

Chapter – 1

Introduction

Punjab Govt. has introduced a program in the field of ICT Education. For this purpose Punjab ICT Education Society has been registered. ICT Project consists of three components:

1. Computer Literacy
2. Computer Aided Learning
3. Teacher Training

Punjab Govt. has launched an ambitious ICT Project to impart ICT education to all students of 6th to 12th class. The project is managed by the Punjab ICT Education Society which is registered under Society Registration Act 1860. Under the project computer labs have been set up in schools where modern hardware, software, LAN, broadband facilities have been provided. Computer teachers are hired on the contract basis. Minimum qualification for Computer Teacher is BCA, though many possess higher qualifications. Curriculum has been designed based on NCERT guidelines. Computer books are given to students free of cost. In Punjab, the subject of Computer Science has been made compulsory for all students.

2. ICT project encompasses three components:

(a) Phase-1 - 1307

(b) Phase-2 - 1573

(c) Phase-3 - 2085

(d) Phase-4 - 450

3. The implementation of the project has been done in a phased manner. Schools covered in different phases are as follows:

(a) Phase-1 - 1307

(b) Phase-2 - 1573

(c) Phase-3 - 2085

(d) Phase-4 - 450

4. The Govt. has approved the convergence of ICT with SSA.

Chapter – 2

Particulars of Organization, Functions and Duties

Director General School Education (DGSE)

Address:

Punjab ICT Education Society

SCO 104-106, II-III Floor,

Sector 34-A, Chandigarh.

Phone:

0172-2623106, 2623206, 2623207, 2623006

Fax:

0172-2624687

Web-site:

www.ssapunjab.org

E-Mail:

lctpunjab1@gmail.com

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Administrative Setup

Department of School Education, Punjab

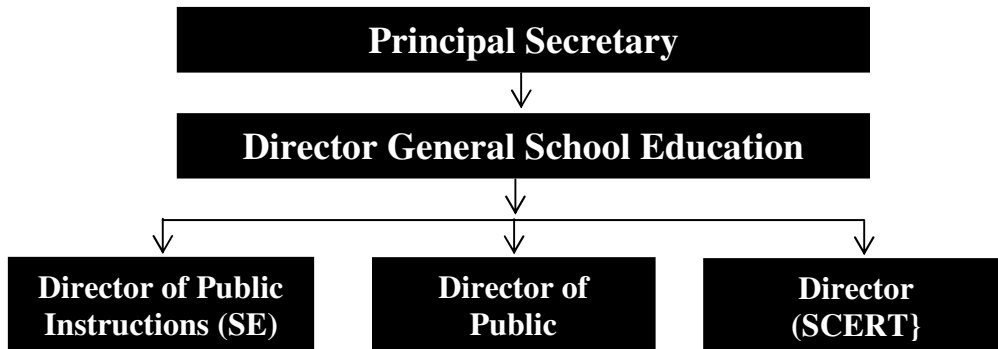
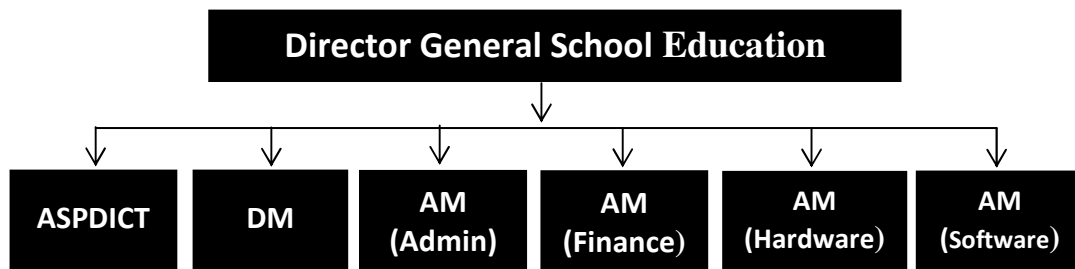


Figure 1



ASPDICT	Assistant State Project Director ICT
DM	Deputy Manager
AM	Assistant Manager

Figure 2

contd...

