

Manual – I

Particular of Organisation, Functions and Duties

Organization Name	Director of Public Instructions (S.E.),
Punjab	
Address	E. Block, Complex
Punjab	
	School Education Board, Phase VIII, S.A.S. Nagar
Phone Nos.	0172-2214393,
Fax No.	0172-2213057

Functions and Duties:-

Directorate of Public Instruction (S.E.) Punjab, is responsible to implement all Govt. policies, rules and regulations concerning Secondary Education in the State. It ensures physical, Financial and personal arrangement for secondary schools. It is responsible for superintendence, effective management and right direction.

Board categories of its function are up gradation of schools, grants to Govt. Schools for infrastructure, grants-in-aid to private schools, Recruitments, establishment matters of teaching and non teaching and non teaching staff to bring about reforms in school education system, to monitor the school processes and to redress the grievance of public with respect to Secondary School Education etc. The Director of Public Instructions (S.E.) Punjab is supported at State and by a team of officers and officials of teaching and non teaching cadres. The organization set up is as follow:-

D.P.I. (S.E.) oversees the entire process of school education through its team of officers working at State, Circle, District and School level.

The organisation structure of Directorate of Public Instructions (S.E.) is as under:-

Sr. No.	Designation/Post	Name of Officer
1	Director Public Instruction (S.E.)	Sh. Kamal Kumar
2	Director Administration	Sh. Sadhu Singh Randhawa
3	Deputy Director (S.E.)	Sh. Amrish Kumar
4	Deputy Director (S.A.)	Sh. Jaswinder Nayar
5	Deputy Director (Voc.)	Sh. Tota Singh
6	Survey Officer	Sh. Jaswant Singh
7	Deputy Director (Phy. Edu.)	Sh. Sarbjit Singh Toor
8	Deputy Director (Private Aided Schools)	Sh. Inderjit Singh
9	Assistant Director (SA-1)	Smt. Harwinder Kaur

10	OSD Works-Cum- Nodal Officer (Court Cases)	Sh. Sher Singh
11	OSD/Scholarship	Smt. Nalini Sharma
12	Assistant Director (SA-2)	Smt. Suhinder Kaur
13	Assistant Director (SE)	Smt. Bhagwant Singh
14	Statistical Officer	Sh. Baljinder Singh
15	Sports Org.	Smt. Indu
16	Registrar Education Department	Sh. Madan Lal
17	Establishment Officer	Sh. Shubash Chawla
18	Deputy Controller (F&A) (Budget)	Sh. P.S. Chhabra
19	Deputy Controller (F&A) (Pension)	Sh. Manjit. Mangla
20	Deputy Controller (Fund)	Sh. Manjit. Mangla
21	Coordinator	Smt. Sushma Sharma
22	Tech. Officer	Sh. Baljinder Singh
23	Legal Assistant	Sh. Shashi Gagg
24	Legal Assistant	Sh. Sunil Bansal
25	Legal Assistant (Recruitment Br.)	Sh. Sunil Dutt
26	Subject Expert (Voc.)	Smt. Baljeet Kaur
27	Subject Expert (Voc.)	Sh. Ashok Kumar
28	Subject Expert (Voc.)	Sh. Sunil Dutt
29	Subject Expert (Voc.)	Smt. Sushma Sharma
30	Superintendent Services-1 Branch	Sh. Rattan Singh
31	Superintendent Services-2 Branch	Smt. Sharda
32	Superintendent Establishment-1	Sh. Pawan Kumar
33	Superintendent Establishment-2	Sh. Ajmel Singh
34	Superintendent Establishment-3	Smt. Suman Lata
35	Superintendent Ministerial Establishment	Smt. Harminder Kaur
36	Superintendent Vocational Branch	Sh. Prabhjit Singh
37	Superintendent Secondary Education Branch	Smt. Gursharan Kaur
38	Superintendent Works & Planning Branch	Smt. Harminder Kaur

39	Superintendent Statistical Branch	Vacant
40	Superintendent Scholarship Branch	Smt. Bhupinder Kaur
41	Superintendent Physical Education/N.F.C. Branch	Vacant
42	Superintendent Grant-1 Branch	Sh. Ashok Kumar
43	Superintendent Grant-2 Branch	Smt. Sudesh Kumari
44	Superintendent Pension Branch	Smt. Devinder Kaur
45	Superintendent Funds/C.P.F.	Smt. Kulbir Kaur
46	Superintendent Budget	Sh. Subhash Chawla
47	Superintendent Record	Smt. Shashi Bala
48	Superintendent R.T.I. Cell	Smt. Gursharan Kaur

Manual – II

Powers and Duties of Officers and Employees

The officers of the Department performs duties and experience powers as laid down in the Punjab Civil Services Rules, Punjab Financial Rules and the Instructions/orders issued by Government.

