

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 Sarv. Sh./ Smt.
1	Director Public Instruction (S.E.)	Paramjit Singh
2	Director Administration	Paramjit Singh
3.	Deputy Director (S.E)	Dharam Singh
3	Assistant Director (S.A.1)	Gurpreet Kaur Dhaliwal
4	Assistant Director (S.A.2)	Lalit Kishor Ghai
5	Assistant Director (S.A.3)	Kamaljeet
6	Assistant Director (S.A.4)	Monika
7	Assistant Director (S.A.5)	Harwinder Kaur
8	Statistical Officer	Komal Chopra

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9	R.T.I. Cell	Jaskirat Kaur
10	D.C.F.A. (F &A)	Davinder Singh
11	Assistant Director (Voc.)	Gurjeet Singh
12	Assistant Director	Jaskirat Kaur
13	Assistant Director (S.E.)	Gurjeet Singh
14	Assistant Director, (Sports)	Lalit Kishor Ghai
17	O.S.D. (Scholarship)	Nalni Sharma
18	Assistant Director (Recruitment)	Dimpi Dhir
19	O.S.D. (Works & Planning)	Sushil Nath
20	Assistant Director (Pvt. Aided Schools)	Mohan Singh Lehal
21	D.C.F.A. (Budget)	Ram Chand Sharma
22	Survey Officer	Jaswant Singh
23	Assistant Director (N.F.C.)	Lalit Kishor Ghai
24	O.S.D. (Legal)	Sher Singh
25	Registrar Education Department	Rattan Singh (Additional Charge)

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Sr. No	Designation /Post	Name of Officer
		Sh/Smt
1	Registrar Education Department	Lokesh Kumar
2	Establishment Officer	Rattan Singh
3	Deputy Controller (F & A)(Budget)	Ram Chand
4	Deputy Controller (F & A) (Pension)	Om parkash
5	Deputy Controller (Fund)	Devinder Singh
6	Legal Assistant	Shashi Gagg
7	Legal Assistant	--
8	Legal Assistant (Recruitment Br.)	--
9	Superintendent Services-1 Branch	Ashok Kumar
10	Superintendent Services-2 Branch	Baljit Singh
11	Superintendent Establishment-1	Prabhjit Singh
12	Superintendent Establishment-2	Suman Sharma
13	Superintendent Establishment-3	Vacant
14	Superintendent Establishment-4	Hardev Singh
15	Superintendent Establishment-5	Vacant
16	Superintendent Ministerial Establishment	Narinder Singh
17	Superintendent Vocational Branch	Surinder Singh
18	Superintendent Secondary Education Branch	Bhupinder Kaur
19	Superintendent Works & Planning Branch	Kulbir Kaur
20	Superintendent Statistical Branch	--
21	Superintendent Scholarship Branch	Gursharan Kaur
22	Superintendent Physical Education/ N.F.C	--
23	Superintendent Grant-1, 2 Branch	Kanwaljit Kaur
24	Superintendent Funds / C.P.F	--
25	Superintendent Budget	Santokh Singh
26	Superintendent Record	Ashwani Kumar
27	Superintendent R.T.I Cell	Ashwani Kumar

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Manual – II

Powers and Duties of Officers and Employees

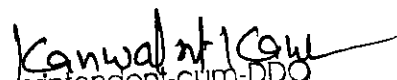
The officers of the Department performs duties and experience powers as laid down in the Punjab Civil Services Rules, Punjab Financial Rules and the Instructions/orders issued by Government.

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.

~~Smt~~ Jaskirat Kaur, Assistant Director (S.E.) is Nodal P.I.O. to coordinate the whole work related to informations under the R.T.I. Act.


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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.

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Secretary (Admin)-DDC
o/s D.P.I. Punjab

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.

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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.

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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

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 Sr. Asst. Secy. (Adm.)
 O/o DP (SE) Punjab

		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

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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.

