

PROCEEDINGS OF THE QUARTERLY REVIEW MEETING OF DEPUTY DIRECTORS OF HIGHER EDUCATION/ DEPUTY DIRECTOR INSPECTION/NO/ANO HELD ON 08-02-2017 UNDER THE CHAIRMANSHIP OF DR. B.L. VINTA, DIRECTOR OF HIGHER EDUCATION, HIMACHAL PRADESH.

At the onset of the meeting Sh. Pankaj Sharma Jt. Director Higher Education (A) welcomed worthy DHE and all the participants from Districts and Directorate of Higher Education in the meeting. In the opening remarks worthy DHE said that of Dy. Directors at district level, are important organ of education department and they play vital roles in implementation & monitoring of Govt. policies & programs. He further said that the department is committed to remove inequalities in education sector by providing well qualified teachers and better infrastructure in Govt. institutions. He further said that with the creation of inspection cell at District level as well as state level will improve the education at the door step schools in every nook and corner of state. All the officer/official posted in the inspection cell must work with missionary zeal to guide and monitor field functionaries and in order to achieve the objective of education department.

The officers/official as shown in Annexure-I were present in the meeting.

The following agenda items were discussed in the meeting:-

(A) Inspection Cadre:-

1. Seating arrangement.

It was apprised in the meeting that although we don't have adequate accommodation in the office of Dy. Directors Higher education in some District still we have to provide accommodation for the inspection cadre in Dy. DHE offices till the Govt. provide the alternate arrangement for inspection cadre. Worthy DHE directed all the Dy. Director of Higher Education to provide 2 separate rooms for inspection cadre by making adjustments in the office and send the compliance report within three days to this office, specifically Dy. DHE Bilaspur and Solan.

Action: - All DDHEs/Building Branch

2. Salary:-

It was discussed in the meeting that process of creation of salary head of inspection cadre is under process and will be notified by the Govt. very shortly. Worthy DHE directed that till the notification, the cases for the drawl of salary of the officer/official posted in inspection cadre cell be sent to this directorate for necessary directions.

Action: - All DDHEs/Budget/E-I Branch

3. Non-Teaching Staff:-

It was apprised in the meeting that non-teaching posts have been created in the inspection cell at District level and state level. Worthy Chairman directed in the meeting that Dy. Director Higher education will send the proposal to depute Senior Assistant and class-IV in inspection cell within one week from o/o Dy. DHE or field institution preferably should send proposal for creation of post of DAs of inspection seats in the office of Dy. DHEs.

Action: - All DDHEs/E-I Branch/Transfer Cell

4. Furniture:-

It was directed in the meeting that proposal for purchasing new furniture be sent to the directorate immediately as per norm and till then Dy. DHEs will provide furniture from their own offices.

Action: - All DDHEs/Budget Branch

5. Computer:-

It was apprised in the meeting that this directorate will provide new Desktop (Computers) & printer as per requirement to the inspection cadre.

Action: - All DDHEs/IT Cell

6. Stationery:-

It was directed in the meeting that budget will be provided to DDHE for purchasing of stationery for inspection cadre very shortly till then DDHE will provide stationery to inspection cadre.

Action: - All DDHEs/Budget Branch

7. Job Profile:-

Job profile of Dy. Director (ins.) & BEEO (Ins.) was circulated to all Dy. Director Inspection. They are directed to start their work immediately as per job profile and format provided for inspection.

Action: - All DDHEs/ E-I Branch

8. Inspection format:-

It was directed in the meeting that inspection format has been revised by the department. The new inspection format was circulated in the meeting. In the new inspection format focus has been made on academic audit. Worthy DHE directed that all the Dy. Director inspection & Principal inspection will fill and send the inspection format as per Job profile.

Action: - All DDHEs/Inquiry & inspection Cell

(B) DY. DHE/NO/ANO REVIEW MEETING

1 Recruitment:-

Worthy Chairman directed in meeting that all the Deputy Directors Higher Education will issue:-

(a) the appointment orders of class-IV and other District cadre post if pending.

(b) will update the establishment check register of all categories along with vacancy position as on 31-01-2017 and send this office within a week.

Action: - All DDHEs/Establishment Branches/Transfer Cell

2 Promotion:-

It was directed in the meeting that tentative penal for the promoting of district cadre post be prepared for whole calendar year and orders be issued time to time. It was appraised in the meeting that penal for the promotion Principals (School) Headmasters, PGTs, Superintendents, Senior Assistants, JLA, LA & class-IV is to prepare for next calendar year. Therefore all the Dy. Director of Higher Education were directed in the meeting to send the DPC particulars of those official who are falling in zone of consideration for promotions within ten days.