The decision making powers rests with D.P.I. (S.E.)

Copy of standing order and distribution of work attached.

Sr. No.	Office/Level	Assistant Public Information Officer (APIO)	Public Information Officer	Appellate Authority (AA)
1.	Directorate of Public Instructions (S.E.), Punjab	Assistant of the concerned branch	Immediate Branch Officer	D.P.I. (S.E.), Pb.
2.	Circle Education Officer	Superintendent Establishment	Deputy Circle Education Officer/ Administration	Circle Education Officer
3.	District Education Officer (S.E.)	Superintendent Establishment	Deputy District Education Officer (S.E.)/ Administration Officer	D.E.O. (S.E.)
4.	Govt. Sr. Sec. School, Govt. High School, Govt. Middle School	2 nd Senior most school Lecturer 2 nd Senior most school Master 2 nd Senior most school Master	Senior most school Lecturer Senior most school Master Senior most school Master	School Principal School Head Master D.D.O.

Sh. Amrish Kumar, Deputy Director (S.E.) is Nodal P.I.O. to coordinate the whole work related to informations under the R.T.I. Act.

Manual – III

Procedures followed in Decision Making Process Including Channels of Supervision and Accountability

All the cases are placed on files by concerned assistants. These ultimately decided by the D.P.I. (S.E.). The channel is as follows:

Assistant superintendent, Assistant Director, Deputy Director, D.P.I. (S.E.), D.P.I. (E.E.) are the decision maker. All the decisions are taken as per the manuals of Instruction, Punjab Civil Services Rules, Punjab Financial Rules, Departmental Service Rules and Standing orders of Govt.

Manual – IV

Norms Set for Discharge of Functions.

All the functions are discharged by the office as per Govt. Policies ,direction and Departmental Service Rules.

Manual – V

Rules, regulations, instructions, manuals and records held by the office of discharge of its functions.

The following Govt. documents are held by the office of discharge of various functions:

1. Manual of Govt. Instructions.
2. Punjab Civil Services Rules.
3. Punjab Financial Rules.
4. Punishment and Appeal Rules.
5. Departmental Service Rules
6. Punjab Education Code.

Manual – VI

Categories of documents held by the office:

Sr. No.	Name of the document and its instruction in one line	Brief introduction of the document
1.	Punjab Civil Services Rules corrected up to 31.03.1984	Vol. I. Part-I: Main rules. Part-II: Pay, allowances, leave, general conditions of services etc. Vol. II. Relating to pensions and provident funds. Vol. III. Relating to TA rules.
2.	P.F.R.S.	Corrected upto 31.03.1984 by Department of Finance, Punjab, printed by Controller of Printing & stationary, Punjab, Chandigarh. Vol.-I: Main rules. Vol.-II: Appendices & Forms
3.	Manual of Instructions	Issued by Personnel & Administration Reforms & Published by Department of Govt. Services, Punjab on Service Matters; Vol. I. Issued by CS, Punjab on 01.09.1976 Vol. II. Issued by personnel & Administration Reforms Department 76-86 Vol. III. Issued by personnel & Administration Reforms Department 86-90 Vol. IV. Issued by personnel & Administration Reforms Department 91-95
4.	Punishment Appeals	Consolidated Instructions for dealing with cases of disciplinary action against Punjab Govt. Employees of Department

		of personnel & Administration Reforms by G.L. Sardna.
5.	Departmental Service Rules	It contains rules for the recruitment / establishment of various cadre of the Education Department
6.	Punjab Education Code 13 th Edition, 1990	It contains information on grant in aid, scholarship, general and recognition rules, appendices and other useful annexure

Manual – VII

The Particulars of any Arrangement that exists for Consultations with or Representation by Members of the Public in Relation to the Formulation of its Policy or Administration

Meeting with representatives of Teachers Unions/non Teachers union, M.L.A.s and village Sarpanches are held to address their grievances. The public has a hold through Educational Advisory Committe.

