

## **HIGHLIGHTS OF ELEMENTARY EDUCATION DEPARTMENT HARYANA**

As per requirements of circular letter No. 5/4/2002-1AR, dated 30.09.2005 from the Financial Commissioner & Principal Secretary to Govt. Haryana, Administrative Reforms Department, the following information is furnished under Section 4(1) (b) of Right to Information Act, 2005:-

### **I. PARTICULARS, FUNCTIONS AND DUTIES OF THE DEPARTMENT ARE AS UNDER: -**

Director Elementary Education Haryana is the Head of Elementary Education Department. He is also Special Secretary to Government of Haryana, Elementary Education Department. He is an I.A.S. officer. For his assistance at present there is one Additional Director Administration from H.C.S. cadre, one Deputy Director, three Assistant Directors, One Administrative Officer and Two Assistant District Attorneys, Six Superintendents/Deputy Superintendents, One Private Secretary and other non-gazetted staff. Besides this there are 20 District Elementary Education Officers and 119 Block Education Officer, 9273 Govt. Primary Schools, 2141 Govt. Middle Schools and 6725 primary aided and 3184 Middle Private aided are under the control of the Department.

### **II. FUNCTIONS, POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

Director Elementary Education Haryana being Head of Department scrutinizes and approves the work of all officers working under him in different branches. The function and duties of the officers are as under: -

<b>Sr. No.</b>	<b>Name of the Officers</b>	<b>Designation</b>	<b>Work Allotted</b>	<b>Remarks</b>
1.	Sh. Anurag Dhalia, H.C.S.	Joint Director Administration & Mid-Day-Meal cum Under Secretary Elementary Education, Haryana	<ul style="list-style-type: none"> <li>• MDM Branch</li> <li>• Accounts Branch</li> <li>• Legal Cell</li> <li>• Pension Cases of J.B.T Teachers of Private Aided Schools</li> <li>• Admn. Branch, (JBJ/Leave /T.A. Bills) of DEEO's and JBJ H.Q.,ACR's of S.O.</li> <li>• First Appellate Authority in RTI Cases.</li> </ul>	

2.	Vacant	Deputy Director, Elementary Education.		C.D.C. with JDA
3.	Sh. Devi Dayal Beniwal	Administrative Officer	<ul style="list-style-type: none"> <li>• Administration Branch and other works of ADO.</li> <li>• Implementation of I.T. Plan, Creation of Web Sites</li> <li>• SPIO</li> </ul>	
4.	Sh. Mohan Lal Saini	Assistant Director	<ul style="list-style-type: none"> <li>• Implementation of EDUSAT Programme</li> <li>• Sports Funds</li> <li>• Elementary Education</li> <li>• SPIO</li> </ul>	
5.	Sh. Phool Chand	Assistant Director	<ul style="list-style-type: none"> <li>• Accounts Branch.</li> <li>• SPIO</li> </ul>	
6.	Sh. Hari Chand	Assistant Director	<ul style="list-style-type: none"> <li>• ET-I Branch</li> <li>• SPIO</li> </ul>	
7	Sh. Vijay Kumar	Registrar Education	<ul style="list-style-type: none"> <li>• D.D Power</li> <li>• ET-II Branch</li> <li>• SPIO</li> </ul>	
8	Sh. Baljeet Singh	Research officer of statistics Branch and Additional work of Research Officer	<ul style="list-style-type: none"> <li>• Statistical unit of Elementary Education Department.</li> <li>• Monitoring Cell.</li> <li>• Analysis of Data</li> <li>• Governor's Address.</li> </ul>	
9	Sh. Rajnish Sachdeva, Lecturer	Programme Officer/Branch Officer MDM	<ul style="list-style-type: none"> <li>• Mid-Day Meal Branch</li> <li>• Branch officer of Budget &amp; Planning Branch.</li> <li>• SPIO</li> </ul>	
10	Sh. Jaiveer	Budjet Officer.	<ul style="list-style-type: none"> <li>• Budget &amp; Planning Branch</li> </ul>	

### **III. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY.**

On receipt of fresh dak/file, the same is diarised by the receipt clerk and sent to the concerned branches through Heads of their branches. The Record Keepers of the concerned branches put up the same to branch superintendent/Deputy Superintendent through Assistants and thereafter the files are routed through respective Branch Officer to Director Elementary Education Haryana for the final disposal being Head of Department. For routine cases like medical reimbursement, L.R. permissions the noting are cyclostyled to avoid delay.

