

F.No.13-39/2020-DAE (E)
GOVERNMENT OF INDIA
MINISTRY OF EDUCATION
(Department Of School Education & Literacy)
DIRECTORATE OF ADULT EDUCATION

Jam Nagar House, Man Singh Road,
Dated the 25th July, 2022 , New Delhi.

OFFICE ORDER

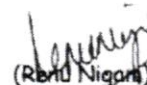
With the emergence of new scheme of NILP in 2022, work assigned to DAE has been revised. In order to function smoothly under NILP, the work allocation of the officials of DAE is accordingly revised as under:

S.No.	Name & Designation	Work Allocation
1.	Shri P.R. Biswas, Stenographer Gr. I	<ul style="list-style-type: none">• Upkeep/maintenance of telephones, internet, intercom system, computers, photocopier machines and ACs etc.• Supervise and maintain list of inventory of DAE items/machinery (electronics and manual) and compose Committee to dispose off all spare/unused items of DAE campus and office.• Disposal of Government Vehicle on priority basis.• Assigned all the civil and electric maintenance of premises of DAE office
2.	Smt. Anita Khanagwal, Stenographer Gr.I	<ul style="list-style-type: none">• Reimbursement of Newspaper, Telephone bills of officers• Payment of Telephone and Electricity bills of office• Hospitality work, making all the arrangements of various meetings• Supervise attendance and decorum of Office.• Monitor female officials' harassment related matters at work place.• Any other work assigned by the Director/Head of Office
3.	Smt. Rajni, Stenographer Grade I	<ul style="list-style-type: none">• Work related to implementation of Official Language• Proof reading/typing work of magazine/publications etc• Supervision of official Library and all its related work• Scrutiny and listing of all the publications of DAE.• Convening workshops and seminars for Official Language promotions• Any other work assigned by the Director/Head of Office
4.	Shri Sunil Kumar Stenographer Gr. II	<ul style="list-style-type: none">• Supervise Accounts section and Monitor preparation of all the bills including pay bills of DAE and its officials• Issue of all types of sanctions including meetings, seminars, workshops, training, payment to agencies, HBA, MCA, Computer advance etc.
5.	Shri Saurabh Yadav, Senior Technical Assistant	<ul style="list-style-type: none">• Work as Nodal officer and APIO designate in RTI Matters.• File work related to preparation of Quarterly return in RTI matters.• All the matters related to Vigilance of DAE officials

		<ul style="list-style-type: none"> • The charge of media lab (including inventory) • Processing of all files related to Media Unit • Assist in all academic/technical works of DAE • Assist in preparation/publication of Monthly Report, Annual Report etc. • All work related to Learner Assessment Test (NIOS) and Parliament Questions
6.	Shri Bhupen Roka, Senior Technical Assistant	<ul style="list-style-type: none"> • Administrative Grievances and audit objections. • Work related to pensioner/pensionary benefits/pensioners grievances • Assist in all academic/technical works of DAE • All matters relating to publication unit • Assist in preparation/publication of DAE Newsletter, Annual Action Plan etc. • Work related to EHRMS of all the staff of DAE
7.	Shri Sushil Kumar Sharma, DTP Operator	<ul style="list-style-type: none"> • Duties of store keeper. • Processing of all audit matters related to stores & Publication. • Supervision and maintenance of records of all the inventory of stores at the office. • Procurements through GeM portal of stationary/non-stationary material for DAE for the office. • Procurement of all the electronic items for DAE through Gem portal
8.	Shri Amardeep, UDC	<ul style="list-style-type: none"> • Appointment & monitoring of security for the office premises • Monitor all the repair work of petty items installed in DAE office premises eg. RO repair, Fire Extinguisher & disposal of Generator. • Updating/maintenance of personal files and service books of DAE officials • Monitoring work related to digitalization of all documents of DAE • All the Service matters of Group C and D officials of DAE • Matters relating to recruitment of Group B and C officials through SSC at DAE . • Coordination with AE.I section for all the service matters of Group A and B (gaz) officials.
9.	Shri Satish Kumar UDC	<ul style="list-style-type: none"> • Work related to medical claims of DAE officials • Processing and Preparation of LTC , Tuition and conveyance bills of DAE officials • Processing files for final cases of GPF withdrawal • Submission of reports to AE Bureau and MHRD as coordination work • Keeping records of APAR of DAE staff • Updating/Maintenance of all the leave records of DAE officials. • RTI Matters related to Administration • Monitor attendance of DAE officials • Appointment and Monitoring of Housekeeping staff
10.	Shri Khyali Ram, LDC/Cashier	<ul style="list-style-type: none"> • Functions as Cashier of DAE in accordance to office manual • Preparation of BE&RE of DAE, Income Tax calculation,

