

**ORGANISATION CHART OF DIRECTORATE OF EDUCATION**

**1. Principal Secretary (Education)**

**2. Director (Education).**

<b>Spl. Dir. Of Education (Fin)</b>	<b>Addl. Dir. Of Education (Admn.)</b>	<b>Addl. Dir. Of Education (School)</b>	<b>Addl. Dir of Education (Act/Sectt.)</b>	<b>Addl. Dir. Of Education (Sports)</b>	<b>State Project Director</b>	<b>Director SCERT</b>	<b>Regional Director (North)</b>	<b>Regional Director (East)</b>	<b>Regional Director (South)</b>	<b>Regional Director (Central/West)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
1. Dy. Controller of Accounts 2. Acctts. Officer(Cash) 3. Acctts. Officer(Audit/Grant-in-aid) 4. Acctts. Officer(Pension & Pay Fixation) 5. Actts. Officer(Budget/House Building Advance) 6. DDE(Land & Estate) 7. ADE :- A-Vocational Br. B-Legislative Work C-VKS D-Computar Education Programme E-Mid-Day-Meal F- IT Branch	i) DDE(HQ) ii) ADE:- A-Gazetted Officer's Cell B-Estt-I C-Estt-II D-Estt.-III E-Estt. IV F-Vigilance G-Litigation H-Post Fixation Cell I- IT Br.)	i) DDE(Schoo/Scholarship) ii) DDE(Population Edmn. Cell) iii) ADE(Welfare) iv) OSD(Examination) v) DDE:- A- IEDC B-Science C-Patrachar Vidhyalaya 0.	i)ADE: A-Act B-RTI(HQ) ii) Superintendent : A-Inspection B-Coordination	i) Project Director (Ghevra) ii) ADE (Sports)	i) Accounts officer (UEEM)	i) Jt. Dir. ii)Diet iii) Sr. Lect. vi)Jr. Lect.	i) DDE- North West-A ii) DDE-North West-B	i) DDE-East ii) DDDE-North East	i) DDE-South ii) DDE-. SW-A iii) DDE-SW-B	i) DDE-Central/Ne w Delhi ii)DDE-West-A iii) DDE-West-B iv) DDE-North

**Manual No-2**  
**Powers and Duties of Officers and Employees**  
**WORK ALLOCATION CHART OF DIRECTORATE OF EDUCATION AS ON 20/1/2011**

<b>Spl. Dir. Of Education (Fin)</b>	<b>Addl. Dir./Addl. Secy.( Education) (Admn.)</b>	<b>Addl. Dir. Of Education (School)</b>	<b>Addl. Dir of Education (Act/Sectt.)</b>	<b>Addl. Dir. Of Education (Sports)</b>	<b>State Project Director</b>	<b>Director SCERT</b>	<b>Regional Director (North)</b>	<b>Regional Director (East)</b>	<b>Regional Director (South)</b>	<b>Regional Director (Central/West)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
i) Audit Br. ii) Pay fixation cell iii) Pension cell iv) Budget v) Caretaking vi) Grant-in-aid vii) HBA viii) Land & Estate <b>ix) Mid-day-meal</b> x) Vocational xi) DBTB as MD xii) Legislative work xiii) VKS xiv) CEP xv) I.T. branch	i) Gazetted Officer's Cell ii) Estt.-I iii) Estt.-II iv) Estt.-III v) Estt.-IV vi) Assured Carrier Progressive scheme vii) Vigilance br. viii) Post Fixation Cell ix) Litigation x) Sectt. Branch	i) School Br. ii) Welfare Br. iii) Exam branch iv) Inspection v) Population education Cell vi) Scholarship Br. vii) IEDC viii) Patrachar branch ix) Science Branch	i) Act branch ii) Coordination iii) Inspection Cell iv) RTI Cell(HQ) v) Sectt. Branch	i) Sports Branch ii) Scouts & Guides iii) NSS & Yoga	i) UEEM ii) RMSA	SCERT	iii) Distt. North West-A iv) North West-B	iii) Distt. East iv) Distt. North East	i) Distt. South ii) Distt. SW-A iii) Distt. SW-B	ii) Distt. Central/New Delhi iii) Distt. West-A iii) Distt. West-B iv) Distt. North

## OFFICE ORDER

Sub: Work Allocation in the Directorate of Education.

