

Chapter-1

INTRODUCTION

Rashtriya Madhyamik Shiksha Abhiyan (RMSA) is centrally sponsored scheme to universalise access to and improve quality of education at secondary stage implemented in a mission mode with a National Mission headed by the Union Minister of Human Resources and Development (HRD) and Project Approval Board headed by Secretary (School Education and Literacy) to appraise and approve state plans. The main goal of Rashtriya Madhyamik Shiksha Abhiyan scheme is the universalisation of secondary education by 2017 i.e., by the end of Twelfth Five Year Plan and universal retention

Chapter-2

ORGANIZATIONAL SET UP AT STATE AND DISTRICT LEVELS

State Project Director (SPD)

Address:

Rashtriya Madhyamik Shiksha Abhiyan Authority, Punjab
S.C.O. No. 162-164, 3rd Floor, Sector- 34A
Chandigarh.

Phone:

0172-5043244

Fax:

0172-5043244

Website:

ADMINISTRATIVE SET UP OF DEPARTMENT OF SCHOOL EDUCATION PUNJAB

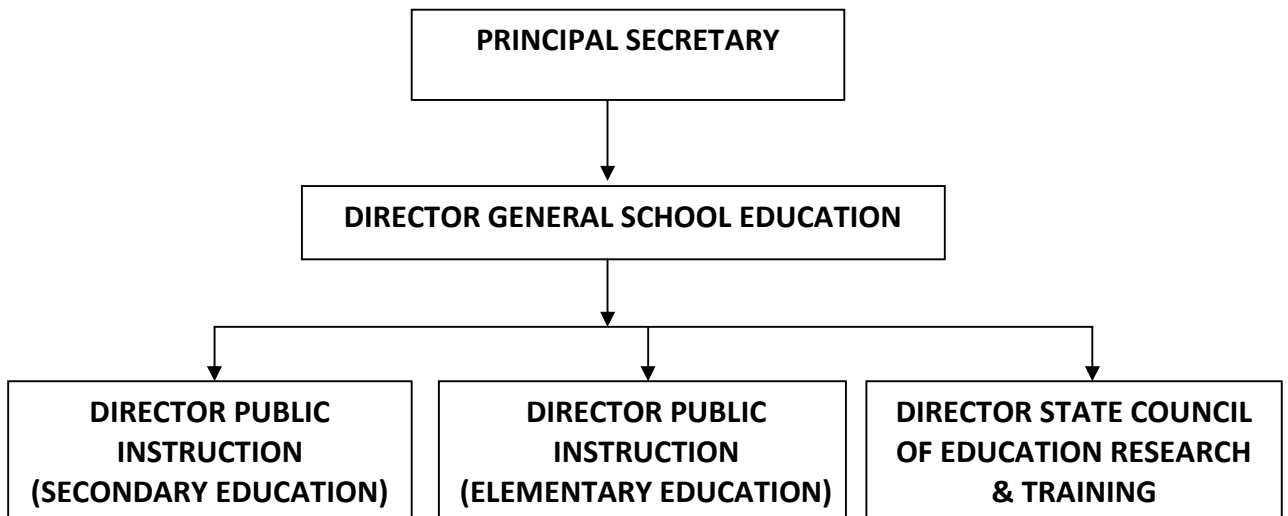


Fig. 1

ORGANIZATIONAL SET UP AT STATE PROJECT OFFICE

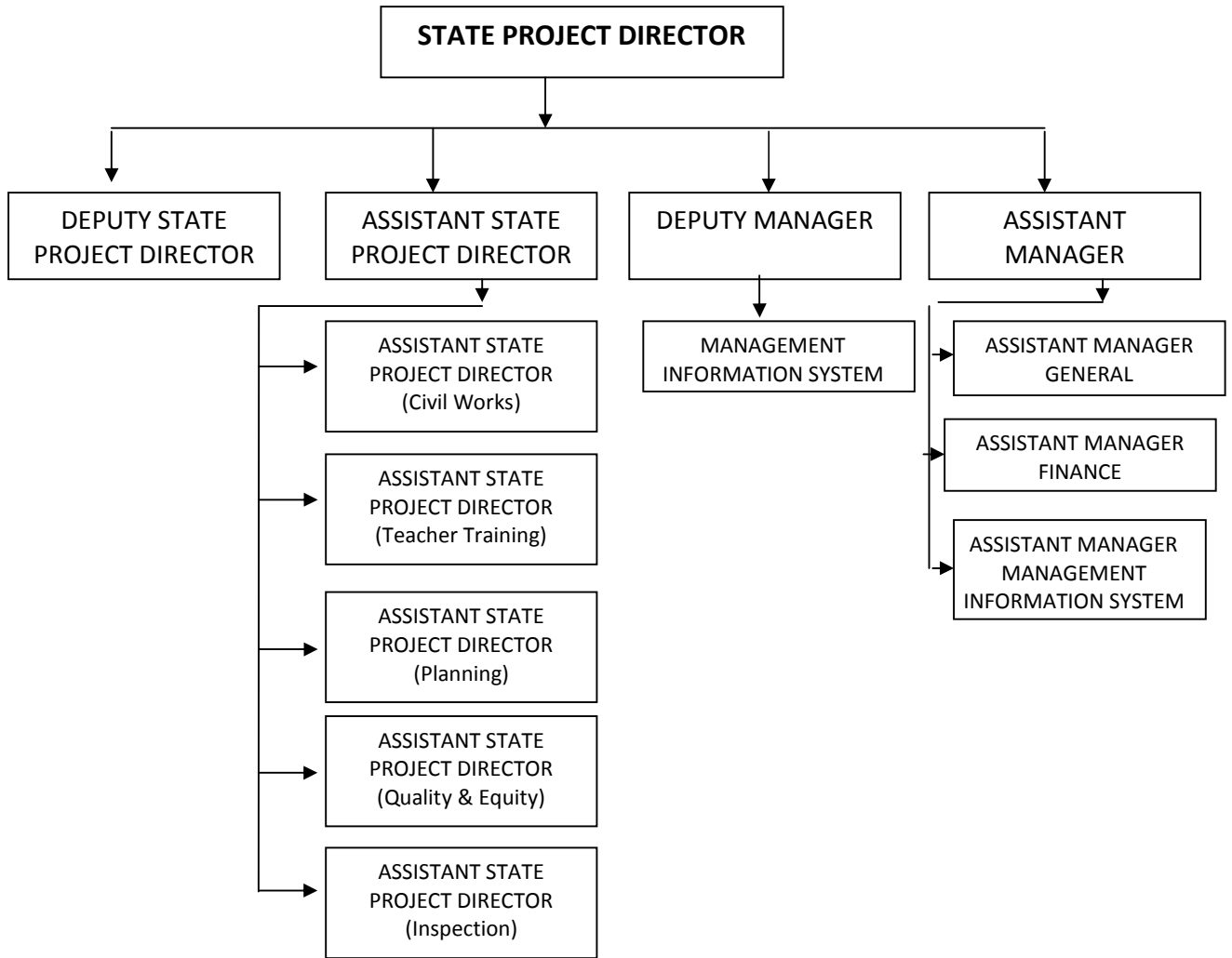


Fig. 2

ORGANIZATIONAL SET UP AT DISTRICT PROJECT OFFICE

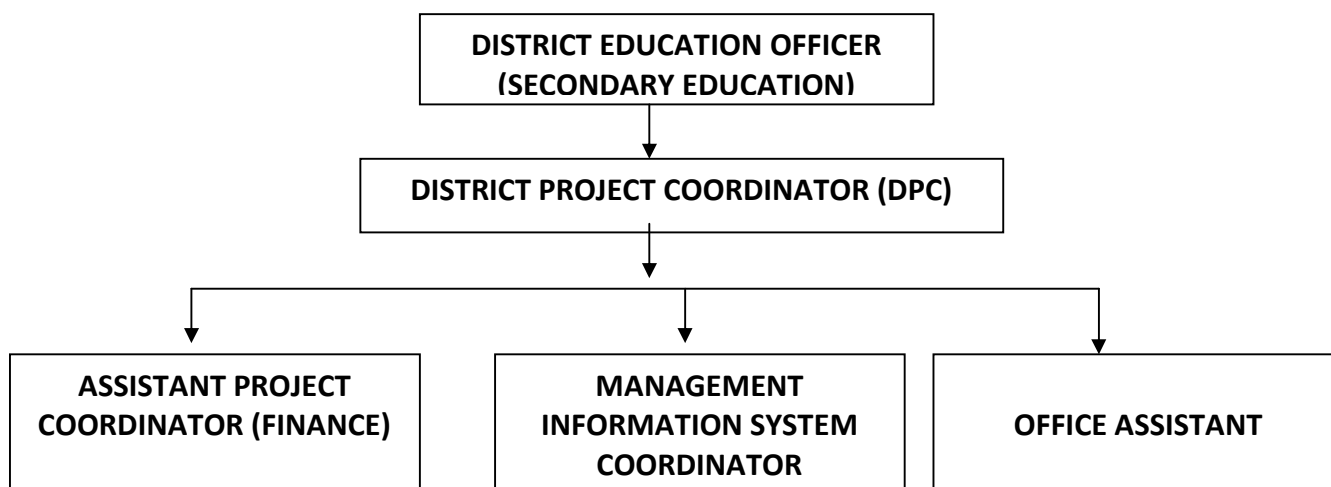


Fig. 3

COMPONENT HEADS AT STATE HEAD OFFICE