#### **IV. NORMS FOR THE DISCHARGE OF FUNCTIONS:**

First of all the papers come to the receipt branch of the Directorate, it is diarised there by the concerned receipt clerk, and marked to the concerned Branch officer, who in turn marks it to his branch. The dealing assistant gives his views on it and submits it to the head of the branch (Deputy Superintendents/ Superintendent), who in turn reads the paper and the noting given by the dealing assistant and suggests further action in the matter. The Deputy Superintendent/Superintendent marks the file to the branch officer for final decision or onward submission to higher authorities. There are different authorities to take decision/finalize reply and same is done as per rules & norms of the State Government.

#### **V. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY ELEMENTARY EDUCATION DEPARTMENT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:-**

1. Standing Instructions
2. Haryana Education JBT teachers service rules 1994
3. Punjab CSR Volume I, Part -I.
4. Punjab CSR Volume I, Part -II.
5. Punjab CSR Volume I, Part -III.
6. Punjab CSR Volume II.
7. Punjab Financial Rules Volume - I
8. Punjab Financial Rules Volume - II
9. Manual of instruction on service matters, I, II, III and IV.
10. All instructions issued by the Chief Secretary to Govt. Haryana from time to time, applicable to the employee of Government of Haryana.
11. All instructions issued by Finance Department from time to time are also applicable to the employees of Government of Haryana.

#### **VI. STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD BY/UNDER CONTROL OF THE ELEMENTARY EDUCATION DEPARTMENT**

1. Files
2. Registers
3. Cash book
4. Rules, Regulations and Acts.

**VII. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION FOR PUBLIC USE:**

The citizen can obtain information from 9:00 a.m. to 05:00 p.m. on all working days. In respect of this, notice board regarding appointment of State Public Information Officer and Assistant State Public Information Officer has been installed.

**VIII. STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHERS BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED FOR THE PURPOSE OF ADVISE ETC.**

There is no such boards, council, committees and other bodies constituted for the purpose of a device and the meeting of which are open to the public, or the minutes of such meeting are accessible for public.

**IX. DIRECTORY OF ITS OFFICERS ETC. IS AS UNDER:-**

**TELEPHONE NO. RESIDENTIAL ADDRESS OF THE OFFICERS/ OFFICIALS OF THE  
DIRECTORATE OF ELEMENTARY EDUCATION HARYANA, CHANDIGARH  
AS ON 31.08.2008**

NAME & DESIGNATION S/SHRI/SMT	TELEPHONE NO. Residence Office	INTERCOM NO	RESIDENTIAL ADDRESS	
SH. PANKAJ YADAV, IAS DIRECTOR		2702619-O 2704340 -F	101	
SH. M.L. GUPTA PS/DEE	98726-41535	2702619	102	535, SEC-10, PANCHKULA
SMT. PRATIMA CHAUDHARY HCS JOINT DIRECTOR ADMN.		2706086	103	
DR.PURNIMA SHARMA DEPUTY DIRECTOR	2572819 94170-07393	2775346	110	772/26, PANCHKULA
SH.S.K.KAPOOR ADMINISTRATIVE OFFICER	2713037	2775346 2713974	104	16/23-A, CHANDIGARH
SH.BRAHM PARKASH SHARMA ASSISTANT DIRECTOR ADMN	2698379 94173-64671	2775346	121	1416/39, CHANDIGARH
SH.H.S.GORIA ASSISTANT DIRECTOR TEACHERS ESTT.	2712519 94174-70240	2775346	105	1050-A/20B CHANDIGARH
SH.R.N.PUNIA ASSTT.DIRECTOR ET-II	3203590	2713974	123	511 SEC-35-A, CHANDIGARH
SMT.VIBHA GUPTA ASSTT. DIRECTOR ELE. EDU.	2556881 94173-74241	2713974		148, SEC-4, MDC PANCHKULA
AJMER SINGH ASSTT.DIRECTOR DIET	2591562 99150-41007	2701319	303	16-HARMILAP NGR, PANCHKULA
R.B.PANDEY, ASSTT.DIRECTOR PVT SCHOOLS (UPTO MIDDLE	2270139	2701319 2703766	110	HL 139, PH-1, MOHALI (PB)