In supersession of all previous orders issued on the subject cited above, the following re-allocation of work is ordered with immediate effect till further orders.

1. Regional Director (South)

Supervision of work of Distt. South, South West-A and South West-B

2. Regional Director (Central)

- i. Supervision of work of District North and Central/New Delhi.
- ii. Patrachar Branch.
- iii. Nodal Officer for SC/ST
- iv. References from National Commission for SC/ST
- v. Co-ordinator – National Award, Teachers State Award, Indira Award, etc.

3. Regional Director(East)

Supervision of work of District East and North East.

4. **Regional Director (West)**

Supervision of work of District West A and West B.

5. Regional Director(North)

Supervision of work of District North West A and North West B.

6. Chief Sports Coordinator

- i. Sports Branch.

- ii. Physical Education Branch.
  - iii. National Integration Branch.
  - iv. Project Director Ghevra
7. Deputy Controller of Accounts

- i. Cash Branch.
- ii. Pension & Pay Fixation Branch.
- iii. HBA Branch
- iv. Grant-in-Aid branch
- v. Audit branch

8. Deputy Director of Education(School)

Work related to Schools and Examination.

**9. The following officers/Heads of the Branch shall report directly to the Director Education**

- i. Joint Director of Education
- ii. Chief Sports Coordinator
- iii. Deputy Director of Education (Act).
- iv. Deputy Director of Education (Pratibha Vikas Vidyalaya).

If any work allocation is left out and is being currently looked after by any officer, the officer concerned will immediately bring it to the notice of Addl. DE (Admn.) for allotment of that particular work to appropriate officer. In the absence of such action, it would be presumed that such unallotted work is still being looked after by the officer who was looking after such work before the issue of this order and accordingly responsibility will be fixed in case of any lapse.

**10. The following is the arrangement of Link Officers**

S. No.	Name of the Officer	Link Officer
1.	Addl. DE (Admn.)	Addl. DE (Estate)
2.	Addl. DE (Estate)	Addl. DE (Admn.)
3.	Addl. DE (School)	Addl. DE (Admn.)
4.	Joint Director (Admn.)	Addl. DE (Estate)
5.	Dy. Controller of Accounts	DDE (School)
6.	Chief Sports Coordinator	Joint Director (Admn.)
7.	DDE (Act)	DDE (School)

8.	DDE (School)	DDE (Act)
9.	DDE (Scholarship)	DDE (Population Edn.)
10.	DDE (HQs.)	DDE (Inspection)
11.	DDE (Inspection)	DDE (HQs.)
12.	DDE (Population Edn.)	DDE (Scholarship)
13.	DDE (RPVV)	DDE (Act)
14.	DDE (Plg.)	ADE (Plg.)
15.	DDE (Estate)	DDE (Planning)
16.	DDE (Science)	DDE (South)
17.	IEDC Cell	DDE (Science)
18.	ADE (Coordination)	ADE (Welfare)
19.	ADE (Welfare)	ADE (Coordination)
20.	ADE (Exam.)	ADE (VKS)
21.	ADE (VKS)	ADE (Exam.)
22.	ADE (UEE)	ADE (Lit.)
23.	ADE (Act)	ADE (UEE)
24.	ADE (Lit.)	ADE (ACP CELL)
25.	AO(GOC)	AO(Vig.)
26.	AO(E-I)	AO (GOC)
27.	AO (E-II)	AO(GOC)
28.	AO(E-III_	AO (E-IV)
29.	AO (E-IV)	AO(E-II)
30.	AO(Vig.)	AO(GOC)
31.	ADE (GOC)	ADE (Vigilance)
32.	AO(Purchase/Caretaking)	AO(Cash)
33.	AO(Budget)	AO(Audit)
34.	AO(Audit)	AO(Budget)
35.	AO(Cash)	AO(Purchase/Caretaking)

11. The functions of various branches shall be as under.

**Deputy Director of Education (Head Quarters)**

- i. Redressal of grievances of Employees of the Directorate and General Public.
- ii. Replies to VIP References.
- iii. Public Grievances Commission.
- iv. Reference received from Human Rights Commission and all other Statutory Commissions except SC/ST Commission
- v. Health Programmes in Schools.
- vi. Polio Immunization and other related programmes.
- vii. Miscellaneous Correspondence with Government of India.

