

HARYANA STATE BOARD OF TECHNICAL EDUCATION, PANCHKULA

Office order No **173**

Dated: **10/11/2025**

In supersession of all the earlier orders, the work allocation of the Officers/officials working in HSBTE is as follows:

Nodal Officer & Phone No.	Officers Attached & Phone No.	Work Allotted
Sh. Hitesh Kumar (COAF) (9416032318) HRMS (Nodal Officer), AISHE (Nodal Officer) and Chief Vigilance Officer of HSBTE	Administration Branch	
	Sh. Jagbir Singh Chhillar, Dy. Secy. (0172-2993514) Smt. Jyoti, Asstt. Secy. (8307134375)	• Administration/ Establishment matter of Regular staff. • Medical Reimbursement. • Pay fixation, Pay revision & Pay anomalies issues, maintenance of service books. • Finalization of representations. • Extension in Service beyond 50/55 years of age. • CCL & all other kind of leave. • All matters related to Assembly/ Budget Sessions and proceedings thereof. • All matter related to deputation / extension of Regular staff. • Preparation of Service Rule. • Delegation of Power. • Allocation of Work • Disciplinary proceedings. • All HKRNL Activities
	Smt. Rashmi Mehta, Clerk	
	Smt. Jyoti Atwal, Asstt. Secy. (9417656884)	• All work related to ACR's of the officers/officials. • Apprentices Engagement • Deployment through HARTRON • Reimbursement of TA/DA Bills • All work related to Children Education allowance • All work related to Leave Salary and Pension contribution Officers / Officials • Grievances and RTI related to Admin branch • Planning & Coordination • Any other matters related to Administration
	HRMS Work	
	• Smt. Jyoti Atwal, Asstt. Secy, HRMS Checker • Smt. Rashmi Mehta, Clerk. HRMS (Maker)- Portal Entries	
	Sh. Kulbir Singh, Caretaker (9468245661) for CT work (File will be routed through Deputy Secretary, Admin)	• Diary and Dispatch • Caretaker / Vehicle In-charge

Accounts Branch	
Sh. Krishan Kumar, AO (additional charge in HSBTE)	- Accounts - Budget - Payment related to CT Branch - Reconciliation of Exam/Certification/Affiliation etc.
Smt. Rashmi Mehta, Clerk	- Balance sheet and IT return - Any other financial matters
IT Branch & ICOP Related Activities	
Sh. Jagbir Singh Chhillar, Dy. Secy. (0172-2993514)	- HSBTE Dashboard- ICOP - Implementation of E-Office in HSBTE and its related work - Bio-Metric attendance of HSBTE - Updating of HSBTE Portal/website on regular basis. - IT/Computerization of HSBTE branches - HKCL Activities - CFMS - Any other IT related matters /Activity.
Smt. Jyoti, Asstt. Secy. (8307134375)	
RTI Branch and Staff Grievances	
SPIO	Sh. Jagbir Singh Chhillar, Dy. Secy.
APIO	Smt. Jyoti Atwal, Asstt. Secy
Legal Branch	
Sh. Birender Singh, Dy. Secy.	- Legal Matters - Preparation of reply to the litigations and Maintenance of their record. - Legal cases of HSBTE - Preparation and vetting of the reply. - To attend/ coordinate court cases. - Complaint officer to dispose of complaints of violations of the provision of the HIV and AIDS - Any other legal issue
Smt. Monica Boora, ADA (6280466717)	
Training/Entrepreneurship/ HSBTE New Initiatives	
Sh. Birender Singh, Dy. Secy. (9416232392)	- Students Soft Skills Trainings/ MoUs - HSBTE Staff Trg. & State Training Policy-2020 matters - Industrial Training/ Industrial Visits/Expert Lectures - Alumni Activities - Early Joining after placement & exemptions - Industry Interaction/MOUs with Industry - Centres of Excellence - Foreign Language Course/Overseas Interactions - Seminars/Workshops/Conferences - Entrepreneurship Activities and "Swawlambi Yuva-Aatamnirbhar Haryana" Activities - New Initiatives of Board - Any Other related matter
Affiliation Branch	
Sh. Aneesh Kumar Gupta, Dy. Secy. Cum Vigilance Officer 0172-2993517	- Issuance of consent NOC letter to the Institutions for applying to PCI and AICTE. - Provisional affiliation and Extension of affiliation for Diploma courses as well as for diploma in vocational education. - Issuance of NOC for complete/progressive Closure of the Institute/Closure of courses at the Institutes/ Change of name of the Institute / Trust.
Sh. Ashwani Kumar, Asstt. Secy.	

