

REGD.

No. EDN-H (1) B (15)-3/97-7-Vol.-XI
Directorate of Higher Education
Govt. of Himachal Pradesh

Dated Shimla-171001 the 20th Feb., 2015.

To

All the Deputy Directors of Higher Education
Himachal Pradesh.

Subject: - Quarterly Review Meeting of Deputy Directors of Higher Education on 02nd March, 2015 at 10.00 AM in the Directorate of Higher Education.

Memo:-

The next review meeting of DDHEs will be held in the Directorate of Higher Education on **2nd March, 2015 at 10.00 AM. You are requested to attend the meeting on the schedule date & time.** The status report as on 25.02.2015 in r/o agenda item 1 & 2 may be submitted to the Directorate latest by 28.02.2015 positively:-

Agenda of the Meeting:-

1. **Action Taken Report of the last Deputy Directors meeting held on 30.07.2014 in annotated form.**
2. **Action Plan of Fourth Quarter for the year 2014-15 as per Annexure-A.**
3. **Any other item with the permission of the Chair.**

You are therefore, requested to submit detailed position as on 25.02.2015 in respect of each items and also information/status on each item(s) as required by the Branches(details enclosed as Annexure-B). You are also requested to depute a senior most official of your office to this Directorate on or before 28.02.2015 so that he delivers the requisite information in the concerned Branch(s) to ensure proper coordination.

It must also be ensured that information in respect of each Branch and each item/category is prepared on separate sheet as the same is to be delivered/ dealt in the Branch concerned by different DAs. The information as mentioned above may also be submitted through e-mail to esstt1@rediffmail.com. Any failure in delivering the requisite information in time will be viewed seriously.

The said letter is also available on the department website.



(Shashi Bhushan Sekhri)
Director of Higher Education
Himachal Pradesh

Endst. No.even dated, Shimla-1, the 20th Feb., 2015
Copy to:-

- 1 The Addl. Chief Secretary (Education), Govt. of H.P for information please.
- 2 All Branch Officers in the Directorate of Hr. Education, Shimla-1.
- 3 All Branch Supdts. in the Directorate with the direction to submit ATR on the agenda points as mentioned against Sr. No. 1 to 2 on the performance of all Districts related to branch concerned within two days of the issue of this letter.
- 4 The P.A. to DHE, HP Shimla
- 5 The PA to Addl. Director (Adm), Dte. of Hr. Edu. HP Shimla.
- 6 Incharge Computer Cell with the request to upload the said letter on the departmental website.
- 7 Guard file



Director of Higher Education
Himachal Pradesh

Quarterly Review Meeting of Deputy Directors (HE)

(Refer to last para of Dte. letter No. EDN-H(1)B(15)-3/97)

THE FOLLOWING INFORMATION MAY ALSO BE FURNISHED DIRECTLY TO THE CONCERNED BRANCHES ALONGWITH INFORMATION ON THE AGENDA ITEMS ON OR BEFORE 23.02.2015 THE CONCERNED BRANCHES WILL SUBMIT STATUS REPORT IN THIS REGARD:-

10+2 Branch

1. Information regarding joining of Promoted Headmaster during 2014-15.
2. Register of School-wise & Subject wise enrolment of +1 & +2 Classes should be reach in this Directorate in first week of July every year, but despite of so many reminders many DDHEs don't send the report as desired.

E-I Branch

- 1 Institution wise sanctioned/ filled/vacant posts of clerk /Sr. Assistant/Superintendent G-II in your District be sent. Name of the official appointed/working against filled posts in each institution/offices be also shown. Apart from this, if post of ministerial cadre has not be created/ sanctioned in any institution/office same may be indicated post wise
- 2 Similar information pertaining to LA/Class-IV may be sent separately.
- 3 Information regarding appointment of Clerk on following format be supplied

Format-I

Number of clerk appointed on Regular basis (including Colleges & other institutions)	Number of clerk appointed on Contract basis (including Colleges & other institutions)	Number of clerk appointed on Daily waged basis (including Colleges & other institutions)	Number of clerk appointed out of PTA/SMC Fund (including Colleges & other institutions)
1	2	3	4

Forma-II

<u>Regular peon</u>			<u>PTWC</u>			<u>Daily waged</u>		
Sanctioned	Filled	Vacant	Sanctioned	Filled	Vacant	Sanctioned	Filled	Vacant
1	2	3	4	5	6	7	8	9

Scholarship Branch

- 1 The Budget Demand/Verified list of the students under the "Pre-Matric OBC" Scholarship schemes from Class 1st to 10th was not received till date of the following Districts:
1 Hamirpur, 2) Kullu,3) Mandi, 4) Una and 5) Shimla
- 2 The Revised/Verified list (Hard & Soft Copies) of the Girls Students under the "National Scheme of Incentive to Girls for Secondary Education (NSIGSE) (CSS)" & all scholarship Schemes are pending from all DDHEs.