Deputy Director of Education (Science)

- i. Planning, implementation and monitoring of minimum level of Science Practical work in schools.**
- ii. Science Students Enrichment Programme.
- iii. Sponsorship of Science Teachers for Training.
- iv. Inspection of Government and Recognised Unaided Schools seeking recognition for Science Stream at Senior Secondary Level.
- v. Improvement of quality of Science Education in Schools.
- vi. Organization of Science Exhibition/Seminar/Quiz etc.
- vii. Conduct of National Talent Search Exam (NTSE)
- viii. Other Science related issues.

Deputy Director of Education (Act)

- i. Establishment matters of recognized schools.**
- ii. Interpretation and Clarifications regarding Delhi School Education Act and Rules.
- iii. Scheme of management of private schools.
- iv. Nomination on the managing committee and selection committee/ DPCs of recognized schools.
- v. Nomination of disciplinary authorities in respect of recognized schools.
- vi. Reservation in educational institutions for SCs, STs and OBCs.
- vii. Policy matters pertaining to education involving Acts and Rules.
- viii. Absorption of surplus staff.
- ix. Matters relating to admissions and recruitment in aided schools.
- x. Clarification of RRs for recognized schools.
- xi. Processing of disciplinary proceedings in recognized schools.
- xii. Fee structure.
- xiii. Representations made to Fee Anomaly Committees

Text Book Branch

- i. Printing of the magazine of the Directorate of Education.**
- ii. Approval of Books for School Libraries.
- iii. Approval of periodicals for schools libraries.
- iv. Development and renewal of curriculum.
- v. Review of text-books.

**UEE branch**

- i. Sarva Shiksha Abhiyan (SSA)
- ii. Education for All (EFA)
- iii. Primary Education Enhancement Project (PEEP)

## **Deputy Director of Education (Planning Branch)**

- i. **Preparation and monitoring of Annual Plan including RE and District wise allocations.**
- ii. Centrally sponsored schemes (other than Welfare, Adult Education and Science)
- iii. Preparation, maintenance & interpretation of statistical data (Statistical Branch).
- iv. Scrutiny of proposals for expenditure sanctions under Plan Schemes.
- v. Review of progress of expenditure and physical targets.
- vi. Infrastructural facilities in schools.
- vii. Monitoring the implementation of 15 Point & 20 Point programmes.
- viii. Opening/Closing/Upgradation/Bifurcation etc. of Govt. Schools and their nomenclature.
- ix. Plan fund grant to SCERT, MCD etc.
- x. Mid Day Meal Scheme

### Deputy Director of Education (Vocational Branch)

- i. **Management of Vocational Education in schools.**
- ii. Recruitment of part-time teachers of vocational education.
- iii. The regularization and other service matters of teachers in Vocational Education.
- iv. Choice of vocational subjects & their allotment to different schools.
- v. Arrangement of the required infrastructure etc. in schools for vocational education.
- vi. Centrally sponsored scheme of vocationalisation of the secondary stage of education at the +2 level.
- vii. Putting new proposals for improvement of the Vocational Branch.
- viii. All programmes related to computer education including teacher trg.
- ix. All activities related to planning for Voc. Education & School-Industry linkages.

### Deputy Director of Education (Patrachar Branch)

- i. Education of Classes IX to XII through correspondence.
- ii. Preparation and arrangement of dispatch of lessons.
- iii. Holding of contact classes for science students and their practicals.
- iv. Liaison with CBSE for examination of registered students etc.

## **Deputy Director of Education (Scholarship)**

- i. Grant of scholarships to the students under various schemes.
- ii. Granting loans to students.
- iii. Centrally sponsored scheme of post-matric scholarship to SC/ST students.
- iv. National scholarship scheme
- v. Pre-matric scholarship to the children of parents engaged in unclean occupations.
- vi. Free supply of text books and stationery to SC/ST students.

## **Examination Branch**

- i. Curriculum structure.
- ii. Promotion rules.
- iii. RIMC exam and interview.
- iv. Preparation of question banks.
- v. Conduct of common school examinations.
- vi. Admission to Sainik School, Kunjupura.
- vii. Old references of NIT/JBT examinations.
- viii. Preparation of question booklets.
- ix. Printing of term wise syllabus and distribution.
- x. Maintenance of data-bank of examination results of students and their statistical profiles.
- xi. Holding various tests/examinations of students for selecting scholarship awardee(s).

