

GOVERNMENT OF RAJASTHAN
COMMISSIONERATE OF COLLEGE EDUCATION, RAJASTHAN, JAIPUR

No. F. 2(1)Estt/CCE/2014/ 1698

Dated: 18-06-2014

OFFICE - ORDER

In continuation of standing order dated : 28-05-2014 the following work is allotted to the officers with immediate effect :-

Administration Division

S.NO.	Division & Cell	Post	Name of the Officer
1	Administration Div., D.D.O. & Registrar Exams (School of Arts and Sangeet Sansthan)	Joint Director	Dr. Sarban Singh
2	PRO Cell	Assistant Director	Dr. Kamal Mishra
3		Lecturer on Deputation	Dr. Ramniwas Chaudhary
4	Enquiry & Grievance, Miscellaneous Work Cell	Lecturer	Dr. Shaila Mahan
5	RTI Cell	Lecturer	Dr. Deepali Bhargav
6	IT Cell	Lecturer on Deputation	Dr. Pankaj Madhur
7	Assembly Cell, Conference and Meetings	Lecturer on Deputation	Dr. Dilip Goyal

Human Resource Development Division (HRD)
(Personnel and Establishment)

S.NO.	Division & Cell	Post	Name of the Officer
1	Human Resource Development Div.	Joint Director	Dr. Ranjeet Singh
2	Recruitment, Placement & Transfer Cell, Local Establishment	Assistant Director	Dr. Rajendra Kumar Sharma
3	Performance Appraisal & Promotion Cell-I, Principal/Vice-Principal Cell	Assistant Director	Dr. Kamal Mishra
4	Performance Appraisal & Promotion Cell -II	Lecturer	Dr. Uma Pradhan
5	Establishment of Lecturers (RES)	Lecturer	Dr. Somkant Bhojak
6	Training Cell, Discipline Cell	Lecturer on Deputation	Dr. Arun Kumar Raghuvansh
7	Establishment of RVRES, B.Ed Lecturers & Non Gazetted Staff Cell	Lecturer on Deputation	Dr. Ramniwas Chaudhary

Academic and Youth Affairs Division

S.NO.	Division & Cell	Post	Name of the Officer
1	Academic and Youth Affairs Division	Joint Director	Dr. Anoop Shrivastav
2	Youth Development Cell	Coordinator	Dr. N.L. Suman
3	Inspection & Evaluation Cell	Lecturer	Dr. Anita Kothari
4	Curriculum Cell	Lecturer	Dr. Alpana Vyas
5	University Cell, Student Welfare & Misc. Work Cell	Lecturer on Deputation	Dr. Rakesh Pareek
6	Smart Class	Lecturer on Deputation	Dr. Vinod Kumar Bharadwaj

Planning & Coordination Division (P&C)


S.NO.	Division & Cell	Post	Name of the Officer
1	Planning & Coordination Div.	Joint Director	Dr. C.M. Khatik
2	Planning & Execution Cell	Lecturer	Dr. Akhileshwar Sharma
3	UGC & Affiliation Cell	Lecturer	Dr. Gunjeet Kaur
4	Coordination & Resource Generation Cell	Lecturer on Deputation	Dr. Dharendra Devarshi

Private Institutions Division (PI)

S.NO.	Division & Cell	Post	Name of the Officer
1	Private Institutions Div.	Joint Director	Dr. Neelam Raisinghani
2	Policy formation & Execution Cell, Private Universities & Private B.Ed College Cell	Assistant Director	Dr. Deepak Sharma
3	NOC Cell- I	Assistant Director	Dr. Medha Joshi
4	NOC Cell- II	Lecturer	Dr. Padamshree Patnayak
5	NOC Cell- III	Lecturer	Dr. Alka Kumar
6	NOC Cell- IV	Lecturer on Deputation	Dr. Jaydeep
7	NOC Cell- V	Lecturer on Deputation	Dr. Shaheen Alam

