



GOVERNMENT OF HARYANA / हरियाणा सरकार
Directorate School Education
विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास
 Education, Culture and Development

तमसो मा ज्योतिर्गमय
 Lead me from Darkness to Light

Off.: Shiksha Sadan, Sector 5, Panchkula, Haryana 134109 (India) - Tel: 91(0172)-2560246 Fax: 91(0172)-2560253

कार्यालय: शिक्षा सदन, सेक्टर 5 पंचकुला-134109 (भारत) दूरभाष : 91 (0172) 2560246 फैक्स: 91 (0172) 2560253

e-mail: edusecondaryhry@gmail.com - site: www.schooleducationharyana.gov.in

To,

All the District Education Officers in the State
 All the District Elementary Education Officers in the State
 Director SCERT Haryana, Gurgaon
 All Principals DIET in the State

Memo No. 1/20-2015 (ITCELL)
 Dated Panchkula, the 15/06/2016

Subject: Regarding sending the information to Directorate through E-mail.

Please refer to subject cited above.

It has observed that due to non availability of E-mail ID of the branches the urgent important letters are not traceable on the official E-mail of the Department. Now the E-mail ID of all the branches have been streamlined. It is therefore, requested that all the correspondence in future be done through E-mail as per address given below with all branches in the Directorate.

Email Directory Secondary Education (HQ)			
S#	Branch	Brief Description of work	E-Mail ID
1	Administration	All establishments of H.Q. staff.	dseadm@gmail.com
2	Accounts	Pay bills, loan/advances matters, License fee, contingency and all account matters of HQ staff, Care Taker and Stationery Assistant. The work of maintenance of vehicles as well as management of drivers of H.Q.	educationharyana123@gmail.com
3	HRG-I	Estb. Matter of Class-I & II except of Headmasters and Lecturers.	dsehr1@gmail.com
4	Coordination	Policy matters, Public Relations, Recruitment Cell, All Misc works, Teachers welfare & Incentives- State/ National and others Awards. Assembly/ Parliament Business, C.M. Announcement/ Vidhan Sabha Assurance, Memorandums/	dseco123@gmail.com



Email Directory Secondary Education (HQ)			
S#	Branch	Brief Description of work	E-Mail ID
		representations of Teacher Unions, Citizen Charter. Meeting with CM/EM New Rules formation, amendment thereof and equivalency issues.	
5	HRME	All establishments of Ministerial staff of field offices.	dsehrme@gmail.com hrmebranch@gmail.com
6	Private School (class 9th to 12th)	Permission/ Recognition/Approval of Managing Committees/ NOC of Private Schools, Regulatory Fee Committee and RTE Act matters.	dseps13@gmail.com
7	ICT	I.T, Education, ICT Computer Education & Remedial Coaching.	ictharyana.cpo@gmail.com
8	E-Governance Cell	Supervision of IT staff, Plan & Computerization of the Department and E-Governance, EDUSET related issues	eduhry.itcell@gmail.com
9	PGT-1	All fresh appointments of PGTs in all Subjects ACP cases of PGTs in all subjects. Formation of Service Rules. All establishment work of PGTs/ Lecturers in the following subjects:- Mathematics, Biology, Chemistry, Physics, Geography and all ACP cases. All writ petitions relating to PGT including defending service rules and qualifications.	dsepgt1@gmail.com
10	PGT-2	Preparation of Seniority, Confirmation in all PM's/ Lecturers. All the establishment work of PGTs/ Lecturers in the following subjects:- English, Hindi, History, Music, Punjabi, Urdu, Public Administration, Sociology, Sanskrit, Home Science, Political Science, Economics, Physical Education, Psychology, Computer Science, Commerce and Fine Arts. Vocational Educational Scheme.	dsehr1123@gmail.com
11	Aided School	All works regarding Govt. Aided Recognized Schools.	aideddse15@gmail.com aideddse@gmail.com
12	Incentive & Scholarship (Exam Branch)	Scholarships & Welfare Schemes relating to SCs/BCs/BPLs/ Grand-Children of Freedom Fighters and all matters relating to Scholarship	dseexam1@gmail.com eduhry.exam@gmail.com



