

HARYANA STATE BOARD OF TECHNICAL EDUCATION, PANCHKULA

Regarding Uploading of work allocation of Each Branch of HSBTE

Name of the Branch In-charge	Name of the Deputy Secretary and Assistant Secretary	Name of Dealing Official	Work Allocated	Record Keeper
Sh. T.K.Tayal, Controller of Examination & First Appellate Authority Officer (RTI) 0172-2584400 8699003532	Sh. Sanjeev Kumar, Assistant Secretary 7888785594		(Evaluation)Analysis of daily reports of Flying Squads & Supdt. Exam, Setting of TMCs, Release of Advance to TMCs and Reconciliation, Confidential distribution of Answer sheets from Nodal Centres to TMCs, Examination Complaints, Discrepancies in Question Paper contents, Evaluation work, Uploading of data by TMCs, Inspection of TMCs during Evaluation, Institute wise compilation of hard copies of Awards, Preparation of Academic Calender, Reconciliation of Exam & Rechecking Fee.	
	Dr. Sumandeep, Assistant Secretary 9876722664		(Conduct of Exams for two semesters per years) Setting of Question papers (of approx. 1060 subject IDs) Requisition & Printing of Question Paper, Subject Codes / Institution Codes / Branch Codes, Mercy Chance, Readmission, Preparation of Datesheet, PCA Schedule, Conduct of Sessionals, Rationalization, Distribution of Secrecy Material (Question papers/stamps/seals etc.), Establishment of Examination Centres & Nodal Centres, Examination Duties (Flying Squad/Supdt./Deputy Supdt./Invigilators), Court Cases	
	Smt. Taruna Kataria, Assistant Secretary 7508885051		(Result) Uploading of Continuous Assessment, Sessionals & External Practicals, Compilation of UMC Cases, Decision of UMC Committees, Decision of Appellate Committee in UMC Cases, Compilation of Result, Rechecking, Confidential Result, Internals / CA / Practicals, RFD/CM Grievances HSBTE & Vigilance Officer.	
Dr. Sultan Singh, Additional Secretary(Off.), Controller of Admn. & Finance 9416304164	Smt. Eesha Mehta, Dy. Secy. 9855754378		D.D (Colleges) in College Branch of Directorate of Technical Education Department in addition to Affiliation Branch of HSBTE.	
	Sh. Hitesh Kumar, Dy. Secy. 9416032318		Placement/Job Fairs, All types of students training like Apprentice Training/ Industrial Visits/Industrial Training/ Soft Skill Training, HSBTE felicitation function and OSD to PSTE.	

	Sh. Balwinder Singh, Sr. AO 9463495283		Budget, Audit & Investment of HSBTE.	
	Sh. Arun Kumar, Account Officer 9417255495		Payment disbursal, TDS, Record Keeping and allied jobs.	
	Sh. Suresh Panwar, Asstt. Secy. 7888682868		Administration of HSBTE, Legal (court cases), certification of CIDC, CEGO and Community & Vocational schemes, remuneration for examination Centres & TMCs , Student Grievances and Nodal Officer for engagement of Apprentices on behalf of HSBTE.	
		Smt. Paramjeet Kaur, Asstt.	All Work of Admin. Branch of HSBTE	
	Dr. Nidhi Aggarwal, Asstt. Secy. 9417350734		Curriculum development and curriculum revision as per NSQF, Academic Committee Meetings, Equivalency matters of diploma courses, BOG/ Governing Council Meetings Agenda/Minutes/ATR, Grace Marks & APIO,	
	Sh. Indronil Biswas, Asstt. Secy.	Sh. Dhirender Singh, Asstt.	All work of Caretaker Branch of HSBTE	
	Smt. Arun Goel, Asstt. Secy.	Sumant Sharma, Programmer (Hartron)	Biometric Attendance and Technical Nodal Officer of HRMS of HSBTE on behalf of HSBTE.	
Sh. Mahender Singh, Deputy Secretary 7009426962			Certification of Diploma Engg. Students of Govt./Govt. Aided as well as Self Financing Institutions (182 Polytechnics), Nodal officer for implementation of DU Framework in consultation with HKCL, Issuance of DMC, Diploma Certificates, SPIO HSBTE, IT & Nodal officer (ISMO) & Vigilance Officer.	
	Sh. Gourav Bishnoi, Asstt. Secy. 9468075810		Preparation & issue of DMC, Diploma Certificates, Computerization, NOC, Authentication / Verification of issued DMC`s & Diploma Certificate, Transcripts, Migration Certificate after completion of Diploma.	Sh. Narata Ram (Retd)
	Smt. Jyoti Atwal, Asstt. Secy. 9417656884		Certification, Resultsheet Verification, Name correction in result sheets, Preparation of missing result sheets and verification with HSBTE Awards. Amendment of rechecking marks and total correction in result	

			sheets & modification of marks in relevant result sheets and Nodal Officer for HRMS on behalf of HSBTE	
Sh. R.K. Miglani, Joint Secy.	Smt. Suksham Goyal, Dy. Secy. 9417279198		Accreditation, Training of Teachers/MSIL MoU and Migration of Students.	