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No. EDN-A-Kha (1)-5/2021
Government of Himachal Pradesh
Department of Higher Education

From

The Secretary (Education) to the
Government of Himachal Pradesh

To

The Director of Higher Education,
Himachal Pradesh, Shimla-01.

Dated; Shimla -171002. the 19th August, 2024

Subject: Regarding Job Role of Superintendent Grade-I college and delegating
DDO Powers.

Sir,

I am directed to refer your letter No. EDN(H)-(1)A(1)/2008-Creation dated 16th February, 2023 on the subject cited above and to say that the matter has been examined and after approval of the competent authority, it has been decided to delegate the DDO powers to Superintendent Grade-1 in Government College(s), where the post of Superintendent Grade-1, sanctioned and also specified the Job Role of Superintendent Grade-1 in following manner:-

1. Marking of DAK, bring important communications immediately in the knowledge of College Principal and ensure timelines for disposal of matters as per office manual, keep a note on important receipt from the Government/ DHE/ UGC/ University and other quarter concerned.
2. To ensure that the charge is handed over and taken over properly upon transfer/ superannuation, etc. of officers and officials at all levels.
3. To ensure Annual verification of stock under the direction of Head of Institutions.
4. Settlement of all the audit paras of AG Audit and Local Audit.
5. To himself deal on relevant files, secret, confidential, urgent or complex receipts retained by him.
6. To see that the concerned dealing hands collect, compile and keep updated, date/ information relating to the establishment, enrolment, budget, expenditure, college funds collection and expenditure.
7. To supervise the proper maintenance of fee and fund register.
8. Timely submission of Budget proposal and supervise Cash Book Maintenance.

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9. To maintain service book both in hard and soft form by himself or with the assistance of Superintendent Grade-II.
10. To ensure timely deposition of fees in Govt. Accounts.
11. Timely disposal of TA/DA/Medical Bills of employees of the establishment.
12. Timely submission of pension cases.
13. To supervise the conservation of water, electricity and optimum use of physical resources of college.
14. To ensure that all electronic items of Office/ institution including Biometric attendance systems, CCTV Cameras and other equipment are functional and optimally utilized.
15. Report encroachment of College Land, if any, to the Head of Institution and take remedial measure under the direction of Head of Institution.
16. To perform all the responsibility as directed by the Head of Institution during vacations.
17. To supervise the proper upkeep of Government Accommodation/ Students Hostel if remain unutilized for short periods for any reason.
18. To supervise IT return is timely filed.
19. Action taken on Audit paras received from AGHP, LAD and CA wherever required.
20. To mentor and guide the staff working under him and to point out their short comings and deficiencies if any for remedial action. Arrange capacity building programmers for office staff in consultation with Head of institution.
21. To ensure timely submission of ACRs, Establishment Returns, Inquiry Reports etc.
22. To ensure timely submission of RTIs being an Assistant PIO of the College.
23. To ensure timely submission of information desired by higher authorities and other quarters.
24. All the data on different portals/ website updated regularly.
25. To ensure that incharge of different committees deposit all the record in college office before their relieving to join in other institution on transfer or otherwise.
26. To facilitate NAAC accreditation/ institutional ranking process in his official capacity.
27. To actively contribute in different committees constituted by Head of institution as a convener/ member.
28. Actively contribute in organisation/ promotion of co-curricular and extra curricular activities of the institutions.
29. To ensure timely submission of utilization certificate of grants received from different quarters.

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30. To facilitate student admission/ registration/ university examination/ midterm examination/ institutional affiliation/ scholarship etc. as per role assigned by Head of institution.
31. To supervise college store.
32. To pay surprise visits in odd hours to monitor the duties of chowkidar of the institution and submit the report to the Head of Institutions.

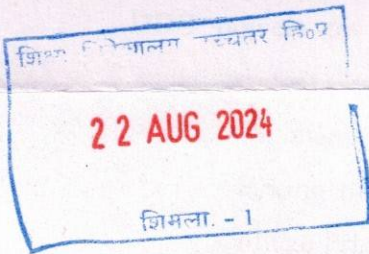
Note:- The Superintendent Grade-1 will ensure that all the above works will be disposed off after obtaining the approval of Principal College. He will work under overall control & supervision of Principal.

(Nishant Thakur)
Addl. Secretary (Education) to the
Government of Himachal Pradesh.

Endst. As above Dated: Shimla- 171 002, the 19th August, 2024
Copy for information and further necessary action to following:

1. The Director of Elementary Education, Himachal Pradesh, Shimla-1.
2. The Accountant General, Himachal Pradesh, Shimla-3.
3. All Principal Govt. College (s).

(Nishant Thakur)
Addl. Secretary (Education) to the
Government of Himachal Pradesh



Directorate of Hr. Education
Himachal Pradesh

Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla - 171001 the
Copy for information and further necessary action is forwarded to :-

1. The Secretary (Education) to the Govt. of H.P. w.r.t. his Letter No. EDN-A-Kha(1)-5/2021 dated 20th August, 2021
2. The Director of Elementary Education Himachal Pradesh Shimla-1.
3. The District Capital Treasury officer Shimla-2
4. All the District Treasury officers/Sub. Treasury officers in Himachal Pradesh..
5. The Additional Director of Hr. Education (Adm.)/ADHE (C), H.P.
6. The Joint Director of Hr. Education, C-I/ C-II, H.P.
7. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
8. The OSD(C)/ OSD(Skt.) Directorate of Hr. Education, H.P.
9. All the Principals of Govt. Degree Colleges /Skt. Colleges in the H.P.
10. All Deputy Directors/ Assistant Directors, Dte. of Hr. Education, H.P.
11. All the Deputy Directors of Hr. Education, H.P.
12. The Group Commander, GP HQ, Shimla -4.
13. The Chief Librarian, Center State Library Solan.
14. All the District libraries in the H.P.
15. All the NCC units in the Pradesh.
16. The PS to the Director of Higher Education, H.P.
17. The Technical Officer, Dte. of Hr. Education, H.P.
18. All the Superintendents in the Directorate of Hr. Education, H.P.
19. Guard File.

Director of Hr. Education
Himachal Pradesh