Legal Division

S.NO.	Division & Cell	Post	Name of the Officer
1	Legal - OIC	Assistant Director	Dr. Alka Singh
2	Legal - OIC	Lecturer on Deputation	Dr. S.S. Parmar
3	Legal - OIC	Lecturer on Deputation	Sh. Avadhesh Sharma
4	Legal - OIC	Lecturer on Deputation	Dr. Khamosh Meena
5	Legal - OIC	Lecturer on Deputation	Dr. Beniram
6	Legal - OIC	Lecturer on Deputation	Dr. Puran Mal Verma
7	Legal - OIC	Lecturer on Deputation	Dr. Shivangna Sharma
8	Legal - OIC	Lecturer on Deputation	Dr. Richa Devani
9	Legal - OIC	Lecturer on Deputation	Dr. B.L. Meena
ru	Legal - Nodal Officer (High Court)	Lecturer on Deputation	



(Samir Singh Chandel)
Commissioner, College Education
and Secretary, Higher Education,
Rajasthan, Jaipur

No. F. 2(1)Estt/CCE/2014/ 1699-1707

Dated: 18-06-2014

Copy to:-

- 1- S.A. to Minister, Higher Education.
- 2- P.S. to ACS, Higher Education.
- 3- P.S. to C.C.E.
- 4- P.A. to A.C.C.E.
- 5- All JD/CAO/AD/Lect.
- 6- DLR-The Legal cases of Sh. Arun Kumar Raghuvansi and Sh. Akhileswar Sharma transfer to other OIC.
- 7- All O.S.
- 8- Guard File


Additional Commissioner,
College Education Rajasthan,
Jaipur

GOVERNMENT OF RAJASTHAN
COMMISSIONERATE OF COLLEGE EDUCATION, RAJASTHAN, JAIPUR

No. F. 2(1)Estt/CCE/2014/ 1443

Dated: 28-05-2014

STANDING ORDER

In suppression of all previous orders, the distribution of work to be carried out in the Commissionerate of College Education, Rajasthan, would be as follows, with immediate effect.

Administration Division

Enquiry & Grievance Cell

- All matters related to enquiries of Gazetted & Non Gazetted staff.
- All matters related to grievances of Gazetted & Non Gazetted staff.

RTI Cell

- Coordination and execution all related matters of RTI at Commissionerate.
- Information Collection of RTI Matters.
- Matters regarding APIO.
- Matters of first appeal & second appeal.

IT Cell

- IT and innovative practices.
- Coordination and execution of all related matters of CMIS & VIP references (HRC/WRC/Lokayuct sectt.) of Commissionerate.
- SUGAM portal & redressal of Sugam Grievances.
- Coordination and execution all related matters of the Website and Web Page.
- Library Computerization
- Backend computerization and IT enablement of Commissionerate.
- Online admission.
- All India Survey on Higher Education (AISHE).
- Uploading the particulars of fixed assets on DOP website of all gazetted employees.
- Computerization of HR data.
- Video conferences & E-Governance.

Assembly Cell

- Information Collection of Assembly matters.
- Coordination and execution of all related matters of Assembly at Commissionerate.
- Matters regarding cut-motions.
- Assurances.

PRO Cell

- Analysis of news in print and electronic media regarding College Education.
- Matters regarding press note / press conference.
- All other related matters.

Conferences and Meetings

- Organization of principal conference (Once in a year).
- Conference of DDO.
- Meetings of Regional Assistant Directors.
- Conference of nodal officers of web portal and UGC.
- Conference of Office superintendent.
- Organization of review meetings.
- SC/ST committee, minority committee.
- Preparing minutes of various meetings.
- Other meetings.

Miscellaneous work Cell

- Matters regarding Regional Offices - Ajmer, Bikaner, Jaipur, Jodhpur, Kota and Udaipur.
- All related matters to Assistant Director, Jaipur Zone.
- Store.
- Protocol.
- Commissionerate Library.
- Maintenance and Development of Commissionerate Block-4 & Block-2 (First Floor) of Shiksha Sankul.
- Matters related to Exams of School of Arts & Sangeet Sansthan.
- Legal matters including factual reports.
- Matters regarding prevention of sexual harassment at work place.
- All matters related to Govt./ private vehicles.

