

**DIRECTORATE OF PUBLIC INSTRUCTION  
(ELEMENTARY EDUCATION)  
PUNJAB, CHANDIGARH.**

**HAND BOOK OF MANUALS  
UNDER  
THE RIGHT TO INFORMATION ACT, 2005  
(Information up to 31-03-2010)**

**SECTOR-17-E, SCO.NO.31-34  
CHANDIGARH.**

## **INTRODUCTION**

**This directorate came into existence under an act of legislation in 1978.**

As per the requirement of clause 4(1)(b) of the Right to Information Act 2005, 17 manuals prepared by the Directorate of Public Instruction(E.E) Punjab, Chandigarh guidance and information, these manuals have been revised and the information has now been updated up to March 31,2010.

**Director of Public Instruction (E.E),  
Punjab, Chandigarh.**

# Manual-I

## Particular of Organization, Functions and Duties

<b>Organization</b>	<b>Name</b>	<b>Directorate of Public Instructions (E.E) Punjab.</b>
	<b>Address</b>	S.C.O No.31-34, Sector-17-E, Chandigarh.
	<b>Phone Nos.</b>	0172-2703916,
	<b>Fax No</b>	0172-2702651

### Functions and Duties:-

Directorate of Public Instruction (E.E) Punjab is responsible to implement all Govt. policies, rules and regulations concerning Elementary Education in the state. It ensures physical, Financial and personal arrangement for Elementary Schools. It is responsible for superintendence, effective management and right direction.

Broad categories of its function are up gradation of schools, grants to Govt. Schools for infrastructure, grants-in-aid to private schools, Recruitments, Promotions and Transfers of teachers, to maintain service records and deal with all establishment matters of 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 Elementary School Education etc.

The Director of Public Instructions (E.E) Punjab is supported at State and by a team of officers and officials of teaching and non teaching cadres. The organizational set up is as follows:-

D.P.I. (E.E.) oversees the entire process of school education through its team of officers working at State, District and School level.

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

<b>Sr.No</b>	<b>Name of the Organization:-</b>	<b>Name of the Officer</b>
<b>1.</b>	<b>D.P.I.(E.E.)</b>	<b>Dr.Sadhu Singh Randhawa.</b>
<b>2.</b>	<b>Administration Officer(E.E.)</b>	<b>Vacant</b>
<b>3.</b>	<b>Dy.Director.(EE)</b>	<b>Sh.Darshan Singh Dhaliwal.</b>
<b>4.</b>	<b>Dy.Director (Policy)</b>	<b>Vacant</b>
<b>5.</b>	<b>Assistant Director (Estt-1)</b>	<b>Smt. Gurpreet Kaur</b>
<b>6.</b>	<b>Assistant Director (Estt-II)</b>	<b>Vacant</b>
<b>7.</b>	<b>Assistant Director (Policy)</b>	<b>Smt. Sushma Rani</b>
<b>8</b>	<b>DCFA Funds</b>	<b>Vacant</b>
<b>9</b>	<b>S.O. Budget</b>	<b>Vacant</b>
	<b>Superintendents</b>	
<b>10</b>	<b>Services/Budget</b>	<b>Sh. Yoginder Dutt</b>
<b>11</b>	<b>Establishment-I,</b>	<b>Vacant</b>
<b>12</b>	<b>Establishment -II,</b>	<b>Vacant</b>
<b>13</b>	<b>Record Branch</b>	<b>Vacant</b>
<b>14</b>	<b>Right to Information Act,2005 (PIO)</b>	<b>Smt. Sushma Rani</b>
<b>15</b>	<b>Assistants of all Branches</b>	
<b>16</b>	<b>Clerks of all Branches</b>	
<b>17</b>	<b>Peon of All Branches</b>	

## Manual-II

### **Powers and Duties of Officers and Employees**

The offices of the department perform duties and exercise powers as laid down in the Punjab Civil Services Rules, Punjab Financial Rules and the Instructions/orders issued by Govt.

The decision making powers rests with D.P.I. (E.E.).

Copy of standing order and distribution of work attached.

<b>Sr. no.</b>	<b>Office/Level</b>	<b>Assistant Public Information Officer(APIO)</b>	<b>Public Information Officer</b>	<b>Appellate Authority (AA)</b>
1	Directorate of public Instruction (E.E.)Punjab	All Superintendents of all different branches	All Assistant Directors of concerned branches	D.P.I.(E.E.)Pb .
2	District Education Officer(E.E.)	Supdt.Esstt.	Dy.Distt.Education Officer (E.E.)/Administration Officer	D.E.O.(E.E.)
4	Schools. Govt.Elementary .School	- 2 <sup>nd</sup> Senior most	- Head Teacher	- BPEO

The detail of PIO of this directorate is as following:-

Deputy Director (Estt) as First Appellant Authority and Deputy Director (Policy)

Nodal Officer to check the work related to informations.

