Section 4(1)(b)(i)

Function and Duties

Sr. No.	Name of Branch	Branch Head	Work Dealing with
01	Establishment Branch-I	Deputy Director (Training and placement)	All service matters of officers/officials related to Engg. Colleges, Pharmacy Colleges and Polytechnics staff viz. Deputy Director (T&P), Director –cum- Principal Engg. College and Pharmacy College, Professor, Associate Professor, Assistant Professor, all Class-III posts related with Engg. and Pharmacy Colleges. Class-III and incumbents engaged under IMC/SWF except outsource etc. Principals Polytechnic HOD, Sr. Lect. Lect.(Engg./Non-Engg. /Wrokshop staff all Class-III posts related with Polytechnic. Class-III and incumbents engaged under IMC/SWF except outsource etc. Recruitment/appointments/requisition/compassionate grounds cases etc. Maintain service books of all Class-I officer of Engg. Colleges, Pharmacy Colleges and Polytechnics and Class-III staff available in this Directorate etc.
	Establishment Branch-II		All service matters of officers/officials related ITIs staff viz. Deputy Director (Training), Assistant Director (Training), Principal (ITI), Group Instructor, Head Craft Mistress, Junior Tailor Mistress, Hostel Superintendent cum PTI, Craft Instructor (Engg/Non-Engg Trades), Class-IV and incumbents engaged under IMC/SWF except outsource etc. Recruitment/appointments/requisition/compassionate grounds cases etc. Maintain service books of all Class-I officer of ITIs and Class-III & IV staff available in this Directorate etc.
	Training Branch	Sh. Dinesh Sharma	**Admissions and Counselling:** 1. Handling admissions for Govt./Private Polytechnics and Diploma Pharmacy Institution, including counseling and fee processing. **AICTE and Institutional Affairs:** 1. Approval processes for AICTE, PCI, and new Institutions/courses. 2. Managing Corpus Funds, Polytechnic Exams, NBA accreditation and Inspections of Govt.

			Polytechnics. 3. Placement drives and startup policies for students. **Academic and Administrative Tasks:** 1. Polytechnic prospectus preparation, and migration of students. 2. Coordination with Govt./Pvt. Polytechnics, Pharmacy Colleges and Engineering Colleges. 1. Coordination with institutions like IIIT, IIM, IIT, NIFT, NIT Hamirpur, HPTU, and IHM Kufri. Hamirpur, CIPET BAddi, PG College Dharamshala and Results. **Regulatory and Governance:** 1. Essentiality Certificates/NOCs, RTI replies, Assembly Questions, eSamadhan, and Budget Speech inputs. 2. Meetings (HPTSB, UMC Appeals) and NEP/MERITE correspondence. **Training and Development:** 1. CDTP Scheme, HIPA Training, ADB, and skill development programs. 2. Correspondence related to NITTTR Chandigarh, MOOCs and IIT Mandi. **Sports Initiatives:** 1. Govt. Polytechnic sports events. **General Correspondence and Data Management:** 1. RUSA correspondence, and experience certificates for private Polytechnic lecturers.
	General Branch		1. CM Helpline portal 1100 (complaints related to L4 officer) 2. E-Samadhan Portal 3. All Miscellaneous matters. 4. House Allotment Matters/Extension of retention of Govt. Accommodation/Repair of Govt. Buildings 5. General Correspondence regarding General Vehicle/DTE Vehicle 6. Matter related to MLA Priorities 7. Issuing of Advertisement to the newspapers. 8. Hon'ble Chief Minister Announcements 9. Achievements 10. Preparation of Administrative Report 11. General Complaints 12. Wedding of old records 13. Regarding various awards 14. Installation of telephone connections 15. Election related matters 16. OBC Kalyan Board meetings 17. ITI Sports 18. To conduct the review meetings of Engineering Colleges/Pharmacy Colleges and Polytechnics

