**HARYANA STATE BOARD OF TECHNICAL EDUCATION, PANCHKULA**

**The work allocation of officers of HSBTE w.e.f. 12.04.2017 is made as under:-**

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| **Nodal Officer&**  **Phone No.** | **Officers Attached &**  **Phone No.** | **Designation** | **Work Distribution** |
| Sh. K.K. Kataria |  | DTE-cum-Secretary, HSBTE |  |
| Sh. T.K.Tayal, COE  **0172-2584400,**  **08360913136** | Smt. Sonia Ohlayan  **9416362433** | Deputy Secretary | **(Conduct of Exam)** Setting of Question papers, Requisition & Printing of Question Paper, Subject Codes / Institution Codes / Branch Codes, Mercy Chance, Readmission, Preparation of Datesheet, PCA Schedule, Conduct of Sessionals, Rationalization, Distribution of Secrecy Material (Question papers/stamps/seals etc.), Establishment of Examination Centres & Nodal Centres, Examination Duties (Flying Squad/Supdt./Deputy Supdt./Invigilators), Court Cases.  **(Evaluation)** Analysis of daily reports of Flying Squads & Supdt. Exam, Setting of TMCs, Release of Advance to TMCs and Reconciliation, Confidential distribution of Answersheets from Nodal Centres to TMCs, Examination Complaints, Discrepancies in Question Paper contents, Evaluation work, Uploading of data by TMCs, Inspection of TMCs during Evaluation, Institutewise compilation of hard copies of Awards, Preparation of Academic Calender, Reconciliation of Exam & Rechecking Fee.  **(Result)** Uploading of Continous Assesment, Sessionals & External Practicals, Compilation of UMC Cases, Decision of UMC Committees, Decision of Appellate Committee in UMC Cases, Confidential Result, Discrepancies in Result / Internals / CA / Practicals, RFD/CM Grievances DTE /HSBTE |
| Smt. Sumandeep  **9876722664** | Assistant Secretary |
| Smt. Taruna Kataria  **7508885051** | Assistant  Secretary |
| Dr. Sultan Singh, COAF  **9416304164** |  |  | First Applet Authority, HSBTE. |
| Sh. Suresh Panwar  **9417871325** | Assistant Secretary | Administration of HSBTE, Legal (court cases/ certification of CIDC, CEGO and Community & Vocational schemes/ remuneration for examination & TMC). |
| Sh. Mohan Singh  **9217873591** | Accounts Officer | Finance & Accounts |
| Smt. Paramjeet Kaur | Assistant | Attached with Assistant Secretary, Administration |
| Smt. Suksham Goyal  **9417279198** | Deputy Secretary | Migration (from one institute to another), Placement, Equivalency, Curriculum, accreditation, Edusat, meetings of BOG and Governing Council (Agenda, minutes, Action taken report), Development of Curriculum as per NSQF, RTI (ASPIO). |
| Dr. Nidhi Aggarwal  **9417350734** | Assistant Secretary | Affiliation, NOC for opening and closure of Institutes, & Grace Marks, Grace for Division Improvement. |
| Sh. Indronil Biswas, Assistant Secretary  **9417839688** | Sh. Dhirender Singh Chauhan, CT. | All work of Care Taker HSBTE. |
| Sh. Mahender Singh,  Deputy Secretary  **7009426962** |  |  | Nodal officer (for implementation of Digital University Software Framework in consultation with HKCL), Certifications, SPIO, HSBTE, IT & Nodal officer (ISMO). |
| Sh. Gourav Bishnoi  **9468075810** | Assistant Secretary | DMC, Diploma, Computerization, NOC, Verification, Transcripts, Migration after completion of Diploma, Certification. |
| Smt. Jyoti Atwal,  **9417656884** | Assistant Secretary | Verification/updation of Result Sheets (Secrecy Branch) |
|  | Smt. Arun Goel  **8146527170** | Assistant Secretary | Nodal officer for State Resident Database (SRDB) project on behalf of HSBTE. |
|  | Smt. Shashi Bala | PA. | PA to Secretary HSBTE. |