SR. NO.	NAME OF THE COMPONENT	NAME OF COMPONENT HEAD	CONTACT NO.	E-MAIL ADDRESS
1	Dy. SPD	Sh. Vijay Kaushal	5043256	-
2	ASPD (Civil Works)	Smt. Surekha Thakur	5043257	civilworks.punjab@gmail.com
3	ASPD (Teacher Training)	Sh. Kanwaldeep Singh Sohi	5043248	aspdrmsa@yahoo.com
4	ASPD (Planning)	Sh. Sanjeev Bhushan	5043251	sanjeev.bhushan@yahoo.in
5	ASPD (Quality & Equity)	Sh. Naresh Saini	5043796	rmsasaini@gmail.com
6	ASPD (Inspection)	Sh. Rakesh Kumar	5043795	rmsapunjab.inspection@gmail.com
7	M.I.S.	Sh. Tejinder Singh	5043798	rmsapunjab.mis@gmail.com

For More Information on RMSA, kindly refer to framework for implementation of Rashtriya Madhyamik Shiksha Abhiyan (a scheme for universalisation of access to and improvement of quality at the secondary stage) and Manual for Planning and Appraisal issued by Ministry of Human Resources & Development Department of School Education and Literacy at website www.education.nic.in/secedu/sec_rmsa.asp

DIRECTORY OF OFFICERS AND EMPLOYEES

Sr. No	Name	Designation	STD Code	Phone No	
				Office	Fax
1	Sh. Baldeo Purushartha (IAS)	SPD	0172	5043245	5043244
2	Sh. Vijay Kaushal	Dy. SPD	0172	5043256	5043244
3	Sh. S.K. Sharma	JCFA	0172	5043255	5043244
4	Smt. Surekha Thakur	ASPD (Civil Works)	0172	5043257	5043244