Branch Head at Head Office

Branch Name	Contact Person	E-Mail Address
General	Sh. Jagtar Singh	ictpunjab1@gmail.com
Administration	Sh. Manoj Kumar	ictpunjab1@gmail.com
Software	Smt. Navpreet Walia	ictpunjab1@gmail.com
Hardware	Vacant	ictpunjab1@gmail.com
Finance	Sh. T. R. Maini	ictpunjab1@gmail.com

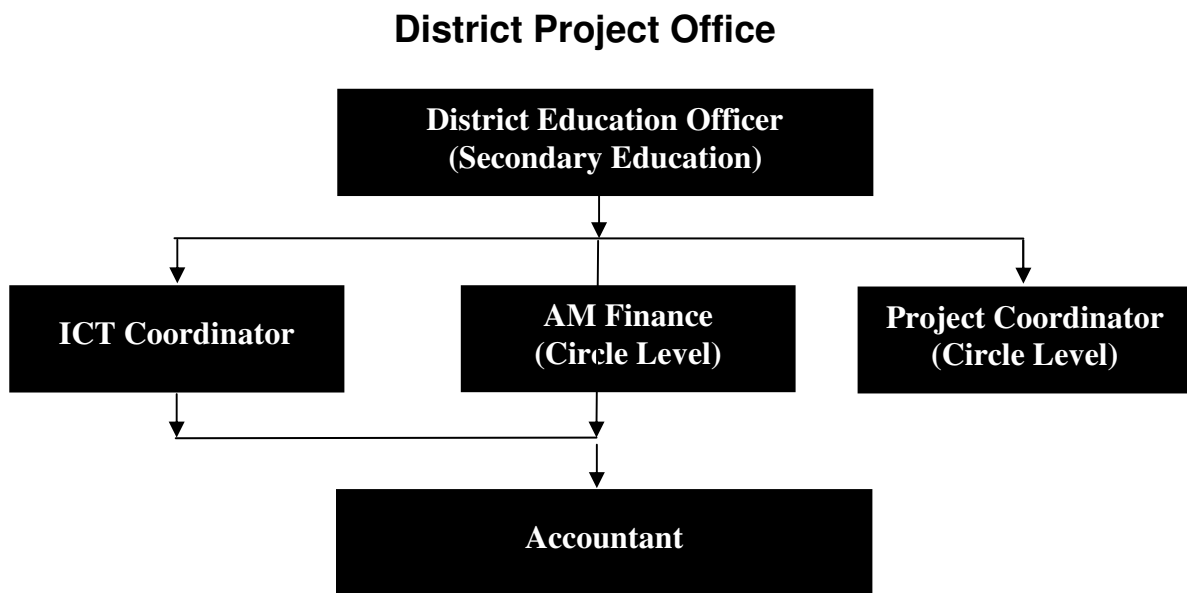


Figure 3

Chapter – 3

Powers and Duties of Officers and Employees

All the administrative and financial powers lies with Board of Governors of Punjab ICT Education Society and following are the members of the Board of Governors:

1	Chief Secretary to Govt. of Punjab	Chairman
2	Principal Secretary to Chief Minister	Member
3	Principal Secretary School Education, Govt. of Punjab	Vice Chairman
4	Principal Secretary Finance, Govt. of Punjab	Member
5	Principal Secretary Information Technology, Govt. of Punjab	Member
6	Principal Secretary Local Government, Govt. of Punjab	Member
7	Director General School Education cum Special Secretary School Education, Govt. of Punjab	Member
8	F.C. and PI. Secretary Rural Development & Panchyats, Govt. of Punjab	Member
9	Director cum Secretary Information Technology, Govt. of Punjab	Member
10	Secretary Planning, Govt. of Punjab	Member
11	DPI (SE), Punjab	
12	Deputy Commissioner, Faridkot	Member
13	Deputy Commissioner, Gurdaspur	Member
14	Director General	Member
15	Director Professor	Member
16	DEO(SE), Jalandhar	Member
17	DEO(SE), Ludhiana	Member
18	Director AB Motions Pvt. Ltd.	Member
19	Chairman and Managing Director, Winsome Group of Industries	Member

All the Department heads in Figure 2 are the implementing agencies and they execute their work as per the rules of ICT society and powers delegated by Director General School Education (DGSE).