		<p>Issues of Form 16, e-filing of TDS, Quarterly - 24Q & 26Q, TA/DA advance etc.</p> <ul style="list-style-type: none"> • Reconciliation of Accounts figures and rectification of discrepancies with PAO, MHRD. • Preparation of expenditure statement
11.	Shri Veersen Singh, MTS/LDC	<ul style="list-style-type: none"> • Diary and Dispatch • Maintaining file opening register and file movement register of DAE. • CGHS/ID card • Matters related to Directorate of Estates/allotment of residential accommodation. • Matters relating to online license fee • Any other work assigned by the Director/Head of Office
12.	Ms. Sita Library Assistant	<ul style="list-style-type: none"> • Data maintenance of Library books • All other work related to Library up keeping • Updation and verification of stock register • Any other work assigned by the Director/Head of Office
13.	Shri Amar Singh MTS	<ul style="list-style-type: none"> • Diary of receipts received in the O/o Director (DAE) • MTS to Director(DAE)
14.	Shri Anangpal Singh MTS	<ul style="list-style-type: none"> • Attached with Cash & Accounts Section • Any other work assigned by Director (DAE)
15.	Shri Brahmprakash MTS	<ul style="list-style-type: none"> • Photocopier related work/Library • Any other work assigned by Director (DAE)
16.	Shri Rajkumar MTS	<ul style="list-style-type: none"> • Attached with Admn. Section/Media section • Any other work assigned by Director (DAE)
17.	Shri Shiv Dutt Bhatt MTS	<ul style="list-style-type: none"> • Attached with Library and Stores • Any other work assigned by Director (DAE)
18.	Shri Ramphal MTS	<ul style="list-style-type: none"> • Farash work • Any other work assigned by Director (DAE)

This issue with the approval of the Director.


(Rishi Nigam)

Under Secretary & Head of Office

1. Shri P.R. Biswas, Stenographer Gr. I
2. Smt. Anita Khanagwal, Stenographer Gr. I
3. Smt. Rajni, Stenographer Grade I
4. Shri Sunil Kumar Stenographer Gr. II
5. Shri Saurabh Yadav, Senior Technical Assistant
6. Shri Bhupen Roka, Senior Technical Assistant
7. Shri Sushil Kumar Sharma, DTP Operator
8. Shri Amardeep, UDC
9. Shri Satish Kumar, UDC
10. Shri Khyali Ram, LDC/Cashier
11. Ms. Sita, Library Clerk
12. Shri Veersen Singh, MTS/ LDC
13. Shri Amar Singh, MTS
14. Shri Anangpal Singh, MTS
15. Shri Brahmprakash, MTS
16. Shri Rajkumar, MTS
17. Shri Shiv Dutt Bhatt, MTS
18. Shri Ramphal, MTS

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F.No.13-39/2020-DAE (E)
GOVERNMENT OF INDIA
MINISTRY OF EDUCATION
(Department Of School Education & Literacy)
DIRECTORATE OF ADULT EDUCATION

Jam Nagar House, Man Singh Road,
Dated the 5th October, 2021 , New Delhi.

