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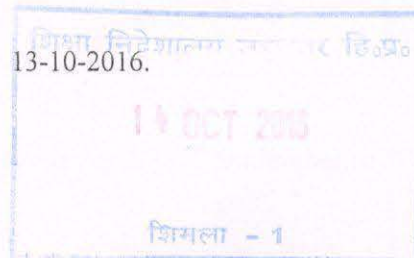
No. EDN-H (1) B (15)-3/97-7-Vol.-XI  
Directorate of Higher Education  
Govt. of Himachal Pradesh

Dated Shimla-171001 the

13-10-2016.

To

All the Deputy Directors of Higher Education  
Himachal Pradesh.



Subject: -

**Quarterly Review Meeting of Deputy Directors of Higher Education on 25<sup>th</sup> October, 2016 at 11.00 AM in the Directorate of Higher Education.**

Memo:-

The meeting of DDHEs will be held in the Directorate of Higher Education on 25<sup>th</sup> Oct., **2016 at 11.00 AM. You are requested to attend the meeting on the schedule date & time.** Latest status report in r/o agenda item attached and ATR of Previous Meeting held on dated 12-06-2016 may be submitted to the Directorate latest by 20.10.2016 positively:-

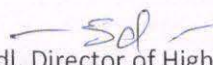
Agenda of the Meeting:-

1. Action Taken Report of the last Deputy Directors meeting held on 12.06.2016 in annotated form.
2. Agenda/Action Plan of 3<sup>rd</sup> Quarter for the year 2016-17 as per Annexure-A.
3. Any other item with the permission of the Chair. / Information Desired by the concerned branches as per Annexure-B

You are requested to depute a senior most official of your office to this Directorate on or before 20.10.2016 so that he delivers the requisite information in the concerned Branch(s) to ensure proper coordination.

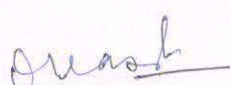
The information as mentioned above may also be submitted through e-mail to [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com)/[esstt1@rediffmail.com](mailto:esstt1@rediffmail.com). Any failure in delivering the requisite information in time will be viewed seriously.

The said letter is also available on the department website.

  
Addl. Director of Higher Education(S)  
Himachal Pradesh  
October, 2016

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

- 1 The Principal Secretary (Education), Govt. of H.P for information please.
- 2 All Branch Officers/Supdts. Directorate of Hr. Education, Shimla-1 for information and n/a please.
- 3 The P.S. to DHE, HP Shimla
- 4 The PA to Jt. Director (Adm), Dte. of Hr. Edu. HP Shimla.
- 5 Incharge Computer Cell with the request to upload the said letter on the departmental website.
- 6 Guard file

  
Addl. Director of Higher Education(S)  
Himachal Pradesh

Annexure-A

Agenda items for the 3<sup>rd</sup> quarterly meeting of DDHEs, to be held on 25-10-2016

Sr No	Activities	First Quarter (October- December)
1	Recruitment	(a) Recruitment process to be completed in case of Distt. cadre posts.  (b) Submission of Establishment Return of all categories as on 30 <sup>th</sup> September to the Directorate in the month of October.
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	Pay fixation	Pay fixation cases received in the quarter to be decided in the same quarter itself
4	Departmental Inquiry /Inspections	1)Review of inquiries/ departmental proceedings including of retirees on priority and including those referred from Directorate  2) 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.
5	Updation of governance (e-salary, PMIS/e-service book, e-samadhan/IT Education /Bio-Metric attendance System etc.)	Status of implementation of e-governance/ PMIS /eservice book/E-samadhan/Data collection for IT Education Data collection regarding enabled Bio-Metric attendance System
6	Inter office Co-Ordination at Distt. level of Heads of Institutions	(a) 1st meeting on <b>3rd week of June</b> with the heads of the institutions on the agenda items prescribed in the education code and also referred by Directorate including <b>enrolment and poor results</b> . 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) ) IIIrd meeting of Heads of the institutions in the last week of November.

## NON ESTABLISHMENT MATTERS for the session 2016-2017

Sr No	Activities	First 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	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.
3	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
4	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.
5	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
6	Fake Certificates	Collection & submission of information of fake certificates to the Directorate
7	Scholarship	Collection of forms from Directorate and then circulation of application forms of all types of sch. to heads of institutions
8.	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.
9	Construction of buildings Head 4202/ Maintenance & Repair under Head 2059	Submission of the information collected in the last quarter of the previous financial years & current financial year regarding the construction of new buildings under Head 2059/4202/completion of toilets/ Rain Harvesting tanks report/settlement of land diversion cases.
10	Celebration of Annual Day in schools	Collection of information from various Heads of institutions about celebration of Annual Day in Schools
11	Right to Information Act, 2005	i) Annual report of the previous year  ii) Quarterly report at the end of the quarter
12	E-governance (e-salary, PMIS/e-service book, e-samadhan/IT Education /Bio-Metric attendance System etc.)	Status of implementation of e-governance/ PMIS /eservice book/E-samadhan/Data collection for IT Education Data collection regarding enabled Bio-Metric attendance System.
13	Annual Exams. Result of matric 12 <sup>th</sup> & writing of ACRs	Status
14	Distribution of School uniforms & Free text books	Status

**THE FOLLOWING INFORMATION MAY ALSO BE FURNISHED AND SUBMIT IN THE concerned Branches:-**

**Planning Br.**

- 1 Proposal report for up gradation in r/o Govt. High schools and Govt. Sr. Sec. Schools.
- 2 Submission of information in r/o Re-naming of school wherever required.
- 3 All types of Hon'ble C.M announcement.
- 4 Updated Constituency wise list of all Govt. High schools and Govt. Sr. Sec. Schools according to delimitations.
- 5 Category wise beneficiaries of free Uniform of 9<sup>th</sup> & 10<sup>th</sup> Class students & +1&+2.

**Scholarship Br.**

- 6 All Deputy Directors will submit the verified lists of various state & Central Sponsored Scholarship Schemes, run by this Directorate, within a stipulated time period with accurate and correct verified data of the students who are studies in institutions.
- 7 All Deputy Directors will submit the verified lists under the *Pre-Matric Scholarship Scheme belonging to SC Students* on special format which is available on HP ePass Portal (in downloads menu option) sp that, the data will be uploaded on the GOI CPSMS Portal.
- 8 All Deputy Directors ensure and represent to this Directorate that how many students were left out to apply online under the various Meritorious Scholarship Schemes for the year 2016-17.

**Plus Two Branch.**

- 9 All the DDHEs are required to send the Establish Check Register and updated vacancies in r/o Principal (Schools).
- 10 Register of school-wise, class-wise & subjectwise enrolment of +1 &+2 classes and PGT in position should reach in this Directorate in first week of July every year, but despite of so many reminders many DDHEs don't send the report as desired. Establishment register have been received from Una, Chamba, Kinnaur, Kangra and Kull only.
- 11 Updated joining report in r/o newly promoted Headmasters on 21-06-2016 & 19-09-2016 should be sent to this Directorate.
- 12 Latest position in r/o SMC & PTA should be sent to this Directorate.

**Physical Education Branch**

- 13 Establishment check register on the proforma devised belod

Sr. No	District	Constituency	Name of GSSS	Sanctioned Post	Name of Sh/Smt.	DPE	D.O.B.	Category
1	2	3	4	5	6		7	8

Direct Recruitment	Date of initial Appointment	Date of Promotion as DPE	Date of Retirement	Edu./ Professional Qualification	Mode of Apptt. Regular/ Contract/ PARA/ PTA/SMC	PMIS No.
9	10	11	12	13	14	15