<b>Sr. No</b>	<b>Name</b>	<b>Designation of Officer-cum-PIO</b>	<b>Name of Branch</b>	<b>Remarks</b>
1.	Smt. Sushma	Assistant Director (Policy)	Services ,Budget and Record	
2.	Smt. Gurpreet Kaur	Assistant Director (Estt.)	Estt.I, and II	

## **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 approved by the D.P.I. (E.E.). The channel is as follows:**

Assistant Directors-.Dy.Directors-D.P.I. (E.E.) are the decision maker. All the decisions are taken as per the Punjab Civil Services Rules, Financial Rules, Rules of Business, Standing orders of Govt., manuals of Instruction issued by Punjab Govt from time to time.

## **Manual-IV**

Norms Set for Discharge of functions.

All the functions are discharged by the office as per Govt.,  
Policies and directions.

## **Manual-V.**

Rules, regulations, instructions, manuals and records held by the office for discharge of its functions.

The following govt. documents are held by the office for discharge of various functions.

1. Punjab Civil Services Rules.
2. Punjab Financial Rules.
3. Punishment and Appeal Rules.
4. Manual of Govt. Instructions.
5. Punjab Education Code (Rules can be seen on the website [www.dpisepb.com.org](http://www.dpisepb.com.org))
6. Instructions issued by Punjab Govt from time to time.

## Manual-VI

### Categories of documents held by the office

Sr.no.	Name of the document and its introduction 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	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
3	Punjab Financial Rules	Corrected upto 31-3-1984 by Department of Finance, Punjab, Printed by Controller of Printing & stationary.Punjab, Chandigarh. Vol.I. Main rules. Vol.II. Appendices & Forms
4	Punjab Education Code 13 <sup>th</sup> Edition,1990	It contains information on grants-in-aid, scholarship, general and recognition rules, appendices and other useful annexure
5	Punishment & Appeal Rules	Under PGSRs 1970 Consolidated Instructions for dealing with cases of disciplinary action against Punjab Govt.Employees of Department of personnel & Administration Reforms by G.L.Sardana
6	Budget Manual	Rationalization policy Regularization policy Pay fixation rules Education Services Rules for P.E.S. Class I & II for the year 1936, 57, 66, 78, 86, & 96. Education Services Rules for P.E.S. Class- III for the year 1936, 55, 62, 78, & 95.

## **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 there of.**

Meeting with representatives of Teachers Union /Non Teachers Union, M.L.A., s.and village Sarpanches is held to redress their grievances. No such system exists to have consultations with public representative in relation to the formulation or administration of policies.

## **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 Departmental Selection Committee headed is there. This is headed by DPI (EE) meetings of the committee are not open to the public.

Manual-IX

<b>S.No.</b>	<b>Name(Mr./Mrs.)</b>	<b>Designation</b>	<b>Tel.No</b>
1	Dr. Sadhu Singh Randhawa	DPI(EE)	2703916
2	Vacant	Admn Officer	2703916
3	Darshan Singh Dhaliwal	Deputy Director (Estt)	2703916
4	Vacant	Deputy Director(Policy)	2703916
5	Vacant	Deputy Controller (F&A)	2703916
6	Gurpreet Kaur	Assistant Director (Estt)	2703916
7	Vacant	Assistant Director (Estt)	2703916
8	Sushma Devi	Assistant Director (Policy)	2703916
9	Vacant	Section Officer	2703916
10	Vacant	Supdt. Establishment-I Branch	2703916
11	Vacant	Supdt. Establishment-II Branch	2703916
12	Yoginder Dutt	Supdt. Budget, Services &Records	2703916
13	Vacant	PA/DPI(EE)	2703916

14	Pawan Kumar	Legal Assistant	2703916
15	Charanjit Kaur	Senior Assistant	2703916
16	Bhupinder Kaur	Senior Assistant (E-I Br.)	2703916
17	Rajinder Kaur	Senior Assistant (E-I Br.)	2703916
18	Harvinder Singh	Senior Assistant (E-I Br.)	2703916
19	Bhupesh Gupta	Senior Assistant (E-I Br.)	2703916
20	Ravinder Dogra	Senior Assistant (E-II Br.)	2703916
21	Ashwani Kumar	Senior Assistant (E-II Br.)	2703916
22	Jagmeet Kaur	Senior Assistant (E-II Br.)	2703916
23	Jaswant Kaur	Senior Assistant (E-II Br.)	2703916
24	Sonia	Senior Assistant (E-II Br.)	2703916
25	Madhu Sharma	Senior Assistant (Service Branch.)	2703916
26	Suman Saini	Senior Assistant (Service Branch.)	2703916
27	Amarjit Singh	Senior Assistant (Service Branch.)	2703916
28	Bhupinder Singh Ball	Senior Assistant (Budget Branch.)	2703916