OFFICE ORDER

In supersession of the order dated 9th December, 2020 of this Directorate, and due to joining of one UDC and superannuation of officials of DAE, the work allocation of the officials, is revised as under:

S.No.	Name & Designation	Work Allocation
1.	Shri P.R. Biswas, Stenographer Gr. I	<ul style="list-style-type: none"> • Upkeep/maintenance of telephones, internet, intercom system, computers, photocopier machines and ACs etc. • Any other work assigned by the Director/Head of Office
2.	Smt. Anita Khanagwal, Stenographer Gr.I	<ul style="list-style-type: none"> • Personal Assistant to Director(DAE)-in charge • Reimbursement of Newspaper, Telephone bills of officers • Payment of Telephone and Electricity bills of office • Hospitality work, making all the arrangements of various meetings • Any other work assigned by the Director/Head of Office
3.	Smt. Rajni, Stenographer Grade I	<ul style="list-style-type: none"> • Personal Assistant to Head of Office • Work related to implementation of Official Language • Proof reading/typing work of magazine/publications etc • Supervision of official Library and all its related work • Any other work assigned by the Director/Head of Office
4.	Shri Sunil Kumar Stenographer Gr. II	<ul style="list-style-type: none"> • Necessary work related to assets and liabilities of DAE • Preparation of inventory of all the items at DAE • Any other work assigned by the Director/Head of Office
5.	Shri Saurabh Yadav, Senior Technical Assistant	<ul style="list-style-type: none"> • Work as Nodal officer and APIO designate in RTI Matters. • File work related to preparation of Quarterly return in RTI matters. • The charge of media lab (including inventory) • Processing of all files related to Media Unit • Assist in all academic/technical works of DAE • Assist in preparation/publication of Monthly Report, Annual Report etc. • Any other work assigned by the Director/Head of Office
6.	Shri Bhupen Roka, Senior Technical Assistant	<ul style="list-style-type: none"> • Officiate as Superintendent Admn. & Accounts until further orders • Assist in all academic/technical works of DAE • All matters relating to publication unit • All work related to Learner Assessment Test (NIOS) and

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		<ul style="list-style-type: none"> • Assist in preparation/publication of DAE Newsletter, Annual Action Plan etc. • Arrangement of security for the office premises • Monitoring of Housekeeping staff • RTI Matters related to Administration
7.	Shri Sushil Kumar Sharma, DTP Operator	<ul style="list-style-type: none"> • Duties of store keeper. • Processing of all audit matters • Supervision and maintenance of records of all the inventory of the office. • Procurements through GeM portal of stationary/non-stationary material for DAE along with services for the office
8	Shri Amardeep, UDC	<ul style="list-style-type: none"> • Submission of reports to AE Bureau and MHRD as coordination work • Processing files for final cases of GPF withdrawal, online license fee • Preparation of bills relating to contingencies, office expenses, advance bills, publication, medical claims bills. • Preparation and maintenance of Pay Bill and its register • Updating/maintenance of personal files and service books of DAE officials • All establishment matters • Any other work assigned by the Director/Head of Office
9.	Shri Satish Kumar UDC	<ul style="list-style-type: none"> • Work related to medical claims of DAE officials • Work related to pensioner/pensionary benefits • Processing and Preparation of LTC, Tuition and conveyance bills of DAE officials • Updating/Maintenance of all the leave records of DAE officials(EL,CL,RH,Commutated leave on medical grounds) • Keeping records of APAR of DAE staff • Service matters of Group C and D officials of DAE • All establishment matters • Any other work assigned by the Director/Head of Office
10.	Shri Khyali Ram, LDC/Cashier	<ul style="list-style-type: none"> • Functions as Cashier of DAE in accordance to office manual • Preparation of BE&RE of DAE, Income Tax calculation, Issues of Form 16, e-filing of TDS, Quarterly - 24Q & 26Q, TA/DA advance etc. • Issue of all types of sanctions including meetings, seminars, workshops, training, payment to agencies, HBA, MCA, Computer advance etc. • Reconciliation of Accounts figures and rectification of discrepancies with PAO, MHRD. • Preparation of expenditure statements • Rendering of the types of accounts etc. • Any other work assigned by the Director/Head of Office
11.	Shri Veersen Singh, MTS/LDC	<ul style="list-style-type: none"> • Diary and Dispatch • Maintaining file opening register and file movement register of DAE. • CGHS/ID card