Planning & Development Branch

- 1 Proposal report for upgradation in r/o Govt. High Schools and Govt. Sr. Sec. Schools.
- 2 Submission of Utilization certificates and beneficiaries in r/o free text books as per prescribed proforma.
- 3 Submission of information in r/o Re-naming of School wherever required.
- 4 Hon'ble C.M. announcement regarding upgradation of Schools.

IT Cell

IT-Education

- 1 School-wise status of Hardware installed in IT-Lab
- 2 School-wise status of IT-Faculties.
- 3 School-wise enrolment of Students opted IT-Education.
- 4 School-wise enrolment of SC Students belonging to BPL families opted IT-Education.

5 Status of Pending Salary of IT-Faculties

6 Consolidated School wise & month wise status of IT-Fee Collection w.e.f. April,2014.

PMIS

1 Status of Verification Officers/Data Entry Operators of PMIS

2 Updation/Data Entry of Sanctioned strength

e-Samadhan

Status of Grievances/Demands

Received

Dispose off

Pendency

Computerization of Dy. Director of Hr. Education

Status of Hardware

Network

HMSWAN Connectivity

Multimedia Computer Centres

Status of Multimedia Centres

AGiSAC-MIS Software

Status of MIS software designed by the AGiSAC

Shala Darpan

Status of data entry work in MIS software designed by MHRD for 628 ICT enabled GSSS.

Bio-Metric

Status of Bio-matric machines installed in Dy. DHE offices/Schools of Concerned district.

General Branch

1 Report on Annual Days celebrations/Prize Distribution function.

2 Board Result of 10th and 12th classes of Five years w.e.f. 2009 till date.

3 Enrolment of students boys and girls from class 9th to 12th.

4 Enrolment of newly upgraded schools in the year 2014-15 constituency wise.

5 Number of Teachers who have obtained training from SCERT.GCTE/CCRT and other training agencies along with feedback report.

6 Information regarding IT/ICT labs with internet facility school wise.

7 Number/Name of Private Schools running in the District, Tehsil wise.

8 Status of School Hostels (functional/non-functional) with enrolment.

ACR Branch

I Submission of ACRs/Completion Certificate of Teaching/ non-teaching staff in the prescribed Proforma for the year 2013-14, is required from the DDHE..

Building Branch

Submission of School wise information on the following proforma by all DDHE in H.P.

Proforma for GHS:-Table-I

Sr, No.	Name of District	Name of School	Total Enrolment		Toilets Available		Additional Requirement if any		Additional Requirement for Staff	
			Boys	Girls	Boys	Girls	Boys	Girls	Male	Female
1	2	3	4	5	6	7	8	9	10	11

Proforma for GSSS:-Table-II

Sr, No.	Name of District	Name of School	Total Enrolment		Toilets Available		Additional Requirement if any		Additional Requirement for Staff	
			Boys	Girls	Boys	Girls	Boys	Girls	Male	Female
1	2	3	4	5	6	7	8	9	10	11

ACTION PLAN ON ESTABLISHMENT MATTERS DDEs OFFICES 2014-2015

Sr No	Activities	First Quarter (April- June)	Second Quarter (July- September)	Third Quarter (October-December)	Fourth Quarter (January – March)
1	Recruitment	<p>(a) Assessment of vacant posts including those falling vacant due to retirement and Promotion in next calendar year of Distt. cadre posts</p> <p>(b) Also of State Cadre posts and submission of the same to the Directorate</p> <p>(c) Submission of Establishment Return of all categories as on 31st March to the Directorate in the month of April.</p>	<p>(a) Requisition to be placed with Recruiting Agency and it is to be initiated at Department level in case of Distt. cadre posts</p> <p>(b) Submission of Establishment Return of all categories as on 30th June to the Directorate in the month of July.</p>	<p>(a) Recruitment process to be completed in case of Distt. cadre posts.</p> <p>(b) Submission of Establishment Return of all categories as on 30th September to the Directorate in the month of October.</p>	<p>(a) Appointment orders to be issued.</p> <p>(b) Submission of Establishment Return of all categories as on 31st December to the Directorate in the month of January.</p>
2	Promotion	<p>(a) Assessment of vacancies to be filled by promotion by holding DPCs including vacancies due to retirement and Promotion in next calendar year of Distt. cadre posts</p> <p>(b) Submission of DPC particulars of those posts which are to be filled by promotion at Directorate level of all categories namely Lects. and ministerial cadre</p>	Collection of particulars documents of Distt. cadre posts	As in 2nd Quarter	Meeting of DPCs & panel is to be prepared for the whole calendar year and order to be issued.
3	Seniority	Collection of particulars of employees appointed in the previous calendar year of	Circulation of tentative list and invitation for objections of distt.	Decision on representations received, if any and initiation	Final list to be issued showing seniority as on