Email Directory Secondary Education (HQ)			
S#	Branch	Brief Description of work	E-Mail ID
		of other department.	
13	Civil Works & Engineering Wing	Matter relating to Construction/ repair of Govt. School Building, NABARD Project, Separate toilet for Girls. Sansad/Vidhayak Aadrash Gram Yojna etc.	dsework1@gmail.com (Works Branch) eecedldse@gmail.com (Engineering Wing)
14	Utkarsh	Matters regarding UTKARSH Society	rkgarg538@gmail.com
15	HRG-II	All establishment matters of Headmasters/ Headmistresses of Govt. High Schools.	dsehgii@gmail.com
16	CCA	Sports, Yoga, Moral Education, Area Intensive Programme (IDMI) Madarsa Modernization (SPQFM), matters relating to Minorities/ Linguistic Minorities and Matters relating to NDSI's. Prime Ministers 15 points Programmes.	dseccabranch@gmail.com edusecondaryhrycca@gmail.com
17	Grievance Cell, CM Window, Harsamadhan, CP Gram, Sugam Sampark	Work relating to Grievance of Employees/ Public/ Union & Associations. Monitoring of schools inspection, teacher evaluation, monthly test, school result, academic improvement work, shikshalok society, teacher diary and shikshasarathi magazine etc.	dsecmwindow@gmail.com
18	Inspection Cell, New Projects and Academic Cell	Inspection: Monitoring and strengthening of school inspections, follow-up of reports submitted by the inspecting officers and Teachers' evaluation, Monthly Test, School Results New Education Policy-2015 Monthly Assessment Tests. (CCE). Coordination with SCERT & Board of school education, Bhiwani related to academic work. Promotion/ Strengthening of Science Education, establishment of science Museum/ science labs. Bharti Foundation Project. Environment Education/Eco Club NCC & NSS Programme in schools Scouts & Guides Programme. Promotion of Adventure Sports & Adventure Clubs. Financial Literacy Clubs Schools Safety Programme & Disaster management Club. Adolescence Education Programme (AEP)/ Red Ribbon Clubs. British Council Project Legal Literacy Clubs CCRT Culture Club	academiccellhry@gmail.com



Email Directory Secondary Education (HQ)			
S#	Branch	Brief Description of work	E-Mail ID
		National Balrang Festival Indira Holiday Home Society Child Welfare Council Miscellaneous work Beti Bachao Beti Padoo Citizen Charter	
19	Statistics & Monitoring Branch	Enrolment & Retention, Children Statistic. All Matters relating to Survey, Collection of Statistical Data, Compilation and appraisal, Teachers' statistic. Governor Speech. Preparation of Administrative Report.	statbranch123@gmail.com
20	Literacy Branch	SLMA, Adult Literacy, Shakshar Bharat Mission.	slmahry@gmail.com
21	Secondary Education	Opening of new Schools of all types i.e Govt. Schools, Central, Navodaya/ Kendriya Vidyalyas, Model Schools, Model Sanskriti Schools, Smart Schools, Kisan Model Schools etc. Up-gradation of schools. RMSA Creation/bifurcation/ conversion of posts Introduction of new subjects in Schools. Amendment, up-dation and printing of Education Code- Norms & regulations of up-gradation of schools, Acts & Rules. Rationalization of teaching staff in field institutions All matters relating to Board of School Education, Bhiwani. Sanskriti Schools. Smart Schools. Any other educational matter to be allotted by the Director. Allotment of Science & Commerce Streams in Govt. Schools.	dssecondarybranch@gmail.com