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		<ul style="list-style-type: none"> Matters related to Directorate of Estates/allotment of residential accommodation. Any other work assigned by the Director/Head of Office
12.	Shri Amar Singh MTS	<ul style="list-style-type: none"> Diary of receipts received in the O/o Director (DAE) MTS to Director(DAE)
13.	Shri Anangpal MTS	<ul style="list-style-type: none"> Attached with Cash & Accounts Section Any other work assigned by Director (DAE)
14.	Shri Brahmprakash MTS	<ul style="list-style-type: none"> Photocopier related work/Library Any other work assigned by Director (DAE)
15.	Shri Rajkumar MTS	<ul style="list-style-type: none"> Attached with Admn. Section/Media section Any other work assigned by Director (DAE)
16.	Shri Shiv Dutt Bhatt MTS	<ul style="list-style-type: none"> Attached with Library and Stores Any other work assigned by Director (DAE)
17.	Shri Ramphal MTS	<ul style="list-style-type: none"> Farash work Any other work assigned by Director (DAE)

This issue with the approval of the Director.

(Renu Nigam)

Under Secretary & Head of Office

To

1. Shri P.R. Biswas, Stenographer Gr. I
2. Smt. Anita Khanagwal, Stenographer Gr. I
3. Smt. Rajni, Stenographer Grade I
4. Shri Sunil Kumar Stenographer Gr. II
5. Shri Saurabh Yadav, Senior Technical Assistant
6. Shri Bhupen Roka, Senior Technical Assistant - B. Roka
7. Shri Sushil Kumar Sharma, DTP Operator
8. Shri Amerdeep, UDC
9. Shri Satish Kumar, UDC
10. Shri Khyali Ram, LDC/Cashier
11. Shri Veersen Singh, MTS/ LDC
12. Shri Amar Singh, MTS
13. Shri Anangpal, MTS
14. Shri Brahmprakash, MTS
15. Shri Rajkumar, MTS
16. Shri Shiv Dutt Bhatt, MTS
17. Shri Ramphal, MTS

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No.13-39/2020-DAE (E)
Government of India
Ministry of Education
(Department Of School Education & Literacy)
DIRECTORATE OF ADULT EDUCATION

Jam Nagar House, Man Singh Road,
Dated the 21st December, 2020 , New Delhi.

OFFICE ORDER

In supersession of the order dated 30th December, 2019 of this Directorate, the work allocation of the following official are revised as under:

S.No.	Name & Designation	Work Allocation
1.	Dr. Shashti Ballabh Joshi, Director DAE	<ul style="list-style-type: none">• Academic and Technical Resource support to National Literacy Mission• Development of teaching learning material• Organisation of training and orientation programmes• Monitoring of the process and status of literacy campaigns and Adult Education programmes in the country• Undertaking media initiatives both electronic and print• Overseeing upgradation of training programmes• Conducting evaluation of various schemes/programmes under NLMA
2.	Dr. Shubhankar Mishra, Jt. Director(DAE)	<ul style="list-style-type: none">• Conduct research and evaluation in the field of literacy• Prepare guidelines for teaching/learning material for adult education• Organise orientation and training programme• Monitoring literacy programmes• Coordination with State/District Directorates of Adult education and with national and international organisations• Provide material/information for Parliament questions and preparation of periodical report /Annual Action Plan for the Unit• Preparation of proposals for organising workshops, meetings etc with State Dte.• Correspondence with the participants and resource persons for organizing the programmes• Submission of accounts of workshops, meetings and training programmes and its reports.• Preparation of papers for policy guidelines• Handling day to day correspondence with different agencies and undertake filed visits and and when required.• Matters related to RTI Act, CPGRAMs, LIMBS• Annual progress report of Units as well as DAE