		the Distt. level posts and State cadre posts.	cadre posts by showing the names of the retired and promoted particular cadre	of process of issuing final list of distt. cadre posts.	1st Jan., every year.
4	ACPs/Step-up cases	Holding of DPCs and conveying decision by June every year on the case received in the 4th Quarter of previous financial year of distt. cadre posts.	Inviting cases for ACP/ Step-up which are due by December every year of distt. Cadre posts	Holding DPCs and conveying of decisions by December every year on the cases received in second Quarter of every financial year	Inviting cases for ACP/Step-up, which are due by June every calendar year of Distt. cadre posts.
5	Confirmation	Completion of confirmation process started in last quarter of previous year.	As in 1st Quarter	As in 1st Quarter	Process is to be started and completed every years
6	Pay fixation	Pay fixation cases received in the quarter to be decided in the same quarter itself	As in 1st Quarter	As in 1st Quarter	As in 1st Quarter
7	Departmental Inquiry	Review of inquiries/ departmental proceedings including of retirees on priority and including those referred from Directorate	As in 1st Quarter	As in 1st Quarter	As in 1st Quarter
8	ACRs	Collection of ACRs of non teaching cadre ,their reporting and review, completion of ACR dossiers of non-teaching staff of distt.	-	Collection of ACR of teaching cadre of distt.& State cadres, their reporting & review,	Scrutiny and communication of adverse remarks and

		& State cadre		completion of ACRs dossiers of teaching staff	finalization of representation on adverse remarks of teaching cadre of distt. cadre posts.
9	Issuance of list of retirees for processing the pension cases.	Release of No Objection Certificate, No Demand Certificate in every month of each quarter of distt. cadre posts	Release of No Objection Certificate , No Demand Certificate in every month of each quarter of distt. cadre posts	(i) Release of list of retirees employees in next calendar year. (ii)Release of NOC, NOC in every month of each quarter of distt. cadre (iii) Submission of lists of retiring employees of State cadre posts.	Release of NOC, NOC in every month of each quarter of distt. cadre posts.
10	Updation of Service Book	(i)Yearly service verification of staff of their offices. (ii) Completion of Service Books – all entries falling in quarter to be made of the staff of their offices. iii) Entry in the PMIS software	(i) Credit of leave in Service Books of their staff. (ii)Completion of Service Books – all entries falling in quarter to be made iii) Entry in the PMIS software	(i)Completion of Service Books – all entries falling in quarter to be made of their office. (ii)Scrutiny /Review of service books of staff of their offices iii) Entry in the PMIS software	(i)Credit of leave in Service Books of staff of their office . (ii) Scrutiny /Review of all service books of staff of their offices iii) Entry in the PMIS software

11	Inspections	<p>(i) 20% regular inspection of SSS/GHS in the first quarter and submission of reports on prescribed proforma incorporated in the Education code per month</p> <p>(ii) Submission of the surprise inspections and reports thereof on these inspections and action taken on these inspections carried out every month</p> <p>(ii) Submission of the lists of schools inspected by Principals of their respective complex schools with resume on the action taken on these reports by the concerned DDE.</p>	30% regular inspection	As in 1Ind Quarter	As in 1st Quarter
12	Updation of Roster Registers	Updation of Roster Registers in respect of Distt. cadre posts.	<p>(i) Updation of Roster Registers in respect of Distt. cadre posts and their submission to Directorate for checking by liaison officer.</p> <p>(ii) Review</p>	<p>(i) Updation of Roster Registers in respect of Distt. cadre posts.</p> <p>(ii) Review</p>	As in IIInd Quarter
13	Legislative Matters	(i) Monitor/processing of observations/paras/reports of departmental standing committees as referred by the Directorate.	As in 1st Quarter	As in 1st Quarter	As in 1st Quarter