Human Resource Development Division (HRD)
(Personal and Establishment)

Recruitment, Placement & Transfer Cell

- Recruitment & Selection of Lecturers.
- Placement of newly selected lecturers.
- RPSC related matters.
- Transfers and posting of Principals.
- Transfers/ Deputations and posting of Lecturers, PTIs & Librarians.
- Transfers/ Deputations and posting of Non Gazetted staff.
- Matters regarding compassionate appointments of dependents of deceased Government servants.
- All related matters of contract lecturers.
- Matters regarding resignation, technical resignation and voluntary retirement of lecturers.

Local Establishment

- General establishment matters of Gazetted and Non Gazetted staff of Commissionerate.

Training Cell

- Training of Principals and Vice-Principals.
- Training of Lecturers.
- Nomination of Lecturers in Refresher Course & Orientation Course, Academic Conferences, Workshop, Seminars and Training.
- Nomination of lecturers in OTS trainings.

Establishment of Lecturers (RES)

- All matters related to Leaves.
- All matters related to Teachers Research Fellowship/ Post Doctoral Fellowship
- Salary related matters (D.D.O. powers, Double Allowences etc).
- Pension matters.
- Condonation of gap in service matters.
- Permission for foreign visit/ higher studies/ examinations / forwarding applications for selection in Universities and other organizations.
- Miscellaneous Work.

Establishment of RVRES, B.Ed Lecturers & Non Gazetted Staff Cell

- All matters related to Leaves.
- All matters related to Teachers Research Fellowship/ Post Doctoral Fellowship of RVRES and B.Ed Lecturers.
- Salary related matters (D.D.O. powers, Double Allowences etc).
- Permission for foreign visit/ higher studies/ examinations / forwarding applications for selection in Universities and other organizations.
- All Establishment matters of Non Gazetted staff.
- All Establishment matters of RVRES Gazetted & Non Gazetted staff.
- Miscellaneous Work.

Performance Appraisal & Promotion Cell

(I)

- APARs of Gazetted Staff.
- APARs of Non Gazetted Staff.
- DPC of Gazetted staff.
- DPC of Non Gazetted staff.

(II)

- Seniority and confirmation of Gazetted staff.
- Seniority and confirmation of Non Gazetted staff.
- Implementation of Career Advancement Scheme through screening.
- Legal matters regarding CAS and others.
- Codification and Departmental Manual.
- Service Rules and their amendments.
- Miscellaneous Work.

Principal / Vice-Principal Cell

- Salary related matters (Fixation, Annual Increment, HRA, Double Allowances & Special allowance etc).
- All matter related to Leaves (PL, HPL, EOL, Commuted Leave and Leave encashment).
- Permission for foreign visit & higher studies.
- Stepping up matters.
- Condonation of gap in service matters.
- Pension matters.
- Miscellaneous matters.

Discipline Cell

- Self Discipline and Control.
- CCA Rules.
- Disciplinary Actions (Show Cause Notice, Consideration of Explanations, Holding of Enquiries, and Issuing of Charge-Sheets etc.).
- Disciplinary Actions and related matter of Principals.
- Disciplinary Actions and related matter of Lecturers, Librarian & PTI.
- Disciplinary Actions and related matter of Non Gazzetted Staff.
- Miscellaneous.

Academic and Youth Affairs Division

Inspection & Evaluation Cell

- Inspection of colleges (twice in a session i.e. August & January).
 - Teaching arrangements.
 - Development activities.
 - Student welfare programme.
 - Utilisation of budget and UGC projects.
 - Games & sports activities.
 - Land & building projects.
 - Various labs.
- Review of college exam results.
- Quality Progress Reports/ Utilisation of HR.
- Annual Self Evaluation Reports.