Action: - All DDHEs

3. Seniority:-

It was directed in the meeting that final seniority list of all District Cadre posts be updated as on 01-01-2017 and the same be put on departmental website. It was further directed that the particulars of state cadre posts be sent to this Directorate.

Action: All DDHEs

4. ACPs/Step-up Cases:-

Worthy chairman directed all the DDHEs that all the cases of ACPs / Step-up be settled within the quarter in which they are due for district cadre posts and step-up/ACPs cases of state cadre post be sent to this directorate after duly verification. It was directed that all DDHE will direct all field functionaries under their control to send the step-up /ACP cases of all teaching /Non teaching staff well in time i.e. beginning of quarters in which they are due so that they are settled within quarter at the District and State level. It was further directed that all DDHE will send the status of No. of cases due, No. of cases settled, No. of cases pending separately for district cadre and state cadre post within one week to this office.

Action: - All DDHEs

5. Confirmation:-

It was directed in the meeting that all the field functionaries to send the pending confirmation case of all categories of teaching and non-teaching cadre within 15 days.

Action: - All DDHEs/E-I/+2/Phy.Edu. Branch

6. Pay fixation:-

It was apprised in the meeting that pay fixation cases are not sent by the field functionaries with in the quarter in which they are due. Worthy chairman directed all the DDHE to direct all the Head of the institution to send the pay fixation cases well in the quarter in which they are due and be settled in within quarter.

Action: - All DDHEs

7. Inspection/ Departmental inquiries:-

- i) It was apprised in the meeting that all the DDHE will continue to inspect the schools in additions to inspection cadre and were directed to send inspection report as per new inspection format and they were further directed to inspect both academic and non-academic side of the schools.
- ii) It was further directed in the meeting that all pending inquires be completed within a month and status report be sent to this office.

Action: - All DDHEs/Inquiry & inspection cell

8. ACRs:-

It was apprised in the meeting that ACR forms for Principals/ Headmasters & Lecturers/PGTs will be revised for the session 2017-2018 which is under process. Worthy DHEs directed that all DDHEs will send institution wise list of ACRs due & forwarded to this directorate along with the list of defaulters. They were further directed to send the completion certificate within one week this directorate.

Action: - All DDHEs/ACR Branch

9. Updation of Service Book/PMIS:-

- i) It was apprised in the meeting that in most of the district, the PMIS record is not updated and the same is seriously affecting updation of departmental record and transparency viz: - online transfers etc. Worthy Chairman directed in the meeting all the district will ensure that all the PMIS record is updated on or before 1st March. As all the transfers orders will be made available online w.e.f. 1st March, and further directed that action will be taken against the DDHEs/NO/ANO for any pendency after 1st March. It was also directed that direction be given from directorate to all the Head of the institution to up-date the PMIS record.
- ii) It was further directed in the meeting that entries of Leave, service verification etc. be made regularly in the Service Books of all employee in the office of DDHEs and schools.

Action: - All DDHEs/IT /Transfer/Cell/E-I Branch.

10. Legislative matter:-

It was directed in the meeting that all legislative matter be dealt on priority basis.

Action: - All DDHEs

11. Quarterly review meeting with Heads of institutions

It was apprised in the meeting that in some District review meetings with the heads of institutions are not organized regularly. The Chairman directed that all the DDHEs will organize review meeting with the Heads of the institutions quarterly and send the status report to this office.

Action: - All DDHEs

12. Budget:-

It was directed in the meeting that budget allocated to any institution be utilized quarterly. Since this is the last quarter of the financial year therefore expenditure of the budget be made well in time. It was further directed in the meeting that excess and surrender statement be sent to this directorate before 10th of March so that budget can be utilized for other institutions.

Action: - All DDHEs

13. Weeding out of office record / Write off / Time barred cases:-

The Chairman directed in the meeting that office record be maintained properly in the office and in the schools. Record must be well stitched /bind. It was further directed that the process of weeding out of record be initiated as per office manual. The chairman emphasized that efforts should be made to settle the write off cases within same month of the quarter in which received. The cases which are beyond their Jurisdiction be sent to this Directorate within the month. It was further directed that any claim of any official be settled well in time if there is any time barred cases pending in the district, they must be sent to this office within one week after duly verification by the concerned SO (F&A).

