



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)

Shiksha Sadan, 3rd & 4th Floor, Sector-5, Panchkula-134109

Tel: 0172-2590505, 2586026(F) | E-mail: nsqfharyana@gmail.com | Website: www.hsspp.in



Ref. No. 2/8-2018 (HR-NSQF) 10079

Dated: 27.06.2018

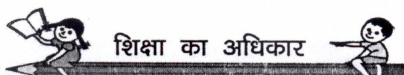
Order

21/7/2018

Subject: Allocation of Districts/skills/work etc.

In Supersession of earlier orders, are hereby re-allocated of their Districts/skills/work/route of files etc. among the staff deployed for the implementation of CSS-VSHSE at O/o HSSPP Panchkula with immediate effect as per the details noted against each:-

S#	Name, Designation , Contact Number and email id	Work allocation pertaining to implementation of Vocational Education.	Link Officer/official
1	Dr. Rajeev Vats, Program Manager (Mob. 7009322139) nsqfharyana@gmail.com	All matters pertaining to implementation of Vocational Education.	----- ---
2	Mrs. Renu Bahal, Dy. Supdt. NSQF Cell (Mob. 9416081817) renujuly23@gmail.com	All matters of Vocational Teachers & employees directly appointed by the Department/Parishad under CSS-VSHSE she will also coordinate in other Administrative matter of NSQF	Mr. Ashok Kumar
3	Mr. Ashok Kumar, Coordinator, NSQF Cell, (Mob. 9812759333) ashok.garg5@gmail.com	All matters pertaining to implementation of Vocational Education except matter of Vocational Teachers & employees directly appointed by the Department/Parishad Implement the e-MATE software.	Mrs. Renu Bahal
4	Mr. Anuj Kumar Pundir, Coordinator, NSQF Cell, (Mob. 7087088043) anujkumpundir78@gmail.com	Kurukshetra (50) = 50 Schools alongwith the work pertaining to Apparel & Fashion Designing He will co-ordinate the work related to all academic related issues including correspondence generated on this count and get information from the Coordinators concerned. Manage the Question Paper & Question Bank	Mrs. Shruti Gupta
5	Mr. Maninder Gill, Coordinator, NSQF Cell (Mob. 9878766677) gillmaninder777@gmail.com	Hisar (63) + Rewari (40) =103 Schools alongwith the work pertaining to Security Skill Initiate the reimbursement claims & all issues of the VTP namely Pragmatic Education Society and ASTM Organise and Maintain the Vocational Teacher training data base	Mr. Amrish Sharma





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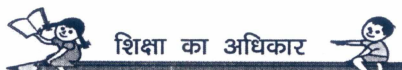
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S#	Name, Designation , Contact Number and email id	Work allocation pertaining to implementation of Vocational Education.	Link Officer/official
6	Mr. Mahender Verma Coordinator, NSQF Cell, (Mob. 9501009779) mahender.nsqf@gmail.com	Palwal (42) + Faridabad (37) = 79 Schools alongwith the work pertaining to IT/ITeS Skill Initiate the reimbursement claims & all issues of the VTP namely Centum works skills India Ltd. Manage & analysis the students result & assessment record.	Mr. Satyendra Tiwari
7	Mrs. Alka Mehta, Coordinator, NSQF Cell, (Mob. 9356556956) alka.nsqf@gmail.com	Yamunanagar (45) + Ambala (59) = 104 Schools alongwith the work pertaining to Beauty & Wellness Skill Initiate the reimbursement claims & all issues of the VTP namely AISECT and Indian Institute of Skill development Pvt. Ltd. Process all the communication received from the Bhiwani Board and Skill Development mission.	Mrs. Usha Sharma
8	Mrs. Usha Sharma, Coordinator, NSQF Cell, (Mob. 8053133555) ushasharma.nsqf@gmail.com	Panchkula (27) + Karnal (70) = 97 Schools alongwith the work pertaining to Patient Care Assistant + Health Care (Vision Technician) skills Initiate the reimbursement claims & all issues of the VTP namely Vidyanta. and Laqsh Jobs Skills academy Pvt. Ltd. Process all the communication received from the MHRD, Govt. of India & NSDC.	Mrs. Alka Mehta
9	Sh. R.P. Verma, Coordinator, NSQF Cell (Mob. 9416297126) rpverma.nsqf@gmail.com	Jind (59) + Rohtak (38) =97 Schools alongwith the work pertaining to Automobile Skill Initiate the reimbursement claims & all issues of the VTP namely Edujobs Academy Private Limited Maintain the Stock register of stationery at HQ	Anshul
10	Mr. Amrish Sharma, Coordinator, NSQF Cell, (Mob. 9468266920) amrishsharma108@gmail.com	Bhiwani (63) + Mahendergarh (31) = 94 Schools alongwith the work pertaining to Retail Skill Initiate the reimbursement claims & all issues of the VTP namely Empower Pragati Vocational & Staffing Pvt. ltd and IL& FS Skills development corporation ltd. Overall manage the Printing of books, distribution including stock entries etc.	Mr. Maninder Gill





