Manual-I(i)

Particular Of Organization, Functions and Duties

Organization Name Director of Public Instructions (S.E.) Punjab

Address E. Block, Complex Punjab School Education Board, VIII, S.A.S. Nagar

Phase

Phone No. 0172-2214393
Fax No. 0172-2213057

Functions and Duties: -

Directorate of Public Instructions (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 itsfunction 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 organization structure of Directorate of Public Instructions (S.E.) is as under:-

Sr. No.	Name of Post	Name of Employees
1.	Director School Department (SE)	Sh. Sukhjeetpal Singh
2.	Deputy Director Administration	Vacant

4 Post of the Joint Director Are Sanctioned as per the notification dated 07-06-2018 to Department of School, Govt. of Punjab.

Sr. No.	Name of Post	Name of Employees
1.	Joint Director	Nil (vacant)
2.	Joint Director	Nil (vacant)
3.	Joint Director	Nil (vacant)
4.	Joint Director	Nil (vacant)

5 Post of the Deputy Director Are Sanctioned as per the notification dated 07-06 18 to Department of School, Govt. of Punjab.

1.	Deputy Director	Jagtar Singh
2.	Deputy Director	Nil (vacant)

Rajinder Singh

3.	Deputy Director	Nil (vacant)
4.	Deputy Director	Nil (vacant)
5.	Deputy Director	Nil (vacant)

21 Post of the Assistant Director Are Sanctioned as per the notification dated 07-06-2018 to Department of School, Govt. of Punjab. Later on dated 13-02-2020 the 08 posts of Assistant Director posts are reduced.

1.	Assistant Director	Lalit Kishor Ghai (Additiona Charge DPI(EE) Punjab
2.	Assistant Director	Balbir Kaur
3.	Assistant Director	Sanjeev Sharma
4.	Assistant Director	Jaskirat Kaur
5.	Assistant Director	Kulwinder Kaur
6.	Assistant Director	Sunil Kumar
7.	Assistant Director	Parminder Kaur
8.	Assistant Director	Mohinder Singh
9.	Assistant Director	Jaswinder Kaur
10.	Assistant Director	Gurjit Singh
11.	Assistant Director	Sushil Nath
12.	Assistant Director	Surinder Pal Kaur Hira
13.	Assistant Director	Karamjit Kaur

The pay of 04 Assistant Director has been drawn against the posts of Joint Directors. And the pay of 02 Assistant Director has been drawn against the posts of Deputy Directors.

Rajesh Kumar

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	Branch Superintendent & concerned Assistant of the branch	Immediate Branch Officer	D.P.I. (S.E.) Pb.

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

Rajesh Seal

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 are 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, Department Services 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. Department Service Rules.
6. Punjab Education Code.

Rajab Deed

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 Service Rules corrected up to 31-01-2016	Vol. I. Part-I: Rules relating to Pay and Allowances, Leave, Joining times and other General conditions of Services etc. Part-II: Appendices and Forms relating to above Rules etc. Vol. II. Relating to pensions and provident Funds and Group Insurance Schemes. Vol. III. Relating to TA rules.
2.	Manual of Instructions	Issued by Personnel & Administration Reforms & Published by Department of Govt. Service, 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
3.	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.
4.	Department of Service Rules	It contains rules for the recruitment/establishment of various cadre of the Education Department.
5.	Punjab Education Code 13th 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 grievance. The public has a hold through Educational Advisory Committee.

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.

