

Manual-II

Powers and Duties of Officers and Employees

The offices of the department perform duties and exercise powers as laid down in the Punjab Civil Services Rules, Punjab Financial Rules and the Instructions/orders issued by Govt.

The decision making powers rests with D.P.I. (E.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 Instruction (E.E.)Punjab	All Superintendents of all different branches	All Assistant Directors of concerned branches	D.P.I.(E.E.)Pb
2	District Education Officer(E.E.)	Supdt.Esstt	Dy.Distt.Education Officer (E.E.)/Administration Officer	D.E.O.(E.E.)
3	Schools. Govt.Elementary .School	- 2nd Senior most	- Head Teacher	- BPEO

The detail of PIO of this directorate is as following:-

Deputy Director (Estt) as First Appellant Authority and Deputy Director (Policy)

Nodal Officer to check the work related to informations.

Sr. No	Name	Designation of Officer-cum-PIO	Name of Branch	Remarks
1	Smt. Sushma	Assistant Director (Policy)	Services ,Budget and Record	
2	Smt. Gurpreet Kaur	Assistant Director (Estt.)	Estt.I, and II	

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 Elementary Education as Follows:

S.No.	Name of Branch	Name and Designation of APIO Superintendent	Name and Designation of PIO Branch Officer	Contract No.
1	Estt. I Branch	Sh. Yoginder Dutt	Smt. Sushma Assistant Director (Policy)	0172-2703916
2	Estt. II Branch	Sh. Yoginder Dutt	Smt. Sushma Assistant Director (Policy)	0172-2703916
3	Services Branch/ Budget Branch/ Record Branch	Sh. Yoginder Dutt	Smt. Sushma Assistant Director (Policy)	0172-2703916

Annexure –XV

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

For Directorate

1. State Public Information Officer
(Appellate authority)

Pr. Secretary/Secretary Higher
Education, Govt. of Punjab.

Ph: 0172-2741291
Mobile: 9888368060

2. Public Information Officer

Mrs. K.K. Mankotia
D.P.I.(C), Punjab.
SCO 66-67, Sector 17-D,
Chandigarh.

Ph Office: 0172-2704431
Mobile: 98140-85651
Fax: 0172-2783660

3. A. P.I.O.

Ph. Office: 0172-2703549
Mobile:
Fax: 0172- 2704431