

PROCEEDINGS OF THE QUARTERLY REVIEW MEETING OF DEPUTY DIRECTORS OF HIGHER EDUCATION HELD ON 25-10-2016 UNDER THE CHAIRMANSHIP OF SH. DINKAR BURATHOKI, DIRECTOR OF HIGHER EDUCATION, HIMACHAL PRADESH.

At the onset of the meeting Sh. M. L. Azad Addl. Director Higher Education (S) welcomed all the participants from Districts and Directorate of Higher Education in the meeting. In the introductory speech Chairman apprised that we are committed to provide quality education in the State and we must work hard to implement the programme and policy of the Government. The Chairman directed in the meeting that DDHEs of the district must ensure his/ her presence in the review meeting otherwise in future action will be taken against defaulter for disobedience. Only under unavoidable circumstances with the prior permission of this Directorate Superintendent Grade I can be deputed in his / her place. The Chairman directed all the Dy. Director Higher Education of District that it must be ensured that registration of new institution for disbursing scholarships be completed before 30th of April and flex board showing latest schemes of scholarships be installed at prominent place in the school for which specimen will be supplied by this directorate on departmental website. The Chairman also apprised in the meeting that action taken reports on previous meeting held on 25-05-2016 were not received from District Sirmour and District Solan in time and directed all the Dy. DHE to submit ATR in time.

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

The following agenda items were discussed in the meeting:-

1 Recruitment:-

Chairman directed all the Deputy Directors Higher Education:-

- (a) To collect information and prepare list of all the resultant vacancies of the district cadre post i.e. vacancy due to promotion or retirement to initiate the process of recruitment for next calendar year.
- (b) To send the list of official due to retire in the next calendar year within 15 days to this directorate.
- (C) To update the Establishment check register of all categories and send updated establishment return to the directorate in every first week of the quarter.

Action: - All DDHEs/Planning/ Establishment Branches

2 Promotion:-

Chairman directed all the Dy. Director of Higher Education that the regularization order of district cadre post be issued within one week as per Government policy. And the promotions of district cadre posts be done in time on priority basis. It was also directed in the meeting that DPC particulars of those posts which are to be filled by promotion at directorate / Govt. Level namely Lecturer / PGTs, Headmaster, Principals and Ministerial Staff be sent to Directorate well in time.

Action: - All DDHEs

3. Pay Fixation:-

The Chairman directed all the DDHEs that all the pay fixation cases be dealt with in same quarter in which they are received for the District cadre posts and duly verified cases of state cadre posts be sent to this directorate within next ten days. It was further directed that all DDHEs must ensure that all cases of pay fixation are submitted by the field officers within quarter in which they are due.

Action: All DDHEs

4. Departmental Inquiries:-

The chairman directed in the meeting that the Inquiry officer who is entrusted inquiry should not be from the same cadre and inquiries must be conducted as per rule. The inquiry officer be apprised about the procedure of inquiry and should be fully conversant with in procedure and CCS rules.

Action: - All DDHEs

5. Updation of Service Book/PMIS:-

It was directed in the meeting that is must be ensured that e-service books of all teaching and Non teaching staff be maintained and updated before 25th November 2016 to ensure and encourage paper less work and further it must be ensured that entry of relieving and joining are being made within 15 days from relieving or joining. Complete status report pertaining to entire district must be sent to this directorate within 15 days.

Action: - All DDHEs

6. Inter office Co-ordination at District level and Heads of Institutions:-

It was appraised in the meeting that in some District review meetings with the heads of institutions are not organized regular basis. The Chairman directed that all the DDHEs will organize review meeting with the Heads of the institutions as per direction of this meeting on agenda items prescribed in education code. It was further directed that proper Co-ordination be maintained with District administration and other departments for effective implementations of various schemes in education department. Further is was directed in the meeting that all DDHEs will send the status report of last two review meeting conducted/Organized in their respective districts.

Action: - All DDHEs/Building Branch

7. Budget:-

It was appraised in the meeting that budget estimates are not received well in time in DHE. Chairman directed that consolidated requirement must be sent to this directorate well in time. It was further directed in the meeting that demand of budget for repair and maintenance of buildings be sent this directorate on need based basis.

Action: - All DDHEs

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

The Chairman directed in the meeting that any article must be declared unserviceable before writing it off. It was further directed that office record must be maintained properly and 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/Time barred cases be sent to this Directorate within the month.

Action: - All DDHEs

9 Audit:-

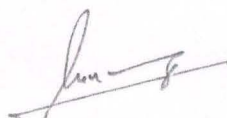
It was appraised in the meeting that efforts were made to settle large no of audit paras in the last adhoc committee meeting. It was further directed in the meeting that efforts must be made to settle the outstanding /pending paras immediately and status report of pending audit paras of the district be sent to this Directorate within 15 days school/office wise.

