

REGD.

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

Dated Shimla-171001 the

30-01-2017.

To

1. All the Deputy Directors of Higher Education Himachal Pradesh.
2. All Deputy Directors of Inspector Cadre.
3. All District Nodal officers/ANOs IT.



Subject: - Quarterly Review Meeting of Deputy Directors of Higher Education on 08th February, 2017 at 11.00 AM in the Directorate of Higher Education.

Memo:-

It is intimated that the meeting of DDHEs is scheduled to be held on on 8th Feb., 2017 at 11.00 AM in the Directorate of Higher Education, Himachal Pradesh . **Therefore you are requested to attend the meeting on the scheduled date & time.** The ATR of Previous Meeting held on dated 25-10-2016 be submitted to the Directorate latest by 06.02.2017 in complete manner positively . However , agenda of the meeting is as under:-

Agenda of the Meeting:-

1. Action Taken Report of the last Deputy Directors meeting held on 25.10.2016 in annotated form.
2. Agenda/Action Plan of 4th Quarter for the year 2016-17 as per Annexure-A.
3. Any other item with the permission of the Chair. / Information Desired by the concerned branches as per Annexure-B

You are requested to depute a senior most official of your office to deliver the requisite information on or before 06.02.2017 in the concerned Branch(s)of the Directorate of Hr. Education & to ensure proper coordination in the matter .

The information as mentioned above may also be submitted through e-mail to dir.edu@rediffmail.com/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.

(B.L. Vinta)

Director of Higher Education
Himachal Pradesh
January, 2017

Endst. No.even dated, Shimla-1, the
Copy to:-

- 1 The Principal Secretary (Education), Govt. of H.P for information please.
- 2 All Branch Officers/Supdts. Directorate of Hr. Education, Shimla-1 for information and n/a please.
- 3 The P.S. to DHE, HP Shimla
- 4 The PA to Jt. Director (Adm), Dte. of Hr. Edu. HP Shimla.
- 5 Incharge Computer Cell with the request to upload the said letter on the departmental website.
- 6 Guard file

Director of Higher Education
Himachal Pradesh

Agenda Items of the 4th quarterly meeting of DDHEs, to be held on 08-02-2017**ESTABLISHMENT MATTERS**

Sr No	Activities	Fourth Quarter (January – March)
1	Recruitment	(a) Appointment orders to be issued. (b) Submission of Establishment Return of all categories as on 31 st December to the Directorate in the month of January.
2	Promotion	Meeting of DPCs & panel is to be prepared for the whole calendar year and order to be issued.
3	Seniority	Final list to be issued showing seniority as on 1st Jan., every year.
4	ACPs/Step-up cases	Inviting cases for ACP/Step-up, which are due by June every calendar year of Distt. Cadre posts.
5	Confirmation	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
7	Inspections /Departmental Inquiry	(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 (ii) Submission of the surprise inspections and reports thereof on these inspections and action taken on these inspections carried out every month i) 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. Review of inquiries/ departmental proceedings including of retirees on priority and including those referred from Directorate
8	ACRs	Scrutiny and communication of adverse remarks and finalization of representation on adverse remarks of teaching cadre of Distt. cadre posts.
9	Updation of Service Book	(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
10	Legislative Matters	(i) Monitor/processing of observations/paras/reports of departmental standing committees as referred by the Directorate.
11	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.

NON ESTABLISHMENT MATTERS

Sr No	Activities	Fourth Quarter (January – March)
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	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.
3	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
4	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
5	Fake Certificates	Collection & submission of information of fake certificates to the Directorate
6	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.
7	Maintenance & Repair under Head 2059	Collection of demands from Head of Institutions.
8.	Construction of buildings Head 4202	Collection of demands for constructions of new buildings alongwith maps and estimates from the Heads of Institutions.
9	Installation of Fire Extinguisher in Govt. Schools as well as in private schools under their control.	List of Schools to be supplied to DHE with and without Fire Extinguisher.
10	Physical Education (a)Scouts & Guides (b) Sports (c) NCC	(i) Finalization of Annual Programmes for scouts & Guides and Adults for the next financial year and submission of the same to the Directorate.
11	Celebration of Annual Day in schools	Review and submission of the lists of defaulters and action against the defaulters to the Directorate
12	School Magazines	Collection of information for publication of school Magazine from the concerned Heads of Institutions. As in IInd and IIIrd Quarter and submission of list of schools for default.
13	Examination Results	To be submitted to the Govt. of India & others concerned.
14	Right to Information Act, 2005	Quarterly report at the end of the quarter
15	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.
16	Constitution of Sexual Harassment Committees	Constitution of Sexual Harassment Committees in every institution/offices of the District and forwarding of annual report of Sexual Harassment Committee alongwith name & Mobile numbers of Chairperson as well as Members of the committee, at the end of fourth quarter.
17	Submission of information sought by the Directorate	Fortnight review in every month of the quarter of sought information to be submitted to the Directorate