Rajesh Singh

SERVICES-1

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1.	ASHOK KUMAR	SUPDT. SERVICES-1	9876417985
2.	Inderjitsingh	Senior.Asst	9888516488
3.	Sandeep Kaur	Senior.Asst	9876127111
4.	MeenuBala	Senior.Asst	9877672923
5.	Rosy	Senior.Asst	7009165731
6.	Navpreet Singh	Senior.Asst	7986244311

SERVICES-2

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	SUKHJEET KAUR	SUPERINTENDENT	9592991589
2.	Baldev Raj Saini	Senior Assistant	9465222147
3.	Rajat Sharma	Senior.Asst	9463659764
4.	Rajpal Singh	Senior.Asst	9417562557
5.	Vishav	Senior Assistant	9914042698

SERVICES-3

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1.	Raman kalia	SUPERINTENDENT	9914153048
2.	Harish kumar	Senior.Asst	9464048534
3.	Manindersingh	Senior.Asst	9888764587
4.	Ram singh	Senior.Asst	9417553461
5.	Narinderkant	Senior.Asst	9417553461
6.	Sarabhjit Kaur	Senior.Asst	9780354004

ESTABLISHMENT-1

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	PARMINDER SINGH	SUPDT. EST-1	9988634972
2.	Rupinderjitkaur	Senior.Asst	9888308874
3.	Charanjitsingh	Senior.Asst	9855588870
4.	Jaswindersingh	Senior.Asst	9417868939

ESTABLISHMENT-1(PROMOTIONS)

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	SUKHTEJ SINGH	SUPDT.EST 1(TRANSFER'S)	9463836328
2.	SUBHASH KUMAR	Senior.Asst	9914981305
3.	DINESH KUMAR	Senior.Asst	9988662313
4.	HARMANJIT SINGH	Senior.Asst	9780962098

ESTABLISHMENT-2

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	SUMANLATA	SUPDT.EST-2	9463390912
2.	Deepak Gavri	Senior.Asst	9988009972
3.	Pardeep Kumar	Senior.Asst	9646350031
4.	Baljindersingh	Senior.Asst	9463181331
5.	Vinod Kumar	Senior.Asst	8728832764
6.	Balrajsingh	Senior.Asst	9464150033

ESTABLISHMENT-3

	Name Sh/Smt.	Designation	Mobile number
1.	RAVINDERDUTT DOGRA	SUPDT.EST-3	9463915558
2.	RANDHIR SINGH	Senior.Asst	9780421484
3.	SANJEEV KUMAR	Senior.Asst	7508100788
4.	SANDEEP KUMAR	Senior.Asst	9815214015
5.	RAJESH THAKRAL	Senior.Asst	8146424145
6.	Jatinder Singh	Senior.Asst	9915807238

ESTABLISHMENT-4

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1.	INDUBALA	SUPDT. EST-4	9888592023
2.	Jagjeetsingh	Senior.Asst	9417868929
3.	Gurpreetsingh	Senior.Asst	9592557500
4.	Amandeep singh	Senior.Asst	7986003148
5.	Manmeet Kaur	Senior.Asst	7009682238

ESTABLISHMENT-5

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1.	BALJEET SINGH	SUPDT. EST-5	9417208339
2.	NILESH KUMAR	Senior.Asst	9417248755
3.	KULBIR SINGH	Senior.Asst	9780423600
4.	VARUN KAKKAR	Senior.Asst	9283808978
5.	DALVINDER SINGH	Senior.Asst	9463197432

Rajesh Kumar

Sr. no.	Name Sh/Smt.	Designation	Mobile number
	COORDINATION BRANCH		
1.	BALJINDER KAUR	SUPDT. COORDINATION CELL	9464395995
2.	LALKHWINDER SINGH	Senior.Asst	78885677493

COORDINATION

SPECIAL CELL

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1.	SUKHJEET KAUR	SUPDT.	8360235634
2.	Seema Devi	Senior.Asst	9592098256
3.	Kulwant	Senior.Asst	9888994326
4.	Vishal Kumar	Senior.Asst	6283171582
5.	Rahul Singla	Senior.Asst	6239325005
6.	Mandeep Kaur	Senior.Asst	8727864305
7.	Harbhajan Kaur	Senior.Asst	9663434340

Rajesh Kumar

Supt.ME

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	NARINDER SINGH	SUPDT.ME	9464953600
2.	JASWINDER KAUR	Senior.Asst	9814531182
3.	GURMUKH SINGH	Senior.Asst	9592092778
4.	GURPREET SINGH	Senior.Asst	9814249270
5.	TEJINDER SINGH	Senior.Asst	9815660845
6.	BALWINDER SINGH	Senior.Asst	9876385500
7	PARMINDER SINGH	Senior.Asst	9915024009

