

## ANNEXURE – 2

### PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1)(b)(ii) OF THE RIGHT TO INFORMATION ACT, 2005.

(The powers & duties of the officers and employees)

Name of the office: Director of Public Instructions (Colleges),  
Punjab, Chandigarh.  
SCO 66-67, Sector – 17-D  
Chandigarh

The distribution work among officers and employees of Directorate of  
Public instructions (C) Punjab is given below: -

S. No.	DESIGNATION OF POST
1	<b>Director</b>  Head of the Department & Controlling authority of the organization.
2	<b>Addl. Director ( Joint Director / Administrative officer)</b>  Incharge officer of Services branch, Estt. Branch.
3	<b>Deputy Director (Colleges)</b>  Incharge officer of College Education Branch
4	<b>Deputy Director ( Colleges &amp; Planning )</b>  Incharge officer of Grant – I & Grant –II branches / Estt. Branch (Non-teaching staff of field offices)

- 5 Deputy Controller (Finance & Accounts) Headquarters**  
Incharge officer of Budget branch & Planning branch, Office Accounts (Estt. Br.)
- 6 Deputy Controller ( Finance & Accounts) Audit**  
Incharge officer of Pre- Audit Cell
- 7 Assistant Director ( Cadet Corps)**  
Incharge officer of N.C.C. Branch
- 8 Assistant Director (Scholarship)**  
Incharge officer of Scholarship I, Scholarship III, Record Branch, Books & Cultural Affairs
- 9 Assistant Director (Legal)**  
Incharge officer of Legal Cell
- 10 Assistant Director (Funds) / Youth Welfare**  
Incharge officer of GP Fund Branch, Youth Welfare, Assembly & N A A C
- 11 Assistant Director (Intech)**  
Incharge officer of Information Technology, U.G.C. Schemes, Scholarship II Branch
- 12 Assistant Controller (Finance & Accounts)**  
Incharge officer of Pension Cell.

Distribution of work among various branches of Directorate of Public Instructions (Colleges), Punjab, Chandigarh. List Attached at Annexure- A

**ANNEXURE-A**

**SERVICES BRANCH**

1. Establishment-Principal of Govt. Colleges & Gazetted Librarian including review of A.C.R.'s, Maintenance of of personal files/flaxition of pay, Grant of leave etc.
2. Head quarter- Office's (College Cadre)- Establishment matters.
3. Complaints against Principal/Lecturers of Govt. Colleges.
4. Disciplinary action against Principals of Govt. Colleges framing charge sheets, departmental proceedings etc.
5. Review of A.C.R.'s of old Non-Gazetted Lecturers (Group II in the seniority list of 1.4.1975) appeals against adverse remarks, Maintenance of their Charter Rolls.
6. Fixation of pay of lecturers Taken Over (N.C.) from privately managed Colleges.
7. Maintenance of the Cadre Strength in P.E.S.-I (College Cadre).
8. Confirmation in P.E.S.-I.
9. Maintenance/Compilation of Seniority Lists of Lecturers and appeals against seniorities.
10. Confirmation of lecturers.
11. Demands of Govt. Colleges Lecturers Union.
12. Antedation of promotion of lecturers to old PES-II (College Cadre).
13. Fixation of pay of Lecturers (Gazetted) Taken over from Privately, managed colleges.
14. Changes of allocation of Lecturers, payment of dues as a result of change in allocation.
15. Crossing of C.B. Assessment of Lecturers.
16. Recruitment of lecturers, regular or adhoc.
17. Transfer of Lecturers teaching personnel and D.P.Es.
18. Award of grade to D.P.Es and their establishment.
19. Regularization of the Services of Lecturers of taken over Colleges and allied matters pertaining to their establishment matters.
20. Disciplinary action against Lecturers all allied matters.

