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DEPARTMENT OF HIGHER EDUCATION

NOTIFICATION

The 30th October 2019

No. 22850—HE-OE-POLICY-0003/2019-HE.—The G.A. & P.G. Department vide their Resolution No. 23535-Gen., dated the 21st August 2019 have instructed to integrate the Directorates with Administrative Departments to function as composite Departments to speedup decision making process.

In pursuance of the said resolution, the Government in Higher Education Department have been pleased to integrate the Directorate of Higher Education, functioning at the Heads of Department Building, Odisha, Bhubaneswar with Higher Education Department with effect from the 1st November 2019.

Consequent upon integration, the integrated Department shall function through 32 Sections, as mentioned at Annexure-A, with effect from the 1st November 2019.

At present, the integrated Department shall function at two locations ; 1st location at Higher Education Department, Loka Seva Bhawan, Bhubaneswar and 2nd location at erstwhile office of the Directorate of Higher Education, HOD Building, Bhubaneswar.

Necessary unified budget provision for the integrated Department shall be made from the next Financial Year, i.e. 2020-2021.

This order supersedes the Department Notification No. 21462-HE., dated the 14th October 2019.

ORDER—Ordered that the notification be published in an extraordinary issue of the *Odisha Gazette*.

By order of the Governor
SASWAT MISHRA
Commissioner-cum-Secretary to Government

Sl. No.	Subject dealt in the Section
(1)	(2)
1	<p>SECTION : University Establishment Section UNIV(E)</p> <p>Service and establishment matters relating to Teaching and Non-Teaching Staff and other Administrative posts of all Universities (Recruitment, Appointment, Promotion, Pay Fixation/Revision, Release of establishment salary/grant (Block Grant), Post creation, all kinds of Leave, Pension, Proceedings, etc.).</p>
2	<p>SECTION : University Non-Establishment Section UNIV(NE)</p> <p>Creation of New University, Infrastructure Grant to all Universities, all UGC related matters, Authentication of Certificate, Land matters relating to Universities and all other Non-Establishment matters.</p>
3	<p>SECTION : Government College Establishment Section (Teaching), GCE(T)</p> <p>Government College Establishment Section (Teaching), GCE(T)-(A)</p> <p>Service matters relating to Teaching Staff and other Administrative posts of all Government Colleges (Recruitment, Appointment, Promotion, Pay Fixation/Revision, Transfer and Posting of teaching staff of Government Colleges, etc.).</p> <p>Government College Establishment Section (Teaching), GCE(T)-(B)</p> <p>All kinds of Leave, Pension, Proceedings of Teaching staff of Government Colleges, etc.</p>
4	<p>SECTION : Government College Establishment Section (Non-Teaching), GCE(NT)</p> <p>Government College Establishment Section (Non-Teaching), GCE(NT)-(A)</p> <p>Service matters relating to Non-Teaching Staff of all Government Colleges (Recruitment, Appointment, Promotion, Pay Fixation/Revision, Transfer & Posting of Non-Teaching Staff of Government Colleges, etc.).</p> <p>Government College Establishment Section (Non-Teaching), GCE(NT)-(B)</p> <p>All kinds of Leave, Pension, Proceedings of Non-Teaching Staff of Government Colleges, etc.</p>
5	<p>SECTION : Government College Non-Establishment Section GC(NE)</p> <p>Opening/Upgradation of New Government Colleges, Post Creation, Infrastructure Grant/Laboratory Equipment Grant, PL Account of all Government Colleges, all UGC related matters, Sanction of all types of Advances, Separation of +2 from H. E. Department, Land matters relating to Government Colleges and all Non-Establishment matters.</p>

(1)

(2)

6 SECTION : Field Establishment Section (FE)

All OE matters relating to the office of all Regional Directorates of Education, State Education Tribunal, State Selection Board, Naba Krushna Choudhury for Development Studies, Bureau of Text Book Preparation & Production, Odisha State Higher Education Council, Residual work of DHE & Vocational Education, office of the Government Advocate, SET, H.E. Department, Bhubaneswar.

7 SECTION : Non-Government College Establishment Section (Teaching), NGCE (T)

Non-Government College Establishment Section (Teaching), NGCE (T)-(I)

Service matters relating to Teaching Staffs and other Administrative posts of all Non-Government Colleges Recruitment, Appointment, Promotion, Pay Fixation/ Revision, Transfer & Posting etc.).

8 Non-Government College Establishment Section (Teaching), NGCE (T)-(II)

All kinds of Leave, Pension, Proceedings of Teaching Staff of all Non-Government Colleges, Permission and Recognition to Professional Colleges of all Non-Government Colleges etc.

9 SECTION : Non-Government College Establishment Section (Non-Teaching), NGCE (NT).

Non-Government College Establishment Section (Non-Teaching), NGCE (NT)(A)

Service matters relating to Non-teaching Staffs of all Non-Government Colleges (Recruitment, Appointment, Promotion, Pay Fixation/Revision, Transfer & Posting etc.).

Non-Government College Establishment Section (Non-Teaching), NGCE (NT)-(B)

All kinds of Leave, Pension, Proceedings, etc. of all Non-Government Colleges.

10 Non-Government College Non-Establishment Section NGC (NE)

Infrastructure Grant to all Non-Government Colleges, all UGC related matters, Sanction of all types of grant, Land matters relating to Non-Government Colleges and all other Non-Establishment matters.