5	Sh. Naresh Saini	ASPD (Quality & Equity)	0172	5043796	5043244
6	Sh. Kanwaldeep Singh Sohi	ASPD(Teacher Training)	0172	5043248	5043244
7	Sh. Sanjeev Bhushan	ASPD (Planning)	0172	5043251	5043244
8	Sh. Rakesh Kumar	ASPD (Inspection)	0172	5043795	5043244
9	Sh. Tejinder Singh	State MIS Coordinator	0172	5043798	5043244
10	Sh. Rampal Bhardwaj	Cashier	0172	5043251	5043244
11	Sh. Pradeep Bhardwaj	AM (Finance)	0172	5061483	5043244
12	Sh. Peeyush Singla	AM (General)	0172	5061482	5043244
13	Amandeep Singh	Assistant Manager (Gen)	-	-	-
14	Ashish Jaitly	Assistant Manager (Gen)	-	-	-
15	Harwinder Kaur	Assistant Manager (M.I.S.)	-	-	-
16	Bhupinder Singh	Accountant	-	-	-
17	Sh. Rajesh Jangra	Data Entry Operator/ Office Assistant	0172	5043256	5043244
18	Sh. Satwinder Singh	Data Entry Operator/ Office Assistant	0172	5043248	5043244
19	Ms. Harpreet Kaur	Data Entry Operator/ Office Assistant	0172	5043257	5043244
20	Sh. Hira Lal	Data Entry Operator/ Office Assistant	0172	5061482	5043244
21	Sh. Gurwinder Singh	Data Entry Operator/ Office Assistant	0172	5043796	5043244
22	Sh. Karamveer Singh	Data Entry Operator/ Office Assistant	0172	5043795	5043244
23	Sh. Jasvinder Singh	Data Entry Operator/ Office Assistant	0172	5043255	5043244

