

REGD.

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

Dated Shimla-171001 the Feb., 2014. FEB 2014



To

All the Deputy Directors of Higher Education
Himachal Pradesh.

Subject:- Quarterly Review Meeting of Deputy Directors of Higher Education on 7th March, 2014 at 11.00 AM in the Directorate of Higher Education.

Memo:-

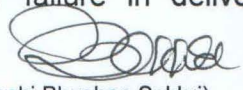
The next review meeting of DDHEs will be held in the Directorate of Higher Education on 7th March, 2014 at 11.00 AM. You are requested to attend the meeting on the schedule date & time. The status report as on 13.08.2013 in r/o agenda item 1 & 2 may be submitted to the Directorate latest by 01.03.2014 positively:-

Agenda of the Meeting:-

1. Action Taken Report of the last Deputy Directors meeting held on 13.08.2013 in annotated form.
2. Action Plan of Fourth Quarter for the year 2013-14 as per Annexure-A.
3. Any other item with the permission of the Chair.

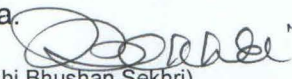
You are therefore, requested to submit detailed position as on 25.02.2014 in respect of each items and also information/status on each item(s) as required by the Branches(details enclosed as Annexure-B). You are also requested to detail a senior most official of your office to this Directorate on or before 01.03.2014 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 esstt1@rediffmail.com. Any failure in delivering the requisite information in time will be viewed seriously.


(Shashi Bhushan Sekhri)
Director of Higher Education
Himachal Pradesh

Endst. No.even dated, Shimla-1, the Feb., 2014
Copy to:-

- 1 The Secretary (HE), Govt. of H.P for information please.
- 2 All Branch Officers in the Directorate of Hr. Education, Shimla-1.
- 3 All Branch Supdts. in the Directorate with the direction to 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/Incharge IT Cell. *Upload the above in the Deptt. Website.*
- 5 The PA to Joint Director (Adm), Dte. of Hr. Edu. HP Shimla.


(Shashi Bhushan Sekhri)
Director of Higher Education
Himachal Pradesh

Quarterly Review Meeting of Deputy Directors (HE)

(Refer to last para of Dte. letter No. EDN-H(1)B(15)-3/97-7-Vol-XI

THE FOLLOWING INFORMATION MAY ALSO BE FURNISHED DIRECTLY TO THE CONCERNED BRANCHES ALONGWITH INFORMATION ON THE AGENDA ITEMS ON OR BEFORE 07.08.2013 THE CONCERNED BRANCHES WILL SUBMIT STATUS REPORT IN THIS REGARD:-

10+2 Branch

1. Estt. Check register of school Lecturer/PGTs.
2. Register of School wise enrolment of +1 & +2 classes and PGT position.
3. Estt. Check register in r/o Principals from all Districts of the Pradesh.
4. Vacancy position in r/o Principals.
5. Detail of Contract Lecturers (school cadre) subject-wise appointed removed & working status.
6. Status of Science & commerce classes (CM annulments/MLA requests i.e.
 - a. Name of GSSS
 - b. No. of Sanctioned posts
 - c. Whether classes of Science & commerce started yes or no.

E-I Branch

- 1 Relieving & joining of newly promoted Sr. Assistant / Superintendent G-II in your District in both Higher/ Elementary side.
- 2 Status of clerk /Sr. Assistant/Superintendent G-II in your District both Higher / Elementary side. (Proforma-I)
- 3 School wise status of class -IV employees. (Proforma-II)

Proforma-I

Sr. No.	Name of School/ office	Sanctioned strength	Vacant	If filled, give name & such official with DOB	Date of joining in the present post	Category
1	2	3	4	5	6	7

Proforma-II

Regular peon			PTWC			Daily waged		
Sanctioned	Filled	Vacant	Sanctioned	Filled	Vacant	Sanctioned	Filled	Vacant
1	2	3	4	5	6	7	8	9

Scholarship Branch

- 1 Scheme-wise list of the verified candidates by DDHEs under the various scholarship schemes (both in Hard & Soft Copy), for the session 2013-14, The DDHEs be requested /directed to supply such "list of the Verified candidates under the national scheme of incentive to girls for secondary education (NSIGSE), for the session 2013-14" on priority basis within a week, as the proposal under this scheme is to be sent to the GOI, based on actual list of Beneficiaries.
- 2 Scheme-wise list of the Eligible Candidates who have not yet applied online under the various scholarship schemes, for the session 2013-14.
- 3 List of institutions in the concerned districts, who have not yet verified/rejected the online applications of the students of their school, along with the details of the measures taken by the concerned DDHEs, to ensure 100% verification by such institutes.
- 4 Scholarship Account Details (Bank Account No., Bank & Branch Name, &IFSC code) of Scholarship bank account of the DDHEs to enable instant online fund transfers under various scholarship Schemes through RTGS/NEFT, if needed.

IT Cell

- 1 month wise Consolidated detail of IT Fee collected from the Students, by the concerned School, on the prescribed format given below:-

Sr. No.	Month	Total Amount	Date of Deposit in the Bank	Name of Bank	Branch Name with address	Transaction Number
1	April to March (month wise)					

Note: - Date of deposit is mandatory field.

- 2 Telephone Number Directory and also email the same in Excel format of email id dir.edu@rediffmail.com.
- 3 Hardware detail of Multi Media Centers.
- 4 Status of ICT Labs.
- 5 School wise status of hardware installed in IT-Labs of GSSS.
- 6 List of GHS and along with E-mail address.

Statistics Branch

- 1 Status of pendency of ES Series from various Districts for the financial year 2011-12 to 2013-14.

Planning & Development Branch

- 1 Updated Constituency wise list of Govt. High Schools and Govt. Sr. Sec. Schools according to delimitations.
- 2 Proposal report for upgradation in r/o Govt. High Schools and Govt. Sr. Sec. Schools.
- 3 Submission of Utilization certificate of amount transferred to DDsHE for IEDSS.
- 4 Category wise beneficiaries of Uniform of 9th & 10th Class students.
- 5 Information in r/o Jawahar Lal Nehru Model Schools as per prescribed proforma.
- 6 Submission of Utilization certificates and beneficiaries in r/o free text books as per prescribed proforma.
- 7 Information in r/o Gender Budgeting as per prescribed proforma.
- 8 Submission of information in r/o Re-naming of School wherever required.