SMT.PARVEEN KUMARI REGISTRAR EDUCATION	2696097	2703764	120	1410 SEC-39, CHANDIGARH
SH.JAI MAL ADA-1	6572250	2713974	109	H.NO.250/1, SEC-14, PANCHKULA
<b>SUPERINTENDENTS</b>				
SMT.SUMAN SUPDT. ADMN	98722-21846	2713974	111	1236-A, 20-B, CHANDIGARH
SH.HARI CHAND SUPDT ET-I	94637-40814	2713974	108	2518/ SEC-20 CHANDIGARH
SH.BALRAM YADAV SUPDT ET-II	2578204	2713974	107	204, SEC-14, panchkula
NEELAM CHAUDHARY SUPDT MDM	2725967 94175-12967	2713974	115	2354/20-C, CHANDIGARH
SMT.SAROJ SUPDT A/CS	2703150	2713974	106	2541-A, 20-C, CHANDIGARH
S. N. PUNIA SUPDT. PRY. EDU.	3010763	2713974	116	508-B/ SEC-35-A CHANDIGARH
SUDHA TANWAR, dy. supdt budget	2705905 98158-23083	2703764 2713974	117	2272/23, CHANDIGARH
SUDHA TANWAR, dy. supdt plg	2705905 98158-23083	2713974	119	2272/23, CHANDIGARH