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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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Sr. No.	Name of Officer Sarv. Sh./ Smt.	Designation/Post	Contact no
1	Paramjit Singh	Director Public Instruction (S.E.)	9872599055
2	Paramjit Singh	Director Administration	9872599055
3.	Dharam Singh	Deputy Director	9779457639
3	Gurpreet Kaur Dhaliwal	Assistant Director (S.A.1)	9478659522
4	Lalit Kishor Ghai	Assistant Director (S.A.2)	9417150124
5	Kamaljeet	Assistant Director (S.A.3)	9814966678
6	Monika	Assistant Director (S.A.4)	9781145688
7	Harwinder Kaur	Assistant Director (S.A.5)	8146388177
8	Komal Chopra	Statistical Officer	9417204242
9	Jaskirat Kaur	R.T.I. Cell	9814978444
10	Davinder Singh	D.C.F.A. (F &A)	9417690512
11	Gurjeet Singh	Assistant Director (Voc.)	9872412616
12	Jaskirat Kaur	Assistant Director	9814978444
13	Gurjeet Singh	Assistant Director (S.E.)	9872412616
14	Lalit Kishor Ghai	Assistant Director, (Sports)	9417150124
17	Nalni Sharma	O.S.D. (Scholarship)	9876715890
18	Dimpi Dhir	Assistant Director (Recruitment)	8198082700
19	Sushil Nath	O.S.D. (Works & Planning)	9646347668
20	Mohan Singh Lehal	Assistant Director (Pvt. Aided Schools)	9878300803
21	Ram Chand Sharma	D.C.F.A. (Budget)	9516341500
22	Jaswant Singh	Survey Officer	9815066375
23	Lalit Kishor Ghai	Assistant Director (N.F.C.)	9417150124
24	Sher Singh	O.S.D. (Legal)	9814075540

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S.No	Name Sarv. Sh./Smt.	Designation	Telephone No.	
			office	Mobile
1	ASHOK KUMAR	Supdt. Services-1		9569232727
2	Indu bala	Sr.Asstt		9888592023
3	Baljinder kaur	Sr.Asstt		9464395995
4	Nisha rani	Sr.Asstt		8146104598
5	Ajay sandal	Sr.Asstt		9888188407
6	BALJIT SINGH	Supdt. Services-2		9417208339
7	Baldev raj Saini	Sr.Asstt.		9465222147
8	Varinder jain	Sr.Asstt.		9815127849
9	Sandeep kaur	Sr.Asstt.		9876127111
10	Rajpal	Sr.Asstt.		9717562557
11	BALJIT SINGH	Supdt. Services-3		9417208339
12	Inderjit singh	Sr. Asstt.		9888516488
13	Harish kumar	Sr. Asstt.		9464048534
14	Dalwinder kumar	Sr. Asstt.		9463197432
15	Maninder singh	Sr. Asstt.		9888764587
16	Ram singh	Sr. Asstt.		9417553461
17	Dinesh Kumar	Sr. Asstt.		9988662313
18	Balraj singh	Sr. Asstt.		9464150033
19	Davinder garg	Sr. Asstt.		7973814283
20	PRABHJIT SINGH	Supdt. Estt-1		9814435442
21	Tejinder Singh	Sr.Asstt.		9815660845
22	Balwinder Singh	Sr.Asstt.		9876385500
23	Jaswinder Singh	Sr.Asstt.		9914181904
24	Sukhtej Singh	Sr.Asstt.		9463836328
25	Charanjit Singh	Sr.Asstt.		9855588870

26	--	Establishment -3	
27	Sanjeev Kumar	Sr. Asstt	7508100788
28	Nalesh Kumar	Sr. Asstt	9417248755
29	Harbhajan Kaur	Sr. Asstt	9463434340
30	Birjinder Singh	Sr. Asstt	9878082218
31	Sanpreet Kaur	clerk	9888562296
32	Randheer Singh	clerk	9780421484
33	Sandeep Kumar	Sr. Asstt	9646182008
34	HARDEV SINGH	Supdt. Estt-4	9815848074
35	Narender Kant	Sr.Asstt.	9417868027
36	Jagjit singh	Sr.Asstt.	9417868929
37	Gurpreet Singh	Sr.Asstt.	9592557500
38	Amandeep Singh	Sr.Asstt.	7986003148
39	Meenu Bala	Sr.Asstt.	9855512024
40	Jatinderpal Singh	Sr.Asstt.	8146565167
41	--	Supdt. Estt-5	
42	Parminder Singh	Sr.Asstt.	9918634972
43	Rajiv puri	Sr.Asstt.	8146558898
44	Kulwant Singh	Sr.Asstt.	9888994326
45	Ravinder Singh	Sr.Asstt.	7837689467
46	Vimal Dev	Sr.Asstt.	9464121137
47	Jai Inder	Sr.Asstt.	9417334004
48	SURINDER SINGH	Co Ordination Cell	9878170540
49	Seema devi	Sr.Asstt.	9592098256
50	Rajinder Kumari	Sr.Asstt.	9803549291
51	Sukhwinder Kaur	Sr.Asstt.	8847399128
52	Yogesh sharma	Sr.Asstt.	9855632309
53	NARINDER SINGH	Supdt. minis Estb	9464953600
54	Gurmukh Singh	Sr.Asstt.	9592092778
55	Amandeep	Sr.Asstt.	9317777797
56	Ravinder Dutt Dogra	Sr.Asstt.	9463915558
57	Jaswinder Kaur	Sr.Asstt.	9814531182