Manual – VIII

A Statement of Boards, Councils, Committees and other Bodies Constituted as its part or for the purpose of its advice, and as to whether meeting of those boards councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The Department Selection Committee headed is there. That is headed by DPI (SE). Meeting of the committee are not open to the public.

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S.No	Name	Designation	Telephone No.	
			office	Mobile
1	Sh. Kamal Kumar	DPI (S.E.)	2214393	98888-36658
2	Sh. Sadhu Singh Randhawa	Director Admn.	2234192	81462-98065
3	Sh. Amrish	DDSE		94178-94189
4	Sh. Jaswinder Nayar	DDSA	2234531	98159-14439
5	Sh. Tota Singh	D.D. (Voc.)		98142-20531
6	Sh. Jaswant Singh	Survey Officer		98761-62375
7	Sh. Sarbjit Singh Toor	Dy. Dir. Phy. Edu.		95010-00277
8	Sh. Inderjit Singh	D.D. (PAS)	2234399	94638-15151
9	Smt. Harwinder Kaur	ADSA-1		81463-88177
10	Sh. Sher Singh	OSD Works-Cum- Nodal Officer (Court Cases)		94174-07884
11	Smt.Nalini Sharma	OSD/Scholarship		98767-15890
12	Smt. Suhinder Kaur	ADSA-2		94175-05766
13	Smt. Bhagwant Singh	ADSE		80540-13045
14	Sh. Baljinder Singh	Statistical Officer		98722-49572
15	Smt. Indu	Sports Org.		8968238811
16	Sh. Madan Lal	Registrar Edu. Department	2234169	94786-91354

17	Sh. Shubash Chawla	Establishment Officer	2234169	98888-69265
18	Sh. P.S. Chhabra	DCFA (Bd.)		94177-81040
19	Sh. Manjit. Mangla	DCFA (Pension)		90418-36001
				082838-17596
20	Sh. P.S. Chhabra	DCFA (Grants)		94177-81040
21	Smt. Sushma Sharma	Coordinator		93161-31462
22	Baljinder Singh	Tech. Officer	-	98722-49572
23	Sh. Shashi Gagg	Legal Assistant		98553-88222
24	Sh. Sunil Bansal	Legal Assistant		94641-64169
25	Sh. Sunil Dutt	Legal Assistant (Recruitment Br.)		99880-27600
26	Sh. Harcharan Singh	Computer Cell		94652-21443
27	ASHOK KUMAR	Supdt. Grant -1		9815928907
28	SHARMA			
	Shashi Kiran	Sr.Asstt		9417222404
29	Bachan Kaur	Sr.Asstt		9914412455
30	Jaspal Singh	Sr.Asstt		9876193139
31	Bhagwan Singh	Sr.Asstt		9855815743
32	Paramjit Walia	Sr.Asstt		9417143757
33	BALJIT SINGH	Supdt. Recruitment Cell		9417208339
34	Harvinder Singh	Sr.Asstt		9814531822
35	Sukhwinder Singh	Sr.Asstt		9501005215
36	Rupali Tandon	Sr.Asstt		9888307627
37	Subhash Kumar	Sr.Asstt		9914981305