Quarterly Review Meeting of Deputy Directors (HE)

Annexure-B

THE FOLLOWING INFORMATION MAY ALSO BE FURNISHED AND SUBMIT IN THE concerned Branches:-

Establishment-1

- 1 Information of establishment of LA and Class-IV may be supplied as per proforma at Annexure-B-1 to B-4.

General Branch

- 1 Latest Position of Aadhar enrolment.
- 2 Latest Position of Funds lying in the Schools
- 3 Annual report of Sexual Harassment of women for the year 2015-16 only from DDHE, Kinnaur, Kullu and Chamba.
- 4 Status of Inspection report of private schools regarding CWP No-8789 & 8781/2014- Business institute of management Sciences V/S state of H.P and others
- 5 Status of Inspection report regarding issuance of NOC to run the school.

Planning Br.

- 1 Proposal report for up gradation in r/o Govt. High schools and Govt. Sr. Sec. Schools.
- 2 Submission of information in r/o Re-naming of school wherever required.
- 3 All types of Hon'ble C.M announcement.
- 4 Updated Constituency wise list of all Govt. High schools and Govt. Sr. Sec. Schools according to delimitations.
- 5 Category wise beneficiaries of free Uniform of 9th & 10th Class students & +1&+2.

Scholarship Br.

- 1 All Deputy Directors will submit the verified lists of various state & Central Sponsored Scholarship Schemes for the financial year 2016-17.

Physical Education Branch

- 2 Establishment check register on the proforma devised below

Sr. No	District	Constituency	Name of GSSS	Sanctioned Post	Name of DPE Sh/Smt.	D.O.B.	Category
1	2	3	4	5	6	7	8

Direct Recruitment	Date of initial Appointment	Date of Promotion as DPE	Date of Retirement	Edu. /Professional Qualification	Mode of Apptt. Regular/ Contract/ PARA/ PTA/SMC	PMIS No.
9	10	11	12	13	14	15

Inquiry & Inspection Cell

- 1 Quarter wise status of pending inquiry reports & Inspection status of 4th quarter.

ACR Cell

1. The ACRs/ Completion Certificate of teaching / non-teaching category has not been received time to time from the Deputy Directors of Higher Education, and they are directed for sending of ACRs /Completion certificate well in time every year.
2. They are directed to send the ACRs of School Principal, Headmaster / after proper checking of result in Class +2 & 10th & ACRS of Lecturers / other categories of the staff Separate forwarding through proper channel.
3. They are directed to before forwarding the ACRs of all Categories of Staff absolute may be arranged alphabetically, or category wise, Date of Birth, Date of Appointment, Seniority number and Dossier number (if available)
4. They are directed to the ACRs of Contract/PTA/Para teacher/Daily-Wages appointee should not be forwarded to this office:
5. They are directed to filling up the ACR proper Proforma prescribed by the Govt. of Himachal Pradesh to the Principals/ lecturers Schools.
6. The Stamp of the Principal / Headmaster & reporting officer is not marked with proper space in the ACR's form, so they directed to marked stamp & Signature with proper space for future.

IT Cell

- 1 Status of Monitoring & 100% updation of PMIS Data Entry and verification
- 2 List of employees along with PMIS Code, designation, sgender, Phone No., E-mail ID and Date of Birth working in DDHE offices.
- 3 Status of Distribution of Netbooks/ Laptop under Rajiv Gandhi Digital Student Yojna.
- 4 Status of Monitoring of Multi Media Centers.
- 5 Status of Implementation of Aadhar Enabled Bio-Metric Attendance System
- 6 IT-Education
 - a. Consolidated status of IT-Fee collection of the schools
 - b. Consolidated Attendance report of IT Teachers for the month of July to Dec, 2016 as per prescribed Format
 - c. School wise list of IT teachers as per prescribed format
 - d. List of GHS/GSSS with U-dice Code and e-mail ID
 - e. List of schools imparting IT Education along with faculty position IT Teachers/ PGT (IP