58	Paramjit Kaur	Sr.Asstt.	9914451251
59	SURINDER SINGH	Supdt.Vocational	9878170540
60	Harwinder singh	Sr.Asstt.	9814531822
61	daljit singh	Sr.Asstt.	9317097174
62	Deepmala	Sr.Asstt.	9463585024
63	GURSHARAN KAUR	Supdt. Scholarship	9779914739
64	Paramjit kaur	Sr.Asstt.	8360910602
65	Harpreet singh	Sr.Asstt.	9872333999
66	Ravi singla	Sr.Asstt.	9855491423
67	Gaurav sharma	Sr.Asstt.	8273600019
68	Manjeet kaur	Sr.Asstt.	9888738252
69	ASHWANI KUMAR	Supdt. RTI CELL	9876500453
70	Paramjit Kaur	Sr.Asstt.	9988254551
71	Swita Shahi	Sr.Asstt.	9872094943
72	Sarabjit Kaur	Sr.Asstt.	9501133233
73	ASHWANI KUMAR	Supdt. Records	9876500453
74	Surjit Singh	Sr.Asstt.	9510189498
75	KULBIR KAUR	Supdt. works and planning	9463446504
76	Naginder singh	Sr.Asstt.	9417566813
77	Abhishek	Sr.Asstt.	8872174992
78	Gurmeet kaur	Sr.Asstt.	9780462461
79	Nina singla	Sr.Asstt.	9417428179
80	--	Supdt. Fund branch	
81	Balbir kaur	Sr.Asstt.	9888709133
82	Harmeet kaur	Sr.Asstt.	9592790526
83	Manjeet kaur	Sr.Asstt.	8283833928
84	Sukhjeet kaur	Sr.Asstt.	8360235634

85	Santokh singh	Supdt. Budget	9417993148
86	Amritpal kaur	Sr. Asstt	9855424140
87	Nina Vashisht	Sr. Asstt	9463328303
88	Sandeep singh	Sr. Asstt	9417723984
89	Sudhir Kumar	Sr. Asstt	9592100242
90	Malkeet kaur	Sr. Asstt	8054800321
91	Rupali tandon	Sr. Asstt	9888307627
92	Vikasjeet	Sr. Asstt	9501073273
93	RUNEKHA CHAUHAN	Supdt. Pensions	9316131231
94	Suman Sharma	Auditor	8427412953
95	Nirmal Kaur	Sr.Asstt	9417037864
96	Suman Sharma	Sr.Asstt	9855121675
97	Ravinderpal Singh	Sr.Asstt	9988711676
98	KANWALJIT KAUR	Supdt. Grant	9417867732
99	Surinder Kaur	Sr.Asstt	9988646057
100	Jaswinder Kaur	Sr.Asstt	7589096823
101	Jaswant singh gill	Sr.Asstt	9417868939
102	Bachan kaur	Sr.Asstt	9914412455
103	Gurpritpal singh	Sr.Asstt	9780417565
104	Bahadar singh	Jr.Asstt	9465227107
105	Sandeep Kumar	Sr.Asstt	9815214015
106	Shashi Kiran	Sr.Asstt	9592567401
107	--	Supdt. Statistical Branch	
108	Archana Sharma	Stats. Asstt	9914591382
109	Surinder Kaur	Stats. Asstt	9855960965
110	Bhupinder Kaur Sodhi	Supdt. Sec. Educ	9872022150
111	Swaranjit Kaur	Sr.Asstt	9779090262
112	Avtar Singh	Sr.Asstt	9779061155
113	Neetam Mittal	Sr.Asstt	9569350452
114	Suman Lata	Supdt. Estb-2	9463390912
115	Avtar Singh	Sr.Asstt	8146471610

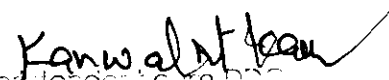
116	Gurcharan Singh bheora	Sr.Asstt		9417393913
117	Baljinder Singh	Sr.Asstt		9463181331
118	Deepak Gavri	Sr.Asstt		9988009972
119	Pardeep Kumar	Sr.Asstt		9646350031

Kanwaljit Kaur

Superintendent-cum,
o/o DPI(SE)Punjab

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


 Director, Technical Education
 c/o DPE (SE) Punjab

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	

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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	

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Superintendent-cum-DDO
C/O: DPI(SE) Punjab

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	SS

	holders of first three positions for boys / first three girls (at Block level)	
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

Kanwaljit Kaur

Superintendent cum-DPO
of District Punjab

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.