Curriculum Cell

- Admission Policy and Matters of Admission.
- Online admission.
- Academic Calendar and Work-Load assessment.
- Determination of subject-wise seats in colleges based on the available infrastructure for each college.
- New subjects, New Sections in **existing colleges** and up gradation of existing colleges.
- All Matters related to University Examinations.
- Matters related to Education Policy.
- Annual Review of Results of Government Institutions, prepare visualize ranking and monitoring steps for improvement.
- Self Financing Courses.
- CAT courses.
- Elementary computer education.
- Composition of Mahavidyalaya Vikas Samities and review of their functioning.
- Vocational Education in colleges, review of Syllabi and suggestion to the University.
- Academic matters of B.Ed Colleges.

University Cell

- Matters related to V.C. Coordination Committee.
- All matters relating to Government Universities, Education Boards and Public Service commission.
- Nomination of lecturers to University Examination & Flying squad.

Youth Development Cell (Yuva Vikas Kaushal Cell)

- Youth Development Council (YDC).
- National Social Service (NSS).
- National Cadet Core.
- Rover/ Ranger Scouting.
- Counseling of extension programs.
- Adult education & Literacy.
- Women cell.

Student Welfare

- Grievance Management - Handling grievances of students.
- Students' Union Elections.
- Student Welfare Activities.
- Study centre.
- Sports and Cultural Activities.
- Programmes for meritorious students.
- Remedial Classes.
- Educational tours.
- Colleges canteen.

Smart Class

- Coordination and execution of all related matters of the Smart Class.
- English Language Lab.

Miscellaneous Work Cell

- Matters related to Lecturers Union.
- Implementation of various Action Plans. Like 60 days action plan.
- Competitive exam coaching (PET, PMT, RAS etc.).
- All related matters of Library & Book purchase matters, Hindi Granth Academy.

Planning & Coordination Division (P&C)

Planning & Execution Cell

- Planning of New Government Colleges, new subjects, new sections and up-gradation of Government Colleges.
- Affiliation of New Govt. Colleges to Universities.
- Matters related to Law Colleges.
- Creation of post along with rationalization.
- Budget allocation and control (Plan) in consultation with C.A.O.
- Five year and annual plan formulation.
- Tribal Area Development.
- Special component plan.
- District level plan allocation.
- State level planning and co-ordination committee.
- Matters regarding to take over of Private Colleges/ SFS Colleges.
- Amendment of the name of the Colleges.

Coordination & Resource Generation Cell

- Schemes /Projects for getting financial grants from different Govt. of India / MHRD / Non Govt. agencies.
- Coordination with Administrative Departments and other departments for infrastructure and other developmental works in colleges.
- Maintenance and Development of building projects of colleges.
- Collection, Compilation and Analysis of Statistical data.
- Matters regarding PPP mode.
- Vision document of the department.
- Miscellaneous work.

UGC & Affiliation Cell

- All UGC matters and centrally sponsored schemes including UGC schemes.
- NAAC Accreditation / Re Accreditation & related matters.
- All matters related to D.S.T. Govt. of India aids.
- Affiliation matters under UGC Section 2(F) & 12 (B).
- Funds from Government of India.

Private Institutions Division (PI)

Policy Formation & Execution Cell

- NOC Policy and rules (Monitoring, Implementation).
- Sanction and review of Private Institutions.
- PNOC For Private Institutions.
- Inspection of Private Institutions (Planing and Implementation).
- Grievance redressal related to Private Institutions.
- TNOC/ Renewal of NOC's of Private Institutions (Jaipur & Jodhpur Division).
- Miscellaneous Work.

Private Universities & Private B.Ed College Cell

- Annual Review of Results of Private Institutions, prepare visualize ranking and monitoring steps for improvement.
- Related matters of Private Universities.
- Related matters of Private B.Ed Colleges.

NOC Cell-I

- TNOC/ Renewal of NOC's of Private Institutions.
(Division Kota & Ajmer)
- Miscellaneous Work.

NOC Cell-II

- TNOC/ Renewal of NOC's of Private Institutions.
(District Dausa & Sikar)
- Miscellaneous Work.

NOC Cell-III

- TNOC/ Renewal of NOC's of Private Institutions.
(District Jhunjhunu)
- Miscellaneous Work.