21. Advance increments of Lecturers on the basis of Ph.D. Qualifications.
22. Grant of leave to all Lecturers.
23. Review, maintenance Countersignatures Lectures of A.C.R's Appeals against adverse remarks of Lectures (Group-1).
24. Issue of N.O.C. to all Lecturers going abroad.
25. Permission to all Lecturers (Group-I) for.
  - (i) Purchase/disposal of property ,
  - (ii) Appearing in Examinations,
  - (iii) Acquisition of Higher Qualifications.
  - (iv) Seeking employment in other Departments,
  - (v) Acceptance of Foreign assignments.
  - (vi) Proceeding on deputation to U.T.
  - (vii) Acceptance of honorarium /Remuneration.
26. Issue of No Demand Certificate To Principals/Lecturers, on retirement.
27. Circulation of Govt. of India, Circulars regarding UNESCO post, Scholarships etc.
28. Pay Fixation of all lecturers expect of taken over Colleges.
29. Submission of application of lecturers to other Departments/Foreign assignment on deputation.
30. Permission to all Lecturers (Group II) FOR.
  - (i) Purchase/Disposal of Property.
  - (ii) Appearing in various Examinations.
  - (iii) Acquisition of Higher Qualifications
  - (iv) Seeking employment in other Departments,
  - (v) Acceptance of Foreign assignments/remuneration.
  - (vi) Proceeding on Deputation to U.T.
  - (vii) Forwarding of application of all Lecturers(Group- II) for doing M.Phill/Ph.D., Relieving them for joining M.Phill/Ph.D.
31. Payment of Salary to the substitutes of Lecturers doing M.Phill/Ph.D. under U.G.C. or without benefit from U.G.C.
32. Defence tainting to Lecturers.
33. Issue of commendation certificates.

34. Processing of cases from the Padam Award etc. and suggesting panel of names of outstanding officials with the approval of D.P.I. (Colleges) to the College Education Branch.

## ESTABLISHMENT BRANCH

(NON TEACHING INCLUDING MINISTERIAL AND CLASS-IV STAFF IN GOVT. COLLEGES AND HEADQUARTER STAFF (COLLEGE DIRECTORATE))

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1. Establishment work pertaining to the Ministerial Staff including Superintendent and Class-IV Staff of the Directorate.
2. Establishment work pertaining to the Clerical Staff and Class-IV Servants working in Govt. Colleges, Central and Distt. Libraries.
3. Establishment work pertaining to Librarians S.L.A, J.L.A, Restorer, Tabla Instructor, Hostel Supdts, Demonstrators, Wrestlers, Misc. Staff Not Show anywhere.
4. Security from Libraries
5. Rules for Misc. Staff.
6. Establishment work relating to all staff working in Govt. Sanskrit Mahavidala, Nabha etc.
7. Demand of Non-Teaching Staff in Govt. Colleges and Centre/Distt. Libraries.
8. Misc. Staff not shown anywhere.
9. Co-ordination work pertaining to more than one Branches under different officers.
10. Seniority List confirmation of Ministerial Staff of Govt. Colleges/Libraries.
11. Cash work Maintenance of Cash Book.
12. Preparation of Pay Bills (Maintenance and all other various 10 Schemes).
13. -do- (Medical Re-imbusement Bills)
14. -do- (G.P. Fund advances Bills)
15. -do- (House Building, Ex-Gratia Gratuity etc.)

16. Collection and Maintenance of Treasury Vouchers Numbers.
17. Liaison with Bill Clerks/Cashier of School Side)
18. Maintenance of Gazetted A/Roll.
19. Verification of Income Tax Statements.
20. Bills of Office Expenses.
21. Bills of Publications.
22. Bills of Rates, Rents & Taxes.
23. T.A. Bills of Head Quarter. Estt. & Officers.
24. Maintenance of Vehicles, Telephone Etc.
25. Work relating to C.D.S. School in Co-ordination with school Directorate.
26. Other Bills work not included.
27. Renting building arrangement of accommodation.
28. Purchase and supply of stores/furniture.
29. Repair of Electricity & furniture etc.
30. Stationery:-
  - i) Forwarding of indents of Stationers head office , Govt. Colleges / Libraries (ii) Distribution of stationer forma , Science College , Central (iii) Collection of Stationery & forms Of the CONTROLELR printing & Stationery Deptt. (iv) Distribution of Stationery & Forms to the HQrs. Office & Branches
31. Circulation of Govt. orders & Circulars in the Deptt. & Head Office.
32. Co-ordination of Govt. circulars in respect of Govt. Colleges .
33. Preparation of ration Cards of Hqrs. Staff employees pensioners .
34. Co-ordination of establishment / administrative matters which establishment branch is also concerned .\*
35. Maintenance of Registrar of House Building Advance /recovery including interest ) for the purchase of plot and construction of House.
36. Maintenance of register of car , Scoters , Motor cycle, Cycles .
37. Correspondence regarding voucher numbers of each individuals for HB Advacne including verification of interest.
38. Correspondence record of voucher numbers of each individuals for Cars, Motor cycle, scooters, cycles, advance including verification of interest.