14	Weeding out of office record as per instructions of Office Manual	(i) Stitching, paging, maintenance of files and classification thereof of their offices. Review of the ATRs regarding weeding out of the office record at the institution level.	As in 1st Quarter of their office.	(i)As in 1st Quarter of their office. (ii)Weeding out of office record of their offices in the month of December	As in 1st Quarter of their office.
15	Inter office Co-Ordination at Distt. level of Heads of Institutions	(a) 1st meeting on 3rd week of June with the heads of the institutions on the agenda items prescribed in the education code and also referred by Directorate including enrolment and poor results . Refer to point 2.35 of the education code and submission of the separate consolidated report on each agenda items to the Directorate in the next meeting of DDEs with Director of Education (b) Meeting with DHE on agenda items given in education code and items referred by Directorate.	(a) 1st meeting of Heads of the institutions. (b) As in first quarter under (b)	(a) As in first quarter under (b) (b) 3rd meeting of Heads of the institutions in the last week of November.	4th meeting of Heads of the institutions

NON ESTABLISHMENT MATTERS for the session 2014-2015

Sr No	Activities	First Quarter (April- June)	Second Quarter (July- September)	Third Quarter (October-December)	Fourth Quarter (January – March)
1	Budget(Plan/ Non-Plan)	<p>(i) Reconciliation of budget (Plan/Non-Plan) of every DDO and submission of GFR Form of every DDO to the Directorate by 25th of next every month.</p> <p>(ii) Estimates of every DDO and consolidated report of Budget estimates of the whole Distt.-DDO wise by June every years to the Directorate.</p> <p>(iii) Submission of final excess & surrender statement of the previous year by 15th April of every year.</p> <p>(iv) Submission of monthly expenditure report under BASP</p>	<p>i) As in 1st quarter under (i)</p> <p>ii) Preparation of excess and surrender statement DDO wise and in consolidated form</p> <p>iii) Request of additional demand from various DDOs</p> <p>iv) As in 1st quarter under (iv)</p>	<p>(i) As in 1st quarter under (i)</p> <p>(ii) As in IInd quarter (ii)&(iii)</p> <p>(iii) As in 1st quarter under (iv)</p>	<p>(i) As in 1st quarter under (i)</p> <p>(ii) As in IInd quarter (ii) & (iii)</p> <p>(iii) As in 1st quarter under (iv)</p>
2	Scheme wise information of all educational institutions in r/o Sr Sec	-	-	-	Submission of list of Sr. Sec Schools in the Plan under various scheme namely OIA, SCP, BASP & DDO codes, Treasury code in numerical order for

	Schools				distribution of Budget (Plan)
3	Write off cases	(i) Finalization of the cases referred to them in the same month of the quarter. (ii) Review of the cases of various institutions at institution level. Forwarding of the write off cases to the Directorate which are beyond their jurisdiction.	As in 1st Quarter	As in 1st Quarter	(i) As in 1st Quarter (ii) Review
4	Time Barred Cases	Submission of time barred cases in the same month of the quarter to the Directorate	As in 1st quarter and review	As in 1st quarter	As in 1st quarter and review
5	GIA	(i) Submission of left out cases of earned grant to the Directorate	-	Collection of data as given in 4th quarter from the schools and processing of the same for submission to the Directorate	Submission of the salary statement, staff statement alongwith UCs of the grants received in previous year.
6	Audit	Collection & submission of report on the status regarding pending/ settled paras in respect of all the field offices under their control to the Directorate	As in 1st quarter	As in 1st quarter	As in 1st quarter and review thereof.

7	Free Hostels -		Submission of lists of Free Hostels with enrolment of students in Free Hostels in the month of July	-	-
8.	School hostels	Enrolment of students in school hostels in the month of June.	-----	-----	-----
9	Administrative Report	Submission of data including promotions/appointments/inspections made during the previous financial year for publication in Administrative report.	-	-	-
10	Opening/ Up gradation of schools	Collection & submission to the Directorate of necessary information from the field functionaries for opening/up gradation of instructions if any received Public/Public representatives and proposal from Distt. Offices, if any.	As in 1st quarter	-	-
11	Monitoring & submission of information of newly upgraded	Monitoring & submission of information as and when required.	As in 1st quarter	As in 1st quarter	As in 1st quarter

	schools in the previous financial year DDO, Treasury Code, Complex Block Tehsils etc.				
12	Supply of Free Text Books	Collection & information free Educational institutions regarding supply of free text book to various categories of students – compilation of data and submission of report to the Directorate	-	-	-
13	Collection of Educational statistics				
	(a) Numerical Statistics	Collection of the prescribed forms from the Directorate and their dispatch to institutions of the Distt.	Collection and scrutiny of information from the institutions and offices of the Distt. on prescribed proforma on or before 30th Sept. every year from the current financial year	Scrutiny and computerization of the data	Submission of computerized data to the Directorate
	(b) Financial	Collection of the prescribed forms from the	Collection & scrutiny of	Scrutiny and	Submission of computerized