VOCATIONAL BRANCH

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	RAMAN KALIA	SUPDT.	9914153048
2.	DALJEET SINGH	Senior.Asst	9317097174
3.	DEEPMALA	Senior.Asst	9463585024

SCHOLARSHIP

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	KULWINDER KAUR	SUPDT	9915985836
2.	MALKEET KAUR	Senior.Asst	8054800321
3.	NEENAVASHISHT	Senior.Asst	9463328303
4.	MANDEEP KAUR	Senior.Asst	9878043122
5.	Gurpritpalsingh	Senior.Asst	9780417565
6.	Sarabjjit Kaur	Senior.Asst	7888890351

RTI

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	Sarabhjitkaur	Senior.Assistant	9501133233
2.	MANJEET KAUR	Senior.Assistant	9888738252

RECORD BRANCH

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1		SUPDT.RECORD	
2.	GAGANDEEP SINGH	Senior.Assistant	9914178692

GPF

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	BALJINDER KAUR	SUPDT.FUND	9464395995
2.	RANJIT KAUR	Senior.Assistant	9814475192
3.	ARCHANA SHARMA	Senior.Assistant	9914591382
4.	PARAMJITWALIA	Senior.Assistant	7973954036

Ranjit Kaur

BUDGET BRANCH

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	NARINDER KAUR	SUPDT BUDGET	9464953600
2.	SUDHIR KUMAR	Senior.Assistant	9592100242
3.	RUPALITANDON	Senior.Assistant	7888334236
4.	NIRMAL KAUR	Senior.Assistant	9417037864
5.	NARINDER SINGH	Senior.Asst	9914115700
6.	Savita sahi	Senior.Asst	9872094943

GRANT-PENSION-1

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	AMARJEET SINGH	SUPDT GRANT PENSION 1	9478023864
2.	Sunil Goyal	Senior.Asst	9465688779
3.	NISHA RANI	Senior.Asst	8146104598
4.	JASWANT SINGH	Senior.Asst	9417868939
5.	SUMAN SHARMA	Senior.Asst	9855121675
6.	SURINDER KAUR	Senior.Asst	9988646054

GRANT PENSION-2

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	AMARJOT SINGH	SUPDT.GRANT PENSION 2	
2.	RAVINDERPAL SINGH	Senior.Asst	9988711676
3.	NEENASINGLA	Senior.Asst	9417428179
4.	Suman	Auditor	8427412953

SECONDARY BRANCH

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1		SUPDT.SECONDARY BRANCH	
2.	NEETAM MITTAL	Senior.Asst	9569350452
3.	GAGANGOYAL	Senior.Asst	8284864080
4.	Manindersingh	Senior.Asst	8872298669

SPORTS BRANCH

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1	PARABHJIT SINGH	SUPDT.SPORTS	9814435442
2.	AMANDEEP	Senior.Asst	9317777797

Rajinder Singh

NFC

Sr. no.	Name Sh/Smt.	Designation	Mobile number
1		SUPDT.NFC	8847399128
2.	MANDEEP KAUR	Senior.Asst	8727864305

Manual- X

Cadre	Post	Group	Pay Scale + Grade Pay
Teaching	Director	A	15600 - 39100 + 8900
	Director Administration	A	15600 - 39100 + 6600
	Deputy Director	A	15600 - 39100 + 6600
	Assistant Director	A	15600 - 39100 + 6600
	Principal	A	15600 - 39100 + 6600
	Senior Lecturer	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	B	10300 - 34800 + 5000
	Centre Head Teacher	B	10300 - 34800 + 4600
	Technical Assistant	B	10300 - 34800 + 4200
	C & V	B	10300 - 34800 + 4400
	C & V other Than Language	B	10300 - 34800 + 4400
	Head Teacher	B	10300 - 34800 + 4400
	E.T.T. Teacher	B	10300 - 34800 + 4200