38	BHUPINDER KAUR	Supdt. Scholarship Branch		9872022150
39	SUMAN SAINI	Sr.Asstt		8968923534
40	HARINDER KUMAR	Sr.Asstt		9872845777
41	HARPREET KAMAL	Sr.Asstt		9872333999
42	NARINDER KAUR	Sr.Asstt		9915300705
43	MANJEET KAUR	Sr.Asstt		9888738252
44	RAVI SINGLA	Sr.Asstt		9855491427
45	DEVINDER KAUR	Supdt. Pensions		9872005071
46	Suman Sharma	Sr.Asstt		8427412953
47	Vishal Shingari	Sr.Asstt		7696295503
48	Gurmukh Singh	Sr.Asstt		9592092778
49	Malkeet Kaur	Sr.Asstt		8054800321
50	Jagatbir Kaur	Sr.Asstt		9888655901
51	GURSHARAN KAUR	Supdt. Secondary Edu.		9814971739
52	SWARANJIT KAUR	Sr. Assistant		9779090262
53	JAI INDER	Sr. Assistant		9417334004
54	NEETAM GUPTA	Sr. Assistant		9569350452
55	SANTOSH KUMARI	Sr. Assistant		9417490831
56	HARMINDER KAUR	Supdt. Works and Planning		9988324818
57	RAJNEESH ARORA	Sr.Asstt.		9815236622
58	BIMAL DEV	Sr.Asstt.		9592098256
59	NAGINDER SINGH	Sr.Asstt.		9417566813
60	SEEMA DEVI	Sr.Asstt.		9592098256

61	SUDESH KUMARI	Supdt. Grant II		8968238811
62	Indu Bala	Sr.Asstt.		9417320172
63	Pawanjit Kaur	Sr.Asstt.		9463741800
64	Savita Nancy	Sr.Asstt.		9417869731
65	Bhupinder Kaur Saini	Sr.Asstt.		9872286869
66	KULBIR KAUR	Supdt. Fund		9463446504
67	Bahadur singh	Sr.Asstt.		8146604084
68	Rajinder Kumari	Sr.Asstt.		9803549291
69	Nishi Malhotra	Sr.Asstt.		9814723304
70	Usha Gupta	Sr.Asstt.		9878302622
71	Balbir Kaur	Sr.Asstt.		9888709133
72	Leela Kalia	Sr.Asstt.		9814558924
73	Rajinder Kaur	Sr.Asstt.		9501213178
74	PRABHJIT SINGH	Supdt. Vocational		9814435442
75	Sandeep Kaur	Sr.Asstt.		9876127111
76	Jaswinder Kaur	Sr.Asstt.		9814531182
77	Kulwant	Sr.Asstt.		9888994326
78	HARMINDER KAUR	Supdt. ME		9316654762
79	Jaspal Singh	Sr.Asstt.		9530803314
80	Ravinder Dutt Dogra	Sr.Asstt.		9463915558
81	Hardev Singh	Sr.Asstt.		9815848074
82	Paramjit Kaur	Sr.Asstt.		7307824319
83	Harpreet Singh	Sr.Asstt.		9501081607
84	PAWAN KUMAR	Supdt. Estt-1		9914203493
85	Sukhtej singh	Sr.Asstt.		9463836328
86	Bhupinder Singh Bal	Sr.Asstt.		8283818999

87	Parminder Singh	Sr.Asstt.		9988634972
88	Anjana Devi	Sr.Asstt.		9814978670
89	Sanjeev Kumar	Sr.Asstt.		9501020658
90	Nilesh Kumar	Sr.Asstt.		9417248755
91	Barjinder Singh	Sr.Asstt.		9878082218
92	Balwinder Singh	Sr.Asstt.		9876385500
93	RATTAN SINGH	Supdt. Services-1		9779155529
94	Bhag Singh	Sr.Asstt		9888049133
95	Santokh Singh	Sr.Asstt		9417993148
96	Gursewak Singh	Sr.Asstt		9888171805
97	Tejinder Singh	Sr.Asstt		9815660845
98	Inderjit Singh	Sr.Asstt		9888516488
99	Dalwinder Kumar	Sr.Asstt		9463197432
100	Nisha Rani	Sr.Asstt		8146104598
101	SHARDA	Supdt. Services-2		9779548480
102	Sham Lal	Sr. Asstt.		9855938243
103	Charanjit Malik	Sr. Asstt.		9417372117
104	Darshan Singh	Sr. Asstt.		9417883009
105	Sudhwinder Kaur	Sr. Asstt.		9803771720
106	Baldev Raj Saini	Sr. Asstt.		9465222147
107	Varinder Jain	Sr. Asstt.		9815127849
108	SHASHI BALA	Supdt. Records		9914740444
109	SUBHASH CHANDER	Supdt. Budget		9888869265
110	Gurdip Singh	Sr. Asstt		9814869868
111	Surinder Kaur	Sr. Asstt		9988646057
112	Nirmal Kaur	Sr. Asstt		9417037864
113	Yogesh Sharma	Sr. Asstt		9815632304
114	Daljit Singh	Sr. Asstt		9417097174
115	Sudhir Kumar	Sr. Asstt		9592100242