Action: - All DDHEs/Budget/E-I Branch

14. Audit:-

It was appraised in the meeting that efforts were made to settle large no of audit paras in the last adhoc committee meeting. It was directed in the meeting that institution/ school wise list of pending audit para be prepared at district level and sent to this directorate within 15 days and efforts must be made to settle the outstanding /pending paras.

Action: - All DDHEs/Budget Branch

15. Supply of free text books

It was appraised in the meeting that efforts has been made by the department to supply the free text books to eligible student on first day of new session. It was directed that all the DDHEs will ensure that no school is without books right from the first day of new session for both winter and summer closing schools.

Action: - All DDHEs/Planning Branch

16. Scholarship

The chairman directed all DDHEs in the meeting that it must be ensured that no eligible student for any scholarship scheme is deprived of scholarship.

Action: - All DDHEs/ Scholarship Branch

17. Legal Cases:-

It was directed in the meeting that Legal matters be dealt on priority basis and monthly report regarding total numbers of cases, Numbers of cases in which comments were sent to Directorate and No. of cases pending for sending comments/replies.

Action: - All DDHEs

18. Construction of buildings Head 4202/ Maintenance & Repair under Head 2059

The Chairman directed in the meeting that the progress of construction school of building be monitored regularly and efforts be made to speed up the construction work and status report be sent to this office. It was further directed that the building Fund/common fool building found be utilized regularly for small repair works such as white washing etc & cases of major repair be sent along with estimates under Maintenance & repair head. It was further directed that pendency list of non started work be supplied to this directorate in which money has been given for construction/ Repair.

Action: - All DDHEs

19. Celebration of Annual Day/School Magazine in Schools:-

It was directed in the meeting that Annual Days be celebrated in every school and all DDHEs will send the school wise list of celebration of annual day along with date of celebration. It was further directed that all schools must publish school magazines annually, if not possible due to shortage of funds it must be published once in two years.

Action: - All DDHEs/ General Branch

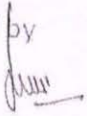
20. Examination Result:-

The Chairman directed all the DDHEs that result must be reviewed at school level first by the school and further analyse at district level and school authorities be directed for appropriate action to improve the result.

Action: - All DDHEs/General Branch

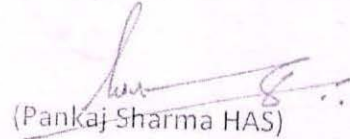
In the closing remarks, Sh. Pankaj Sharma, Joint Director Hr. Education (A) asked all DDHEs to work hard to accomplish the work assigned to them in a time bound manner. He assured that the Department is committed to provide good Education to the students and also to solve the problems faced by the staff and student. The meeting ended with vote of thanks.

Approved by



(Dr. B. L. Vinta)

Director Higher Education
Himachal Pradesh.



(Pankaj Sharma HAS)
Joint Director of Hr. Education (A)
Himachal Pradesh.

Endst. No. EDN-H (1) B (15)-3/97-7-Vol. internal meeting Dated Feb. 2017

Copy for information & necessary action is forwarded to:-

- 1 The Principal Secretary (Edu.) to the Govt. of H.P. Shimla-2
2. All the Branch officers of concerned branches, Directorate of Hr. Edu. H.P.
3. All The Deputy Directorate of Higher Education/Dy. Director inspection cadre with the direction to take prompt & time bound action on all decisions taken in the meeting.
4. PS to Director of Higher Education.
5. Incharge Computer Cell with the request to upload the said letter on the departmental website.
6. Guard file.

शिक्षा निदेशालय उत्तर हि.प्र.

01 MAR 2017

शिमला - 1
Joint Director of Hr. Education (A)
Himachal Pradesh

Attendance chart for the meeting of DDHEs/ DD inspection cadre & Nodal Officer/Asstt. Nodal officer IT to be held on 08-02-2017 at 11:00 AM.