Building Branch

- 1 Estimates of RNS works for the year 2016-17.
-

Annexure - B - I

PEON CUM CHOWKIDAR As on 31-01-17																					
District	2013-14						2014-15				2015-16				2016-17						
	Apptt. As Class IV (Peon) on Daily Wage basis on Compassinate Ground	Apptt. As Class-IV (Peon) after Taken Over of Services			Total Regul. of Peon appointed on Compassinate & Taken over basis	Promotion of Peon as LA	Apptt. As Class-IV (Peon) on Daily Wage basis on Compassinate Ground	Apptt. As Class-IV (Peon) after Taken Over of Services		Total Regul. of Peon appointed on Compassinate & Taken over basis	Promotion of Peon as LA	Apptt. As Class-IV (Peon) on Daily Wage basis on Compassinate Ground	Apptt. As Class-IV (Peon) after Taken Over of Services		Total Regul. of Peon appointed on Compassinate & Taken over basis	Promotion of Peon as LA	Apptt. As Class-IV (Peon) on Daily Wage basis on Compassinate Ground	Apptt. As Class-IV (Peon) after Taken Over of Services		Total Regul. of Peon appointed on Compassinate & Taken over basis	Promotion of Peon as LA
		On Daily Wage basis	On Contract basis	On Regular basis				On Daily Wage basis	On Contract basis				On Daily Wage basis	On Contract basis				On Daily Wage basis	On Contract basis		
Bilaspur																					
Chamba																					
Hamirpur																					
Kangra																					
Kinnaur																					
Kullu																					
L&S-Kaza																					
L&S-Keylong																					
Mandi																					
Shimla																					
Sirmour																					
Soian																					
Una																					
Directorate																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Signature of Concerned DDHE with Stamp

Status of PART TIME WATER CARRIER As on 31-01-2017																				
District	2013-14				2014-15				2015-16				2016-17							
	Apptt. As PTWC in Hr. Edu	Total Conversion of PTWC as WC-cum-Peon on Daily Waged		Total Regularisation of WC-cum-Peon as Peon-cum-Chowkidar		Apptt. As PTWC in Hr. Edu	Total Conversion of PTWC as WC-cum-Peon on Daily Waged		Total Regularisation of WC-cum-Peon as Peon-cum-Chowkidar		Apptt. As PTWC in Hr. Edu	Total Conversion of PTWC as WC-cum-Peon on Daily Waged		Total Regularisation of WC-cum-Peon as Peon-cum-Chowkidar		Apptt. As PTWC in Hr. Edu	Total Conversion of PTWC as WC-cum-Peon on Daily Waged		Total Regularisation of WC-cum-Peon as Peon-cum-Chowkidar	
		Hr.	Elem.	Hr.	Elem.		Hr.	Elem.	Hr.	Elem.		Hr.	Elem.	Hr.	Elem.		Hr.	Elem.	Hr.	Elem.
Bilaspur																				
Chamba																				
Hamirpur																				
Kabgra																				
Kinnaur																				
Kullu																				
L&S-Kaza																				
L&S-Keylong																				
Mandi																				
Shimla																				
Simour																				
Solan																				
Una																				
Directorate																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Signature of Concerned DDHE with Stamp

Annexure-B-3

Status of LA & Class-IV as on 31-01-2017																	
District	LA			Peon-cum-Chowkidar						Total Water carrier-cum Peon on DW basis in position		Total PTWC in position in Hr. Edu	Total Part Time Sweeper in position in Hr. Edu	Total Regular Sweeper in position		Total remaining vacant post of PTWC in Hr. Edu	
	Sanct.	Filled	Vacant	Sanct.	Filled	Vacant	Sanct.	Filled	Vacant	Hr.	Elem.			Hr.	Elem.		
				In Hr. Edu.			In Elem. Edu.										
Bilaspur																	
Chamba																	
Hamirpur																	
Kangra																	
Kinnaur																	
Kullu																	
L&S-Kaza																	
L&S-Keylong																	
Mandi																	
Shimla																	
Sirmour																	
Solan																	
Una																	
Directorate	0	0	0														
Total	0	0	0	0	0				0	0	0	0	0	0	0	0	

Signature of Concerned DDHE with Stamp

Annexure-B-4

LABORATORY ATTENDANT as on 31-01-17								
District	2013-14		2014-15		2015-16		2016-17	
	Apptt.	Regul.	Apptt.	Regul.	Apptt.	Regul.	Apptt.	Regul.
Bilaspur								
Chamba								
Hamirpur								
Kangra								
Kinnaur								
Kullu								
L&S-Kaza								
L&S-Keylong								
Mandi								
Shimla								
Sirmour								
Solan								
Una								
Total	0	0	0	0	0	0	0	0

Signature of Concerned DDHE with Stamp