116	Amrit pal Kaur	Sr. Asstt		9855424140
117	ASHOK KUMAR SHARMA	Establishment - 3		9815928907
118	Vajindra kumar	Sr. Asstt		9781752391
119	Narinder Singh	Sr. Asstt		9855677223
120	Jaspal Singh	Sr. Asstt		9417059516
121	Avtar singh	Sr. Asstt		9779061155
122	Harbhajan Kaur	Sr. Asstt		9463434340
123	Amandeep Singh	Sr. Asstt		9417723984
124	Jaswant Singh	Sr. Asstt		9417868939
125	AJMAIL SINGH	Supdt. Estt-2		9988462903
126	Rajeev Puri	Sr.Asstt.		8146558898
127	Sanjeev Kumar	Sr.Asstt.		9915462277
128	Ram singh	Sr.Asstt.		9417553461
129	Baljinder singh	Sr.Asstt.		9463181331
130	Gurpreet singh	Sr.Asstt.		9592557500
131	Jagjeet singh	Sr.Asstt.		9417868929
132	Harpreet singh	Sr.Asstt.		9414433463
133	Narinder Kant	Sr.Asstt.		9417868027
134	Gursharan Kaur	Supdt. RTI CELL		9814971739
135	Paramjeet Kaur	Sr.Asstt.		9417143757
136	Savita Sahi	Sr.Asstt.		9872094943
137	Ashu	Sr.Asstt.		9888703358

Manual – X

Cadre	Post	Group	Pay Scale + Grade Pay
Teaching	Director	A	15600-39100 +8900
	Director Administration	A	15600-39100 +6600
	Administrative Officer (EE)	A	15600-39100 +6600
	Deputy Director	A	15600-39100 + 6600
	Circle Education Officer	A	15600-39100 +6600
	Deputy Circle Education Officer	A	15600-39100 +6600
	Assistant Director	A	15600-39100 +6600
	Evaluation Officer	A	15600-39100 +6600
	Officer on Special Duty (Scholarship)	A	15600-39100 +6600
	Officer on Special Duty (Works and Planning)	A	15600-39100 +6600
	Survey Officer	A	15600-39100 +6600
	Statistical Officer	A	15600-39100 +6600
	Principal	A	15600-39100 +6600
	Senior Lecturer	A	15600-39100 +6600
	Sports Organiser	A	15600-39100 +6600
	Subject Expert (Voctional/SCERT)	A	15600-39100 +6600
	Head Master	A	10300-34800+5400
	Lecturer	A	10300-34800+5400
	Coordinator	A	15600-39100 +5400
	BPEO	A	10300-34800+5000
	Master	A	10300-34800+5000
	Vocational Master	A	10300-34800+5000
	Technical Assistant	B	10300-34800 +4800
	Centre Head Teacher	B	10300-34800 +4600
	C & V	B	10300-34800 +4400
	C & V other than Language	B	10300-34800 +4400
Head Teacher	B	10300-34800 +4400	
E.T.T. Teachers	B	10300-34800 +4200	

Non-Teaching	Deputy Controller (F&A)	A	15600-39100 +6600
	Registrar Education Department	A	15600-39100 +5400
	Establishment Officer	A	15600-39100 +5400
	Assistant Registrar (Examination)	A	15600-39100 +5400
	Section Officer	A	10300-34800 +5000
	Superintendent Grade-I	A	15600-39100 +5400
	Assistant Controller (F & A)	A	15600-39100 +5400
	Personal Assistant	B	10300-34800 +4800
	Superintendent Grade-II	B	10300-34800 +4800
	Senior Scale Stenographer	B	10300-34800 +4400
	Senior Assistant	B	10300-34800 +4400
	Auditor Pension	B	10300-34800 +4400
	Statistical Assistant	B	10300-34800 +4400
	Legal Assistant	B	10300-34800 +4200
	Artist	C	10300-34800 +3800
	Editor Books	C	10300-34800 +3800
	Drafts Man	C	10300-34800 +3800
	Script Writer	C	10300-34800 +3800
	Junior Scale Stenographer	C	10300-34800 +3600
	Steno Typist	C	10300-34800 +3200
	Clerk	C	10300-34800 +3200
	Librarian	C	10300-34800 +3200
	Assistant Librarian	C	5910-20200 +3000
	S.L.A.	C	5910-20200 +2400
	Driver	C	5910-20200 +2400
	Restorer	C	5910-20200 +2400
	Book Binder	C	4900-10680 +1900
	Head Peon	C	4900-10680 +1800
	Machine Man	D	4900-10680 +1650
	Daftri	D	4900-10680 +1650
Chowkidar	D	4900-10680 +1650	
Peon	D	4900-10680 +1650	
Safai Sewak	D	4900-10680 +1650	

