

ਪੰਜਾਬ ਸਰਕਾਰ
ਸਿੱਖਿਆ ਵਿਭਾਗ
(ਸਿੱਖਿਆ-6 ਸ਼ਾਖਾ)

ਨੰ: DPIPE-ESTP0GENL/20/2023-PROMOTION-DPIPE/ 1/783924/2024

ਮਿਤੀ 15.02.2024

ਪ੍ਰਬੰਧਕੀ ਜਰੂਰਤਾਂ ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ ਸਿੱਖਿਆ ਵਿਭਾਗ ਦੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ / ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ A.C.Rs ਵਿਦਿਅਕ ਸੈਸ਼ਨ 2023-24 ਤੋਂ iHRMS ਪੋਰਟਲ ਤੇ ਆਨਲਾਈਨ ਕਰਨ ਦਾ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ। ਜਿਸ ਦੇ ਲਈ ਏ.ਸੀ.ਆਰਜ ਦੇ Custodians ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਨਿਯੁਕਤ ਕੀਤੇ ਜਾਂਦੇ ਹਨ:-

Directorate of School Education (SE/EE)		
S. No.	Designation	Custodian
1	Superintendent in regional offices (DEOs/BPEOs)	Deputy District Education Officer(SE/EE)
2	Director School Education(EE)	Director School Education(SE)
3	Principal	District Education Officer(SE)
4	Asistant Director /District Education Officer(SE/EE)	Director School Education(SE)
5	Deputy Director	Director School Education(SE)
6	Joint Director	Director School Education(SE)
7	Law Officer in head office	Assistant Registrar Education(legal)
8	Assistant Registrar Education	Director School Education(SE)
9	Registrar Education	Director School Education(SE)
10	Superintendent	Asistant Director /District Education Officer(SE/EE)
11	Deputy District Education Officer(SE/EE)	District Education Officer(SE/EE)
12	Assistant Registrar Education(Legal)	OSD(litigation)
13	DCFA	Director School Education(SE/EE)
14	ACFA	Director School Education(SE/EE)
15	Section officer	DCFA
16	Section Officer (PA and Grants Audit)	DCFA
17	Senior Assistants In Administrative Offices (DEO,BPEO)	Superintendent/ Block Primary officer
18	Lecturer	Principal
19	Vocational Lecturer	Principal
20	Head Master	Deputy District Education Officer(SE)
21	Legal assistant in head office	Law Officer
22	Personal Assistant	Director School Education(SE/EE)
23	Senior Assistants In Head Office	Superintendent
24	Statistical Assistant	Superintendent
25	Auditor Pension	Superintendent

26	Clerks in regional offices (DEO, BPEO,schools)	Superintendent/ Block Primary officer/School Head Master/principal
27	Stenotypist in regional offices (DEO, BPEO,schools)	Superintendent/ Block Primary officer/School Head Master/principal
28	Junior scale stenotypist in regional offices (DEO, BPEO,schools)	Superintendent/ Block Primary officer/School Head Master/principal
29	Elementary Trained Teacher	Head Teacher/ Centre Head Teacher
30	Head Teacher	Centre Head Teacher
31	Centre Head Teacher	Block Primary Education Officer
32	Block Primary Education Officer	Deputy District Education Officer(EE)
33	Master	Head Master/ Principal
34	Other Category Teacher	Head Master/ Principal
35	Vocational Master	Head Master/ Principal
36	Non teaching staff (Librarian/Library Restorer/Senior Laboratory Attendent) in schools	Principal/Head Master
37	Clerks in head office	Superintendent
38	Stenotypist in head office	Superintendent
39	Junior scale stenographer in head office	Superintendent
40	Senior scale stenographer in head office	Superintendent
41	Librarian	Concerned Assistant Director
42	All types of Class 4 staff	Superintendent (concerned branch)/Principal/Head master/BPEO/DEO

Total Strength**Office of Director General School Education**

S.No.	Designation	Custodian
43	Deputy State Project Director	Director General School Education
44	Assistant State Project Director	Deputy State Project Director

Total Strength**SCERT**

S.No.	Designation	Custodian
45	DIET Principals	District Education Officer(SE)
46	Deputy Director/Assistant Director	Director,SCERT
47	Superintendent	Assistant Director (Concerned branch)
48	Lecturer/Mentor/Assistant Mentor	Assistant Director (Concerned branch)
49	Personal Assistant/Senior Assistant/clerk/Stenotypist/Junior scale Stenotypist/Librarian	Superintendent (concerned branch)

Total Strength


2) ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ Custodian ਦੇ ਕੰਮ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੋਣਗੇ:-

(i) Date of Report enter ਕਰਨਾ।

(ii) Reporting/ Reviewing/ Accepting Authorities Fix ਕਰਨਾ।

(iii) ਖਾਲੀ ਏ.ਸੀ.ਆਰ ਪ੍ਰੋਫਾਰਮੇ ਕਰਮਚਾਰੀਆਂ/ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਭੇਜਣਾ।

(iv) ਪ੍ਰਵਾਨ ਹੋਈਆਂ ਏ.ਸੀ.ਆਰਜ ਨੂੰ ਰਿਕਾਰਡ ਕਰਨਾ।

(v) ਕਰਮਚਾਰੀਆਂ ਦੇ grievances ਦਾ ਨਿਪਟਾਰਾ ਕਰਨਾ।

(vi) ਕਿਸੇ ਕਾਰਨ ਗਲਤ Authority ਨੂੰ ਤੇਜੀ ਗਈ ਏ.ਸੀ.ਆਰ ਨੂੰ Pull Back ਕਰਕੇ ਸਹੀ Authority ਪਾਸ ਭੇਜਣਾ।

(vii) NRC generate ਕਰਕੇ ਜਾਰੀ ਕਰਨਾ।

ਇਸ ਸਬੰਧ ਵਿੱਚ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸਮੂਹ Custodians ਦੀ ਬਹੁਤ ਹੀ ਜਲਦ ਸਾਰੀ ਪ੍ਰੀਕ੍ਰਿਆ ਸਬੰਧੀ ਟ੍ਰੇਨਿੰਗ ਲਗਾਈ ਜਾਵੇਗੀ।

3) ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ/ ਅਧਿਕਾਰੀਆਂ ਲਈ Reporting/ Reviewing/ Accepting Authorities ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੋਣਗੀਆਂ:-

Directorate of School Education (SE/EE)				
S. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	Superintendent in regional offices (DEOs/BPEOs)	Deputy District Education Officer(SE/EE)	Deputy District Education Officer(SE/EE)	District Education Officer(SE/EE)
2	Director School Education(EE)	Director School Education(SE)	Secretary School Education	Secretary School Education
3	Principal	District Education Officer(SE)	Director School Education(SE)	Secretary School Education
4	Asistant Director/District Education Officer(SE/EE)	Director School Education(SE)	Secretary School Education	Secretary School Education
5	Deputy Director	Director School Education(SE)	Secretary School Education	Secretary School Education
6	Joint Director	Director School Education(SE)	Secretary School Education	Secretary School Education
7	Law Officer in head office	Assistant Registrar Education(legal)	OSD(litigation)	OSD(litigation)
8	Assistant Registrar Education	Director School Education(SE)	Secretary School Education	Secretary School Education
9	Registrar Education	Director School Education(SE)	Secretary School Education	Secretary School Education
10	Superintendent	Asistant Director/District Education Officer(SE/EE)	Director School Education(SE/EE)	Secretary School Education
11	Deputy District Education Officer(SE/EE)	District Education Officer(SE/EE)	Director School Education(SE/EE)	Secretary School Education

12	Assistant Registrar Education(Legal)	OSD(litigation)	Director School Education(SE/EE)	Secretary School Education
13	DCFA	Director School Education(SE/EE)	Secretary School Education	Director (T & A)
14	ACFA	Director School Education(SE/EE)	Secretary School Education	Director (T & A)
15	Section officer	DCFA	Director School Education(SE/EE)	Director (T & A)
16	Section Officer (PA and Grants Audit)	DCFA	Director School Education(SE/EE)	Director (T & A)
17	Senior Assistants In Administrative Offices (DEO,BPEO)	Superintendent/ Block Primary officer	Deputy District Education Officer(SE/EE)	District Education Officer(SE/EE)
18	Lecturer	Principal	Deputy District Education Officer(SE)	District Education Officer(SE)
19	Vocational Lecturer	Principal	Deputy District Education Officer(SE)	District Education Officer(SE)
20	Head Master	Deputy District Education Officer(SE)	District Education Officer(SE)	Director School Education(SE)
21	Legal assistant in head office	Law Officer	Assistant Registrar Education(legal)	OSD(litigation)
22	Personal Assistant	Director School Education(SE/EE)	Director School Education(SE/EE)	Director School Education(SE/EE)
23	Senior Assistants In Head Office	Superintendent	Assistant Director	Assistant Director
24	Statistical Assistant	Superintendent	Assistant Director	Assistant Director
25	Auditor Pension	Superintendent	Assistant Director	Assistant Director
26	Clerks in regional offices (DEO, BPEO,schools)	Superintendent/ Block Primary officer/School Head Master/principal	Deputy District Education Officer(SE/EE)	District Education Officer(SE/EE)
27	Stenotypist in regional offices (DEO, BPEO,schools)	Superintendent/ Block Primary officer/School Head Master/principal	Deputy District Education Officer(SE/EE)	District Education Officer(SE/EE)
28	Junior scale stenotypist in regional offices (DEO, BPEO,schools)	Superintendent/ Block Primary officer/School Head Master/principal	Deputy District Education Officer(SE/EE)	District Education Officer(SE/EE)

29	Elementary Trained Teacher	Head Teacher/ Centre Head Teacher	Block Primary Education Officer	Deputy District Education Officer(EE)/District Education Officer(EE)
30	Head Teacher	Centre Head Teacher	Block Primary Education Officer	Deputy District Education Officer(EE)/District Education Officer(EE)
31	Centre Head Teacher	Block Primary Education Officer	Deputy District Education Officer(EE)	District Education Officer(EE)
32	Block Primary Education Officer	Deputy District Education Officer(EE)	District Education Officer(EE)	Director School Education(EE)
33	Master	Head Master/ Principal	Deputy District Education Officer(SE)	District Education Officer(SE)
34	Other Category Teacher	Head Master/ Principal	Deputy District Education Officer(SE)	District Education Officer(SE)
35	Vocational Master	Head Master/ Principal	Deputy District Education Officer(SE)	District Education Officer(SE)
36	Non teaching staff (Librarian/Library Restorer/Senior Laboratory Attendent) in schools	Principal/Head Master	Deputy District Education Officer(SE)	District Education Officer(SE)
37	Clerks in head office	Superintendent	Assistant Director	Assistant Director
38	Stenotypist in head office	Superintendent	Assistant Director	Assistant Director
39	Junior scale stenographer in head office	Superintendent	Assistant Director	Assistant Director
40	Senior scale stenographer in head office	Superintendent	Assistant Director	Assistant Director
41	Librarian	Concerned Assistant Director	Concerned Director School Education	Concerned Director School Education
42	All types of Class 4 staff	Superintendent (concerned branch)/Principal/He ad master/BPEO/DEO		
Total Strength				

Office of Director General School Education				
S.No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
43	Deputy State Project Director	Director General School Education	Secretary School Education	Secretary School Education
44	Assistant State Project Director	Deputy State Project Director	Director General School Education	Director General School Education
Total Strength				
SCERT				
S.No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
45	DIET Principals	District Education Officer(SE)	Director, SCERT	Director, SCERT
46	Deputy Director/Assistant Director	Director, SCERT	Secretary School Education	Secretary School Education
47	Superintendent	Assistant Director (Concerned branch)	Assistant Director (Establishment)	Director, SCERT
48	Lecturer/Mentor/Assistant Mentor	Assistant Director (Concerned branch)	Assistant Director (Establishment)	Director, SCERT
49	Personal Assistant/Senior Assistant/clerk/Stenotypist/Junior scale Stenotypist/Librarian	Superintendent (concerned branch)	Assistant Director (Concerned branch)	Director, SCERT
Total Strength				

4) ਏ.ਸੀ.ਆਰ ਭਰਨ ਦੇ ਲਈ ਵਿਦਿਅਕ ਸੈਸ਼ਨ ਵਿੱਚ ਸਮਾਂਸਾਰਨੀ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੋਵੇਗੀ:-

