

PROCEEDINGS OF THE QUARTERLY REVIEW MEETING OF DEPUTY DIRECTORS OF HIGHER EDUCATION HELD ON 12-06-2015 UNDER THE CHAIRMANSHIP OF SH. DINKAR BURATHOKI, DIRECTOR OF HIGHER EDUCATION, HIMACHAL PRADESH.

In the beginning, the Chairman welcomed all the participants from District and Directorate of Higher Education. In the inaugural speech, Chairman shared the view that we should improve our system as we should be committed to take necessary steps to achieve the objectives. Further we have to find out the solutions for the improvement of School and Education Systems and directed all the Dy. Directors to ensure the punctuality and timely disposal of their work.

The officers/officials as shown in Annexure-1 were present in the meeting.

The following agenda items were discussed in detail:-

1 Recruitment:-

Chairman directed that all the Deputy Directors are required to give concrete details w. r. t. Appointments made of District cadre posts timely.

Action: - All DDHEs

2 Promotion:-

It was directed in the meeting that promotion of district cadre posts PTWCs/Daily Wages/Peons/LAs may be done from time to time on priority basis and details of promotions made during the quarter be sent to this directorate on priority basis.

Action: All DDHEs

3. ACPs/ Step-up cases:-

The Chairman directed all the DDHEs that all the cases of ACP (4-9-14) due for the quarter for District Cadre posts must be dealt with in the Quarter and cases pertaining to State Cadre posts must be sent to the Directorate timely.

Action: - All DDHE

4. Inspections:-

It was emphasized in the meeting that efforts be done to inspect every school atleast once a year (by framing inspection teams) and it was apprised in the meeting that inspections are not being carried out as per norms in all district. Inspection reports be sent to this directorate on or before 5th day of next month on revised proforma and efforts must be done to remove short coming pointed out during the inspection.

Action: - All DDHEs / Inspection Branch

5. Departmental Inquiries:-

All the DDHEs were directed that all inquiries assigned to them must be completed in a time bound manner and Inquiry pertaining to a particular case should be assigned to the officer of same cadre and due case be observed while assigning the enquiry. It was further directed that all DDHEs will send the status report of Inquiries pertaining to their district with in next ten days.

Action: - All DDHEs

6. ACRs:-

DDHEs were directed that all reporting officers of their district be apprised about the procedure of writing ACRs to avoid any complications and ACRs with the remarks poor or outstanding must be accompanied by documentary evidence. As per manual, time bound action has to be ensured.

Action: - All DDHEs

7. Updation of Service Book/PMIS:-

It was directed to ensure that service books of all teaching and non-teaching staff be verified half yearly/ yearly. It should also be ensured that e-service books must be maintained and updated time to time and be ensured that entry of relieving or joining must be updated within 15 days of relieving or joining. Complete status report of PMIS pertaining to entire District must be sent to DHE within 10 days.

Action: - All DDHEs/ IT Branch

8. Updation of Roster Registers:-

Chairman directed all the DDHEs to update the roster register up to date pertaining to district cadre posts and send the compliance report.

Action: - All DDHEs/Stat Br.

9. Inter Office Co-ordination at District level of Heads of institution:-

It was directed in the meeting that all the DDHEs will convene the meeting of all Heads of Institution under their control immediately after this meeting to convey the decision taken in this meeting.

Action: - All DDHEs

10. Budget (Plan/Non Plan):-

It was apprised in the meeting that budget under different Heads has been disbursed to districts. Efforts must be made to utilize this budget on priority within 15 days after which it will be withdrawn and given to other Districts.

Action:- All DDHEs

11. Time Barred cases:-

It was directed in the meeting that all the DDOs under their control must be directed to submit their claims within prescribed time period.

Action: - All DDHEs/Building Branch

12. Audit:-

It was apprised in the meeting that maximum audit paras were settled in the Adhoc Committee meeting at State level. All the DDHEs were directed to send school wise, year wise details of pending audit paras to DHE and efforts must be made to settle older audit paras first.

Action: - All DDHEs

13. Opening/upgradation of Schools:-

It was apprised in the meeting that norms for opening & upgradation have been revised and in future, proposal must be sent as per new norms.

Action: - All DDHEs

14. Supply of Free Text Books:-

It was directed in the meeting that timely supply of free text books be ensured to concerned schools and category wise list be sent to this office.

Action: - All DDHEs

15. Collections of Educational Statistics (Numerical/Financial Statistics):-

It was appraised in the meeting that Educational Statistics be collected as per U DISE.

