

## **Haryana State Board of Technical Education, Panchkula**

**Office Order No.: 606**

**Dated: 24.12.09**

**The following duties are assigned to the officers of Board as under:**

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Work Allotted and Staff attached and duty assigned</b>
1.	Sh. D.K. Gupta, Addl. Secretary	<p>i) Controlling officer of the Board ii) to assist Board in policy, planning, monitoring and execution of various activities conducted by the Board iii) Meetings of the Board iv) Vigilance of the Board v) O&amp;M officer of the Board vi) 1<sup>st</sup> Appellate authority of the Board reg. RTI &amp; all misc. work. vii) Any other duty to be assigned by Secretary/ Board.</p> <p>I) Sh. Indranil Biswas, Assistant Secy. will assist the Additional Secy.</p>
2.	Sh. Rajesh Aggarwal, Controller Of Exam	<p>i) Secrecy work such as setting , printing, distribution, storing of question papers, ii) Moderation iii) Answer sheets and other secrecy material whatsoever this may be and other confidential work or maintenance of confidential record. iv) Payment for confidential work. v) Requirement of Question Papers vi) Receipt/ Issue of Secrecy Material vii) Any other duty assigned by Additional Secretary.</p> <p>II) Ms. Sumandeep, Assistant Secretary i) Requirement of Question Papers, ii) Issue of Secrecy Material, iii) Moderation, iv) Printing of Answer sheets, v) assisting controller of exam in all matters for the duties assigned by him of Conventional, Objective , Subjective, CIDC and all other examinations, vi) Control Room Duty during Exam regarding requirement of question papers/ answer sheets. vii) maintenance of confidential relevant records viii) Any other duty to be assigned by COE</p>

		<p>Sh. Harinder Paul Singh, ACP</p> <ul style="list-style-type: none"> <li>i) Issue / Collection of Secrecy Material.</li> <li>ii) In charge Secrecy/ Strong Rooms</li> <li>iii) maintenance of confidential relevant records</li> <li>iv) Any other duty to be assigned by Additional Secretary and COE</li> </ul>
3.	Sh. Jai Singh Arya, Joint Secretary and Controller of Administration and Finance	<ul style="list-style-type: none"> <li>i) Results preparation and keeping records such as challans, award lists and hard &amp; soft copies of results</li> <li>ii) Declaration of Result and keeping records such as challans, award lists and hard &amp; soft copies of results</li> <li>iii) Preparation and Issue of DMC's</li> <li>iv) Grace Marks</li> <li>v) Preparation and Issue of Diplomas</li> <li>vi) Awards, Medals</li> <li>vii) All types of certifications and verifications etc.</li> <li>viii) Controller of Administration and Finance</li> <li>ix) Identities Modifications</li> <li>x) UMC/ Appellate Committee</li> <li>xi) IT</li> <li>xii) EDUSAT</li> <li>xiii) Website</li> <li>xiv) Any other duty to be assigned by Additional Secretary.</li> </ul> <p>III) Ms. Reena, Assistant Secretary</p> <p><b>Evaluation and Results</b></p> <ul style="list-style-type: none"> <li>i) Issue/ Collection of Documents pertaining to Exam such as Challans, Awards details from TMC's</li> <li>ii) To Implement templates as per study schemes for all semesters in the examination software Material,</li> <li>iii) Medals and Awards for the topper students,</li> <li>iv) Notification of all results, Record of Awards, Signature on all result- sheets</li> <li>v) Correction of results in Result Sheets prepared by the examination software</li> <li>vi) Rechecking/ Photocopy of evaluated answer-sheets &amp; third party re- valuation, confidential results</li> <li>vii) Verification of all Results sheets and Modifications, if any.</li> <li>viii) Any other duty to be assigned by Additional Secretary</li> </ul>

		<p>IV) Sh. Kulwant Kharab, Assistant Secretary</p> <ul style="list-style-type: none"> <li>i) Issue of all DMC's for all types of courses/ Duplicate DMC's ,</li> <li>ii) NOC's,</li> <li>iii) award of Grace Marks</li> <li>iv) entry of DMC's/ Duplicate DMC's/ Grace Marks in the corresponding result sheets</li> <li>v) amendment in results on the Website</li> <li>vi) Relating correspondence with the institutes and students</li> <li>vii) maintenance of confidential relevant records</li> <li>viii) Student dealing</li> <li>ix) Any other duty to be assigned by JS/ CAF</li> </ul>
		<p>V) Ms. Jyoti, Assistant Secretary</p> <ul style="list-style-type: none"> <li>i) Issue of all Diplomas for all courses</li> <li>ii) verification of certificates</li> <li>iii) All types of certifications as required for CIDC,</li> <li>iv) Scheme for School Drop Out/ Vocational Training/ Part Time Diplomas and other misc. certificates</li> <li>v) related correspondence</li> <li>vi) Student dealing</li> <li>vii) maintenance of confidential relevant records</li> <li>viii) Any other duty to be assigned by JS/ CAF</li> </ul>
		<p>VI) Sh. Jagbir Chiller, Assistant Secretary</p> <ul style="list-style-type: none"> <li>i) Placement, Job Melas,</li> <li>ii) To check the result sheets of all the Govt. and Aided and Private institutions</li> <li>iii) To clear the backlogs of all types of DMC's</li> <li>iv) Any other duty to be assigned by Additional Secretary</li> </ul>
		<p>VII) Ms. Urmil Sangwan, Assistant Secretary</p> <ul style="list-style-type: none"> <li>i) To check the result sheets of all the Private Polytechnics and signing all</li> <li>ii) To clear the backlogs of all Diplomas</li> <li>iii) Academic Calendar its Implementation and Monitoring.</li> <li>iv) Identity Modification</li> <li>v) Any other duty to be assigned by Additional Secretary</li> </ul>