Chapter - 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

All the administrative and financial powers lie with Executive Committee (EC) of Rashtriya Madhyamik Shiksha Abhiyan Authority (RMSA).

Following are the members of Executive Committee (EC):

- 1) Chief Secretary Punjab-cum-Chairman Executive Committee RMSA.
- 2) Principal Secretary School Education Punjab Govt.
- 3) Special Secretary-cum- DGSE and State Project Director, RMSA Punjab.
- 4) Financial Commissioner Department of Panchayats and Rural Development.
- 5) Principal Secretary to Govt. of Punjab, Department of Finance.
- 6) Principal Secretary to Govt. of Punjab, Department of Planning.
- 7) Principal Secretary to Govt. of Punjab, Department of Women & Child Development.
- 8) Principal Secretary to Govt. of Punjab, Department of Welfare.
- 9) Director Public Instruction (SE) Punjab.
- 10) Director Public Instruction (EE) Punjab.
- 11) Director State Council for Education Research & Training Punjab.

All the department heads in figure 2 are implementing agencies and they execute their work as per guidelines issued by Ministry of Human Resources Development (MHRD) and power delegated by State Project Director (SPD).

Chapter - 4

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

Rules and Regulations for Rastriya Madhmik Shiksha Abhiyan are followed as per according to the manual for planning and appraisal and manual on financial management and procurement issued by Ministry of Human Resources and Development of School education and literacy Government of India.

**For more information kindly click to website
www.education.nic.in/secedu/sec.rmsa.asp**

**The names, designations and other
particulars of the
Public Information Officers**

Name of the Public Authority:

Department Appellant Authority:

Sr. No.	Name & Designation	STD Code	Ph. No. (Office)	Fax	E-mail
1	Sh. Baldeo Purushartha State Project Director, Punjab	0172	5043245	5043244	

Public Information Officers:

Sr. No.	Name & Designation	STD Code	Ph. No. (Office)	Fax	E-mail
1	Sh. Kanwaldeep Singh Sohi ASPD (Teacher Training)	0172	5043248	5043244	

Assistant Public Information Officers:

Sr. No.	Name & Designation	STD Code	Ph. No. (Office)	Fax	E-mail
1	Sh. Naresh Saini ASPD (Quality & Equity)	0172	5043796	5043244	

**ACCOUNT IN WHICH APPLICATION FEE IS TO
BE DEPOSITED/ CREDITED FOR GETTING
INFORMATION UNDER R.T.I. ACT.**

DIRECTOR GENERAL SCHOOL EDUCATION-Cum-STATE PROJECT
DIRECTOR, RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN
AUTHORITY (RMSA), PUNJAB, CHANDIGARH, SCO: 162-164,
SECTOR-34-A, CHANDIGARH.

Chapter - 6

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Decision Making is done according to the **Manual for Planning and Appraisal & Manual on Financial Management and Procurement** issued by Ministry of Human Resources & Development Department of School Education for getting information on it kindly go to website **www.education.nic.in/secedu/sec_rmsa.asp** .