Action: - All DDHEs

16. Fake Certificates:-

The chairman directed that the field functionaries be further directed to ensure the verification of documents of all categories at the time of first appointment, in the departments or on complaint bases.

Action: - All DDHEs

17. Scholarships:-

It was discussed in the meeting that efforts have been made to disburse Scholarship through DBT. It was also appraised in the meeting that the SC/ST and all girls studying in Kasturba Ghandi Hostels are entitled for Fix deposit Scholarship Scheme alongwith regular Scholarship.

Action: - All DDHEs/ Scholarship Branch

18. Legal Cases:-

Chairman directed that legal case must be given Top Priority and directed all the DDHEs to implement court cases pertaining to transfer/after intimating the higher transferring authority/stay. It was also directed that in case of all legal cases pertaining to lower court & District courts, timely reply must be filed and list of all pending cases be sent to this Directorate within next 10 days.

Action: - All DDHEs

19. Maintenance & Repair under Head 2059/Construction of buildings Head 4202:-

It was appraised in the meeting that after a gap of 4&5 years, some budget has been received for the repair & maintenance of School/ building. Therefore, Heads of institution be directed to submit the estimates for repair of school building on need basis. Identification of buildings over 60 years old be made and condition of building with repair/maintenance regard be reported for allocation of budget.

Action: - All DDHEs/Building Branch

20. Celebration of Annual Day in School:-

It was suggested in the meeting that schedule for celebration of annual days be amended. The Chairman directed all the DDHEs to submit the proposal of amendments in the schedule of organizing Annual days so that matter could be taken with Administrative Department. Consolidate list of schools alongwith the date of celebration of AD be supplied to this office within 10 days.

Action: - All DDHEs/General Branch

21. School Magazine:-

It was discussed in the meeting that some schools don't have sufficient funds to publish School Magazine annually, such schools be allowed to publish school magazine in alternate year after satisfying & taking due permission from higher authorities.

Action: - All DDHEs/General Branch

22 Examination Result:-

The Chairman directed in presence of the Additional Chief Secretary Education to the Government of Himachal Pradesh to all the DDHEs to collect the last five years results for the board Classes from all the schools and submit consolidated school wise data to this Directorate within one month for further necessary action in this regard. The Additional Chief Secretary Education discussed with the DDHEs regarding poor result of board classes and directed to all the DDHEs for the next session result of board classes is not less than 50 % those result is less than 50% action will be taken against defaulters accordingly.

Action: - All DDHEs/Inspection /General Branch

23 Right to information Act, 2005:-

All the DDHEs were asked to dispose all the applications under RTI Act, 2005 within stipulated period.

Action: - All DDHEs

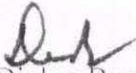
24. NSS Activities / Swachh Bharat Abhiyan

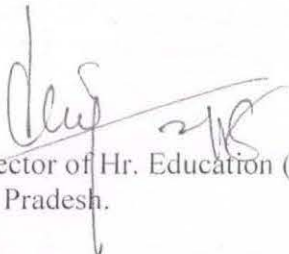
The Chairmen directed all the DDHEs to report regarding NSS i.e. Annual, Half yearly & Quarterly, are submitted to this Directorate timely and as well as the report of Swachh Bharat Abhiyan is submitted to this Directorate on 12th of every month positively.

Action: - All DDHEs/ NSS Cell

In the closing remarks, Sh. Ghanshyam Chand, Addl. Director Hr. Education (Admn.) 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 the meeting ended with vote of thanks.

Approved by


(Sh. Dinkar Burathoki)
Director Higher Education
Himachal Pradesh.


Addl. Director of Hr. Education (A)
Himachal Pradesh.

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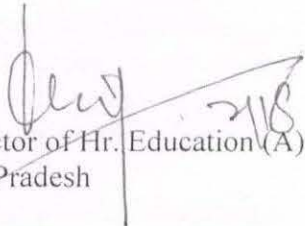
Dated

July, 2015

Copy for information & necessary action is forwarded to:-

1. The Additional Chief 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 Directors of Higher Education of Districts with the direction to take prompt & time bound action on all decisions taken in the meeting and sent action taken report timely to the Directorate.
4. All Branch Superintendents of Directorate of Higher Education with the direction to take prompt & time bound act on on all decisions taken in the meeting
5. PA to Director of Higher Education.
6. Guard file.

7. T.O. Computer Cell to upload in the departmental website.


Addl. Director of Hr. Education (A)
Himachal Pradesh