

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

the

शिक्षा निदेशक 27th Oct., 2017.

28 OCT 2017

To

All the Deputy Directors of Higher Education
 Himachal Pradesh.

Subject: - Quarterly Review Meeting of Deputy Directors of Higher Education on 15th Nov., 2017 at 11.00 AM in the Directorate of Higher Education.

Memo:-

The next review meeting of DDHEs will be held in the Directorate of Higher Education on 15th November, 2017 at 11.00 AM. You are requested to attend the meeting on the schedule date & time. The status report showing as on 31.10.2017 in r/o agenda item 1 & 2 may be submitted to the Directorate latest by 06.11.2017 positively:-

Agenda of the Meeting:-

1. Action Taken Report of the last Deputy Directors meeting held on 08.02.2017 in annotated form.
2. Action Plan of Third Quarter for the year 2017 as per Annexure-A.
3. Any other item with the permission of the Chair.

You are therefore, requested to submit detailed position as on 31.10.2017 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 06.11.2017, 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 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.

(Dr. B.L. Vinta)

Director of Higher Education
 Himachal Pradesh
 the 27th Oct., 2017

Endst. No. even dated, Shimla-1,
 Copy for information and further necessary action to:-

1. The Principal Secretary (Education), Govt. of H.P for information please.
2. All the Branch Officers Directorate of Hr. Education, Shimla-1 with the direction that to attend the said meeting.
3. All Branch Supdts. Directorate of Higher education with the direction that to attend the said meeting and 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 (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. Guard file

Director of Higher Education
 Himachal Pradesh

**Agenda items for the 3rd quarterly meeting of DDHEs, to be held on
15-11-2017 for the Session 2017-18**

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 March 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	Collection of particulars of employees appointed in the previous calendar year of the Distt. level posts and State cadre posts.
4	Confirmation	Completion of confirmation process started in last quarter.
5	Pay fixation	Pay fixation cases received in the quarter to be decided in the same quarter itself
6	Departmental Inquiry	Review of inquiries/ departmental proceedings including of retirees on priority and including those referred from Directorate
7	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.
8	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
9	Inspections	(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 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.
10	Updation of Roster Registers	Updation of Roster Registers in respect of Distt. cadre posts.
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.
12	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.

NON ESTABLISHMENT MATTERS for the session 2017-2018

Sr No	Activities	Third Quarter (October - December)
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 th 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	All Information related to Free hostels in the Schools.
7	School hostels	Enrolment of students in school hostels in the month of June.
8	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.
9	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.
10	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
11	Fake Certificates	Collection & submission of information of fake certificates to the Directorate
12	Scholarship	Filling up of all type forms of Scholarship on line as per the direction issued by the Directorate timely.
13	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.

Quarterly Review Meeting of Deputy Directors (HE) on 15/11/2017

THE FOLLOWING INFORMATION MAY ALSO BE FURNISHED AND SUBMIT BEFORE MEETING IN THE MEETING HALL ON 15-11-2017:-

- 1 Information regarding all newly up-graded Schools District/Constituency wise year wise detail be given and where Science & commerce classes have been started.
- 2 Establishment check register in r/o principal School, teaching and non- teaching staff also. And joing of Principal promoted between dated 26-08-2017 to 09-10-2017.
- 3 Register of school wise, Class wise and Subject wise enrollment of +1 & +2 Classis.
- 4 Detailed information regarding Pending Audit paras latest position be given.
- 5 Detailed information regarding Court cases pending in the different Courts.
- 6 Year wise detail (i.e last four years) of Laptops received/distributed under Rajiv Gandhi Digital Yojana.
- 7 Pending Inquiry Reports detail be given.