Email Directory Secondary Education (HQ)			
S#	Branch	Brief Description of work	E-Mail ID
22	Teacher Education Cell	All matters regarding Teachers Training/In- Service Training, SCERT & DIET. Works relating to Exams (D.Ed./OT/PTI).	dseteachereducationcell@gmail.com tecssharyana@gmail.com
23	Legal Cell	All Court cases- District Courts, High Court and Supreme Court of India.	dselegal@gmail.com
24	Pension-I	Pension/ family pension benefits and ex-gratia schemes in respect of all teaching/ non teaching staff.	pensiongovt001@gmail.com eduhry.pension1@gmail.com
25	Pension-II	All retiral benefits to the employees working in Privately Managed Aided Schools	dsepension2branch@gmail.com
26	Audit & Accounts	Loan & Advances to all employees in the field offices/ schools/ institutions. Purchase, Repair & Maintenance of vehicles of Field offices and material procurement of Dual Desks, sports equipment.	dseauditandloan@gmail.com
27	Budget	Non-Plan Budget, Centrally sponsored scheme & Co-ordination work of plan & Non Plan schemes.	dsebudget@gmail.com
28	Planning	Budget of Plan Schemes and State Share of Centrally sponsored schemes.	dsebudget@gmail.com
29	Audit Cell	All matters pertaining to Audit of Privately Managed Aided School and advice on Accounts Matters including HQs staff. CAG report, PAC/ Audit Paras.	dseauditcell08@gmail.com

Email Directory Elementary Education (HQ)			
S#	Branch	Brief Description of work	E-Mail ID
1.	ET-I	1. Establishment work of District Ambala & Panchkula, Pormotion of Head teachers and deputation in UT. All Districts, J.S.T. grade, Panchkula, Ambala, Kurukshetra, Kaithal, Sirsa, Jind. 2. Selection grade & seniority cases- all Districts, J.S.T. grade policy- Rohtak, establishment work-Sonepat, Karnal, Kurukshetra, Panipat. 3. Transfer of teachers and appointment/Adjustment of Guest teachers-all Districts, Establishment work-Yamuna Nagar, Faridabad, Gurgaon, Mewat, J.S.T. grade matters-Faridabad, Gurgaon, Naunaul, Panipat, Rewari. 4. JBT & handicapped allowance cases of JBT teachers-all districts, Medical bill & time barred cases	supdtet@gmail.com

Email Directory Elementary Education (HQ)			
S#	Branch	Brief Description of work	E-Mail ID
		Ambala, Yamuna Nagar, Karnal Kurukshetra, Panipat, Sonapat, Gurgaon, Mewat, Faridabad, Palwal, Panchkula.	
2.	ET-2	<ol style="list-style-type: none"> 1. Medical bill & time barred cases of Sirsa, Fatehabad, Kaithal, Jind, Hissar, Bhiwani, Rohtak, Jhajjar. 2. DA. Cut, Pay of Summer vacation, maternity leave-all Districts, Establishment matters of Kaithal, Sirsa, Hissar, Fatehabad. 3. Establishment matters, Bhiwani, Jind, Rohtak, Jhajjar. 4. Establishment matters of Rewari & Narnaul. Appointment of J.B.T. Teachers. 	edupryet2@gmail.com
3.	RTE	<ol style="list-style-type: none"> 1. Conference/Seminars/ Training program of teachers etc. 2.REPA (Right to Education Protection Authority) Constitution and working. 3.Awareness and Community Mobilization about RTE Rules. 4.All types of Meetings and Seminars at national Level, State Level and District Level about RTE. 5.Amendments of RTE Rules. 6.Proper implementation of Provisions of RTE Rules. 7.Monitoring of implementation of RTE Rules. 8.Safeguard of RTE Rules. 9.The Grievances under REPA. 10.Improvement in Strategies of State Govt. to make RTE Rules affective. 11.Coordination with SSA about RTE Rules. 12.Organizing Competitions of Painting, Slogan writing, Poem Recitation, Songs and Dances etc. based on RTE Rules. 13.Drafting Advertisements for spreading knowledge about RTE Rules among common people of Haryana. 14.Plan of RTE according TFC Grant. 15.Budget Provision for RTE from Directorate of Elementary Education. 16.Annual Work Plan and Budget of SSA under RTE. 17. Doing all the work alone (Regarding Training, RTE Court Cases, RTE Informations received from GOI, Reply for RTE's from field, Printing & Distribution of copies of RTE Rules etc.) 18. C.W.F. 	eduprimaryhryrte@gmail.com