3.	Shri P.R. Biswas, Stenographer Gr. I	<ul style="list-style-type: none"> • PS to Director DAE • Maintenance of DAE premises as Caretaker of DAE office along with all matters related to CPWD • Arrangement of security for the office premises • Monitoring of Housekeeping staff
4.	Smt. Veena Rajpal, Stenographer Grade I	<ul style="list-style-type: none"> • Reimbursement of Newspaper, Telephone bills of officers • Payment of Telephone and Electricity bills of office • Necessary work related to assets and liabilities of DAE • Keeping records of APAR of DAE staff • Hospitality work, making all the arrangements of various meetings
5.	Smt. Anita Khangwal, Stenographer Gr.I	<ul style="list-style-type: none"> • PS to Jt. Director, DAE • All the work related to O/o Jt. Director DAE
6.	Shri Sushil Kumar Sharma, DTP Operator	<ul style="list-style-type: none"> • Duties of store keeper/Stationery • Upkeep/maintenance of telephones, internet, intercom system, computers, photocopier machines and ACs etc. • Processing of all audit matters • Preparation, Supervision and maintenance of all the inventory of the office. • Procurements through GeM portal of stationary/non-stationary material for DAE along with services for the office
7.	Shri Sunil Kumar Stenographer Gr. II	<ul style="list-style-type: none"> • Processing files for final cases of GPF withdrawal, online license fee • Preparation of bills relating to contingencies, office expenses, advance bills, publication, medical claims bills. • Preparation of expenditure statements • Preparation and maintenance of Pay Bill and its register • Reconciliation of Accounts figures and rectification of discrepancies with PAO, MHRD.
8.	Shri Khyali Ram, LDC/Cashier	<ul style="list-style-type: none"> • Functions as Cashier of DAE in accordance to office manual • Preparation of BE&RE of DAE, Income Tax calculation, Issues of Form 16, e-filling of TDS, Quarterly - 24Q & 26Q, TA/DA advance etc. • Issue of all types of sanctions including meetings, seminars, workshops, training, payment to agencies, HBA, MCA, Computer advance etc. • Rendering of the types of accounts etc.
9.	Smt. Rajni, Stenographer Grade I	<ul style="list-style-type: none"> • In charge of Library, DAE • Work related to implementation of Official Language • Proof reading/typing work of magazine/publications etc • Supervision of official Library and all its related work
10.	Shri Veersen Singh, LDC	<ul style="list-style-type: none"> • Diary and Dispatch and file movement of Admn. • CGHS/ID card • Matters related to Directorate of Estates/allotment of residential accommodation.

11.	Shri Amardeep, UDC	<ul style="list-style-type: none"> • Updating/Maintenance of all the leave records of DAE officials(EL,CL,RH, Commuted leave on medical grounds • Updating/maintenance of personal files and service books of DAE officials • Submission of reports to AE Bureau and coordination work related to Ministry • RTI Matters related to Administration • All establishment matters
12.	Shri Saurabh Yadav, Senior Technical Assistant	<ul style="list-style-type: none"> • Work as Nodal officer and APIO designate in RTI Matters along with reports and returns of RTI • In- charge of media lab (including inventory) and all media files. • Assist in preparation/publication of Monthly Report, Annual Report, news letter and Annual Action Plan etc. • Assist in all academic/technical and publication works of DAE
13.	Shri Bhupen Roka, Senior Technical Assistant	<ul style="list-style-type: none"> • Processing and Preparation of LTC , Tuition and conveyance bills of DAE officials • Service matters of Group A,B,C and D officials of DAE • All work related to Learner Assessment Test (NIOS) and Parliament Questions • Work related to medical claims of DAE officials • Work related to pensioner/pensionary benefits

This issue with the approval of the Director.


(Renu Nigam)

Under Secretary & Head of Office

To

1. Dr. Shashti Ballabh Joshi, Director (DAE)
2. Dr. Shubhankar Mishra, Jt. Director(DAE)
3. All the staff mentioned in above list
4. Office order folder