**LIST OF DEEOS/ DY-DEOS/ DEOS/DCS IN THE STATE AS ON NOVEMBER 2008**

DISTRICT	DEEO	PHONE	DY.DEO-3	D.E.O.	PHONE	D.C.	PHONE
AMBALA 0171	MT.JAGJIT KAUR 097290-92771	2534310-O 2445756	SANTOSH SHARMA	ZILE SINGH 094666-59115	2530622-O	S.P.SAROW, IAS 92153-79201	2530100-O 2552200-R 2552201-F
BHIWANI 01664	VISHNU DUTTSHARMA 094169-87052	244160-O	VINOD KUMARI 094161- 76628	D.N.YADAV 094167- 04907	242410-(O)	MOHD SHAYIN 90500- 99999	243535-O 243634-R 243578-R
FARIDABAD 0129	KANAN BALA GOEL <b>093509-57391</b>	2288386-O	G.L.GAUTAM 94166- 36477	MOOL CHAND YADAV 098181-20845	2267699 (O)	BRIJENDRA SINGH 99993-76788	2227272-O 2226262-R 2227936-F 2285538- FADC
FATEHABAD 01667	CHARGE TO DEO HARCHARAN SINGH 094163-25892	222932-O	J.D.SHARMA 93541- 99977	HARCHARAN SINGH 094163-25892	222882	J.S.AHLAWAT 098113-08064	230001-O 230002-R 230004- F
GURGAON 0124	JYOTI CHAUDHARY 098184-55047 PURSHOTAM	2328387-O 098992-36162		SUSHIL BATRA 098964-50154 098917-27792	2322081-O	DEEPTI UMA SHANKAR 09999556356	2321144-O 2303333-R 2320508-F
HISAR 01662	SNEH PRABHA ARYA 094166-47200	238734-O	DEVENDRA KAPILA 93555-17947	B.R. VATS 094167- 93136	225783-O	O.P.SHEORAN 09466111033	232045-O 232304-O 241979-R
JHAJJAR SH.ANAR SINGH	98120-97066	253909-O 01251		R.P. SANGWAN 094164-71493	253711-O	NITIN KUMAR YADAV IAS 098131-77888	252300 255200-F 252446-F
JIND 01681	Charge to DEO 094162- 84111 RAVI	255201-O 246805 SSA	SMT.RAJ BALA 92554- 32132	JAIVEER DHANDA 098134-77464	245404-O	T.L.SATYA PARKASH 09996027831	245252-O 246818-F 245320-F-ADC
KAITHAL J1746- 234036	CHARGE TO DEO M.S. MALHOTRA 094162-78869	234036-O Nafe Singh 98964-95835	JASBIR SINGH	M.S. MALHOTRA 094162-78869 97292-40163	232477-O	VIKASH GUPTA 09466124240	234208-O 224240-R 224235-F
KARNAL 0184	SARITA BHANDARI 094161-95884	2200227-O	SHAIL SHARMA 0184- 2230165	CHARGE TO DEEO	2270729-O	B.S.MALIK 094166- 00660	2267500-O 2254000-R 2266110
KKR 01744	KAMLESH KUMARI SHARM 098960-92943	221810-O	MRS.MADAN 094163- 72499	SAROJ LOHCHAB 094162-81456	220354-O	PANKAJ AGGARWAL 094661-20007	220270-O 220935-F 220756-F-ADC
M/GARH 01282	VIRENDER SINGH 094660- 21025	261274 250420 SSA	YOGESH KR BEO NNL 94165-74780	SUVIDYA YADAV 094162-14133	261310-O	PANKAJ YADAV IAS	251201-O 251202-R 251200-F
MEWAT 01267- 274704	R.D.BHARDWAJ 099900- 14319	274704 271593-SSA CP-9813072268	RAJIV KUMAR 01267- 274607 098919-35257	AJIT KADIYAN 098127-33366	274690	RAJEEV RANJAN 098124-45822	274600 274610 274601-F
PALWAL 01275 -	SUMAN ARORA		BEO PALWAL RAMESH CHAND 094163-74173	DEO		C.R.RANA 98120-60999	248900 263500 252700-F
PANCHKULA 0172	SMT NISHA SHARMA 2594368(R)	2598690-O	KARAN SINGH 94170- 04062 094162-56798	NALINI MIMANI 094161-76986	2597690-O	R.K. KATARIA 94174-31999 2585666-FAX	2568313-O 2585777-R 2585000-F

