



OFFICE OF DIRECTOR GENERAL SECONDARY EDUCATION HARYANA PANCHKULA

Order No. 12/99-2017 Admn. (1)

Dated, Panchkula, the 22.07.2019

The work of following branches is hereby allotted to the following officers with immediate effect:-

Sr. No.	Branch	Brief Description of work	Branch Officers
1	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.	Sh. Anil Nagar, HCS, Joint Director-I)
2	HRG-II	All establishment matters of Headmasters/ Headmistresses of Govt. High Schools. New Rules formation, amendment thereof and equivalency issues.	-do-
3	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.	-do-
4	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.	-do-



5	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)	Satinder Siwatch, HCS, Joint Director-I
6	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.	-do-
7	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.	-do-
8	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.	-do-



9	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 Club7. Financial Literacy Clubs8. Schools Safety Programme & Disaster management Club.9. Adolescence Education Programme (AEP)/ Red Ribbon Clubs.10. British Council Project.11. CCRT Culture Club12. Indira Holiday Home Society.13. Child Welfare Council.14. Miscellaneous work.15. BetiBachaoBetiPadao16. SwarnJyanti Scheme17. Promotion of Adventure Sports & Adventure Clubs.18. NCC & NSS Programme in schools.19. Scouts & Guides Programme.20. Legal Literacy Clubs.21. National Balrang Festival.	-do-
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DR. RAKESH GUPTA, IAS
DIRECTOR GENERAL SECONDARY EDUCATION
HARYANA PANCHKULA

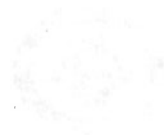
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Dated, Panchkula, the: 23.7.19

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

1. Sh. Satinder Siwatch, HCS, Joint Director-I O/o DGSE Haryana, Panchkula.
2. Sh. Anil Nagar, HCS, Joint Director-II O/o DGSE Haryana, Panchkula.
3. PS/DGSE.
4. PA/Additional Director Admn.-I & II.
5. PA/Joint Director-I & II.
6. PA/Additional Director (Academic).
7. Concerned branch Officers/Superintendents in the Directorate.
8. IT Cell (HQ).


(DALBIR SINGH) 23/7/19.
ASSISTANT DIRECTOR ADMN.
for DIRECTOR GENERAL SECONDARY EDUCATION
HARYANA PANCHKULA



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