		<p>VIII) Ms. Neelam Punia, Assistant Secretary</p> <ul style="list-style-type: none"> <li>i) UMC Cases &amp; Appellate Committee cases (including previous 2 years cases) and implementation &amp; monitoring of decisions</li> <li>ii) incorporating decisions in result sheets relating</li> <li>iv) Its relating correspondence with concerned Principal's/ students, to assist COE in all examination matters</li> <li>iii) Control Room Duty during Exam for all matters accept requirement of secrecy material.</li> <li>iv) maintenance of confidential relevant records</li> <li>v) Prepare agenda for Examination Committee with ATR of previous meeting and implementation of the decisions as per approved minutes</li> <li>vi) Any other duty to be assigned by COE</li> </ul>
		<p>Sh. Kuldeep Khoar, Programmer</p> <ul style="list-style-type: none"> <li>i) Examination Software</li> <li>ii) Placement software, of the level of nokri.com,</li> <li>iii) Hosting Data on Departmental Web-Site and all Computer related work</li> <li>iv) Web-Site updating,</li> <li>v) Laissoning with NIC</li> <li>vi) IT related work</li> <li>vii) EDUSAT</li> <li>viii) Any other duty to be assigned by Additional Secretary</li> </ul>
		<p>a) Sh. Narata Ram</p> <p>Proper file &amp; up keeping of record including copy of agenda's/ minutes related to all meetings of the HSBTE and maintenance of confidential relevant records as per directions of their in charges.</p> <p>b) Ms. Jaswinder Kaur</p> <p>To assist the above named officers in all matters pertaining to above mentioned works and maintenance of confidential relevant records as per directions of their in charges.</p>
4.	Sh. P.K. Malhotra, Deputy Secretary	<ul style="list-style-type: none"> <li>i) Date sheets,</li> <li>ii) Exam Duties/ Flying Duties</li> <li>iii) Compliance of flying Reports</li> <li>iv) All Academic matters and Updation of all the study</li> </ul>

	<p>scheme for all courses for all types of diplomas offered by HSBTE</p> <p>v) Meetings and preparation of agenda(s) for Board and Governing Council with ATR of previous meetings and implementation of the decision(s) as per approved minutes</p> <p>vi) Inspections and follow up actions</p> <p>vii) Affiliations</p> <p>viii) Rules, Bye-Laws</p> <p>ix) Re-admissions</p> <p>x) Migrations</p> <p>xi) PIO of the Board</p> <p>xii) Equivalency</p> <p>xiii) Staff Development</p> <p>xiv) Student Training/ Industrial Visit/ Extension Lecture and scholarship schemes</p> <p>xv) Care Taker, arrangement for Board meetings, Maintenance of Board building, furniture, horticulture, cleanliness, hospitality, logistics etc. Vehicle &amp; its maintenance</p> <p>xvi) Store</p> <p>xvii) Purchase</p> <p>xviii) RTI</p> <p>xix) Any other duty to be assigned by Additional Secretary</p>
	<p>IX) Ms. Madhu Mann, Assistant Secretary</p> <p>Academic Matters</p> <p>i) Development of new courses, syllabus, Study &amp; Evaluation Scheme</p> <p>ii) Review of existing curriculum / syllabi / study &amp; Evaluation scheme for all courses</p> <p>iii) To prepare agenda for Academic Committee with ATR of previous meeting and implementation of the decisions as per approved minutes</p> <p>iv) Date sheet</p> <p>v) Examination &amp; Flying Duties</p> <p>vi) Any other duty to be assigned by Additional Secretary</p>

