

No. EDN-HE(1)-B(15)-3/97-7-DDHEs Meeting
Directorate of Higher Education
Himachal Pradesh

To Dated : Shimla-171001


14th Feb., 2023

All the DDHEs/DDHEs (Inspection)
Himachal Pradesh

Subject:- Regarding meeting with DDHEs.

Memo;


With reference to the subject cited above, it is informed that a meeting of Deputy Directors/ Deputy Directors (Inspection) is scheduled to be held on 16.02.2023 at 10:30AM in this Directorate under the Chairmanship of the Director Hr. Education HP. Therefore, all are directed to ensure their presence in person in the meeting on above scheduled date & time. The agenda items of the meeting are enclosed herewith. Hence, the reply of the agenda item should be submitted as Hard Copy and soft copy on the said meeting.


Addl. Director Hr. Education (Admn.)
Himachal Pradesh

Endst. even No. Dated: Shimla-171001/14/02/2023

Copy forwarded to:-

1. All the Branch Officers with the direction to ensure their presence in above said meeting on mentioned date & time.
2. Script Writer with the direction to note the proceeding of above said meeting.
3. Supdt. Store Branch with the direction to manage the seating & other (Tea & Lunch) arrangements on above mentioned date.
4. T.O. I.T. Cell (Int.) with the direction to upload the letter on departmental website.
5. Guard file.


Addl. Director Hr. Education (Admn.)
Himachal Pradesh

Agenda points for the meeting

E-I

1. Status of LA to be promoted from Peon. (Approx.204 in number) Distt Kangra, Shimla, Bilaspur, Kullu & Mandi having more than 24 cases(List uploaded on e-mail) (Action thereof)
2. Detail of Compassionate cases of Class-III & Class-IV eligible as per Govt. Instruction dt. 22.08.2022 will be reviewed in the meeting. (Action thereof)
3. Pending reply of Court Cases (Sirmour, Kullu, Solan & Kangra) (List uploaded on e-mail)(Action thereof)
4. Detail of no. of officials eligible for the regularization of daily wagers.(Action thereof)

Planning & Development Branch

1. Status of functional GHS & GSSS as per the performa (Upload on e-mail)
2. Utilization certificates in r/o Atal School Vardi Yojna for the Academic Session 2021-22
3. Latest status in r/o opening of new Kendriya Vidyalayas as per the performa (Upload on e-mail)
4. School-wise information required for GIS mapping in r/o all functional GHSs and GSSSs. Proforma has already been sent to all the DDHEs through e-mail I.D. plandev@rediffmail.com on 01-02-2023 at 18:00 PM and on 02-02-2023 at 10:45 AM.

Plus Two Branch

1. Regarding Biometric updation of Aadhar of student of Govt High School and GSSS

Sr. No.	Name of District	Name of School GHS/GSSS	Name of Principal/Headmaster	Mobile No. of Principal/HM

Transfer Cell

1. Subject wise/Category wise establishment (soft copy) only on excel sheet be proposed by showing position as on 31.01.2023
2. Vacancy position of all categories be provided as on 31.01.2023 on the following proforma:-

Sr. No	Category	Vacancies of soft Area	Vacancies of hard/Tribal Area	Total Vacancy

Budget & Accounts Branch

1. Delay in submission of audit replies and treated the same in very casual manners
2. Information pending regarding long outstanding Audit Paras since 1964-65 to 1989-90
3. Nil presence of DDO(s) & their representative from Distt. Mandi & Distt Lahaul & Spiti during last Adhoc Committee Meeting held on 11-12 Oct.,2022
4. Ensure to depute competent Officers/Officials to attend the Adhoc Committee Meeting alongwith brief facts and information of related audit paras in future
5. Expenditure under Utkrisht Vidyalaya Yojna 2022-23
6. Utilization of funds allocated to DDOs including demand no. 19 Retiree MR.

RTI Cell

1. Status of RTI applications received through online/offline RTI Portal/Disposed off/Pending w.e.f. April 2022 onwards.
2. Status of RTI Appeals received through online/offline RTI Portal/Disposed off/Pending w.e.f. April 2022 onwards.
3. Issues regarding online RTI Portal/User IDs/Passwords in r/o PIOs under the control of DDHEs of the concerned District.
4. Annual Report of RTI for the year 2022-23 i.e. 1st April, 2022 to 31st March, 2023 be submitted by 30th April, 2023.
5. RTI appeals has not attended by the PIO-cum-DDHEs before the First Appellate Authority, DHE Shimla

NSS Branch

1. All the Dy. Director Higher Education will ensure that the Principal having NSS units to open Zero balance Subsidiary accounts in the State Bank of India immediately so that mapping of the school with Directorate level could be done for the release of 75% Grant to the schools.
2. All the Dy. Directors will ensure that 25% Grant-in-aid to the schools have been released to their NSS bank accounts. If not credited, the details of the Schools may be also be provided with in two days.
3. All the Dy. Directors will also ensured that to immediate supply the information demanded by this office i.e. Data base of adopted villages, Monthly Reports, Enrolments of the volunteers, Data of Principals and Programme Officers etc.

IT Cell

1. Provide the status of undistributed smart phones for academic session 2020-21 alongwith IEMI Number.
2. Entries in PMIS should be updated regularly.
3. To ensure that all Virtual Classrooms installed in the institutions should be functional and have proper internet connectivity.
4. To ensure stock entry of ICT infrastructure provided under Phase-I a& optimum use of it.
5. All CCTV Cameras installed in the institutions should be functional and stock entry should be made.

ACR Cell

1. The ACRs are not submitted as per the time schedule prescribed by the Govt. & Completion Certificate of teaching/non-teaching category has not been received from time to time from the Deputy Directors of Higher Education and they are directed for sending of ACRs/Completion certificate well in time.
2. The ACRs of School Principal, Headmaster/Lecturers & other categories of staff separate forwarding through proper channel.
3. Before forwarding the ACRs of all Categories of Staff absolute may be arranged alphabetically or category wise, Date of Birth, Date of Appointment, Seniority number and Dossier number (If available) as well as contact Number should be marked on the ACR form.

4. The ACRs of Contract/PTA/PARA Teacher/Daily-Wages appointee should not be forwarded to this office.

5. Filling up the ACR proper Performa prescribed by the Govt. of Himachal Pradesh to the Principals/Lecturers Schools

6. The stamp of Principal/Headmaster & reporting officer is not marked with proper space in the ACT's form, so they directed to marked stamp & signature with proper space for future.

7. Insure proper scrutiny of poor result in the ACTs of Principals & Headmaster. They are directed to send the ACRs with separate forwarding through proper channel.

Inspection Cell

1. Inspection target fixed by the Govt. achieved or not.
2. Total No. of Inspections conducted w.e.f. April/2022 to 31.1.2023
3. Staff position with telephone No.
4. Any other suggestion regarding inspection/any other point included in inspection report in addition to proforma by the Govt.
5. Status of Disaster management according to order of supreme Court
6. Enrolment trends.
7. Staff meeting
8. Structural and non structural report (stock)
9. CCTV camera/examination hall capacity.