NON TEACHING			
	Deputy controller (F&A)	A	15600-39100+6600
	Registrar Education Department	A	10300-34800+5400
	Assistant Registrar(Examination)	A	15600-39100+5400
	Section officer	A	10300-34800+5400
	Superintendent Grade-1	A	15600-39100+5400
	Assistant controller (F&A)	A	15600-39100+5400
	Personal Assistant	B	10300-34800+4800
	Senior scale steno	B	10300-34800+4400
	Senior assistant	B	10300-34800+4400
	Auditor Pension	B	10300-34800+4400
	Statistical Assistant	B	10300-34800+4200
	Legal Assistant	B	10300-34800+4200
	Script writer	C	10300-34800+3800
	Junior scale steno	C	10300-34800+3600
	Steno typist	C	10300-34800+3200
	Clerk	C	10300-34800+3200
	School Librarian	C	5910-20200+3000
	Assistant librarian	C	5910-20200+3000
	S.L.A.	C	5910-20200+2400
	Driver	C	5910-20200+2400
	Restorer	C	5910-20200+2400
	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
	Sweeper(safaisewak)	D	4900-10680+1650

Rajesh Lal

MANUAL - XI

Budget Estimates For Financial Year 2016-17

S.No.	Major Head	Budget Approval for 2016-17	Expenditure for FY 2016-17
1	2202-02-109-01-Govt Senior Secondary Schools	43103624000	39837083000
2	2202-02-001-01-Direction And Administration (CEO & DEOs)	577400000	546010000
3	2202-80-001-01-Direction And Administration (Headquarter)	313762000	284735000
4	2202-02-110-01-Grant-in-Aid to Private Aided Schools	2360000000	2039308000
5	2202-02-800-01-Reimbursment to Transport Deptt/PRTC in lieu of Free Concessional travel to Students	0	
6	2075-00-104-01-Miscelinious General Services(Teacher Awards)	900000	900000
7	2202-02-107-01-General Scholarship	27620000	3361000
8	2202-80-800-01- Bharat Schout & Guides	1500000	0
9	2202-02-109-59-Mukh Mantri Vigyan Yatra	30000000	25552000
	Total	**46414806000**	**42736949000**

Deputy Controller(F & A)
O/o DPI (SE), Punjab, SAS Nagar

Revised Budget Estimates and Expenditure For Financial Year 2017-18

S.No.	Major Head	Budget Approval for 2017-18	Expenditure for FY 2017-18
1	2202-02-109-01-Govt Senior Secondary Schools	46888288000	44225225000
2	2202-02-001-01-Direction And Administration (CEO & DEOs)	656356000	606778000
3	2202-80-001-01-Direction And Administration (Headquarter)	335384000	301412000
4	2202-02-110-01-Grant-in-Aid to Private Aided Schools	2600000000	2222953000
5	2202-02-109-59-Mukh Mantri Vigyan Yatra	10000000	0
6	2202-02-800-01-Reimbursment to Transport Deptt/PRTC in lieu of Free Concessional travel to Students	120000000	24207000
7	2075-00-104-01-Miscelinious General Services(Teacher Awards)	2000000	0
8	2202-02-107-01-General Scholarship SOE-34	26010000	16076000
9	2202-02-107-01-General Scholarship SOE-28	1400000	0
10	2202-02-107-02-Sanik Scholarship	9339000	7705000
11	2202-80-800-01- Bharat Schout & Guides	1700000	1700000
	Total	**50650477000**	**47406056000**