NOC Cell- IV

- TNOC/ Renewal of NOC's of Private Institutions.
(Division Bikaner and Udaipur)
- Miscellaneous Work.

NOC Cell- V

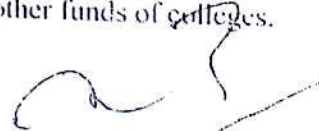
- TNOC/ Renewal of NOC's of Private Institutions.
(Division Bharatpur & District Alwar)
- Miscellaneous Work.

Legal Division

1. Appointment of OICs and Government Advocates in High Court cases
2. To provide factual report for OICs
3. Examination and Implementation of Court orders/decisions
4. Writing of replies to be filed in honorable courts
5. Monitoring of court cases and Compliance of the court orders.

Finance Division

- All matters regarding Government Schemes.
- All related matters of Finance.
- D.D.O. (N.S.S.)
- Nodal officer of Pension & Tenders.
- Matters related to pay fixation.
- Matters related to audit & physical verification.
- All matters related to scholarship & recoveries.
- Reconciliation of A.G. Office.
- Matters related to UGC utilisation Certificate.
- All matters of RTI & Assembly related to finance.
- All related matters of Grant in aid.
- Computerization, utilization of Boys Fund and other funds of colleges.
- All matter related to Government schemes



(Satbir Singh Chandel)

Commissioner, College Education
and Secretary, Higher Education,
Rajasthan, Jaipur

Dated: 04-05-2014

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No. F. 2(1)Estt/CCE/2014/ 14/3-49

Copy to:-

- 1- P.S. to C.C.E.
- 2- P.A. to A.C.C.E.
- 3- All JD/CAO/DLR
- 4- All DD/AD/Lect.
- 5- All O.S.
- 6- Guard File



(B.L.Kandoi)

Add. Commissioner,
College Education Rajasthan, Jaipur

राजस्थान सरकार
आयुक्तालय, कालेज शिक्षा, राजस्थान, जयपुर

क्रमांक:-एफ2(1)स्था/निकाशि/07/

दिनांक:-

आदेश

निर्देशानुसार निम्नलिखित अधिकारियों का पदस्थापन उनके नाम के सम्मुख अंकित शाखाओं में तुरन्त प्रभाव से किया जाता है:-

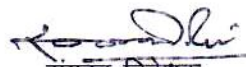
क्र.सं.	नाम अधिकारी/पदनाम	आवंटित शाखा/कार्य
1	डॉ० विनय कुमार शर्मा संयुक्त निदेशक	निजी शिक्षण संस्थाएं
2	डॉ० राधेश्याम विजयवर्गीय उप निदेशक	एच.आर.डी. शाखा
3	डॉ० के.एस. पंवार उप निदेशक	आयोजना एवं समन्वय शाखा, आई.टी. सैल
4	डॉ० ओम प्रकाश माहेश्वरी उप निदेशक	अकादमिक शाखा (कार्यग्रहण करने पर)
5	श्री रामनिवास चौधरी सहायक निदेशक	पी.आर.ओ. सैल एवं अकादमिक शाखा (Universities Cell, Student Welfare & Misc. Work Cell).
6	डॉ० अलका भाटिया व्याख्याता (प्रतिनियुक्ति पर)	एच.आर. डी. शाखा
7	डॉ० मुकेश कुमार शर्मा व्याख्याता (प्रतिनियुक्ति पर)	स्मार्ट क्लास एवं आई.टी. सैल
8	डॉ० अनिला जैन व्याख्याता (प्रतिनियुक्ति पर)	अकादमिक शाखा (Inspection & Evaluation Cell)
9	डॉ० राकेश पारीक व्याख्याता (प्रतिनियुक्ति पर)	विधानसभा सैल, सूचना का अधिकार तथा कॉन्फ्रेंस एवं मीटिंग्स सैल
10	डॉ० अरूण कुमार रघुवंशी व्याख्याता (प्रतिनियुक्ति पर)	एच.आर.डी. शाखा
11	डॉ० अवधेश कुमार शर्मा व्याख्याता (प्रतिनियुक्ति पर)	विधि शाखा (यथावत)
12	डॉ० दीपक शर्मा सहायक निदेशक	समन्वयक, युवा कौशल विकास प्रकोष्ठ
13	डॉ० नाथूलाल सुमन समन्वयक युवा कौशल विकास प्रकोष्ठ	सहायक निदेशक (निजी शिक्षण संस्थाएं)
14	डॉ० दीपाली भार्गव व्याख्याता	आयोजना एवं समन्वय शाखा (Coordination & Resource Cell)