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S#	Name, Designation , Contact Number and email id	Work allocation pertaining to implementation of Vocational Education.	Link Officer/official
11	Mr. Satyendra Tiwari, Coordinator, NSQF Cell (Mob. 9467505636) sktiwari.nsqf@gmail.com	Mewat(38) + Gurugram (49) = 87 Schools alongwith the work pertaining to Physical Education & Sports Initiate the reimbursement claims & all issues of the VTPs namely SV Edusports Pvt. Ltd. & Gram Tarang Employability. Student Tracking from enrolment to Post placement including coordinate the placement drive	Mr. Mahender Verma
12	Jamshed Coordinator, NSQF Cell, (Mob. 9416263060) jamshed.nsqf.hsspp@gmail.com	Jhajjar (27) + Kaithal (68) = 95 Schools alongwith the work pertaining to Media & Entertainment work of skill Initiate the reimbursement claims & all issues of the VTP namely ICA EduSkills Pvt. Ltd. Maintain & update the industry linkage including guest lecture data base.	Eshan Mohd.
13	Eshan Mohd. Coordinator, NSQF Cell, (Mob. 8881156356) eshan785@gmail.com	Fatehabad (42)+ Sirsa (62) = 104 Schools alongwith the work pertaining to Agriculture work of skill Initiate the reimbursement claims & all issues of the VTPs namely Amass Skill Venture Pvt. Ltd. and Team lease Services Pvt. Ltd. Maintain the record of Tools & equipment in schools	Jamshed
14	Mr. Anshul Prashar Programme Coordinator ,NSQF Cell, (Mob.9780252690) anshul.nsqf@gmail.com	Sonipat (47) + Panipat (44) = 91 Schools alongwith the work pertaining to Travel & Tourism Skill Initiate the reimbursement claims & all issues of the VTP namely Baxis academy for building lifelong Employability and Skill Tree consulting Pvt. Ltd. Implement the Land-A-HAND project	RP Verma





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15	Mrs. Shruti Gupta, Programme Coordinator ,NSQF Cell, (Mob. 8558061413) shruti.nsqf@gmail.com	<p>She will co-ordinate the work related to all administration/accounts related issues including correspondence generated on this count and get information from the Coordinators concerned.</p> <p>She will process the work pertaining to Banking & Finance skill and Banking & insurance</p> <p>Initiate the reimbursement claims& all issues of the VTPs namely Labournet Services India Pvt. Ltd, Indus Edutrain Pvt. Ltd. and Orion Edutech Pvt. Ltd</p> <p>Implement the Kunskapsskolan project & construction of Civil lab</p>	Mr. Anuj Kumar Pundir
16	Mrs. Anu Kathuria, Accountant NSQF Cell (Mob. 7696091533) anu.kanu2008@gmail.com	<p>Submission of UCs to MHRD, GOI, processing files pertaining to release of grant from MHRD Govt. of India and State Govt.</p> <p>Uploading of monthly expenditure on PMS & PFMS Portal (online), Quarterly Report to planning Branch, Preparation of Budget proposals.</p> <p>Release of funds to 1001 Schools through DPCs under various components, Collection of UCs from Schools, Book keeping of UC in accounting records, other matters related to schools like demand of funds under various components, approval required for procurement of items under office expenses through DPCs.</p> <p>Release of funds for Civil Works, Collection of UCs from Civil Branch, Status of Labs construction under NSQF Scheme; release of funds to HARTRON, Adjustment of invoices received from HARTRON, Reconciliation of accounts, monitoring of funds released to DPCs & other quarters, collection of UCs etc.</p> <p>Payments of bills pertaining to Printing of Books, Correspondence with Audit Department & Reply of audit paras/observations.</p> <p>Correspondence with Budget & Planning Branch of DSE; Correspondence with Co-ordination &</p>	Mrs. Vijashwari Rawat,



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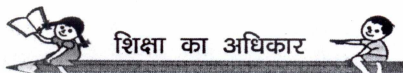
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S#	Name, Designation , Contact Number and email id	Work allocation pertaining to implementation of Vocational Education.	Link Officer/official
		<p>Accounts Branch of DSE; Balance Sheet of CSS-VSHSE Scheme, Voucher preparation (Vouchers, Bank Payment Vouchers, Receipt Vouchers) Entry in Tally on account of above releases & expenditure etc.</p> <p>Reimbursement of claims for the Vocational Teachers deployed by VTPs and release the salary of Vocational Teachers directly appointed by the Department as per following VTPs/districts.</p> <p>VTPs: Team Lease, Labournet, Empower Pragati, IL&FS, Skill Tree, Laqsh Job Skill Academy Pvt.Ltd. Pragmatic Education Society, Orion Edutech ,ASTM Skills Pvt.Ltd., Indian Institute of Skill Devolvment.</p> <p>District: Narnaul (Mahendergarh), Nuh (Mewat), Palwal, Panchkula, Panipat, Rewari, Rohtak, Sirsa, Sonipat, Yamunana gar, Kurukshetra</p>	
17	Mrs. Vijashwari Rawat, Accountant NSQF Cell (Mob.8558061413) vijashwari@gmail.com	<p>Release of funds to SCERT, Gurugram, Collection of UCs from SCERT, Gurugram, Maintaining account statement & Book keeping of UCs in accounting records, other Correspondence with SCERT. Maintain stock register for computer allied items procured for NSQF Cell, Fixed assets record/voucher</p> <p>Payment of advertisement bills, ,Deposit of TDS Challan, Bank Reconciliation, Quarterly TDS Return, Issue Form-16 to Employees of NSQF cell, as also other associated with the project Voucher preparation (Vouchers, Bank payment Vouchers, Receipt Vouchers)</p> <p>Processing assessment bills from SSCs received through Board, payment of assessment fee to Board of School Education</p> <p>JBJ and processing TA/DA bills of all NSQF staff</p> <p>Entry in Tally on account of above releases & expenditure etc.</p>	Mrs. Anu Kathuria