	Statistics	Directorate and their dispatch to institutions of the Distt.	information from institutions and offices of the financial statistics of the previous financial year ending 31st march every year on or before 30th Sept.	computerization of the data	data to the Directorate
14	Selected Educational statistics	Collection of the same from the institutions	Submission of consolidated report on selected educational statistics to the Directorate	-	-
15	Fake Certificates	Collection & submission of information of fake certificates to the Directorate	-	As in 1st quarter	-
16	Scholarship	Collection of forms from Directorate and then circulation of application forms of all types of sch. to heads of institutions	Collection filled up forms from Heads of Institutions/ compilation of lists in consolidated forms and submission to the Directorate	Submission of supplementary lists, if any to the Directorate	Distribution of Bank drafts received from Directorate to Heads of institutions.
17	Legal Cases	Monthly report on the status of Legal cases to be submitted to the Directorate on the following:- (i) Number of new cases; (ii) Number of cases in which comments submitted to the Directorate; and (iii) Number of cases pending for sending	As in 1st quarter	As in 1st quarter	As in 1st quarter

		of replies/ comments.			
18	Maintenance & Repair under Head 2059	Compilation & submission to the Directorate of various demands of the Institutions as collected in the 4th quarter of the previous year of Action Plan.	-	-	Collection of demands from Head of Institutions.
19	Construction of buildings Head 4202	Submission of the information collected in the last quarter of the previous financial years regarding the construction of new buildings under Head 4202	-	-	Collection of demands for constructions of new buildings alongwith maps and estimates from the Heads of Institutions.
20	Monitoring of the constructions under Head 4202 by various Govt. executing agencies	Collection of Information on the status of constructions under Head 4202 being undertaken by various Govt. agencies from various Heads of institutions on prescribed proforma developed by Directorate.	Compilation of the same as in 1st quarter and submission to the Directorate.	Review	Review
21	Physical Education (a) Scouts & Guides (b) Sports (c) NCC	(i) Holding of basic Training camps, General information camps, Distt. level Rally; Participation in Regional level Petrol leader canpooree Diwitya & Tritya Sopan Testing Camps , Advance Course for SM/GC (Scout Master/ Group Captain) Rajya Puraskar Testing Camps , First Aid Camps, Re-orientation courses for SM/GC	(i)As in 1st quarter(i) (ii)Review of the various activities of scouts & Guides (iii) Meeting of the State Executive Committee	(i)As in 2nd quarter (i)&(ii) (ii)Flag Day celebration	(i) Finalization of Annual Programmes for scouts & Guides and Adults for the next financial year and submission of the same to the Directorate. (ii)As in 1st quarter(i)

22	Celebration of Annual Day in schools	Collection of information from various Heads of institutions about celebration of Annual Day in Schools	As in 1st quarter	As in 1st quarter	Review and submission of the lists of defaulters and action against the defaulters to the Directorate
23	PTA/SMC	Collection of information regarding constitution of PTA/SMC as per guidelines in Education code from various Heads of Institutions	Monitoring & review	Directions to defaulters for constitution of PTA/SMC	As in IInd quarter and submission of list of schools for default.
24	School Magazines	Collection of information for publication of school Magazine from the concerned Heads of Institutions.	Monitoring & review	Directions to defaulters for publication of school Magazine.	As in IInd and IIIrd Quarter and submission of list of schools for default.
25	Examination Results	Collection of information ending on March every year.	Collection of information after May.	Computerization of collected data.	To be submitted to the Govt. of India & others concerned.
26.	Monitoring of Test Series Scheme for enhancement among aspirant of science	Collection of report of previous month by 15 th every month	As in 1 st Quarter	As in 1 st Quarter	As in 1 st Quarter
27.	Right to Information Act, 2005	i) Annual report of the previous year ii) Quarterly report at the end of the quarter	Quarterly report at the end of the quarter	Quarterly report at the end of the quarter	Quarterly report at the end of the quarter
28.	E-governance (e-salary, PMIS/e-service book, e-	Status of implementation of e-governance.	As in 1st Quarter	As in 1st quarter	As in 1st quarter

	samadhan etc.)				
29.	Submission of information sought by the Directorate	Fortnight review in every month of the quarter of sought information to be submitted to the Directorate	As in 1st Quarter	As in 1st quarter	As in 1st quarter