: none"> 1. Inspection:- Monitoring and strengthening of school inspections, follow-up of reports submitted by the inspecting officers and Teachers' evaluation, Monthly Test, School Results New Education Policy-2015. 2. Monthly Assessment Tests. (CCE). 3. Coordination with SCERT & Board of school education, Bhiwani related to academic work. 4. Promotion/Strengthening of Science Education, establishment of science museum/ Inspire scheme/science labs. 5. Bharti Foundation Project. 6. Environment Education/Eco Club 7. Financial Literacy Clubs 8. Schools Safety Programme & Disaster management Club. 9. Adolescence Education Programme (AEP)/ Red Ribbon Clubs. 10. British Council Project. 11. CCRT Culture Club 12. Indira Holiday Home Society. 13. Child Welfare Council. 14. Miscellaneous work. 15. BetiBachaoBetiPadao 16. SwarnJyanti Scheme 17. Promotion of Adventure Sports & Adventure Clubs. 18. NCC & NSS Programme in schools. 19. Scouts & Guides Programme. 20. Legal Literacy Clubs. 21. National Balrang Festival. 	<p>Ram Kumar, Program Officer</p> <p>Parmod Kumar, Program Officer</p> <p>Poonam Sarout, Program Officer</p> <p>Aman Sehrawat, Program Officer</p> <p>Neha Malik, Program Officer</p> <p>Poonam Rani, Program Officer</p> <p>Sumitra, Program Officer</p> <p>Uma, Program Officer</p> <p>Ajay, Program Officer</p>	<p>Nand Kishore Verma, Assistant Director (Academic)</p> <p>Kuldeep Mehta, Assistant Director (Academic)</p> <p>Above both officers will also look after the work of Academic Cell of Elementary Education.</p>



3. Dr. Kiran Mayee, Additional Director (Academic), First Appellate Authority under RTI Act.

(Dr. Kiran Mayee, Additional Director (Academic) will be the Nodal Officer for monitoring and updating all the court cases after liaising with Branch Officers and will put up a fortnightly report to the Director about the matters.)

Sr. No.	Brief Description of work	Branch Supdt./Dy. Supdt. (S/Sh./Smt.)	Branch Officer (S/Sh./Smt.)
1	All appellate work of RTI./ RTI Branch	Daya Chand	Naveen Aggarwal, Assistant Director

4. Vacant

(Sh. Satinder Siwach, Joint Director Admn.-I shall look after the work in the absence of Joint Director as per link arrangement)

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

Sr. No.	Branch	Brief Description of work	Branch Supdt./Dy. Supdt. (S/Sh./Smt.)	Branch Officer (S/Sh./Smt.)
1	Secondary Education	1. Opening of new schools of all types i.e. Govt. Schools. 2. Up-gradation of schools. 3. RMSA 4. Creation/bifurcation/conversion of posts 5. Introduction of new subjects in subjects in schools 6. All establishment matters relating to Board of School Education, Bhiwani. 7. Allotment of Science & Commerce Streams in Govt. Schools. 8. Rationalization of teaching staff in field institutions.	Prem Bagla	Anil Sharma, Consultant (Contractual). He will put up files to Additional Director (Academic)
2	Statistics & Monitoring Branch	Enrolment & Retention, Children Statistic. All Matters relating to Survey, Collection of Statistical Data, Compilation and appraisal, Teachers' statistic. Governor Speech. Preparation of Administrative Report.	Sushil Kumar, ARO. He will also look after the work related to Statistics & Monitoring of Elementary Education Directorate	Kamla, Research Officer
3	CCA	Sports, Yoga, Moral Education, Area Intensive Programme (IDMI) Madarsa Modernization (SPQEM), matters relating to Minorities/Linguistic Minorities and Matters relating to NDSI's & sports equipment's.	Pawna Kumari	Shamsher Singh, Assistant Director Vacant, YSO
4	CR Section	Receipt/Dispatch of Dak and distribution of Local/Government/General etc. & Dak,	Sandeep Sharma	Ompati, Registrar Education



5	Training Management Cell	Training Programmes, Quiz, Seminars and Workshops	Ajay Balhara, Programme Officer	Anil Sharma, Consultant (Contractual). He will put up files to Additional Director (Academic)
6	Teacher Education Cell	All matters regarding Teachers Training/In-Service Training, SCERT & DIET/ BITE and allotment of Budget Plan & Non Plan State side. Central State Share Plan Scheme.	Anil Kumar, Program Officer	Anil Sharma, Consultant (Contractual). He will put up files to Additional Director (Academic)

5. Smt. Urmila Banger, Deputy Director

She shall be the controlling Officer of the following branches:-

Sr. No.	Branch	Brief Description of work	Branch Supdt./Dy. Supdt. (S/Sh./Smt.)
1	Grievances Cell/ SugamSampark/ HARSAMADHAR/CP GRAM	1. CM Window 2. Sugam Sampark 3. Work relating to Grievances of Employees/ Public	Preetima

6. Sh. Gurpal Singh, District Attorney

(Sh. Saleem Hooda, Assistant District Attorney with the consultation of Legal Consultant Sh. Ved Parkash shall look after the work in his absence as per link arrangement)

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

Sr. No.	Branch	Brief Description of work	Branch Supdt./Dy. Supdt. (S/Sh./Smt.)	Branch Officer (S/Sh./Smt.)
1	Legal Cell	The work relating to Legal Cell is given as under:- All the work allotted to other Law Officers will be routed through him. The work relating to SLPs of both the Directorate of Secondary Education and Elementary Education will be look after by D.A. Matters relating to State Litigation Policy. All court cases of Branches of CCA, HRG-II, Teacher Education and Utkarsh		Gurpal Singh, District Attorney.
		All court cases of Branches of Co-ordination, PGT-II, PGT-IV, Administration, Aarohi, Academic and CCA.		Vikash Malik, ADA-I
		All court cases of Branches of Pension-I, Pension-II, HRG-I, HRG-II and Utkarsh		Ved Parkash, Legal Consultant



	All court cases of Branches of HRME-I, HRME-II, PGT-III, Secondary Education, Audit & Accounts and Teacher Education.		Anuj Kumari, ADA-III
	All court cases of Branches of PGT-I, Private School, Aided School, ICT, Literacy and Exam Branch Work has already been allocated to All Law Officers. They will be responsible for their Branches and shall comply all instructions/ observations/directions issued from time to time.		Saleem Hooda, ADA-IV

**J.GANESAN, IAS
DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA**

Endst. No. Even

Dated, Panchkula, the

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

1. Additional Director (Academic)
2. Joint Director Admn.-I
3. Joint Director Admn.-II
4. Chief Accounts Officer O/o DSE Haryana, Panchkula.
5. Senior Accounts Officer O/o DSE Haryana, Panchkula.
6. Accounts Officers O/o DSE Haryana, Panchkula.
7. District Attorney O/o DSE Haryana, Panchkula.
8. Legal Consultant (Contractual) O/o DSE Haryana, Panchkula.
9. All Assistant District Attorneys O/o DSE Haryana, Panchkula.
10. All the concerned Officers/Branch Superintendents/Cell In-charges in the Directorate.
11. Administrative Officer UTKARSH Society DIET Building Sector-2, Panchkula.
12. Sr. Secy./ACSSE.
13. PS/ DSE.
14. PA/DEE.
15. PA/Additional Director (Academic).
16. PA/Joint Director Admn.-I & II
17. IT Cell (HQ).
18. Care Taker O/o Director Secondary Education Haryana, Panchkula.

**(SHAMSHER SINGH)
ASSISTANT DIRECTOR ADMN.
for DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA**