



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)

ShikshaSadan, 3rd& 4th Floor, Sector-5, Panchkula-134109

Tel: 0172-2590505, 2586026(F) | E-mail: nsqf.hsspp.hr@gmail.com | Website: www.hsspp.in



No.2/1-2014(HR-2 NSQF)

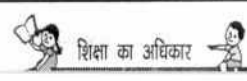
Dated: 21.04.2017

ORDER

Subject: Allocation of districts/work for monitoring / supervision of schools under CSS-VSHSE in alignment with NSQF.

The allocation of Districts/work among the staff deployed for the implementation of CSS-VSHSE is hereby ordered with immediate effect.

S#	Name, Designation and present place of posting& Contact Number	District / Work Allotted for inspection/ monitoring/ Technical/ HR/Accounts matters
1	Dr. Rajeev Vats, Program Manager (HR/Accounts/Technical NSQF Cell) O/o HSSPP HSSPP, Panchkula (Mob. 9017948466) Email: nsqfharyana@gmail.com	All HR, Technical, Accounts, Policy, allied matters regarding implementation of Centrally Sponsored Scheme of Vocationalisation of Secondary & Higher Secondary Education alignment in NSQF.
2	Mrs. Renu Bahal, Dy. Supdt. NSQF Cell O/o HSSPP(Mob. 09416081817)	All HR &Accounts matters
3	Ms. Kanchan Gupta, Coordinator, NSQF Cell, O/o HSSPP, Panchkula (Mob. 9872028428)	She will co-ordinate all Technical related issues including correspondence generated on this count and get information from the Coordinators concerned.
4	Mr. Ashok Kumar, Coordinator, NSQF Cell, O/o HSSPP, Panchkula (Mob. 9812759333)	He will co-ordinate all HR and Accounts related issues including correspondence generated on this count and get information from the Coordinators concerned.
5	Mr. Amrish, Coordinator, NSQF Cell O/o HSSPP, Panchkula (Mob. 9468266920)	Mewat (38)+Gurgram (49)= 87 Schools
6	Ms. Usha, Coordinator, NSQF Cell, O/o HSSPP, Panchkula (Mob. 8053133555)	Panchkula (27)+Karnal (70)= 97 Schools
7	Mr. Mahender Verma Coordinator, NSQF Cell, O/o HSSPP, Panchkula (Mob. 9501009779)	Palwal (42)+ Faridabad(37)= 79 Schools
8	Mr. Anuj, Coordinator, NSQF Cell, O/o HSSPP, Panchkula (Mob. 7087088043)	Kaithal (68)+Kurukshetra (50)=118 Schools
9	Ms. Alka, Coordinator, NSQF Cell, O/o HSSPP, Panchkula (Mob. 9356556956)	Yamunanagar(45) + Ambala (59)= 103 Schools
10	Sh. R.P. Verma, Coordinator, NSQF Cell O/o HSSPP, Panchkula (Mob. 9416297126)	Jind (59) +Rohtak (38) =97 Schools
11	Mr. Maninder Gill, Coordinator, NSQF Cell O/o HSSPP, Panchkula (Mob. 9878766677)	Hisar (63)+ Jhajjar (27)=90 Schools
12	Mr. Satyendra, Coordinator, NSQF Cell O/o HSSPP, Panchkula (Mob. 9467505636)	Bhiwani (63) Schools. In addition he will handle the work pertaining to presentations, videos, emate.





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13	Mr. Jamshed Coordinator, NSQF Cell O/o HSSPP, Panchkula (Mob. 9416263060)	M.Garh (31)+ Rewari (40)= 71 Schools
14	Mr. Eshan, Coordinator, NSQF Cell O/o HSSPP, Panchkula (Mob. 8881156356)	Fatehabad (42)+Sirsa(62)=104 Schools
15	Mr. Benison, Coordinator , NSQF Cell O/o HSSPP, Panchkula (Mob. 8851130221)	Sonipat (47)+ Panipat (44)=91 Schools
16	Mrs. Anu, Accountant NSQF Cell O/o HSSPP, Panchkula (Mob. 07696091533)	<ol style="list-style-type: none">1. Submission of UCs to MHRD, GOI, processing files related to release of grant by Govt. of India and State Govt , Requests for release of funds to MHRD, GOI2. Uploading of monthly expenditure on PMS portal (online), Quarterly Report to Planning Branch, Preparation of Budget Proposals.3. Release of funds to 1001 Schools through DPCs under various components, Collection of UCs from Schools, Book keeping of UC in accounting records, other matters related to schools like demand of funds under various components, approval required for procurement of items under office expenses through DPCs.4. Release of funds for Civil Works, Collection of UCs from Civil Branch, Status of Labs construction under NSQF Scheme; Release of funds to HATRON, Adjustment of invoices received from HARTRON, Reconciliation of accounts, monitoring of funds released to DPCs & other quarters, collection of UCs etc.5. Payment of bills for Printing of books, Correspondence with Audit Department & Reply of audit paras/observations.6. Correspondence with Budget & Planning Branch of DSE; Correspondence with Co-ordination& Accounts Branch of DSE; Balance Sheet of CSS-VSHSE Scheme, Voucher preparation (Vouchers, Bank Payment Vouchers, Receipt Vouchers)7. Entry in Tally on account of above releases & expenditure etc.



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17	Mrs. Anita, Accountant NSQF Cell O/o HSSPP, Panchkula (Mob. 09541839701)	<ol style="list-style-type: none">1. Release of funds to SCERT, Gurugram, Collection of UCs from SCERT, Gurugram, Maintaining account statement & Book keeping of UCs in accounting records, Other Correspondence with SCERT.2. Maintain stock register for computer allied items procured for NSQF Cell, Fixed assets record/voucher.3. Payment of advertisement bills, payment of salary of staff appointed in NSQF Cell. Release of grant to DPCs for the salary of staff deployed by the VTPs,/directly appointed by the Department through DPCs.4. Deposit of TDS Challan, Bank Reconciliation, Quarterly TDS Return, Issue Form-16 to Employees of NSQF cell, as also other associated with the project ,Voucher preparation (Vouchers, Bank Payment Vouchers, Receipt Vouchers)5. Processing assessment bills from SSCs received through Board, payment of assessment fee to Board of School Educaiton.6. JBJ and processing TA/DA bills of all NSQF staff.7. Entry in Tally on account of above releases & expenditure etc.

Sarvshri R.P. Verma, Amrish Sharma, Satyendra Tiwari, Jamshed Khan, Mohd. Eshan, Benison Chacko presently positioned in SCERT Gurugram will immediately shift to NSQF Cell, HSSPP Panchkula.

- (1) Coordinators at sr. no. 5 to 15 will inspect for 10 days in each month, the schools of the Districts allotted to them, monitor the implementation of the scheme and maintain data base of the skills, schools. Coordinators at sr. no. 3 to 4 will handle overall coordination under Technical and HR/ Accounts domains respectively.
- (2) The Coordinators will also have to perform any other additional duty /tasks assigned to them from time to time.
- (3) The routing of files/proposals would be as under:-

From Coordinators / Accountants/Dy. Supdt. to:-

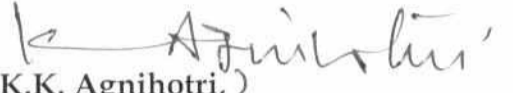
- (i) PMG HR
- (ii) PMG HR to Advisor (NSQF).
- (iii) Advisor to SPD.





- (4) HR/ Accounts & Technical issues arising out of inspection/monitoring will be handled directly by the Coordinators and put up through PMG HR to Advisor for resolution.
- (5) All policy issues, deployment of teachers, Co-ordinators engagement of VTPs, service matters, court cases and Accounts matters will be handled by HR/ Accounts NSQF cell.

This supersedes all earlier orders.


(K.K. Agnihotri)

Advisor (NSQF),

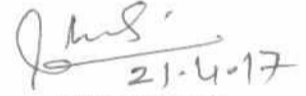
O/o HSSPP, State Project Director

Endst. No.: 2/1-2014(HR-2 NSQF) 1677-1125

Dated: 21.04.2017

A Copy for information and necessary action is forwarded to the following:-

1. Director SCERT Haryana Gurugram
2. All DEOs .
3. All DPCs.
4. 1001 Schools covered under NSQF.
5. All the VTPs.
6. Internal Circulation.


21.4.17

Program Manager (HR-NSQF)
HSSPP, Panchkula

CC:

- 1) AM/SPD
- 2) IT Cell HSSPP for uploading on the website.
- 3) For internal circulation