Chapter – 4

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

Rules and regulation for Punjab ICT Education Society are followed as per Memorandum of Association for Punjab ICT Education Society approved by the Govt. Manual on Financial Management and Procurement are same as of SSA as there is convergence of SSA & ICT.

<u>Sr.No.</u>	<u>Department Name</u>	<u>Documents</u>
1.	Administration	<ol style="list-style-type: none">1. Minutes of meeting of Board of governors.2. Other documents related to administration.
2.	Finance	<ol style="list-style-type: none">1. Manual on Financial Management and Procurement (as per SSA)2. All documents related to Finance.
3.	Software	<ol style="list-style-type: none">1. MOU sign with other institutions regarding software.2. Other documents related to software issues in department.

4. Hardware

1. MOU sign with other institutions regarding hardware.
2. Other documents related to software issues in department.

Director General School Education(DGSE)

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Phone: 0172-2623106, 2623206, 2623207, 2623006

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Chapter – 5

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy of implementation thereof

NIL

Chapter – 6

A statement of the categories of documents that are held by it or under its control

<u>Sr.No.</u>	<u>Department Name</u>	<u>Documents</u>
1.	Administration	<ol style="list-style-type: none">1. Minutes of meeting of Board of governors.2. Other documents related to administration.
2.	Finance	<ol style="list-style-type: none">1. Manual on Financial Management and Procurement (as per SSA)2. All documents related to Finance.
3.	Software	<ol style="list-style-type: none">1. MOU sign with other institutions regarding software.2. Other documents related to software issues in department.
4.	Hardware	<ol style="list-style-type: none">1. MOU sign with other institutions regarding hardware.2. Other documents related to software issues in department.

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Chapter – 7

A statement of boards, council, committees and others bodies constituted as its part

1	Chief Secretary to Govt. of Punjab	Chairman
2	Principal Secretary to Chief Minister	Member
3	Principal Secretary School Education, Govt. of Punjab	Vice Chairman
4	Principal Secretary Finance, Govt. of Punjab	Member
5	Principal Secretary Information Technology, Govt. of Punjab	Member
6	Principal Secretary Local Government, Govt. of Punjab	Member
7	Director General School Education cum Special Secretary School Education, Govt. of Punjab	Member
8	F.C. and P.I. Secretary Rural Development & Panchyats, Govt. of Punjab	Member
9	Director cum Secretary Information Technology, Govt. of Punjab	Member
10	Secretary Planning, Govt. of Punjab	Member
11	DPI (SE), Punjab	
12	Deputy Commissioner, Faridkot	Member
13	Deputy Commissioner, Gurdaspur	Member
14	Director General	Member
15	Director Professor	Member
16	DEO(SE), Jalandhar	Member
17	DEO(SE), Ludhiana	Member
18	Director AB Motions Pvt. Ltd.	Member
19	Chairman and Managing Director, Winsome Group of Industries	Member

Chapter – 8

The names, designations and other particulars of the Public Information Officers

Name of the Public Authority:

Assistant Public Information Officers:

Sr. No.	Name	Designation	S.T.D. Code	Ph.No	Fax	Email
				Office		
1.	Sh. Jagtar Singh	DM (ICT)	0172	2623206, 2623207	2624687	lctpunjab1@gmail.com

Public Information Officers:

Sr. No.	Name	Designation	S.T.D. Code	Ph.No	Fax	Email
				Office		
1.	Sh. Manoj Kumar	ASPDICT	0172	2623206, 2623207	2624687	lctpunjab1@gmail.com

Department Appellate Authority:

Sr. No.	Name	Designation	S.T.D. Code	Ph.No	Fax	Email
				Office		
1.	Sh. Krishan Kumar (IAS)	Director General School Education	0172	2623206, 2623207	2624687	lctpunjab1@gmail.com

Chapter – 9

Procedure followed in Decision Making Process

Decision Making is done by the Board of Governors of Punjab ICT Education Society and implemented by officers of Punjab ICT Education Society in accordance with Memorandum of Association and Manual on Financial Management & Procurement as per SSA (as approved).