29	Rajiv Puri	Senior Assistant (Budget Branch.)	2703916
30	Saroj Kumari	Senior Assistant (Budget Branch.)	2703916
31	Jaswinder Kaur	Senior Assistant (Budget Branch.)	2703916
32	Manjit Batta	Senior Assistant (Budget Branch.)	2703916
33	Sudesh Kumari	Senior Assistant (Budget Branch.)	2703916
34	Bhupesh Gupta (Additional Charge)	Care Taker	2703916
35	Harish Sharma	Junior Assistant (Estt.2 Branch)	2703916
36	Santosh Kumari	Junior Assistant (Budget Branch)	2703916
37	Vacant	Junior Assistant (Budget Branch)	2703916
38	Kamlesh Kumari	Junior Assistant (Record Branch)	2703916
39	Kesar Singh	Junior Assistant (PA Staff)	2703916
40	Ravinder Bali	Clerk (PA Staff)	2703916
41	Sarbjit Singh	Clerk (Estt.1 Br.)	2703916
42	Jagjit Kaur	Clerk (Estt. I Br.)	2703916
43	Vacant	Clerk (Estt.I Br.)	2703916
44	Vacant	Clerk (Estt.II Br.)	2703916
45	Varun	Clerk(Budget Br.)	2703916

46	Natter Chand	Clerk (Service Br.)	2703916
47	Vacant	Clerk(Service Br)	2703916
48	Vacant	Clerk Record Branch	2703916
49	Harbhajan Kaur	Steno with Budget Branch	2703916
50	Manjit Kaur	Steno with Estt.I Branch	2703916
51	Meenu Sharma	Steno with Estt. II Branch	2703916
52	Vacant	Steno with Services Branch	2703916

## MANUAL-X

The Monthly Remunerations Received by each of its Officers and Employees Including the System of Compensation as Provided in its Regulations.

The Monthly remunerations of the officers/employees of the directorate are paid as per the Punjab Govt Rules and Regulations.

The Pay Scales of different cadres of officers/officials are as under:-

<b>POST</b>	<b>PAY SCALES (RULEES)</b>
Director	37400-67000
Deputy Director	15600-39000
Assistant Director	15600-39000
DCFA	10300-34800
DEO	15600-39000
Supdt Grade-I	10300-34800
Supdt Grade-II	10300-34800
Sr. Assistant	10300-34800
Junior Assistant	5910-20200
Steno Typist	5910-20200
Clerk	5910-20200
Class IV	4900-10680
BPEO	10300-34800
CHT	10300-34800
HT	5910-20200
JBT	5910-20200

Pay and other monthly allowances/remuneration are paid to the officers and employees according to the prevalent rules/Instructions of the Punjab Govt.

**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/ An overview of total budget received and expenditure incurred under central and State level schemes during the last four years is given as under:-

All Plan Schemes have been shifted to Sarv Siksha Abhiyan Authority .This information can be seen on their website [www.ssapunjab.org](http://www.ssapunjab.org).

## **MANUAL-XII**

### **SUBSIDY PROGRAMMES -RUN BY STATE GOVT**

1. Free Education is provided to children upto 8th Class.
2. SC Girl students get attendance scholarship of Rs. 50/- P.M. for 10 months.
3. Students whose parent's income is 5000 per year and whose parents do unclean jobs get consolidated amount of Rs. 950/- Per year.
4. Students who belong to Vimukat Jatis get Rs. 30/- P.M. for 10 months.
5. Free books to all the above three categories students through Social Welfare Department and free books to general category poor girls and boys under SSA.
6. Rural Students get Cycles, School bags and hoe etc under SSA.

### **MANUAL-XIII**

#### **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT.**

1. Free Education is provided to children upto 8th Class.
2. SC Girl students get attendance scholarship of Rs. 50/- P.M. for 10 months.
3. Students whose parent's income is 5000 per year and whose parents do unclean jobs get consolidated amount of Rs. 950/- Per year.
4. Students who belong to Vimukat Jatis get Rs. 30/- P.M. for 10 months.
5. Free books to all the above three categories students through Social Welfare Department and free books to general category poor girls and boys under SSA.
6. Rural Students get Cycles, School bags and hoe etc under SSA.

**MANUAL-XIV**

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

The basic information regarding the department  
is available on website [www.dpieepunjab.com](http://www.dpieepunjab.com).

**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.**

**The Public can obtain information about the Department through the Public Information Officers/Assistant Public Information Officers appointed at Directorate / District Level (list attached)**

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 Elementary Education as Follows:*

<b>S.No.</b>	<b>Name of Branch</b>	<b>Name and Designation of APIO Superintendent</b>	<b>Name and Designation of PIO Branch Officer</b>	<b>Contract No.</b>
1	Estt. I Branch	Sh. Yoginder Dutt	Smt. Sushma Assistant Director (Policy)	0172-2703916
2	Estt. II Branch	Sh. Yoginder Dutt	Smt. Sushma Assistant Director (Policy)	0172-2703916
3	Services Branch/ Budget Branch/ Record Branch	Sh. Yoginder Dutt	Smt. Sushma Assistant Director (Policy)	0172-2703916

**MANUAL-XVII**

**OTHER USEFULL INFORMATION:-**

No comments