ਲੜੀ ਨੰ	ਸਟਾਫ	ਕਰਮਚਾਰੀ/ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਆਪਣਾ ਨਿੱਜੀ ਡਾਟਾ ਚੈੱਕ ਕਰਕੇ ਸੇਧ ਕਰਵਾਉਣ ਦਾ ਸਮਾਂ	ਸੈਲਫ ਅਪਰੇਜ਼ਲ ਭਰਨ ਦਾ ਸਮਾਂ	ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਏ.ਸੀ.ਆਰ ਰਿਪੋਰਟ ਕਰਨ ਦਾ ਸਮਾਂ	ਰਿਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਏ.ਸੀ.ਆਰ ਰਿਵਿਊ ਕਰਨ ਦਾ ਸਮਾਂ	ਪ੍ਰਵਾਨ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਏ.ਸੀ.ਆਰ ਪ੍ਰਵਾਨ ਕਰਨ ਦਾ ਸਮਾਂ
1	ਨਾਨ ਟੀਚਿੰਗ	01 ਅਪ੍ਰੈਲ ਤੋਂ 15 ਅਪ੍ਰੈਲ	16 ਅਪ੍ਰੈਲ ਤੋਂ 15 ਮਈ	16 ਮਈ ਤੋਂ 15 ਜੂਨ	16 ਜੂਨ ਤੋਂ 15 ਜੁਲਾਈ	16 ਜੁਲਾਈ ਤੋਂ 31 ਜੁਲਾਈ
2	ਟੀਚਿੰਗ	1 ਜੁਲਾਈ ਤੋਂ 15 ਜੁਲਾਈ	16 ਜੁਲਾਈ ਤੋਂ 15 ਅਗਸਤ	16 ਅਗਸਤ ਤੋਂ 15 ਸਤੰਬਰ	16 ਸਤੰਬਰ ਤੋਂ 15 ਅਕਤੂਬਰ	16 ਅਕਤੂਬਰ ਤੋਂ 30 ਅਕਤੂਬਰ

(Handwritten signature)

- 5) ਇਹ ਹੁਕਮ ਤੁਰੰਤ ਲਾਗੂ ਹੋਵੇਗੇ।
- 6) ਇਹ ਪੱਤਰ ਮਾਨਯੋਗ ਸਿੱਖਿਆ ਮੰਤਰੀ ਜੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਉਪਰੰਤ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

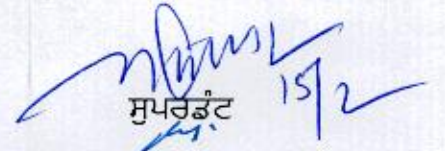
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ
12.02.2024

ਕਮਲ ਕਿਸ਼ੋਰ ਯਾਦਵ, ਆਈ.ਏ.ਐਸ.
ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ।

ਪਿੰ:ਅੰ:ਨੰ:DPISE-ESTP0GENL/20/2023-PROMOTION-DPISE/783924/2024/1-9 ਮਿਤੀ 15.02.2024

ਉਪਰੋਕਤ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਨਿੱਜੀ ਸਕੱਤਰ/ਮਾਨਯੋਗ ਸਿੱਖਿਆ ਮੰਤਰੀ, ਪੰਜਾਬ;
2. ਨਿੱਜੀ ਸਕੱਤਰ/ਸਕੱਤਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ;
3. ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਸਕੱਤਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ;
4. ਅਧੀਨ ਸਕੱਤਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ;
5. ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਆਫ ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ;
6. ਡਾਇਰੈਕਟਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਐ:ਸਿ:/ਸੈ:ਸਿ);
7. ਡਾਇਰੈਕਟਰ, ਐਸ.ਈ.ਆਰ.ਟੀ., ਪੰਜਾਬ;
8. ਰਾਜ ਦੇ ਸਮੂਹ ਸਿੱਖਿਆ ਅਫਸਰ (ਐ:ਸਿ:/ਸੈ:ਸਿ);
9. ਰਾਜ ਦੇ ਸਮੂਹ ਸਕੂਲ ਮੁੱਖੀ।


ਸੁਪਰਡੈਂਟ 15/2