Manual – XI

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY
INDICATING THE PARTICULARS OF ALL PLANS. PROPOSED
EXPENDITURES AND REPORTS ON DISBURSMENTS MADE:-**

Plan schemes are run by Department of School Education with financial assistance received from central and State Govt.s/ An overview of total budget received and expenditure incurred under central and State level schemes during the last Six years is given as under:-

Plan Scheme	Expenditure (in lacs)						Budget Approved for 2014-15
	2008-09	2009-10	2014-15	2014-15	2012-13	2013-14	
Central Govt. Scheme	197.50	0	0	0	0	0	300.00
State Govt. Scheme	4252.50	3254.76	3469.43	4033.73	9417.00	499.37	1541.00

Non Plan Budget allotment & expenditure during the last six year is given as under:-

Non Plan Scheme	Years (Figures in thousands)						Remarks
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	
Allotment	19543178	24487141	27722511	32412645	38332038	39635604	
Expenditure	18101590	21831240	25968409	33490748	36526326	37358106	

Manual – XII

SUBSIDY PROGRAMMES

1. Free books are provided to all girls upto class VIII.
2. Free books are provided to all SC children upto Class-X. No income limit criteria studying in Govt./Govt. Aided Schools by Welfare Department, Punjab
3. Keeping in view the economic status of the parents Fees/Fund is remitted to 30% girls students of 9th to 12th class studying in villages and 20% girls students of 9th to 12th class studying in urban areas. The fees can be remitted upto 100% by the head of the schools as per the economic status of the parents. This fees remittance is for the students belonging to under mentioned classes:-
 - a. Girls belonging to BPL families.
 - b. The girls students whose fathers have been expired.
 - c. Those girls students whose parents are landless laborers and farmers (provided they have no shop/business)
 - d. Scholarship schemes are run for SC children and meritorious students as under:-

Sr. No.	Name of the Scheme	Sponsored by State (SS) / Centrally sponsored (CS)
1.	Post metric scholarship to SC (11 th and 12 th)	CS
2.	Pre metric scholarship for SC studying in 9 th to 10 th Scheme	CS
3.	Pre metric scholarship for the children of those engaged unclean occupation.	CS
4.	Upgradation of merit of SC students for the year (begins in 2013-14)	CS
5.	Special grant to SC girls studying in post metric classes	SS
6.	Award scheme to motivate the girls belonging to S.C.E.-7 Scheduled Caste for the study of 10+2	SS

7.	Award scheme for the brilliant students holders of first three positions for boys / first three girls (at Block level)	SS
8.	State Educational Welfare Scheme for examination fees reimbursement (Metric SC/BC)	SS
9.	Promotion of Education among Educationally backward classes (State Educational Welfare Scheme 6 th to 8 th)	SS
10.	De-notified tribes Pre-metric	SS
11.	To provide free books to the girls belonging to S.C. studying in 10+1 and 10+2 (This scheme is run by the S.C./B.C. Welfare Department at District level.	
12.	55 – Award to S.C. Sports students (6 th to 12 th classes) revised from the year 2013-14 to 3 boys and 3 girls holding first 3 positions. Based on Games:- Athletics, High and Long Jump, Kabaddi, Kho-Kho and Gymnastic.	SS
13.	Dr. Hargobind Khurana Scholarship for brilliant students scheme (Scholarship for the students scoring 80% or above marks in metric from Govt. Model Schools or from Punjab School Education Board in the year 2012-13). (Meritorious)	SS 100%
14.	04 – Scholarship for brilliant economically backward students.	SS

Manual – XIII

Particulars of recipients of concessions, permits of authorization granted by it.