PANIPAT 0180 2645622	CHARGE TO U.P.SINGH DYDEO-1 94662-68958	2645622 098966- 90410 SURESH	SHEELA BALHARA 9416043233 SSA-2642067	CHARGE TO U.P.SING DYDEO- 1 94662-68958	2638875-O	VIJAY DAHIYA 94665- 26111	2651502-O 2653800-R 2655800-F
REWARI 01274	MT.MANOJ KAUSHIK	222340-O 261651 ®	RAJESH 098919-- 42629	CHARGE RAJESH KR. DY. DEO	224159	CHANDER PARKASH 098126-90999	225368-O 223779-R 222779-F
ROHTAK 01262	SMT.KAMLA MIDHA 94164- 87275	246810 (O) 213192(R) PREM 9315419335	VIRENDER SINGH 092554-22717	KIRANMAYEE 09354161601	271871	R.S.DOON, IAS 094166-31777	268255 245588 250252
SIRSA 1666-247899	SH.SHER SINGH	247899-O	BIHARI LAL BEO 094164-40109	SATNAM KAUR 098964-95650	247538-O	SURESH KR GOYAL	248880-O 248890-R 221212-F
SONEPAT 0130-	ARUNA AGARWAL 94666-04732 NAFE SING	2260330 2233732(R) 98133-57784	SMT.SURENDER CHAUDHARY 094163- 14794	DILBAG SINGH 94163-37174	2230501-O	AJIT BALAJI JOSHI 94160- 06665	2220500(O) 2221500 (F/R) 2221255
Y. NAGAR 01732	CHARGE TO DEO 094161- 65631	237813-(O) 094161- 78066 LAJ PAT STENO	HAKM CHAND 098963-82840 RAJ KUMAR	ASHA KIRAN GROVER 094161-65631	237812-O 645948	DR.AMIT AGGARWAL 94165-45444	237800 237801 237850-F
SMT.NIRMAL LATHAR 93102-41667 124-2301981-T/F , DIRECTOR SCERT HARYANA 0124-2320628, 01263-52227-R, J.DYAL STENO-099115-47755, 2314909-F				Har.Bhwan- 011-23386131-34 011-23386141-44 RESIDENT COMM.011-23381991		SCOUT-2545736 2663721-R SH.SS KAUSHAL-HONY SECY 94172- 73721	
EM - 2740523, 2740231, 2594612 CEL-2740960, 2747357-R, HEC-6537997, 2562029,2562030 DSE-2701333, 2701347, 2794969-R SPD-2708581, 2702473 (R)		EDUSAT RIE BANGLORE MR.P.MANI - 080-23213243, 23218452 GANGADHAR PA - 098440-71270 M.K.SINGH, IAS SPD MP 0755-2768392, 2768395, 2430219-R 094251-31343		Haryana Niwas 2743886-88 MLA HOSTEL- 2740304-05,2740308 MLA DISPENSARY-2742700 Edu.Board Bhiwani , 243396 01664-254646, 243336,241611-F S.K.GOYAL SECRETARY		DIET PKL PL DIET 2581707 ASHOK SANGWAN HCS 9876 44466 -2587710, 2587403-F 2701281	

**X. DETAILS OF SANCTIONED POSTS OF ELEMENTARY EDUCATION DEPARTMENT, HARYANA ALONGWITH THEIR PAY SCALES ARE GIVEN BELOW (AS ON 01.01.2007) INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION :-**

Sr. No.	Name of the Post	Total Sanctioned Posts	Pay Scales
1.	Director (IAS)	1	18400-22400
2.	Additional Director(HCS) / Joint Director	1	12000-375-16500
3.	Joint Director	1	10000-15200
4.	Deputy Director	1	10000-13500
5.	Private Secretary	1	6500-10500+200/-S.P.
6.	Administrative Officer (Primary)	1	8000-275-EB-13500+200/-S.P.
7.	Assistant Director	3	8000-275-EB-13500+200/-S.P.
8.	Registrar Primary	1	8000-275-EB-13500
9.	Budget Officer	1	6500-200-8900-EB-10500
10.	Assistant District Attorney	2	6500-10500+200/-S.P.
11.	Superintendents	4	6500-200-8900-EB-10500
12.	Deputy Superintendents	2	5500-175-8300-EB-175-9000
13.	Assistants	26	5000-150-7100-EB-150-7850
14.	Statistical Assistants	1	5000-150-7100-EB-150-7850
15.	Clerks	26	3050-75-3950-EB-80-4590
16.	Senior Scale Stenographer	1	5000-150-7100-EB-150-7850
17.	Junior Scale Stenographer	1	4000- 100-4800-EB-100-6000
18.	Steno-Typist	3	3050-75-3950-EB-80-4590+100/-S.P.
19.	Drivers	5	4000- 100-4800-EB-100-6000+200/-S.P.
20.	Gestetner Operators	1	3050-75-3950-EB-80-4590
21.	Daftaries	1	2650-65-3300-EB-70-4000
22.	Jamadars	1	2650-65-3300-EB-70-4000

23.	Peons	15	2550-55-2660-EB-60-3200
24.	Chowkidars	1	2550-55-2660-EB-60-3200
25.	Sweepers	2	2550-55-2660-EB-60-3200
	<b>Staff on Job-Work Basis</b>		
1.	Programmer	1	On Job work basis
2.	Junior Programmers	1	On Job work basis
3.	Computer Operators	9	On Job work basis

## COMPENSATION

The employees are compensated for providing service as per above pay scale. They are also allowed Dearness Allowance, House Rent Allowance, City compensatory Allowance, Medical Allowance and others allowance as admissible according to Government/Finance Department instructions issued from time to time.