		<p>X) Sh. Rakesh Saini, Assistant Secretary</p> <ul style="list-style-type: none"> <li>i) Re-admission,</li> <li>ii) Migrations,</li> <li>iii) Formation of rules, Bye-Laws of Exam, Conduct Rule, Service Rules, Bye-Laws of Board, Confidential work exam rules</li> <li>iv) Board Meeting, issue of minutes with all follow-up action viz-a-viz</li> <li>v) Affiliation</li> <li>vi) Continuation of Affiliation and Compliance Report, follow up Action</li> <li>vii) Affiliation fees and to maintain its complete record with verification of the same, grading of Polytechnics.</li> <li>viii) Inspections,</li> <li>ix) Preparation of agenda for Affiliation Committee with ATR of previous meeting and implementation of the decisions as per approved minutes</li> <li>x) All purchases</li> <li>xi) Any other duty to be assigned by Additional Secretary</li> </ul> <p>XI) Ms. Paras Prashar, Assistant Secretary,</p> <ul style="list-style-type: none"> <li>i) PIO of the Board</li> <li>ii) Equivalency</li> <li>iii) Staff Development</li> <li>iv) Student Training/ Industrial Visit/ Extension Lecture and scholarship schemes</li> <li>v) Meetings and preparation of agenda(s) for Finance Committee &amp; Jr. Finance Committees with ATR of previous meetings and implementation of the decision(s) as per approved minutes</li> <li>vi) Equivalency/ Staff Development/ Student Training/ Industrial Visit/ Extension Lecture and scholarship schemes</li> <li>vii) Any other duty to be assigned by Additional Secretary</li> </ul> <p>Sh. Madan Lal, Assistant</p> <ul style="list-style-type: none"> <li>i) Care Taker</li> <li>ii) Vehicles</li> <li>iii) Purchases</li> <li>iv) Store</li> </ul>
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		v)RTI vi)Any other duty to be assigned by Additional Secretary
5.	Sh. Labh Singh, Deputy Secretary	i)Establishment of HSBTE, ii)Relevant service record, iii)leaves, iv)pay bills v)GPF, vi)Income Tax and other recoveries, vii) Deputation viii) general record and caretaking ix) PAN, TAN Exemption from income tax x) remuneration and other payments except confidential exam works/secret work xi) PCA Form xii) Examination Fee xvii) All Accounts and Administrative matters xviii) Meetings and preparation of agenda(s) for Finance Committee & Jr. Finance Committees with ATR of previous meetings and implementation of the decision(s) as per approved minutes xix) All Court cases xx)Laissoning with other offices, Students laissoning/grievances xxi) Any other duty to be assigned by Additional Secretary
		Ms. Kaushlya Rani, Research and statistical i)PCA Forms, ii)Maintenance of institution wise Record of examination fees and fines deposited and checking the same with PCA forms deposited iii)Remuneration/TA/DA relating to examination work except for Secrecy works iv) Relating correspondence with institution and students and hosting of circulars on the website v) maintenance of relevant records as per directions of their in charges vi) Any other duty to be assigned by Deputy Secretary/Additional Secretary
		XII) Sh. Sunil Kumar, Assistant Secretary i)Establishment of HSBTE, ii)Relevant service record,

		iii)leaves, iv)pay bills v)GPF, vi)Income Tax and other recoveries, vii) Deputation viii) general record and caretaking ix) PAN, TAN Exemption from income tax xi)Any other duty to be assigned by Additional Secretary
		XIII)Sh. Suresh Panwar, Assistant Secretary i)All legal matters and court cases pertaining to Board, ii)Relevant record follow up action, laissoning with the relevant offices. iii) Laissoning with HSCS/ Directorate/ other Govt. Agencies/ Front Office and any other work assigned by additional Secretary from time to time. iv)Any other duty to be assigned by Additional Secretary
		Sh. Romi Singla, ADA All legal matters and court cases pertaining to Board, relevant record follow up action, laissoning with the relevant offices.
6.	Sh. Yashpal Sukhija, Senior A.O.	i)DDO of the Board, ii)pre audit for all matters relating to accounts iii) audit, balance sheets and returns etc. iv)Maintenance of Cash & Cash Book v) Pay Bills and pensions and other dews vi) All payments of Board functionaries and recoveries etc. vii) Service Books viii) deputation ix) related correspondence x) Any other duty to be assigned by Additional Secretary
		Ms. Asha, Assistant shall assist Senior A.O. in all matters

1. No official / students from any of the institution shall visit to any section of the Board. They will report to Sh. Suresh Panwar in front office as who will get the work done from concerned office
2. No officer will leave the office without prior approval all officers should be available from 9 to 5.



3. The lunch time is 1:30 to 2:00 PM.
4. No officer shall avail any leave of kind due / proceed on tour without prior approval.

Dated: 24.12.09

M.P. Gupta  
DTE-cum-Secretary  
HSBTE, Panchkula

**Endst. No.: 607-634**

**/HSBTE**

**Dated:24.12.09**

A copy of above forwarded to the following for information and necessary action:

1. PS to Hon'ble Chairman, HSBTE
2. PA to Secretary, HSBTE
3. PA to Additional Secretary, HSBTE
4. Controller of Exam, HSBTE
5. Joint Secretary, HSBTE
6. Controller of Administration and Finance
7. Senior Account Officer
8. All Concerned
9. Programmer for hosting on website
10. Guard File

Additional Secretary  
for Secretary  
HSBTE, Panchkula