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S#	Branch	Brief Description of work	E-Mail ID
4.	RTI	<p>RTI District Cases Kurushetra, Panipat, Sonipat, Gurgaon, Faridabad, Palwal, Mewat, Yamuna Nagar, Jhajjar and Miscellaneous work/other states.</p> <p>RTI District Cases Ambala, Karnal, Panchkula, and Miscellaneous work.</p> <p>RTI District cases Kaithal, Jind, Fatehabad, Sirsa, Hisar, Bhiwani, Rohtak, Rewari, Mahendargarh, and Miscellaneous Work</p>	supdrti2005@gmail.com
5.	HRM-I	<p>All the appointments of Masters/Mistress in Haryana State. Preparation of Seniority list of Masters/Mistress category. Maintenance of Roster Register etc. Related court cases and RTI Works. Service confirmation of Masters/Mistress. Promotion of JBT/Music/ Home Science to S.S. Masters/Mistress. Establishment of Ambala/Kaithal i.e. Medical Bills, NOC for passport, Period condoned cases, disciplinary cases etc. Adjustment of ABRC Coordination work of branch. Related court cases/RTI works. Establishment of Yamuna Nagar/KKR/Palwal/Mewat/ FRB district i.e. Medical Bills, NOC for passport, period condoned cases, disciplinary cases etc. Related court cases/RTI works. Adjustment of guest teacher. Promotions of JBT to Math/science Masters/ Mistress. Establishment of Gurgaon/PKL/Rewari/Mohindergarh district i.e. Medical Bills, NOC for passport, promotions, period condoned cases, disciplinary cases etc. Related court cases/RTI works. As record keeper with assistant No. 2 to 5</p>	branchhrm@gmail.com
6.	HRM-2	<p>1. Establishment of</p> <ol style="list-style-type: none"> 1. Distt. Rohtak, Jhajjar and Jind 2. All Transfer of above Distt. 3. ACP of above Distt. 4. Complaint of above Distt. 5. Court Cases 6. Misc. <p>2. Establishment of</p> <ol style="list-style-type: none"> 1. Hissar, Fatehabad and Sirsa 2. All Guest adjustment 3. Promotion of Middle Head 	hrm2education@gmail.com



Email Directory Elementary Education (HQ)			
S#	Branch	Brief Description of work	E-Mail ID
		4. ACP Distt. wise 5. Court Cases 3. Establishment of 1. Bhiwani, Sonapat, Karnal and Panipat 2. ACP Cases 3. Complaint 4. Promotion of PTI to DPE 5. Court Cases 6. Selection Grade	
7.	Private Branch	Work of Private Schools.	elementaryps@gmail.com
8.	Coordination Branch	To do the work of Policy and Co-ordination	cordinationee@gmail.com
9.	Administration Branch	1. Establishment of H.Q staff i.e: disciplinary action under rule 7, 8, internal transfer/ adjustment/Demand of HQ staff to Commissioner & Director General School Education likes EL, ML, ACR, Office. Circular. SNE (NP) Edusat Chowkidar, Establishment of Data Entry Operators. Court Cases of 5 Districts(Narnaul, Bhiwani, Sirsa, Kaithal & Hisar) 2. JBJ of SO's/BEEO's. Meeting, Vidhan Sabha Duty/Coordination of branch, all circulars/HIPA/Nuepa/DTC Training. Court Case of part time employee of 11 districts (Ambala, Karnal, Panipat, Sonapat, Gurgaon, Faridabad, Mewat, Yamuna Nagar, Palwal, Panchkula, Kurukshetra). Establishment of DEEO/BEEO's and their field staff matters and SNE of DEEO Panchkula, Counter Sign of DEEO's TA bill, Counter sign of ACR's DEEO's, BEEO's and SO's. 3. All Govt. Schools building related work:- Repair, take over, Change Name of School, shifting of building of schools/offices rent, electrifications, drinking water. Court cases of 10 districts. (Rewari, Jhajjar, Jind, Fatehabad & Rohtak). Grant to Utkarsh Eduset. 5 HQ Building and office maintenance All work related to HQ Vehicles, Stationery, Contingent bill. Contract Employees salary of Electrician, and labours. I.T. cell etc.	admnelementary9@gmail.com