Deputy Controller(F & A)
O/o DPI (SE), Punjab, SAS Nagar

Budget Estimates For Financial Year 2018-19

S.No.	Major Head	Revised Budget Estimates for 2018-19	Expenditure For Year 2018-19
1	2202-02-109-01-Govt Senior Secondary Schools	49274636000	48268259418
2	2202-02-001-01-Direction And Administration (CEO & DEOs)	619016000	603810375
3	2202-80-001-01-Direction And Administration (Headquarter)	385440000	329373018
4	2202-02-110-01-Grant-in-Aid to Private Aided Schools	2080000000	2041306695
5	2202-02-109-59-Mukh Mantri Vigyan Yatra	20000000	8705233
6	2202-02-800-01-Reimbursment to Transport Deptt/PRTC in lieu of Free Concessional travel to Students	120000000	72512609
7	2075-00-104-01-Miscelinious General Services(Teacher Awards)	1625000	0
8	2202-02-107-01-General Scholarship SOE-34	10255000	9073200
9	2202-02-107-01-General Scholarship SOE-28	1600000	1599864
10	2202-02-107-02-Sanik Scholarship	2000000	0
11	2202-80-800-01- Bharat Schout & Guides	1750000	1750000
	Total	**52516322000**	**51336390412**

Deputy Controller(F & A)
O/o DPI (SE), Punjab, SAS Nagar

Budget Estimates For Financial Year 2019-20

S.No.	Major Head	Revised Budget Estimates for 2019-20	Expenditure For Year 2019-20
1	2202-02-109-01-Govt Senior Secondary Schools	51304431000	50601717240
2	2202-02-001-01-Direction And Administration (DEOs)	641649000	593736178
3	2202-80-001-01-Direction And Administration (Headquarter)	336716000	321525869
4	2202-02-110-01-Grant-in-Aid to Private Aided Schools	2000000000	1893197932
5	2202-02-109-59-Mukh Mantri Vigyan Yatra	50000000	49999996
6	2202-02-800-01-Reimbursment to Transport Deptt/PRTC in lieu of Free Concessional travel to Students	150000000	59089883
7	2075-00-104-01-Miscelinious General Services (Teacher Awards)	1625000	1608150
8	2202-02-107-01-General Scholarship SOE-34	17200000	15722100
9	2202-02-107-01-General Scholarship SOE-28	3000000	890460
10	2202-02-107-02-Sanik Scholarship	3757000	1634500
11	2202-80-800-01- Bharat Schout & Guides	1750000	0
	Total	**54510128000**	**53539122308**

Deputy Controller(F & A)
O/o DPI (SE), Punjab, SAS Nagar

Manual-XII

SUBSIDY PROGRAMMES

Free books are provided to all girls upto class VIII.

Free books are provided to all SC children upto Class-X. No income limit criteria studing in Govt./Govt.Aided schools byWelfare department, Punjab.

Keeping in view the economic status of the parents Free/Funds is remitted to 30% girls studentsof 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.

Girls belonging to BPL families.

The girls students whose father's have been expired.

Those girls whose parents are landless, labourers and farmers (provided they have no shop/business)

Scholarship schemes are run for SC children and meritorious students a under:-

Sr. No.	Name of the Scheme	Sponsored by State (SS)/Centrally Sponsored(CS)
1.	Post matric Scholarship to SC (11th and 12th)	CS
2	Pre matric scholarship for SC studying in 9th to 10th scheme.	CS
3.	pre matric scholarship for the children of those engaged unclean occupation.	CS

Rajesh Sood

4.	Upgradation of merit of SC students for the year (begins in 2013-14)	CS
5.	Award scheme to motivate the girls belonging to S.C.E. -7 scheduled castes for the study of 10+2.	SS
6.	55 Award to SC sports students(6th to 12th classes) revised for the year 2013-14 to 3 boys and 3 girls holding first 3 positions based on games:- Atheletics, high and long jump, kabaddi, Kho-kho and gymnastic.	SS
7.	Dr. Hargind Khurana scholarship for brilliant student scheme(scholarship for the students scoring 80% or above marks in matric from Govt Model Schools or from Punjab Schools Education Board in the year 2012-13, (Meritorious)	SS
8.	02-Sanik scholarship (sanik schools)	SS
9.	Pre Matric OBC Scheme	SS
10.	Post Matric OBC Scheme 11th and 12th	SS

20/11/19

Assistant Director(Scholarship)

Manual-VIII

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.

Rajesh Singh

MANUAL – XV

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

Information can be had on all Govt. working days.