क्रमांक:-एफ2(1)स्था/निकाशि/07/ 2782-86
प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. निजी सचिव, आयुक्त, कॉलेज शिक्षा, राजस्थान, जयपुर।
2. सम्बन्धित अधिकारीगण।
3. व्यक्तिगत पत्रावली।
4. रक्षित पत्रावली।

50-
अतिरिक्त आयुक्त
कॉलेज शिक्षा, राजस्थान,
जयपुर।

दिनांक:- 22-10-14


संयुक्त निदेशक
कॉलेज शिक्षा, राज0जयपुर।

कार्यालय आयुक्त कालेज शिक्षा राजस्थान, जयपुर
क्रमांक:एफ 2(1)स्था/आकाशि/15/933

दिनांक: 10.02.2015

कार्यालय आदेश

आयुक्तालय में पदस्थापित निम्नांकित अधिकारियों को उनके नाम के सम्मुख अंकित कार्य तत्काल प्रभाव से आवंटित किया जाता है:-

क्र.सं.	नाम	पदनाम	आवंटित कार्य
1.	डा. अनूप श्रीवास्तव	संयुक्त निदेशक	हायर एज्युकेशन एकेडमी फॉर रिसर्च एण्ड ट्रेनिंग (HEART), ज्ञान चौपाल एवं विधान सभा कार्य
2.	डा. ज्योत्सना भारद्वाज	संयुक्त निदेशक	प्रशासन शाखा श्री सरबन सिंह के स्थान पर
3.	डा. अमिता गिल	संयुक्त निदेशक	अकादमी शाखा के अतिरिक्त योजना एवं समन्वय शाखा का अतिरिक्त कार्य
4.	डा. ओम प्रकाश शर्मा	उप निदेशक	योजना एवं समन्वय शाखा श्री के. आर.पंवार के स्थान पर
5	श्रीमती विमला सिंहल	उप निदेशक	एच.आर.डी. शाखा श्री आर.एस. विजयवर्गीय के स्थान पर

क्र. सं. 2 पर अंकित अधिकारी द्वारा ही अपनी पत्रावलियां अतिरिक्त निदेशक के माध्यम से प्रस्तुत की जावेगी। अन्य संयुक्त निदेशकों द्वारा पत्रावलियां सीधे ही अधोहस्ताक्षरकर्ता को प्रस्तुत की जावेगी।


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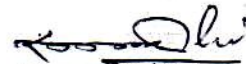
आयुक्त,

कालेज शिक्षा राजस्थान,
जयपुर

क्रमांक:एफ 2(1)स्था/आकाशि/15/933-941
प्रतिलिपि:-

दिनांक: 10.02.2015

1. निजी सचिव, आयुक्त, कॉलेज शिक्षा, राजस्थान, जयपुर।
2. अतिरिक्त आयुक्त कालेज शिक्षा, राजस्थान, जयपुर।
3. समस्त संयुक्त निदेशक, कॉलेज शिक्षा, राजस्थान, जयपुर।
4. समस्त उप निदेशक, कॉलेज शिक्षा, राजस्थान, जयपुर।
5. मुख्य लेखाधिकारी/उप विधि परामर्शी, कॉलेज शिक्षा, राजस्थान, जयपुर।
6. संबंधित अधिकारी।
7. निजी पत्रावली, संबंधित अधिकारी।
8. रक्षित पत्रावली



संयुक्त निदेशक,

कॉलेज शिक्षा, राज0, जयपुर