Email Directory Elementary Education (HQ)			
S#	Branch	Brief Description of work	E-Mail ID
10.	HR C&V	1.Establishment work of Hindi Drawing Teacher, PTI, Punjabi, Tabla Badak, Tailor & cutting, SKT. 2. Appointment matters of Drawing PTI and of handicapped categories.	cvhrprypkl@gmail.com
11.	Accounts Branch	1.H.B.A, Motor cycle Advance, Marriage Advance, Car Advance, Computer Advance, cases of JBT Teachers, Duel Desk grant. 2. All matter under exgratia policy like exgratia grant of Rs. 25000/-Last Pay Retirement/ Superannuation case like Notional pay G.P.F., GIS, gratuity & Complaints of retired teachers. 3. PAC, CAG & Audit matter work related to purchase & repair of vehicles of field offices. Petrol Disal Coupons of work related to DEEO's & DEE. 4. Private/Aided Schools related matters like:- Salary grant, appointment, Sanction for filling up the post, Super Nation/Retirement, Resignation, Audit, Court cases, Take over, Appointment of Administrator in absence of Management, extension in retirement age 58 to Govt. of Aided School J.B.T/HTrs, Transfer cases of aided school J.B.T. Teachers salary of cantonment board schools. 5. Fatehabad, Yamuna Nagar, Mahendergarh, Hisar, Jhajjar with the work minority cases. 6. Ambala, Gurgaon, Mewat, Jind, Panipat and the work related with rules. 7. Rewari, Rohtak, Kaithal, Karnal, Sirsa and related to Bank Drafts. 8. Bhiwani, Sonipat, Faridabad, Panchkula, Kurukshetra and all miscellaneous work.	acc.supdt@gmail.com
12.	Elementary Branch	1.Work relating to S.S.A Scheme including grants etc. 2.Book Bank, O.B., Scheme and 11th plan/Annual plan Information. 3.Inspection reports in all Haryana and play ground S.N.E. 4.Provision of sports S.N.E. 5.All consolidated SC/EWS Scheme classes – I to 8th for boys & girls. 6.Honoring to students in class-I to V S.N.E. 7.Free-matric and denotified tribes.	eduprimaryee@gmail.com




Email Directory Elementary Education (HQ)			
S#	Branch	Brief Description of work	E-Mail ID
		<p>8. Annual Examination class - I to V. 9. Remedial coaching. 10. Pre-uniform, Stationary, Attendance Prize S.N.E. for Ews. (I-V). 11. Free-uniform, Stationary, Attendance Prize S.N.E. for Ews (6-8). 12. Rajive Gandhi Scholarship for middle (6-8). 13. Free cycles to only SC Boys of Class-6. 14. New Education Policy/ National policy on Education. 15. Early child hood education / school complex and AWC's. 16. Governor speech & Assembly Business, C.M. announcement, Press note etc. 17. Declarations national days and co-ordination work of this Directorate where two or more branches involved. 18. Van mahotsva Flood Relief work. 19. Up-gradation of pre-primary to primary and primary to middle sanctioned of J.B.T. Posts. 20. Publicity enrolment drives (S.N.E.). 21. Creation of additional post of JBT Teachers of on the class of additional enrolment and creation of Posts for Model Schools.</p>	
13.	Mid Day Meal	<p>1. Budget estimate, Scheme work, Action plan SNE, Policies of Mid-Day Meals. Allocation & Distribution of food grains agenda of meeting regarding Mid-Day Meal, reply of Parliament/Assembly questions Mid-Day Meal Communication with DEEO's & Govt. of India regarding Mid-Day Meal, utilization, claim for Assistance for cooking cost & MME. 2. Complaints, Inspection, Audit Para, PAL Para regarding Mid-Day Meal Month wise/Yearly lifting/Distribution of food grains from confed report collection from field offices and after consolidation forwarding it to Govt. of India Quarterly progress report of Mid-Day Meal, Material for Governors Address, Preparation of annual administrative report of Mid-Day Meal, leave A/C & miscellaneous work.</p>	shalinimdm@gmail.com
14.	Pension Branch	All Pension matters of JBT Teachers/ Head Teachers of Private Aided School.	pensionpry@gmail.com



