

No. EDN-H (1) B (15)-3/97-7-Vol.-XI
Directorate of Higher Education
Govt. of Himachal Pradesh
Dated Shimla-171001

the

7th Dec., 2017.

To

All the Deputy Directors Higher Education/ Inspections
Himachal Pradesh.

Subject: -

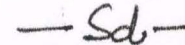
**Quarterly Review Meeting of Deputy Directors Higher Education/ Inspection
on 15th Dec., 2017 at 11.00 AM in the Directorate of Higher Education.**

Memo:-

This is in continuation of this Directorate letter of even number dated 28-10-2017, the next review meeting of DDHEs/ Inspection will be held in the Directorate of Higher Education on 15th December, 2017 at 11.00 AM.

You are therefore, requested to attend the meeting on the schedule date & time. As per fresh agenda item is enclosed herewith.

The said letter is also available on the department website.



(Dr. B.L. Vinta)
Director Higher Education
Himachal Pradesh, Shimla-1

Endst. No. even dated, Shimla-1, the 7th Dec., 2017
Copy for information and further necessary action to:-

1. The Principal Secretary (Education), Govt. of H.P for kind information please.
2. All the Branch Officers Directorate of Hr. Education, Shimla-1 with the direction that to attend the said meeting on the schedule date & time.
3. All Branch Supdts. Directorate of Higher education with the direction that to attend the said meeting as per agenda points.
4. The P.S. to DHE, HP Shimla
5. The PA to Addl. Director (School) / Jt. DHE. (Admin.) / Jt. DHE (School) Dte. of Hr. Edu. HP Shimla.
6. Incharge Computer Cell with the request to upload the said letter on the departmental website.
7. Incharge store Directorate of Higher education with the direction to provide necessary arrangement. i.e. sitting/ Tea Sinks /Lunch for approximately 80 participates & Others on the schedule date & time positively.
8. Guard file



Director Higher Education
Himachal Pradesh

Agenda items for the 3rd quarterly meeting of DDHEs, to be held on

15-12-2017 for the Session 2017-18

ESTABLISHMENT/ NON ESTABLISHMENT MATTERS.

Annexure -A

Sr No	Activities	Third Quarter (October - December)
1	Recruitment	(a) Assessment of vacant posts including those falling vacant due to retirement and Promotion in next calendar year of Distt. cadre posts (b) Also of State Cadre posts and submission of the same to the Directorate (c) Submission of Establishment Return of all categories as on 31 st Mar to the Directorate in the month of April.
2	Promotion	(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 (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
3	Seniority /Confirmation	Collection of particulars of employees appointed in the previous calendar year of the Distt. level posts and State cadre posts/ Completion of confirmation process started in last quarter
4	Inspections	(i) 20% regular inspection of GSSS/GHS in the first quarter and submission of reports on prescribed proforma incorporated in the Education code per month. (ii) Findings of inspection report sent to you from this office but compliance not reported. (iii) Submit Inspection report separately i.e. Higher/ Elementary Education properly.
5	Departmental Inquiry	Review of inquiries/ departmental proceedings including of retirees on priority and including those referred from Directorate
6	ACRs	Collection of ACRs of non teaching cadre, their reporting and review, completion of ACR dossiers of non-teaching staff of distt. & State cadre and teaching Staff also.
7	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 year 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
8	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

	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	Funds allotted to Modal Schools.	Detail of the Modal Schools and expenditure report on funds allotted to said schools.
11	Scholarship	Filling up of all type forms of Scholarship on line as per the direction issued by the Directorate timely.
12	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.
13	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.
14	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.
15	Right to Information Act, 2005	i) Annual report of the previous year ii) Quarterly report at the end of the quarter
16	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.
17	Constitution of Sexual Harassment Committees	Forwarding of quarterly report of sexual harassment committee at the end of first quarter.
18	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