			19. Meeting of Joint Working Groups of Govt.
			20. Regarding Women harassment issues
			21. IRG in Polytechnics/Engineering Colleges
			22. Assembly Question/Prativadan/Aashwasan/ Manav Vikas Samiti/Lok Sabha
			23. Regarding measures against fire risks.
			24. Public Grievance meetings
			25. Regarding vigilance enquiry
			26. ITI Principal Association/Group Instructor association/State Level Gazetted NGO
			27. Physical Verification
			28. Regarding Viklang Kalyan Board/Koli Kalyan Board/Kabirpanthi Kalyan Board/Brahman Kalyan Board/Ex-Servicemen welfare board/Gorkha Kalyan Board/Labana Kalyan Board/Rajput Kalyan Board/Gujjar Kalyan Board/Minority Kalyan Board/Muslim Welfare Board/Gaddi Kalyan Board
			29. 20 point programme of Prime Minister
			30. DC/SPs Conference
			31. Reservation of Guest House
			32. CM Dashboard
			33. Regarding vision document of the Govt.
			34. 15 point programme of Prime Minister
			35. Regarding VIP Tour programmes.
			36. Regarding ragging of students in various technical Institutions
			37. Regarding Entrepreneurship Development meetings
			38. Complaints of students of Govt. it is
			39. Correspondence related to NSS
			40. Disaster Management
			41. GeM correspondence
			42. All RTI Matters
			43. E-Office/e-Tender/IT Correspondence
	Budget Branch & Budget Cell	Joint Controller (HPF&AS)	1. Checking/approval of Drawings and estimate of all Engg./Pharmacy/Polytechnic Colleges and Govt. ITIs buildings.
			2. Checking/approval the drawings and estimates of Repair and Maintenance of all the Institutions/ Staff quarters and sanctions thereof out of State head/SWF.
			3. Payment and approval of All Bills i.e. TA Diary & TA Bills/Medical/LTC of All the Principal/DDOs of all ITI,s Polytechnics and Engg. Colleges and Retirees and Directorate staff.
			4. Administrative approval and financial Sanctions of Govt. Head and Students

			Welfare Fund.
			5. Delegation of DDO Powers.
			6. Prepare & Amendment of SWF Rules of all kind of Institutions.
			7. Land transfer cases and Civil works of all Institutions & Administrative Approval & Expenditure Sanctions for Major Civil works..
			8. Prepare & approval of Annual Budget Plan for Civil works.
			9. All Scholarship Schemes of Technical Education Department as well as AICTE Scholarship Schemes.
			10. Maintenance of cash books.
			11. Disbursement of all Payments except SCVT.
			12. Allocation of Budget, reconciliation of Expenditure, Preparation of Monthly & Quarterly Statement, preparation of budged (Annual & Supplementary), re-appropriation and Additionality cases.
			13. Audit, Time barred Bills, Budget Speech, condemnation & auction, CAG, PAC.
	Composite Curriculum Development Cell (CCDC)	Technical Officer	Department Website: update/Management the information of Departmental Website • Handle the Departmental Twitter account • Data Management portal (DMS) • Handle Departmental Email Account • Curriculum: Design the curriculum for the Diploma Level Engineering Courses • eSamadhan & CPGRAM • Network/Internet: Handle the network & internet related work of this office • All India Survey on Higher Education (AISHE) portal user registration and other work • Arrange/Manage the online meetings in the office. • IIT Bombay spoken tutorial Program implementation • Any other IT related work.
	Legal Branch	Director Technical Education Vocational & Industrial Training	Court case reply, appeal filed in Civil Court/Consumer Court/Hon'ble High Court & Hon'ble Supreme Court
	SCVT/ NCVT Branch	Deputy Director (Trg.)	1. Opening/ affiliation of new ITIs/ Trades Re-affiliation/ de-affiliation of existing ITIs/ Trades. 2. All academic matters related to the training and admission of NCVT/SCVT trades of Himachal

				Pradesh.
				3. Placement and On Job Training of trainees
				4. Matter related to IMCs of the ITIs
				5. Apprenticeship Training Scheme/ National Apprenticeship Promotion Scheme (NAPS) and various Centrally Sponsored Schemes likes STRIVE and ADB etc.
				6. Correction, equivalency and verification of certificate.
				7. Staff Training of ITIs
				8. ITI Rented Building matter