## XI. THE BUDGET ALLOCATION PLANS PROPOSED, EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE:

### BUDGET AT A GLANCE FOR THE YEAR 2008-09

(Rs. In lac)

Non-Plan	State Plan	CSS Plan	Total
105372.15	39000.00	10000.00	154372.15

Now the government has decided to merge all the incentive schemes for the year 2008-09 for scheduled caste boys and girls in classes I-VIII and one time cash amount may be credited in their bank accounts.

An amount of Rs. 7100.00 lac have been provided for one time cash award and Rs. 11050.00 lac have been provided for monthly stipend for scheduled caste boys and girls in classes I-VIII.

1. All the scheduled caste boys studying in class I-V @ Rs. 100/- PM for 12 months.
2. All the scheduled caste girls studying in class I-V @ Rs. 150/- PM for 12 months.
3. All the scheduled caste boys studying in class VI to VIII @ Rs. 150/- PM for 12 months.
4. All the scheduled caste girls studying in class VI to VIII @ Rs. 200/- PM for 12 months.

**XII. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIATES**

There is no subsidy scheme in Elementary Education Department Haryana.

**XIII RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED**

Permits of any type are not given or issued or any authorization is not granted by this office. No fee is charged upto I to VIII.

**XIV DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT IN AN ELECTRONIC FORM**

Although there is no such arrangement provided for public in respect of the information available to through Electronic form, however the department has started to make it available on Internet and it is hoped that in due course, it will be finalized.

**XV THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION FOR PUBLIC USE:**

The citizen can obtain information from 09:00 a.m. to 05:00 p.m. on all working days. In respect of this, notice board regarding appointment of State Public Information Officer and Assistant State Public Information Officer has been installed in the office of Director Elementary Education Haryana Chandigarh - 17.

**XVI THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER AND ASSISTANT PUBLIC INFORMATION OFFICER: -**

Name & Designation of the Officer	Designated as	Telephone Numbers	
		Office	Residence
All concerned branch officers O/o Director Elementary Education Haryana, Chandigarh	State Public Information Officer		
Deputy Supdt / Supdt O/o District Elementary Education Officer	State Public Information Officer		
Block Education Officers Primary Schools	State Public Information Officer		
Block Education Officers Middle Schools	State Public Information Officer		



**XVII. REST OF THE INFORMATION CAN BE HAD UNDER THE HARYANA RIGHT TO INFORMATION RULES, 2005, PUBLISHED IN HARYANA GOVERNMENT GAZETTE (EXTRAORDINARY), DATE THE 28<sup>TH</sup> OCTOBER, 2005 VIDE HARYANA GOVERNMENT, ADMINISTRATIVE REFORMS DEPARTMENT, NOTIFICATION NO. 5/4/2000-1 AR, DATED THE 28<sup>TH</sup> OCTOBER , 2005, SO FAR AS THE ELEMENTARY EDUCATION DIRECTORATE, IS CONCERNED THE FOLLOWING OFFICER CAN BE CONTACTED BY THE PUBLIC FOR TAKING/OBTAINING THE REQUIRED INFORMATION:-**

**APPELLATE AUTHORITY**

Name & Designation of the Officer	Designated as	Telephone Numbers	
		Office	Residence
Smt. Pratima Chaudhary, HCS Joint Director Administration	1 <sup>st</sup> Appellate Authority	2706086	