Action: - All DDHE

10 Opening/up-gradation of Schools:-

It was directed in the meeting that any proposals received from Public or Govt. for the up-gradation or opening of new schools must be supplied along with the relevant data for up-gradation or opening of schools to this office well in time.

Action: - All DDHEs/Planning Branch



11 Supply of free text books

The chairman directed all DDHEs in the meeting that demands of free text books must be collected from all schools well in time and the consolidated list must be sent to this office. Further it was also directed that it must be ensured that all eligible students gets free text books before start of new session.

Action: - All DDHEs/Planning Branch

12 Scholarship

The chairman directed all DDHEs in the meeting that it must be ensured that no eligible students for any scholarship scheme is deprived of scholarship and flex board showing latest schemes of scholarships be installed at prominent place in the school for which specimen will be supplied by this directorate on departmental website.

Action: - All DDHEs/ Scholarship Branch

13 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

14 Construction of buildings Head 4202/ Maintenance & Repair under Head 2059

It was directed in the meeting that cases of major repair of School building be sent to this office under repair and maintenance head and minor repair of school building be done from building fund/common pool building fund /Maintenance grant (SSA/RMSA). It was directed in the meeting that progress of construction work be reviewed and efforts should be made to speed up work and status report be sent to this Directorate.

Action: - All DDHEs

15 Celebration of Annual Day in Schools:-

The Chairman directed all the DDHEs that it must be ensured that every school Celebrate Annual Day and preferably all the Schools must organize Annual function from 14th to 19th November every year and consolidated report be sent to this directorate.

Action: - All DDHEs/ General Branch

16 Right to information Act, 2005:-

All the DDHEs were directed to ensure that all applications are disposed with in stipulated period at school level and district level and send monthly report to this office regularly.

Action: - All DDHEs

17. Bio- Metrics/ E-governance /e-salary /

The Chairman emphasized in the meeting that department is committed to maintain discipline and provide quality education in all the schools. In this regard bio-metrics machine will be installed in all schools in phased manner and directed all DDHEs to monitor the biometric attendance of the school where bio-metrics machine has been installed.

Action: - All DDHEs/IT Branch

18. Distribution of School Uniforms:-

The Chairman directed in the meeting that timely distribution of free uniform must be ensured in school and list of school be sent to this directorate within 7 days where there is shortage / excess of uniforms.

Action: - All DDHEs/Planning Branch

19. Installation of Fire Extinguisher in Govt. Schools as well as in private Schools under their control):-

It was appraised in the meeting that installation of fire Extinguishers are compulsory in G.S.S.S of H.P and all DDHEs were directed to ensure that every GSSS of their district have fire extinguisher installed and be refilled if expired. It was further directed all Heads must select the type of extinguisher as per the requirement of Building i.e. Electric Fire or other fire etc. and status report to this effect be sent to DHE within 15 days

Action: - All DDHEs



20. Examination Result and writing of ACRs:-

The Chairman directed all the DDHEs that result must be reviewed at school level first by the school and further directed to analyze the result of board classes of each School of their district at district level and take necessary steps to improve the result in next examination and further directed to take action as per poor result policy and direction of Govt.

It was further directed in the meeting that result must be checked before forwarding the ACRs to this office. The Chairman also directed in the meeting that ACR form be signed within two months.

Action: - All DDHEs/Inspection /General /ACR Branch

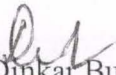
21. Inspection:-

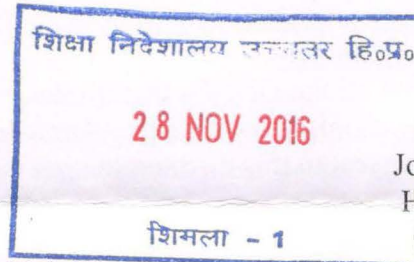
It was apprised in the meeting that inspection will be carried out as per existing practice until inspection cell is made functional. It was further directed that during inspection focus should be on academic audit.

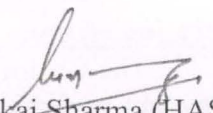
Action: - All DDHEs/Inquiry Inspection Br.

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



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




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

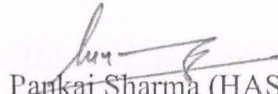
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Dated

 November, 2016

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 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 before 15th Dec. 2016 to the Directorate.
4. All Branch Superintendents of Directorate of Higher Education with the direction to take prompt & time bound action on all decisions taken in the meeting
5. PS to worthy Director of Higher Education.
6. Incharge Computer Cell with the request to upload the said letter on the departmental website.
7. Guard file.


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