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S#	Name, Designation , Contact Number and email id	Work allocation pertaining to implementation of Vocational Education.	Link Officer/official
		<p>Reimbursement of claims for the Vocational Teachers deployed by VTPs and release the salary of Vocational Teachers directly appointed by the Department as per following VTPs/districts</p> <p>VTPs : Gram Tarang Employability Training Services, Edujobs Academy Pvt. Ltd., Indus Edu train, Amass Skill Ventures Pvt. Ltd., AISECT, ICA EduSkills Pvt.LTD, Centum, B-able, SV Edusports, Vidyanta</p> <p>District: Ambala, Bhiwani, Faridabad, Fatehabad, Gurugram, Hisar, Jhajjar, Jind, Kaithal & Karnal</p>	
18	Ms. Chahat Balhara, Programmer NSQF Cell (Mob.7986388763) chahat.pwz@gmail.com	She will handle all the work related to e-MATE along with the work pertaining to Presentation, Videos, website etc.	-----

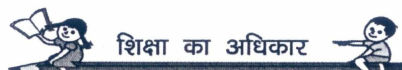
(1) Coordinators/Programme Coordinators at Sr. no. 4 to 14 will mandatory inspect minimum 25 schools of the districts allotted to them in each month and fill the inspection report on e-MATE software each day also submit the following reports/information monthly by 3rd of every month on file positively:-

- Monitor the implementation of the scheme and maintain data base of the skill on e-MATE Software on priority basis.
- Staff position, Expenditure report, Utilization certificate, reconciliation of bank, Construction work alongwith fund Position/fund demand in each school.
- Monthly attendance & monthly progress report on e-MATE portal of Vocational Teachers deployed by Department/VTPs by last working day of respective month and their salary released on time.
- Students tracking from enrolment to placement, post placement.
- Vocational Teachers Training (induction & in-service), Students handbooks, assessment, result is also the responsibility of the concerned skill coordinators regarding sanctioning of funds as well financial & academic record and any duties assigned by the competent authority time to time.

(2) Coordinators at Sr. No. 3 & 15 will inspect the schools if specially asked to do so.

(3) The routing of files/proposals would be as under:-

1. Coordinators /Programme Coordinators/ Accountant/programmer to Ashok Kumar, Coordinator (at Sr. No. 3)
2. Ashok Kumar, Coordinator (at Sr. No. 3) to PMG (HR-NSQF)
3. Deputy Superintendent to Associate Consultant (Admin), HSSPP to Consultant (Finance & Management) in regard to all matters of Vocational Teachers directly appointed by the Department.
4. PMG (HR-NSQF) to Consultant (Finance & Management).
5. Consultant (Finance & Management) to SPD.





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- (4) Concerned Coordinators / Programme Coordinators to complete process the reimbursements claims i.e. Sanction, RTGS, vouchers, audit etc. during the tour of Coordinators / Programme Coordinators, accountant will process the bills.
- (5) Vocational Teachers Training (induction & in-service), Students handbooks, assessment, result is also the responsibility of the concerned skill coordinators regarding sanctioning of funds as well financial & academic record and any duties assigned by the competent authority time to time.
- (6) Salary of Vocational Teachers directly appointed by Department will be release from HQ, HSSPP to their bank account on the basis of attendance marked by the Principal on e-MATE Software.

Rajnarayan Kaushik, IAS
State Project Director
HSSPP, Panchkula

Endst. No. 2/8-2018(HR-NSQF)10079

Dated: 02.07.2018

A copy of the above is forwarded to the following for further information and necessary action:-

1. All District Education Officer in Haryana State.
2. All District Project Coordinators in Haryana State.
3. Schools covered under CSS-VSHSE alignment with NSQF.
4. All the VTPs.
5. Associate (Admin).
6. All the Vocational Teachers directly appointed by Department regarding upload the monthly attendance on e-MATE software through Principal.
7. Internal Circulation.


Consultant (Finance & Management)
for State Project Director

CC:

- 1) **AM/SPD**
- 2) **IT Cell HSSPP for uploading on website.**



शिक्षा का अधिकार

