

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

Dated Shimla-171001 the 18<sup>th</sup> May, 2016.

To

All the Deputy Directors of Higher Education  
Himachal Pradesh.

**Subject: - Quarterly Review Meeting of Deputy Directors of Higher Education on 26<sup>th</sup> May, 2016 at 11.00 AM in the Directorate of Higher Education.**

Memo:-

The meeting of DDHEs will be held in the Directorate of Higher Education on 26<sup>th</sup> May, **2016 at 11.00 AM. You are requested to attend the meeting on the schedule date & time.** The status report as on 15.05.2016 in r/o agenda item attached and ATR of Previous Meeting may be submitted to the Directorate latest by 20.05.2016 positively:-

**Agenda of the Meeting:-**

1. Action Taken Report of the last Deputy Directors meeting held on 12.06.2015 in annotated form.
2. Action Plan of 1<sup>st</sup> Quarter for the year 2016-17 as per Annexure-A.
3. Any other item with the permission of the Chair.

**You are requested to depute a senior most official of your office to this Directorate on or before 20.05.2016** so that he delivers the requisite information in the concerned Branch(s) to ensure proper coordination.

**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.


**Note: - All information mentioned in Annexure-B are submitted before starting of meeting on 26-05-2016.**

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(Dinkar Burathoki)  
Director of Higher Education  
Himachal Pradesh

Endst. No.even dated, Shimla-1, the May, 2016

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.S. 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

**THE FOLLOWING INFORMATION MAY ALSO BE FURNISHED AND  
SUBMIT BEFORE MEETING IN THE MEETING HALL ON 26-05-2016:-**

- 1 Information regarding all newly up-graded Schools District/Constituency wise year wise detail be given where Science & commerce classes have been started.**
- 2 The proposal regarding starting of Music classes in all newly up-graded Schools be submitted.**
- 3 The proposal regarding creation of posts of Superintendent Gr-II and one post of clerk in the newly upgraded Schools.**
- 4 Proposal regarding filling up of vacant post of Supdt. Gr-II, Sr. Asstt. and Class-IV employee in newly opened Colleges by deputing from nearby educational institution where three Ministerial staff are available.**
- 5 Detailed information regarding Pending Audit paras latest position be given.**
- 6 Detailed information regarding Court cases pending in the different Courts.**
- 7 Detailed information regarding Pending Vidhan Sabha Assurances.**
- 8 Detailed information regarding current year Result of Board classes i.e. 10<sup>th</sup> & 10+2.**
- 9 Year wise detail (i.e last four years) of Laptops received/distributed under Rajiv Gandhi Digital Yojana.**
- 10 Detailed information regarding fixation of pay on promotion/ ACPs cases and settlement etc.**
- 11 Detailed information regarding settlement of Pension cases.**
- 12 Submission of latest Establishment check Register of All categories.**

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## Agenda items for the 1<sup>st</sup> quarterly meeting of DDHEs, to be held on 26-05-2016

Sr No	Activities	First Quarter (April- June)
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 31<sup>st</sup> March to the Directorate in the month of April.</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>
3	Seniority	Collection of particulars of employees appointed in the previous calendar year of the Distt. level posts and State cadre posts.
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.
5	Confirmation	Completion of confirmation process started in last quarter of previous year.
6	Pay fixation	Pay fixation cases received in the quarter to be decided in the same quarter itself
7	Departmental Inquiry	Review of inquiries/ departmental proceedings including of retirees on priority and including those referred from Directorate
8	ACRs	Collection of ACRs of non teaching cadre ,their reporting and review, completion of ACR dossiers of non-teaching staff of distt. & State cadre
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
10	Updation of Service Book	<p>(i) Yearly service verification of staff of their offices.</p> <p>(ii) Completion of Service Books – all entries falling in quarter to be made of the staff of their offices.</p> <p>(iii) Entry in the PMIS software</p>
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>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>

12	Updation of Roster Registers	Updation of Roster Registers in respect of Distt. cadre posts.
13	Legislative Matters	(i) Monitor/processing of observations/paras/reports of departmental standing committees as referred by the Directorate.
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.
15	Inter office Co-Ordination at Distt. level of Heads of Institutions	<p>(a) 1st meeting on <b>3rd week of June</b> with the heads of the institutions on the agenda items prescribed in the education code and also referred by Directorate including <b>enrolment and poor results</b>. 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</p> <p>(b) Meeting with DHE on agenda items given in education code and items referred by Directorate.</p>

## NON ESTABLISHMENT MATTERS for the session 2016-2017

Sr No	Activities	First Quarter (April- June)
1	Budget(Plan/ Non-Plan) /Scheme wise information of all educational institutions in r/o Sr Sec Schools	(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. (ii) Estimates of every DDO and consolidated report of Budget estimates of the whole Distt.-DDO wise by June every years to the Directorate. (iii) Submission of final excess & surrender statement of the previous year by 15th April of every year. (iv)Submission of monthly expenditure report under BASP
2	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.
3	Time Barred Cases	Submission of time barred cases in the same month of the quarter. Before Submission of time barred claims to this Directorate is must be verified by the SO of concerned District and all cases be submitted along with from No. 2.25.
4	GIA	(i) Submission of actual budget demand before 15 <sup>th</sup> April every year.
5	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
6	Free Hostels	-
7	School hostels	Enrolment of students in school hostels in the month of June.
8.	Administrative Report	Submission of data including promotions/appointments/inspections made during the previous financial year for publication in Administrative report.
9	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.
10	Monitoring & submission of information of newly upgraded schools in the previous financial year DDO, Treasury Code, Complex Block Tehsils etc.	Monitoring & submission of information as and when required.
11	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
12	Fake Certificates	Collection & submission of information of fake certificates to the Directorate
13	Scholarship	Collection of forms from Directorate and then circulation of application forms of all types of sch. to heads of institutions
14	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 Number of cases pending for sending of replies/ comments.
15	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.

16	Construction of buildings Head 4202	Submission of the information collected in the last quarter of the previous financial years & current financial year regarding the construction of new buildings under Head 4202/completion of toilets/ Rain Harvesting tanks report/settlement of land diversion cases.
17	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.
18	Installation of Fire Extinguisher in Govt. Schools as well as in private schools under their control.	It is mandatory to install the Fire Extinguisher in each school. DDHE required to submit the No. of Schools with and without Fire Extinguisher
19	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
20	Celebration of Annual Day in schools	Collection of information from various Heads of institutions about celebration of Annual Day in Schools
21	PTA/SMC	Actual Budget demand be submitted to this Directorate before 15 <sup>th</sup> April of every years.
22	School Magazines	Collection of information for publication of school Magazine from the concerned Heads of Institutions.
23	Examination Results	Collection of information ending on March every year.
24.	Monitoring of Test Series Scheme for enhancement among aspirant of science	Collection of report of previous month by 15 <sup>th</sup> every month
25.	Right to Information Act, 2005	i) Annual report of the previous year ii) Quarterly report at the end of the quarter
26.	E-governance (e-salary, PMIS/e-service book, e-samadhan/IT Education /Bio-Metric attendance System etc.)	Status of implementation of e-governance/ PMIS /eservice book/E-samadhan/Data collection for IT Education Data collection regarding enabled Bio-Metric attendance System.
27.	Constitution of Sexual Harassment Committees	Forwarding of quarterly report of sexual harassment committee at the end of first quarter.
28.	Submission of information sought by the Directorate	Fortnight review in every month of the quarter of sought information to be submitted to the Directorate

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