Email Directory Elementary Education (HQ)			
S#	Branch	Brief Description of work	E-Mail ID
		All Pensionary Benefits of JBT, C&V and Master category	
15.	Legal Cell	<ol style="list-style-type: none"> 1. Vetting of Written Statement. 2. Monitoring of Court cases regarding in time, filing reply of court cases, implementation of court directions and filing of S.L.P. 3. Maintaining of list of pending C.W.P's/ COCP's, SLP's, RSA's, C.M's and list of decided court cases but not implemented. 4. Receipt of correspondence regarding court cases & distribute them in concerned branches after making of ADA. 5. Maintaining of Court Cases list with latest position & Date of hearing. 6. To get the copy of C.W.P./COCP/SLP from concerned office if not received. 7. He will inform the DOH to concerned Branch at least two days before hearing. 8. He will give reminder to the concerned Branch, in the court cases in which reply has not been filed 	legalcellelementary@gmail.com
16.	Budget & Planning Branch	<ol style="list-style-type: none"> 1. (i) All work relating to Budget in respect of Elementary Education regarding Preparation of Budget Estimates, Revised Estimates and finalization of Supplementary & Re-Appropriation Order. (ii) Advisory cases in respect of Elementary Education. (iii) Allotment of funds relating to funds relating to Elementary Education in respect of District-Rohtak, Jhajjar, Hisar, Karnal, Yamuna Nagar, Panchkula, Rewari, Kurukshetra & Faridabad. (iv) All work relating to S.S.S. of Elementary & Secondary Education Directorate. (v) Misc./Co-ordination work of Elementary Education. 2. (i) All work relating to S.N.E. of Elementary & Secondary Education including Head quarter Staff 80-General. (ii) Collection of Expenditure in respect of Elementary Education and posting there of in the register. (iii) Allotment of funds relating to Elementary Education in respect of District-Bhiwani, Jind, Narnaul, Ambala, Sirsa, Gurgaon Fatehabad, 	budget006@gmail.com



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S#	Branch	Brief Description of work	E-Mail ID
		Kaithal, Panipat, Mewat & Sonapat and Allotment of T.E. & O.E. in respect of Elementary Education all Districts. (iv) All work relating to C.A.G/P.A.C. of Elementary & Secondary Education Directorate. Planning : Preparation of Annual Plan/Five Years Plan, Special Component Plan, District, Women Component Plan, Rural & Urban Plan. Schedule and Memo Revised Estimates Re-appropriation Orders Quarterly Progress report relating to Elementary Education, Preparation of Material regarding Meetings & Miscellaneous work & Reconciliation with AG Haryana of School Education	
17	CM Grievance Cell	To decided complaints received from Worthy CM	cmwindowpkl@gmail.com



Technology Officer
for Director Secondary Education
Haryana, Panchkula

Endst No. 1/20-2015 (ITCELL)

Dated, Panchkula, the

A copy of the same is forwarded to the following for information and necessary action:-

1. Director Elementary Education, Haryana.
2. All the Officers/Superintendents in the Directorate of Secondary Education.
3. All the Officers/Superintendents in the Directorate of Elementary Education.
4. PS/ACSSE.
5. PA/DSE.
6. Junior Scale Steno/Addl. Director Admn-I, II and III.
7. PA/Addl. Director(Admn.-I and II) Elementary Education.
8. Technology Officer (IT Cell).


Technology Officer
for Director Secondary Education
Haryana, Panchkula