Sr. No.	Name of Officers/Officials	Designation	Office/Branch
1	Sh. Ravi Jamwal	DDHE	Bilaspur
2	Sh. Devinder Pal	DDHE	Chamba
3	Sh. S.D. Sankhyan	DDHE	Hamirpur
4	Sh. Kamal Kishore Gupta	DDHE	Kangra
5	Sh. Mahender Dogra	DDHE	Kinnaur
6	Sh. Ashok Kumar Sharma	DDHE	Mandi
7	Sh. Ramesh Chand	DDHE	Sirmour
8	Smt. Rajeshwari Batta	DDHE	Shimla
9	Sh. Bhup Singh	DDHE	Una
10	Smt. Bimla Parihar	Superintendent Gr—I	o/o DDHE Solan
11	Sh. Yoginder Singh	ANO	o/o DDHE Solan
12	Sh. Hardev Singh	DDHE Inspection	Solan
13	Sh. B.R. Dhiman	DDHE Inspection	L & Spiti
14	Sh. Jala Din	DDHE inspection	Chamba
15	Sh. Krishan Kewal	DDHE Inspection	Kangra
16	Sh. Mohan Lal	DDHE Inspection	Mandi
17	Sh. Kashmir Singh	DDHE inspection	Bilaspur
18	Sh. Kesar Singh	DDHE Inspection	Una
19	Sh. Ajay Patyal	DDHE Inspection	Hamirpur
20	Sh. Sudhakar Sharma	DDHE inspection	Sirmour
21	Sh. Jagdish Kumar Mehta	Superintendent Gr-I	DDO DHE
22	Sh. Surinder Keprate	Superintendent Gr-I	College Branch
23	Sh. Ashok Kumar	Superintendent Gr-I	Scholarship Branch
24	Sh. Nazir Sheikh	Superintendent Gr-I	Establishment Branch
25	Sh. Ravi Shankar	Superintendent Gr-I	Building Branch
26	Sh. Narinder Thakur	Superintendent Gr-II	Plus Two Branch
27	Sh. Chaman Thakur	Superintendent	Legal Cell
28	Sh. Kuljit Singh	Superintendent Gr-II	Planning Branch
29	Sh. Bhag Ram Hota	ADPEO (HQ)	DHE
30	Sh. Raj Kumar Chaudhry	Sr. Assistant	Planning Branch
31	Sh. C.D. Verma	Clerk	IT Cell
32	Sh. Tara Chand Segal	Superintendent Gr-II	IT Cell
33	Sh. S.S. Ranta	Script writer	DHE
34	Sh. Suresh Kumar	ANO	o/o DDHE Bilaspur
35	Sh. Trilok Chand Garg	ANO	o/o DDHE Sirmour
36	Sh. Sanjeev Gupta	Superintendent Gr-I	o/o DDHE Sirmour
37	Sh. Ghanshyam Singh	ANO	o/o DDHE Shimla
38	Sh. Subhash Ranont	ANO	o/o DDHE Kangra
39	Sh. Chander Ban	ANO	o/o DDHE Kangra
40	Sh. Naresh Kumar	ANO	o/o DDHE Una
41	Sh. Khub Singh	ANO	o/o DDHE Kullu

42	Sh. Yogesh Kumar	ANO L & S	o/o DDHE Kullu
43	Sh. K.C. KavI	ANO	o/o DDHE Hamirpur
44	Smt. Ambika Gupta	ANO	o/o DDHE Mandi
45	Sh. Arvind Sharma	ANO	O/o DDHE Chamba
46	Sh. Darshan Singh	Clerk	O/o DDHE Chamba
47	Sh. Nika Ram	Sr. Assistant	ACR Branch
48	Smt. Himachali Sharma	Clerk	ACR
49	Sh. Jasbinder Singh	Superintendent G-II	Library Branch
50	Sh. Lalit Gupta	Superintendent G-II	D/Dispatch Branch
51	Sh. Chaman Lal	Senior Assistant	RTI Cell
52	Sh. Trilok Thakur	Superintendent G-II	Inq. & inspection Cell
53	Smt. Raksha Kaprate	Superintendent G-II	General Branch
54	Smt. Suman Thakur	Senior Assistant	Phy. Education Branch
55	Smt. Shammi Kiran	Clerk	IT Cell
56	Sh. A.R. Sangta	Sr. Assistant	Incharge Store
57	Sh. Shashi Pal	Sr. Assistant	Store
58	Sh. B.S. Jamalra	Sr. Assistant	IT Cell
59	Sh. Pritam Jeet Garg	Superintendent G-II	Statistical Branch
60	Sh. Yoginder Makhaik	DDHE Inspection	Kinnaur
61	Sh. S.R. Thakur	DDHE inspection	
62	Sh. Ashwani Sharma	Superintendent G-II	O/o DDHE Kangra
63	Sh. Daleep Thakur	NSS Co-ordinator	NSS Branch
64	Sh. Sunil Bhabta	Superintendent Gr-II	E-I Branch
65	Sh. Chunni Lal	Senior Assistant	E-I Branch