	(9416119631)	• Expert Visiting Committees – Constitution and visit to the Institutes for verification of Infrastructure facilities and Machinery equipment's as per norms. • Scrutiny of EVC reports. • Conduct of Affiliation Committee meeting • Monitoring and inspection of institutions to ensure compliance of norms. • Reconciliation of Affiliation fee • Short Term Courses/ Under Matric Certificate Courses • Correspondence/Liaising with statutory bodies relating to technical education i.e. AICTE, PCI, NSDC, NSDA, Ministry of Education and AISHE etc. • Institute/ Students' affiliation related grievances
Sh. Ashok Kumar COE, HSBTE / First Appellate Authority- RTI and Nodal officer Tobacco and Drugs 0172- 2584400 (9416218809)	Examination Branch Smt. Seema Agrawal Dy. Secy. (7009052210) Smt. Urmil Chaudhary, Asstt. Secy 8968962334 Smt Saveen, Asstt. Secy (9812012188) Sh. Gaurav Bishnoi, Assistant Secretary (9468075810) Sh. Mahipal Chaudhary, Asstt. Secy. (9896096766)	• Examination Branch • Conduct of Semester Exams • Requisition and printing of Question papers. • Date-sheet • Rationalization of Sessional marks • Filling of Exam/ PCA Forms • Reconciliation of Exam and Rechecking Fee • Setting of Question papers • UMC Cases • Rechecking • Conduct of Sessionals/ Continuous Assessment/ Practical's • Result • Readmission • Establishment of Examination Centres • Printing and distribution of Answer sheets • 1st and 2nd Assessment exams under annual pattern of 1st Year, Exams of D. Voc& D. Skill courses: ➤ Paper Setting, ➤ Date-sheet ➤ Examination duties ➤ Conduct of Exam ➤ Evaluation ➤ Result Declaration • Compilation of Award lists • TMC establishments/ monitoring of TMC • Issue of Academic Calendar • Allotment of Roll number to newly admitted students. • All Remuneration/ Bills related matters • All matters related to Monitoring of attendance of students of Govt./ Aided/ Society/ Private Polytechnics • Migration of Students from Institute to Institute. • CM Window Grievances / Jan Samvad/ Twitter/ CP Gram etc.

Certification Branch	
Sh. Navdeep Khatri, Deputy. Secy. (9416354081)	• Digital Contents • Digi Locker (Nodal Officer) • Registration of Students • Issuance of DMCs & Diploma Certificates. • Certification of CEGO & Vocational Schemes • Verification of Certificates • Transcripts • Migration Certificate • Grace Marks • NAD
Sh. Pawan Kumar Baloda, Assistant Secretary 9813322500	
Academic Branch (Academics, Accreditation, National Education Policy)	
Sh. Navdeep Khatri, Deputy. Secy. (9416354081)	• Curriculum Development/Revision • Academic Committee meeting • NEP related matters (ABC) • Equivalency matters of diploma courses • BOG/ Governing Council Meetings • Induction Programme for student • Mentor's scheme • D. Voc Courses • E-Yantra • Quality Improvement Initiatives/ Accreditation • Work related to Library matters • E-Learning/ other Learning Material • HSBTE New Building work
Dr. Renu Arya, Assistant Secretary (9812915108)	

*** Controller of Examination may be requested to allot the work to Officers of Examination /Certification branch at his own level.**

Link officers during Leave:

COAF

Smt. Seema Agrawal, Dy. Secy.
Sh. Jagbir Chhillar, Dy. Secy
Sh. Navdeep Khatri (Dy. Secy.) Cert.
Sh. Birender Singh (Dy. Secy.)
Smt. Jyoti (Asstt. Secy.)
Sh. Pawan Baloda (Asstt. Secy.)
Sh. Mahipal Chaudhary (Asstt. Secy)
Smt. Saveen (Asstt. Secy.)
Sh. Ashwani Kumar (Asstt. Secy.)

COE

Sh. Navdeep Khatri, (Dy. Secy.) Acad.
Sh. Aneesh kumar Gupta, Dy. Secy.
Sh. Jagbir Chhillar, Dy. Secy.
Sh. Aneesh kumar Gupta, Dy. Secy.
Smt. Jyoti Atwal, (Asstt. Secy.)
Sh. Gaurav Bishnoi (Asstt. Secy.)
Smt. Urmil Chaudhary (Asstt. Secy)
Sh. Gaurav Bishnoi (Asstt. Secy.)
Dr. Renu Arya (Asst. Secy.)

Dated:

10/11/2025

Dr. Rajesh Goyal,
Secretary
HSBTE, Panchkula

Endst. No.

9998

/6 A/Admn./HSBTE/2025

dated: 10/11/2025

A copy of the above is forwarded to all Branch Officers of HSBTE for information and necessary action please.

Controller of Admin & Finance
Haryana State Board of Technical Education,
Panchkula