Kamwaljit Kaur

Superintendent-cum-DDO
o/o DPI(SE) Punjab

MANUAL - XIV

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

Kanwaljit Kaur
Superintendent-cum-DDO
o/o DPI (SE) Punjab

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.

Kanwaljit Singh
Superintendent-cum-DDO
o/o DPI(SE) Punjab

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 PIO/Branch Officer/Contact number	Name of APIO (Concerned Assistant)	First Appellate Authority
1	Services-1	Kamaljeet Kaur , Supdt cum DDO 9417867732	Assistant of concerned Branch	Paramjit Singh, D.P.I(S.E) 9872599055
2	Services-2	Kamaljeet Kaur , Supdt cum DDO 9417867732	Assistant of concerned Branch	D.P.I(S.E)
3	Services-3	Rattan Singh (Additional Charge)Registrar Education Department, 9417150124	Assistant of concerned Branch	D.P.I(S.E)
4	Establishment 1	Gurpreet Kaur Dhaliwal Assistant Director (S.A.1) 9478659522	Assistant of concerned Branch	D.P.I(S.E)
5	Establishment 2	Lalit Kishor Ghai Assistant Director (S.A.2) 9417150124	Assistant of concerned Branch	D.P.I(S.E)
6	Establishment 3	Kamaljeet Assistant Director (S.A.3) 9814966678	Assistant of concerned Branch	D.P.I(S.E)
7	Establishment 4	Monika Assistant Director (S.A.4) 9781145688	Assistant of concerned Branch	D.P.I(S.E)
8	Establishment 5	Harwinder Kaur Assistant Director (S.A.5) 8146388177	Assistant of concerned Branch	D.P.I(S.E)
9	Statistic	Komal Chopra Statistical Officer 9417204242	Assistant of concerned Branch	D.P.I(S.E)
10	R.T.I. Cell	Jaskirat Kaur R.T.I. Cell, 9814978444	Assistant of concerned Branch	D.P.I(S.E)

(Kamaljeet Kaur)
Supdt cum DDO
D.P.I(S.E) Punjab

11	G.P.F/ C.P.F.	Davinder Singh D.C.F.A. (F &A), 9417690512	Assistant of concerned Branch	D.P.I(S.E)
12	Vocational Br.	Gurjeet Singh Assistant Director (Voc), 9872412616	Assistant of concerned Branch	D.P.I(S.E)
13	Co-ordination/ Grievance	Jaskirat Kaur Assistant Director , 9814978444	Assistant of concerned Branch	D.P.I(S.E)
14	Sec. Edu.	Gurjeet Singh Assistant Director (S.E.), 9872412616	Assistant of concerned Branch	D.P.I(S.E)
17	Sports	Lalit Kishor Ghai Assistant Director, (Sports), 9417150124	Assistant of concerned Branch	D.P.I(S.E)
18	Scholarship	Nalni Sharma O.S.D. (Scholarship), 9876715890	Assistant of concerned Branch	D.P.I(S.E)
19	Recruitment Br.	Dimpi Dhir Assistant Director (Recruitment), 8198082700	Assistant of concerned Branch	D.P.I(S.E)
20	Works & Planning	Sushil Nath O.S.D. (Works & Planning), 9646347668	Assistant of concerned Branch	D.P.I(S.E)
21	Grant/ Pension	Mohan Singh Lehal Assistant Director (Pvt. Aided Schools), 9878300803	Assistant of concerned Branch	D.P.I(S.E)
22	Budget	Ram Chand Sharma D.C.F.A. (Budget), 9516341500	Assistant of concerned Branch	D.P.I(S.E)
23	Survey	Jaswant Singh Survey Officer, 9815066375	Assistant of concerned Branch	D.P.I(S.E)
24	N.F.C. Branch	Lalit Kishor Ghai Assistant Director (N.F.C.), 9417150124	Assistant of concerned Branch	D.P.I(S.E)
25	Legal Cell	Sher Singh O.S.D. (Legal), 9814075540	Assistant of concerned Branch	D.P.I(S.E)
26	M.E. Branch	Rattan Singh Establishment Officer, 9417150124	Assistant of concerned Branch	D.P.I(S.E)

Kanwaljit Kaur
Superintendent-cum-DDO
o/o DPI(SE) Punjab