39. Correspondence regarding voucher numbers of each individuals of GP Fund (refundable – Non refundable Advances)

40. Correspondence regarding recovery of licence fee and water charges for govt. quarters.

\* Co-ordination under any scheme or programme or subject which is allotted to a particular branch will be done by that branch. Coordination in any other matter will be done by the branch, which is mainly concerned with such matter or first para part of the reference relate to that branch.

### **College Education Branch**

1. Introduction of new subjects/new pattern of education (e.g. 10+2+3) Pattern of education in Govt. Colleges./Non Govt. Colleges.
2. Rationalization of Teaching and Non-Teaching Staff in Govt. Colleges & Libraries, Creating of new posts, revision of grades of posts and creation of posts in the selection grades.
3. Maintenance of strength of staff in Govt. Colleges & Libraries, etc.
4. Starting of Evening Classes.
5. Starting of New Govt. College & District Libraries.
6. Taking over of privately managed Colleges by Govt.
7. Recognition of Diplomas & Degree.
8. Students Welfare Traveling facilities, Facilities in Hostels/Canteens, Drinking Water facilities, Library Facilities etc.
9. University Inspection Reports other than matters pertaining to Accounts & Budget and follow up action.
10. Refresher and Re-orientation Courses.
11. Affiliation /closing of Govt./Non Govt. Colleges.
12. Affiliation of Classes in Govt./non Govt. Colleges.
13. Fees, Fines, funds, Securities, Rates, Utilization, Sanction of Staff out of funds, audit objection etc. Writing off losses out of store/stock purchased from funds.
14. Conferences, Committee and advisory Boards of Education.

15. Punjab Education Code – Revision & amendments.
16. Students Welfare and their activities including Tours and excursions.
17. Student un-rest in Government/ Non Government Colleges.
18. Common matters relating to Government and Non-Government Colleges.
19. Purchase of Books, advisory Committee.
20. Assessment of requirements of furniture, Science Laboratories, Education Equipment etc. in Govt Colleges, Central/District Libraries and demand of contingent funds from Govt.
21. Purchase of furniture for Govt. Colleges and other equipment for Central District Libraries.
22. Admission in Govt./Non Government College (Arts and Professional College).
23. Issue of circulars Govt. or others relating to matters on College Education.
24. Strengthening of District Libraries- Additional staff and relating matters.
25. Library Legislation.
26. Change in the name of Govt. Colleges, Central/District Libraries.
27. All other University matters connected with educational matters excluding grants and establishment of Chairs.
28. Policy regarding enforcing of Padams Awards etc.
29. Examination work.
30. All reports called at different levels on the various activities/development programmes of the Deptt.

**Budget and Accounts Branch (FORMERLY BUDGET BRANCH)**

1. G.P. Fund advances of College Wing (All personnel)
2. Allotment of G.P. Fund to field staff in Colleges.
3. All cases of sanctions out of office expenses to Colleges and Libraries.
4. Telephone cases-
5. Typewriting Machine Cases.
6. Liveries to Class IV.
7. Accounts pertaining to Employees in the College Wing.
8. Pension cases of all officials and employees (under College Directorate)
9. Ex-Gratia payment of all persons of College Wing.



10. T.A. Claim of all persons of College Wing (Under Colleges Directorate).
11. House Rent Claims of all persons of College Wing (Under Colleges Directorate).
12. Time Barred arrears of pay and allowances of all persons under college Directorate.
13. Budget relating to Higher-Education- Revised Budget, Supplementary Budget and causes of variations.
14. S.N.E. and Scheduled Memos.
15. Consolidation and performance of Budget.
16. Permanent advances.
17. Receipt Budget of College Wing.
18. Other Misc. work of Budget.
19. House Building advances of all kinds to all employees of colleges wing.
20. Loans for purchase of Car, Motor Cycle, Scooter, Cycles to employees of the College Wing.
21. Public Accounts Committee work including meetings.
22. Estimate Committee work including meetings.
23. Assembly Business and assurances of Budget Branch.
24. Audit and Inspection Reports of Colleges, Libraries and College Directorate.
25. Audit Objection of College Wing.
26. Co-ordination of audit work relating to Govt institutions and NCC.
27. Budget relating to Higher-Education relating to libraries including revised budget, supplementary Budget and causes of variations.
28. Co-ordination of Budget Speech.
29. Govt.Orders relating to Budget and Accounts.
30. Expenditure Statements relating to College and Libraries.
31. Re-Conciliation of expenditure with Accountant General, Punjab of all Budget Heads under Colleges Wing.