Rajesh Sood

Manual-XVI

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

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

Sr. no	Name of Branch	Name and Designation of PIO/Branch Officer/Contact number	APIO	First Appallate Authority
1	Services-1	Rajesh Sood,RE 9876699584	Branch Supdt. and concerned Assistant	Sh. Sukhjeetpal Singh, DPI(SE) Punjab 9855110783
2	Services-2	Rajesh Sood,RE 9876699584	Branch Supdt. and concerned Assistant	DPI(SE)
3	Services-3	Karamjeet Singh,A.D 8146700538	Branch Supdt. and concerned Assistant	DGSE
4	Establishment-1	Subhash Mahajan,A.D.S.A-1 (Est-1) 9501305400 Surinderpal Kaur Heera A.D.S.A-1, (Est-1 promotions) 9646019125	Branch Supdt. and concerned Assistant	DPI(SE)
5	Establishment-2	Kulwinder Kaur, A.D.S.A-2 9872451333	Branch Supdt. and concerned Assistant	DPI(SE)
6	Establishment-3	Gurjot Singh, A.D.S.A-3 9815297396 Jaswinder Kaur (HM)A.D.S.A-3, 8146582814 Karamjeet Singh (HM)A.D.S.A-3, 8146400538	Branch Supdt. and concerned Assistant	DPI(SE)
7	Establishment-4	Baljinder Singh,A.D.S.A-4 8146120006	Branch Supdt. and concerned Assistant	DPI(SE)
8	Establishment-5	Dimpy Dheer, A.D 8198082700	Branch Supdt. and concerned Assistant	DPI(SE)
9	M.E.Branch	Ratan Singh,Est.Officer 9779155529	Branch Supdt. and concerned Assistant	DPI(SE)
10	Statistic	Subhash Mahajan,A.D 9501304500	Branch Supdt. and concerned Assistant	DPI(SE)
11	RTI Cell	Jaskirat Kaur,A.D 9814178444	Branch Supdt. and concerned Assistant	DPI(SE)

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12	G.P.F/C.P.F.	Davinder Singh,DCFA 9417690512	Branch Supdt. and concerned Assistant	DPI(SE)
13	Vocational	Gurjeet Singh, A.D 9872412616	Branch Supdt. and concerned Assistant	DGSE
14	Co-ordination	Jaskirat Kaur,A.D 9814178444	Branch Supdt. and concerned Assistant	DPI(SE)
15	Sec.Edu	Karamjit Kaur,A.D 9888205947	Branch Supdt. and concerned Assistant	DPI(SE)
16	Sports	Sunil kumar, Dy.Dir. 8872636747	Branch Supdt. and concerned Assistant	DPI(EE)
17	Scholarship	Parminder Kaur, A.D 8872299923	Branch Supdt. and concerned Assistant	DGSE
18	Works & Planning	Gurjeet Singh, O.S.D. 9872412616	Branch Supdt. and concerned Assistant	DGSE
19	Grant/Pension	Sanjeev Kumar, A.D(PAS) 9914500136	Branch Supdt. and concerned Assistant	DPI(SE)
20	Budget	Balwinder Singh,D.C.F.A 9814800954	Branch Supdt. and concerned Assistant	DPI(SE)
21	N.F.C.Branch	Rajesh Sood,A.D.S.A-1 9876699584	Branch Supdt. and concerned Assistant	DPI(SE)
22	Legal Cell	Sashi Gagg,L.A 9855388222	Branch Supdt. and concerned Assistant	DPI(SE)
23	ICT	Sandeep Nagar, Dy.S.P.D 9814856100	Assistant manager	DPI(SE)
24	Record Branch	Balbir Kaur, A.D 7508656238	Branch Supdt. and concerned Assistant	DPI(SE)
25	Special Cell	Narinder Kaur, A.D(Medical leave) 9417455438 Karamjit Kaur, A.D (Extensions and pre-mature) 9888205947	Branch Supdt. and concerned Assistant	DPI(SE)

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Rajesh Sood