State is providing free bus pass facilities to students of class 6th to 10th and concessional bus pass facility to the students of 10+1 and 10+2.

MANUAL – XIV

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO
OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.**

MANUAL – XV

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS
OF OBTAINING INFORMATION INCLUDING THE WORKING
HOURS OF A LIBRARY OR READING ROOM IF MAINTAINED
FOR PUBLIC USE.**

Information can be had on all Govt. working days.

Manual – XVI

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Public information Officers, Assistant Public Information Officers and Appellate authorities have been designated at various levels of Directorate of Secondary Education as Follows:

Sr. No.	Name of Branch	Name and Designation of P.I.O./Branch Officer/ Contact number	Name of A.P.I.O. (Concerned Assistant)	First Appellate Authority
1	Services-1	Madan Lal, Registrar Education Department 9478691354	Assistant of Concerned Branch	Dr. Kamal Kumar D.P.I. (SE) 9888836658
2	Services-2	Madan Lal, Registrar Education Department 9478691354	Assistant of Concerned Branch	D.P.I. (SE)
3	Establishment -1	Harwinder Kaur (ADSA-1) 8146388177	Assistant of Concerned Branch	D.P.I. (SE)
4	Establishment -2	Suhinder Kaur, (ADSA-2) 9417505766	Assistant of Concerned Branch	D.P.I. (SE)
5	Establishment -3	Jaswinder Naiyyar (DDSA) 9815914439	Assistant of Concerned Branch	D.P.I. (SE)
6	Secondary Education	Bhagwant Singh, Assistant Director (SE) 8054013045	Assistant of Concerned Branch	D.P.I. (SE)
7	Budget	P.S. Chhabra, Deputy Controller (F & A) 9417781040	Assistant of Concerned Branch	D.P.I. (SE)
8	Vocational	Tota Singh, Deputy Director (Voc.), 9814220531	Assistant of Concerned Branch	D.P.I. (SE)
9	Scholarship	Nalini Sharma, Officer on Special Duty (Scholarship) 9876715890	Assistant of Concerned Branch	D.P.I. (SE)
10	Recruitment	Jaswinder Naiyyar (DDSA) 9815914439	Assistant of Concerned Branch	D.P.I. (SE)
11	Works and Planning	Sher Singh, Officer on Special Duty (Works) 9914075580	Assistant of Concerned Branch	D.P.I. (SE)
12	Ministerial Establishment	Subhash Chawla, Establishment Officer	Assistant of Concerned Branch	D.P.I. (SE)

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13	Grant-1	Inderjit Singh, Deputy Director (Private Aided) 9417428784	Assistant of Concerned Branch	D.P.I. (SE)
14	Grant-2	Inderjit Singh, Deputy Director (Private Aided) 9417428784	Assistant of Concerned Branch	D.P.I. (SE)
15	Pension	Inderjit Singh, Deputy Director (Private Aided) 9417428784	Assistant of Concerned Branch	D.P.I. (SE)
16	C.P.F.	Manjit Mangla, Deputy Controller (F & A), 9463590596, 8283817596	Assistant of Concerned Branch	D.P.I. (SE)
17	Statistical	Baljinder Singh, Statistical Officer 98722-49572	Assistant of Concerned Branch	D.P.I. (SE)
18	R.T.I.	Amrish Kumar, Nodal Officer, R.T.I. Cell 9417894189	Assistant of Concerned Branch	D.P.I. (SE)
19	Sports	Sarabjit Singh Toor, Deputy Director (Sports) 9501000277	Assistant of Concerned Branch	D.P.I. (SE)
20	N.F.C.	Sarabjit Singh Toor, Deputy Director (Sports) 9501000277	Assistant of Concerned Branch	D.P.I. (SE)
21	Coordination/ Grievance Cell	Sushma Sharma, Incharge Coordination Cell 9316131462	Assistant of Concerned Branch	D.P.I. (SE)
22	Legal Cell	Sher Singh, Legal Officer 9914075580	Assistant of Concerned Branch	D.P.I. (SE)