## **2 SCHOLARSHIP- I BRANCH**

1. Award of Govt. of India/State Govt. Post Metric Scholarship to students of Punjab, Chandigarh and other states.

2. Collection of actual payees Receipts.
3. Complaints relating to the S/C Scholarships at Sr. No. 1 & 4.
4. State Harijan welfare Scheme/Govt. of India/State Govt. post Matric Scholarship Policy Matters and Award of Scholarships, refund of Exam. Fee-Reimbursement of Tuition Fee.
5. Scholarships under Vimukat Jaties Scheme.
6. Audit of Accounts.
7. Complaints to pertaining to the Schemes in the list.

### **3 SCHOLARSHIP- II BRANCH**

1. National Loan Scholarships in Matric, Pre-University, Pre Medical/Engineering/Ayurvedic,B.A./B.Sc./B.Com/M.A/M.SC/M..B.BS/ BDS/M.A/MS. Examination etc. New and renewal of old Cases-issue of Sanctions.
2. Maintenance of Security Bonds for National Loan Scholarships.
3. Preparation of S.N.E.
4. Recovery cases 1963-64 to 1971-72, progress report regarding recovery
5. Maintenance of Accounts ledgers, Bill Books, Treasury Challans, disbursement etc.
6. Collection of Actual Payees Receipts.
7. Maintenance of expenditure, Reconciliation etc.
8. Printing of Ledger Registers and other all Misc. Work relating to the Scheme.

### **4 SCHOLARSHIP- III BRANCH**

1. National (Govt. of India) Scholarships All Work.
2. Foreign Scholarship, Fiji Scholarships etc.
3. Scholarship to teacher's Sons.
4. State Merit Scholarship.
5. Toppers Scheme.
6. Educational grant to the Children of Army disabled personnel.
7. Forwarding of applications to Chief Minister from the Children of Political Suffers for Educational grant.

8. Scholarship to the Students of Non- Hindi area.

## **1 N C C , Branch**

1. Establishment of Head clerks, Assistants , Aero modeling / shi modeling, Instructors Steno and Clerks .
2. Seniority,Leave,Transfer/Adjustments,Promotions reversions, EB cases of all NCC Distt.
3. Time barred arear claims, TA claims, Medical reimbursementtother bills etc.
4. Loans of all kinds, G.P.Fund Advances.
5. Pension cases .
6. Maintenance of personnel files.
7. Review of ACRS, communication of adwers remarks, appeals against adverse remarks etc.
8. Court cases/ pertaining to staff and building Accommodation with NCC officeres,
9. Accomodation for N.C.C. officeres and Stores.
10. Estimates/ Public accounts/ Assurance Committees relating to N.C.C. Matters.
11. Budget Accounts, Expenditure, S.N.E.s. Revised estimates Audit and Inspections, Sanctions for Purchase of stores, Typewriters etc. Reconciliation of NCC Expenditures.
12. Purchase/Disposal of stores.
13. Less of NOC Kits/Equipments.
14. Connu Boards.
15. Establishment matters of lascars, Drivers, Class in NCC Units Maintenance of their seniority lists, Promotions, Transfers, adjustments, leave complaints, Enquiries, Disciplinary action, Efficiencybar cases Time borrod arrear claim, TA, Claims, Loans of all kinds advances from G.P. Fund pensions and retirements, Court Cases, Maintenances of personnel files, Review of ACRs, Communication of adverse remarks, appeals etc,
16. Selection of NCC Officers (Part- Time) regrant or grant of Commission Submission of forms II/III, Roliguiishment Decommissioning placement surrnu list, Transfers of NCC officers, Complaints/Inquiries against NCC Officers, Grant of Honorarium, Time Barred claims Honoraium for part time work to clerks-RO-Organisation of NCC Allotment/withdrawal of NCC Troops/Boys. Delegation of poors Enhancement of various allowances, to NCC officers/cadots,
17. T.A. bills leaver of sanctions, sanction or holding camps
18. All other matters pertaining to NCC work.
19. All work relating to NSS Schemes.
20. All work relating to Youth Programmes.