11 SECTION : Grant-in-Aid (GIA)

Grant-in-Aid (GIA) (I)

Policy Matter, Implementation of SET/High Court/Supreme Court orders

12 Grant-in-Aid (GIA) (II)

Policy implementation, handling original cases in SET (excluding execution cases)

Grant-in-Aid (GIA) (II)-(A)

Colleges under Category-I (255 category)

Grant-in-Aid (GIA) (II)-(B)

Colleges under Category-I (233 category)

(1) (2)

13 SECTION : Grant-in-Aid (GIA) (III)

Colleges under category-I (662 category)

14 SECTION : Scholarship, Loan & Recovery

All categories of Scholarship i.e. Junior/Senior/PG/Technical/Professional Merit Scholarship, Vyasakabi Fakir Mohan Bhasabruti for promotion of Odia language, Gopabandhu Sikhya Sahayata Yojana, Kalinga Sikhya Sathi Yojana, Recovery of State Loans, National Loans.

15 SECTION : Budget & Finance

Preparation of Budget, Outcome Budget and other Budget related work, Compliance to PAC, AGIR and CAG Audit Para, DMC Meeting, Triangular Committee Meeting CAPA, Sanction of funds, scrutiny of Pay Fixation and other financial matters of Government & Non-Government Colleges, Referral Files received from other sections/ other establishment of Departments on financial matters for concurrence, etc.

16 SECTION : Accounts

Accounts (I)

Cash, Advance and Authentication fees collected and Audit etc., all Gazetted Bills, Miscellaneous Bills Income Tax Calculation of both Gazetted and Non-Gazetted staff including pension and arrears, all Non-Gazetted Bills, GPF, CVP, Gratuity, Leave Salary, GIS including pension and arrears., TA Bills, Contingency Bills, Bills relating to RUSA & World Bank, etc. (for employees now working in Higher Education Department).

17 Accounts (II)

GIA/Drawal of Salary of Non-Government Aided Colleges, Reconciliation of GPF, Accounts of Teaching & Non-Teaching Staff of Non-Government Aided Colleges. Drawal of all bills pertaining to the employees of erstwhile Directorate of Higher Education.

18 SECTION : Miscellaneous & Co-ordination

Supervision work of Miscellaneous & Co-ordination Section, All Secretary Meeting, Departmentally Related Standing Committee Meeting, Petition Committee Meeting, Different Departmental Meeting, Activity Report, Governor's Speech, Grievance Petitions & e-Abhijoga, Internal Complaint Committee under Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, Book Circular 47, Monitoring of NHRC/OHRC/SCPD cases ect./Assembly Question of the Department, distribution of Daks and all other matters not specifically assigned to any other Section.

(1) (2)

19 SECTION : Office Establishment (OE)

Office Establishment (OE) (I)

Service Conditions matters like Sanction of all Advances, Sanction of Increment, Pension & Proceedings, Pay Fixation, Sanction of all types of leave, etc. of all Officers/ Staff of the present Higher Education Department, Correspondence with AG, Odisha for issue of NDC on advances, AER & HRMS, matters relating to Outsourcing Employees, Issue of Entry Pass and any other matter as assigned transfer and posting of all staffs of integrated Higher Education Department.

20 Office Establishment (OE) (II)

Service Conditions matters like Sanction of all Advances, Sanction of Increment, Pension & Proceedings, Pay Fixation, Sanction of all types of leave, etc. of all Officers/ Staff of erstwhile Directorate, Higher Education, Correspondence with AG, Odisha for issue of NDC on advances contingency matters (till the 31st March 2020) and any other matter.

21 Office Establishment (OE) (III)

Contingency Matters, Matters relating to Telephone, Vehicles, Advertisement Bills, Renovation & Repair works, etc. including matters erstwhile DHE with effect from the 1st April 2020.

22 SECTION : NSS

Matters relating to opening of new NSS Units, Youth Red Cross, Rover & Ranger. Sanction of Funds for implementation of NSS/Youth Red Cross/Rover & Ranger and collection of UC thereof.

23 SECTION : NCC

Matters relating to opening of new NCC Units. Service matters of the Civilian Staff of NCC wing, Sanction of Funds for implementation of NCC and any other matters relating to NCC.

24 SECTION : Scheme

RUSA, World Bank, Distribution of Laptop, IAS Coaching Center, Self-Defence, Career Counseling Cell, Language Lab, Green Passage, Smart Class Room, Incentive towards Education for Destitute students and any other scheme as assigned.

25 SECTION : Information Technology (IT)

OSWAS, all IT related Purchases, Website, Social Media, PIMS, OKCL, e-Governance, etc.

26 SECTION : Permission/Recognition

HPC in Non-Government Colleges, Self-Finance Courses, PPP Courses in respect of Government and Non-Government Colleges, etc.

(1)

(2)

27 SECTION : PTC

Student Academic Management System (SAMS), NAAC Accreditation, Refresher Course of Teachers, Student Union Election, Data Based Report, Odisha University Research & Innovation, engagement of DLCs, Incentivization Plan Performance Tracking etc. Matter related to Students.

28 SECTION : Legal

All Court Case matters of Higher Education Department (excluding original cases in SET).

Legal Cell - I

Monitoring Court Cases relating to Sections of Higher Education Department functioning at Lok Seva Bhawan.

Legal Cell - II

Monitoring Court Cases relating Sections of Higher Education Department functioning at HOD Building.

29 SECTION : RTI

RTI matters relating to Higher Education Department and erstwhile Director, Higher Education.

30 SECTION : Audit

Matters relating to Internal Audit of Universities, Government Colleges, etc.

31 SECTION : Issue

issue of Drafts, despatch of all letters, e-Despatch, Xerox, etc.

32 SECTION : Diary

Diary of Received Daks.

PMU

‘Mo College’ and other work to be assigned as and when required by Commissioner-*cum*-Secretary

The concerned Sections will deal with the Court cases, RTI, Assembly Question, Grievance Petitions, CCRs/PAR relating to their sections.