

State Board of Technical Education Haryana Chandigarh.

Office order No.

Dated:

The following officers of SBTE are hereby assigned the duties mentioned against their name with immediate effect:

Sr. No.	Name of the officer with designation	Work assigned	Officer attached	Work Assigned	Official attached
1	Sh. Rajesh Aggarwal, Joint Secretary	Learning material Development, Low cost education material, curriculum revision, Placement & other academic duties , staff & faculty development.	Sh. P.K. Malhotra, Deputy Secy. Smt. Madhu Mann, Asstt. Secy. Sh. Suresh Panwar, Asstt. Secy. Smt. Urmila Rani Asstt. Secy.	Development of placement portal and arrange job melas Learning Material related work. Skill development & job oriented short term courses. Work related to Staff Development/faculty Development & Curriculum revision. Work related to Public liasoning, Diary/Dispatch/stock/issue Affiliation of all Govt. / Aided/ Self Financial Institutions. Certification and grading of Institutes, equilancy.	Sh. Satya Pal Kherpa, Asstt.
2	Sh. P.K. Soni, Controller of Administration & Finance	All administrative & Financial work of the SBTE, Budget of SBTE, transfer of all circulars in Bilingual (Hindi & English), formation of rules of Board, meeting of boards, PIO RTI	Smt. Eesha Mehta, Deputy Secy. Sh. Darshan Singh Asstt. Secy.	Purchase, Cash book, remuneration bills, TA/DA, budget, delegation of all financial powers, transfer of all circulars, APIO RTI Migration, NOC, Vehicles, Buildings, other misc. & incidental works & any other work assigned by Additional Secretary/ Secretary	Smt. Asha Rani, Assistant. Sh. Madan Lal Asstt.

			Sh. Kuldeep Singh, Programmer Smt. Suman Deep, Asstt. Secy.	Computerization work & all logistics related to computer, Email, hosting all rules, circulars etc. on board websites and sending to all concerns. All previous Software related to Exam. Liasoning with NIC & NICSII. Formation of rules & Bye-laws related to SBTE, moderation, Board meetings.	
3	Sh. Jai Singh Arya, Controller of Exam.	All paper setting, evaluation, evaluation, table marking, reducing identities, modernization, declaration of results, Hosting of results, UMC, PCA Forms.	Sh. Kulwant Kharb, Asstt. Secy. Smt. Neelam Punia, Asstt. Secy. Sh. Raman Vashisht, Asstt. Secy. Sh. Harish Gupta, Asstt. Secy.	Preparation & Issue of Diploma/DMCs. Procurement and effective use of Machinery & Equipments and other resources Grading system and methods of evaluation of Polytechnics. Work related to all table marking. UMC, PCA form and other misc. work assigned by COE, Additional Secretary/ Secretary	Ms. Jaswinder Kaur. Asstt. Sh. Harinder pal, ACP

Sh. Raj Pal, Administrative officer, is attached with Additional Secretary. All officers should submit their files daily, no files should be kept pending. All the files and their notings should be allotted numbers. The letters dispatched from the branch should bear file name also.

This is stopgap arrangement upto the completion of end of the semester examinations. However, notification of result of current semester will be done by Sh. P.K. Soni & Sh. Rajesh Aggarwal. They will be assisted by Sh. P.K. Malhotra, Sh. Kuldeep Singh & Sh. Harinder Pal.

Additional Secretary,
State Board of Technical Education,
Haryana, Chandigarh.

Endst. No.

Dated:

A copy of the above is forwarded to the following for information & necessary action please:

- 1 PA/DTE for kind information of W/Secretary & DTE
- 2 All Principals of Govt./Aided/Self Financing Diploma level Institutions.
- 3 All Concerned.
- 4 Guard file.
- 5 Master File.

Additional Secretary,
State Board of Technical Education,
Haryana, Chandigarh.