

EDN-U(E-7)Meetings/2019/ - 15433
Office of the Deputy Director of Higher Education,
Una Distt Una(HP) Ph No 01975223850
Email ddhe-una-hp@gov.in 04 Jan,2020

To

The Principals/Headmasters,
GSSS/GHS CD Blocks Bangana, Haroli, Una, Amb & Gagret
Distt Una(HP),

Subject-
Memo,


Regarding convening the Review Meeting of all Heads

It is to inform you that the Undersigned (alongwith DDE Inspection, DPO DIET & Section officer(F&A) has proposed to conduct the 2nd Half yearly review meeting of all Principals/Headmasters of GSSS/GHS of the District for the session 2019-20 as per the Schedule mentioned below.

SN	Heads of CD Block	Date	Time	Venue	No of officials(Approx.)
1	Bangana	07.01.2020	11AM	GSSS Thanakalan	35
2	Haroli	08.01.2020	11AM	GSSS Haroli	40
3	Una	09.01.2020	11AM	GSSS Behdala	38
4	Amb & Gagret	10.01.2020	11AM	GSSS Mubarikpur	70

So all the Heads of above blocks are hereby directed to report at the place of meeting on said date and time personally. If the post of the Principal and Headmaster are lying vacant then Vice Principal of GSSS and officiating of GHS shall attend the meeting.

Encls- Agenda of the meeting attached


Deputy Director of Higher Education,
Una Distt Una(HP)


Endst No

174303

Jan,2020

Copy to-

1. The Director of Higher Education Shimla for information please.
2. The Deputy Director of Education(Inspection) for information please.
3. The Principal cum District Project Officer DIET Una at Dehlan Distt Una (HP) for information.
4. The Principal GSSS Thanakalan, Haroli, Behdala & Mubarikpur Distt Una(HP) for information & with the direction to make the suitable arrangements accordingly.


Deputy Director of Higher Education,
Una Distt Una(HP)

Agenda of Meeting

1. Establishment Returns-

- I) Quarterly Submission of establishment returns along with sanctioned posts, filled (Regular/contact/Para/PTA GIA) and Vacancy position
- II) Monthly report of Vacancy.
- III) Establishment return of Principals/Headmasters separately upto 31.12.2019 on prescribed format without any change in the format. The proforma is available on DDHE Una website.

2. Financial Matters-

- I) Procurement Procedure(HPFR,2009),Strictly prefer Gem.
- II) Proper Utilization School Funds(Lack in observing codal formalities)
- III) ACPs cases(Option to adopt New ACPS Scheme is not being attached with the cases.)
- IV) Time Barred Cases(Submit on Prescribed Proforma)
- V) Dispose of all pending audit paras.
- VI) Avoid ex-post sanction, in case where it is feasible to obtain sanction before incurring expenditure.
- VII) Put up all cases duly typed on prescribed proforma.
- VIII) Guidelines are required to be delivered regarding delegation of powers to incur expenditure upto 90% of amount of fund received during the year.
- IX) Weeding out of office record & writing off of unserviceable articles as per education code and physical verification of school property by framing committee at School level.
- X) Maintenance of Cash Book etc

3. ACRs- Submission of ACRs of teaching staff .

4. Information of Retirees- Submission of information of retirees due to retirement during next financial year.

5. Updation of Service Books- Entry in PMIS software and verification thereafter by Heads and credit of leaves

6. e-governance-Regular operation of email ID created by Department.

7. Submission of information of fake certificates if any.

8. Verification of Scholarships before 15.01.2020.

9. Strictly follow the Letter uploaded on office website on 20 Dec,2019 Letter No 15277 regarding providing of verified list under State and Central Sponsored S/Ship Schemes.

10. Transfer Portal


11. SAMARTH Dashboard for Monitoring, Implementation of PRABAL in the District Una, Implementation of NISHTHA at Upper Primary Level(Any Left Out Teacher), Discussion on participation in DAKSHANA test, Utilization of pending grants to be released to Schools, Discussion on uniformity of internal exams for 2020-21, regarding non functioning and poor maintenance of Kyan in schools and Participation of SMC in quality improvement in schools.

12. Distt Share of Building fund/sports fund/sports development fund/Scout & Guide fund, Draft may be submitted on the same day if have not deposited earlier

13. Submission of detail of those INSPIRE Awardees whose Award money has not been transferred in their respective Accounts due to some errors on the day of meeting with following details.

SN	Name of the School	Name of Awardees in Bank Accounts & Adhar Card	Father's Name	Reference No 19HP... as mentioned in Sheet	Bank Account No	IFSC Code
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14. General Instructions


Deputy Director of Higher Education,
Una Distt Una(HP)