1. Formulation of five years, Annual Plans, Mid -term Plans.
2. Preparation of various progress reports on plan Schemes.
3. All Budget matters pertaining plan schemes including S.N.E.S Revised plan Estimates, Supplementary Estimates, Re-appropriations, Maintenance of expenditure statements, Reconciliation of plan Expenditure etc.
4. State Employment promotion Program.
5. Meetings of working groups on Education/Advisory and Meetings on plan.
6. All Major/Minor works pertaining to Plan for Govt.Colleges, Central /Distt Libraries . S.N.E's of progress Reports and expenditure Reports .
7. Statistical data on Plan.
8. Development proposals under UGC Sharing scheme or Centrally sponsored Schemes.
9. Claiming matching sares undor Schemes at S.No 7 above.
10. Requisition/Transfer/Taking over/Encroachment /lease/Donation of land/Building 's vacuue 's land/Property etc. for Govt. Colleges.
11. Utilization of Govt. buildings for colleges and libraries.
12. Shifting of Buildings-Govt.Colleges and Libraries.
13. Rant for accmmodation to ClassIV in Govt. Colleges.
14. Misc matter's of building's /Land's.
15. Small Savings, Vanmahautsaves, Red Cross and work pertaining to .
16. Maintenance of works On Non-Plan-SNE, Proposals, Progress reports on Expanditure Reports.
17. Providing of Electric Installations and public Health amenities in Govt. Colleges/library Buildings.
18. Building funds.
19. Misc matters in Works.
20. Action on inspection Reports pertaining to Building received from college Education Branch.

### ***RECORDS AND CENTRAL RECEIPT BRANCH***

1. All type work (Punjabi,English).
2. Receipt work.
3. Daily distribution of receipt amongst various branches and head quartors officers.
4. Daily dispatch .
5. Maintenance of expenditure on posting stamps.
6. Proper maintenance of Records consigned to old records .
7. Supply of old files (consigned to Record)to the various Branches .
8. Weading out of UnServiceable old Records.
9. Co-ordination of Assembly work.

## GRANT 1 BRANCH

WORK RELATING TO PRIVATELY MANAGED AFFILIATED COLLEGES ON THE FOLLOWING SUBJECTS.

1. Grants under revised schemes/Grants w.e.f.1.11.66. and 1.11.73  
Collection of receipts utilisation Certificates and their allied matters relating to these grants.
2. Award of 400/-800&700/1100 grades w.e.f. 1.11.66.
3. Fixation of the posts of Teaching Staff included in D.P.E/lecturers in Phy. Education etc. pertaining to revision of salary scales 1.11.66 & 1.1.73 (U.G.C Scales).
4. Fixation of pay relating to above schemes.
5. Checking of above mentioned grants complaints against the grants Recovery there of .
6. Seniority cases pertaining to 1.11.66 (Schemes).
7. Complaints-Mis-utilisation of grants pertaining to above grants.
8. Policy matter relating to above grants (U.G.C) revised grades Principals & lecturers.
9. U.G.C Revised grades to principals/Lecturers.
10. Court cases relevant to the above schemes.
11. Proposals sanction, release, Preparation of drafts/ etc-pert-dining to above grants.
12. Maintenance of expenditure relating to above grants & Preparation. Submission of Claims to Govt. of India/U.G.C.
13. Submission of payment Certificates to Audit pertaining to above grants.
14. Maintenance of cash Books Bill Books, Accounts Register, Draft Registers etc. relating to the above grants.
15. S.N.E Proposals relating to above grants schemes.
16. Estimates/Public Accounts/Assurance Committee relating to these grants.
17. Selection of Principal , lecturers etc. in Private Colleges & allied matters.
18. Audit & Inspection notes pertaining to 56 colleges . affiliated on of before 1-11-1966.

## GRANTS BRANCH-11

Work relating to privately Managed Affiliated colleges and Universities on the following subjects ;

1. All works relating to Maintenance, Additional D.Adhoc Relief Grants.
2. All matters pertaining to 95 % grant to Teaching and Non –teaching staff of privately managed colleges.
3. Grants to Sanskrit pathshalas.
4. Audit & Inspection reports pertaining to Private, Colleges started after 1-11-66
5. Vocational Courses in the Universities (Grants).
6. Establishment of Chairs in the Universities .

7. Complaints against Management of Private Colleges  
,Complaints regarding non-payment of salary of the staff of the Privately managed colleges.
8. Matter relating to students of private Colleges.
9. All typos of grants to Universities.
10. Conference of Principals of Private Colleges.
11. Representations of Association of Principal and lectures ..
12. Representations of Association of Principals and lectures of Privately managed colleges and Allied matters-Matter of General nature.
13. Estimate/Public Accounts Committee/Assurance Committee pertaining to 95% Grants.
14. Instruction/Approval of Managemants.
15. Development Grants to privately managed colleges and all grants to Universities.
- 16 Disputes of Privately Managed Colleges Managements