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

**The following work allocation as on 30.01.2017 in respect of HSBTE is as under:-**

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| **Nodal Officer&**  **Phone No.** | **Officers Attached &**  **Phone No.** | **Designation** | **Work Distribution** |
| Sh. K.K. Kataria |  | Secretary |  |
| Sh. T.K.Tayal, COE  **0172-2584400**  **8699003532** | 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, Compilation of Result, Rechecking, Preparation & Uploading of Result sheets, Confidential Result, Grace Marks, Discrepancies in Result / Internals / CA / Practicals, RFD/CM Grievances DTE /HSBTE |
| Smt. Sumandeep  **9876722664** | Assistant Secretary |
| Smt. Taruna Kataria  **7508885051** | Assistant  Secretary |
| Sh. Rajesh Aggarwal, COAF  **9417853594** | 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 | RTI, Migration (transfer from one Institute to another Institute during diploma) placement, Equivalency, Academics and accreditation, Edusat, Result sheet verification for Institutes. |
| Dr. Nidhi Aggarwal  **9417350734** | Assistant Secretary | Affiliation, NOC for opening and closure of Institutes, & Grace Marks and 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, IT & Nodal officer (ISMO). |
| Sh. Gourav Bishnoi  **9468075810**  Smt. Jyoti Atwal,  **9417656884** | Assistant Secretary  Assistant Secretary | DMC, Diploma, Computerization, NOC, Verification, Transcripts, Migration after completion of Diploma, Certification. |
|  | Smt. Shashi Bala | PA. | PA to Secretary HSBTE. |