Chapter – 10

Directory of Officers and Employee

Sr. No.	Name (Sh./Smt.)	Designation	STD Code	Phone Number	Fax	E-mail
1	Manoj Kumar	ASPDICT	0172	2624673	2624687	lctpunjab1@gmail.com
2	Jagtar Singh Jagga	Deputy Manager	0172	2624673	2624687	lctpunjab1@gmail.com
3	Navpreet Walia	AM (Software)	0172	2624673	2624687	lctpunjab1@gmail.com
4	Tilak Raj Maini	AMF (Finance)	0172	2624673	2624687	lctpunjab1@gmail.com
5	Ajmer Singh	AMF (Admin)	0172	2624673	2624687	lctpunjab1@gmail.com
6	Avtar Chand	DEO/OA	0172	2624673	2624687	lctpunjab1@gmail.com
7	Priti Puri	DEO/OA	0172	2624673	2624687	lctpunjab1@gmail.com
8	Anita	Accountant	0172	2624673	2624687	lctpunjab1@gmail.com
9	Narinder Kaur	Accountant	0172	2624673	2624687	lctpunjab1@gmail.com
10	Ms. Bindu Singh	DEO/OA	0172	2624673	2624687	lctpunjab1@gmail.com
11	Ms. Satwinder Kaur	DEO/OA	0172	2624673	2624687	lctpunjab1@gmail.com
12	Ms. Sukhwinder Kaur	Stenographer	0172	2624673	2624687	lctpunjab1@gmail.com
13	Mrs. Rekha Rani	DEO/OA	0172	2624673	2624687	lctpunjab1@gmail.com

Chapter – 11

The Monthly Remuneration Received By each of its Officers and Employees, including the System of Compensation as Provided in Regulations

Detail of Contractual Employees under PICTES , Chandigarh

Sr. No.	Name	Designation	Date of Joining	Salary PM
1	Jagtar Singh Jagga	Deputy Manager	8-Nov-2006	23820
2	Navpreet Walia	AM (Software)	17-Mar-2005	20073
3	Tilak Raj Maini	AMF (Finance)	1-Jun-2009	15000
4	S. Ajmer Singh	AMF (Admin)	29-1-2010	15000
5	Avtar Chand	DEO/OA	16-Sep-2005	9469
6	Priti Puri	DEO/OA	20-Sep-2005	9469
7	Anita	Accountant	6-Jan-2009	10600
8	Narinder Kaur	Accountant	1-Jun-2009	10000
9	Ms. Bindu Singh	DEO/OA	1-Jun-2009	7500
10	Ms. Satwinder Kaur	DEO/OA	1-Jun-2009	7500
11	Ms. Sukhwinder Kaur	Stenographer	5-Jun-2009	8500
12	Mrs. Rekha Rani	DEO/OA	5-Jun-2009	7500

Chapter – 12

The Budget Allocated to each Agency

As per Annual Work Plan & Budget (AWP & B) 2010-11 of planning.

Annex-I Attached

Chapter - 13

The Manner of Execution of Subsidy Programmes

NIL

Chapter - 14

Particulars of Recipients of Concessions, Permits or authorization granted by it

NIL

Chapter - 15

Norms set by it for the discharge of its functions

Norms are as the memorandum of Association of Punjab ICT Education Society and Manual on Financial Management and Procurement as per SSA.

Chapter - 16

Information available in an electronic form

Information in electronic form is available on website

www.ssapunjab.org

Chapter - 17

Particulars of the facilities available to citizens for obtaining information

- Office Library
- Notice Board
- System of issuing of copies of documents
- Printed Manual Available
- Website of the Public Authority

Chapter - 18

Other Useful Information

NIL