## **Coordination Branch**

- i. Citizen's Charter
- ii. Creation of posts under the Plan/Non-Plan schemes.
- iii. Monthly Progress Report and vacancy statements.
- iv. List of Gazetted and Restricted holidays.
- v. Work Study and allocation of work
- vi. Fixation of posts in government and aided schools
- vii. Formulation and review of post fixation criteria
- viii. Maintaining statistical data about the number of students, teachers and other employees of various categories in schools
- ix. Maintaining record of all categories of teachers and other employees.
- x. Any other work not specifically allotted to any other branch.
- xi. Matters related to Administrative Reforms
- xii. Training of officers, teaching & non-teaching staff.
- xiii. Matters related to Election (MP/MLA/MCD)

## Information Technology Branch

- i. All matters relating to office computerization of the Directorate of Education including the Headquarters, Districts and Schools.
- ii. Training of office personnel in computer related activities.
- iii. Coordination between various agencies for computerization of data.

## **Estates Branch**

### Land Section :

1. Procurement of land from various Land Owning Agencies for opening of new government schools
2. Liaison with Land Owning Agencies
3. Processing of requests of private unaided schools for allotment of land received through various districts/

4. Assistance to Land Allotment Committee meeting and preparation of minutes of LAC meetings, related correspondence

Construction & Maintenance Section :

1. Issue of various sanctions for construction/major & minor repairs of school buildings.
2. Processing of requests received from various agencies (Government/Non-Government) regarding permission to use government school buildings for various exams.
3. Maintenance of all school buildings
4. Maintenance & repair of other government buildings of Education Department
5. Construction of SPS/Porta Cabins in government schools as per requirement.

### ***Welfare Branch***

- i. Verification of cases for appointment on compassionate ground.
- ii. National Awards, Teachers State Award, Indira Award
- iii. Welfare schemes for teaching and non-teaching employees
- iv. Grant-in-aid to associations of employees.
- v. Scheme of assistance under experimental and innovative programmes.
- vi. Welfare schemes for disabled persons and minorities including their education and setting up schools for them.
- vii. Scheme of financial assistance to distinguished persons living in indigent circumstances.
- viii. Benevolent Fund
- ix. Co-ordinate and facilitate the working of Delhi Kalyan Samiti(D.K.S.)

### ***Adult Education Branch***

- i. Adult Education and Non-formal Education
- ii. Appointment of part time teachers in adult schools
- iii. Scheme of assistance to voluntary agencies for adult literacy programmes.
- iv. All other activities related to Adult Education.

### ***Population Education Branch***

- i. Spreading of awareness among students of the evils of population explosion
- ii. Citizen's role in management of over-population
- iii. Suggestions for inclusion of material on Population Education in school text-books
- iv. Setting up Population Education Corners in Schools

- v. School HIV/AIDs prevention education
- vi. Youth Parliament

### ***Litigation Branch***

- i. Coordinating litigation
- ii. Appointment of government counsels and payment of their fee
- iii. Approval of court replies/parawise comments.
- iv. Attending court cases.

### ***Gazetted Officers Cell***

- i. Transfer, posting, service records and pension cases of Principals/ Vice-Principals and other gazetted officers/AAOs/JAOs.
- ii. All service matters pertaining to gazetted officers.
- iii. Detailing personnel for election and allied duties.
- iv. Deployment of Grade-I (DASS) in diverted capacity.
- v. Vigilance clearance from DOV/AO(Vig.)
- vi. Maintenance of ACRs of all Gazetted Staff/AAOs/JAOs
- vii. ACP of gazetted officers.

### ***Vigilance branch***

- i. All matters relating to vigilance including preventive vigilance.
- ii. Processing of complaints having vigilance angle.
- iii. Disciplinary proceedings/appeal under CCS (CCA )Rules
- iv. Vigilance clearance.
- v. Liaison with Directorate of Vigilance, Central Vigilance Commission, Anti-Corruption Branch, etc.

### ***School Branch***

- i. Annual Calendar of activities in schools.
- ii. Criteria of admission to Class XI
- iii. Monitoring of the frequency, follow up and effectiveness of school inspections
- iv. Policy and implementation of the Three Language Formula
- v. Equivalence of qualification, various degrees and diplomas
- vi. Recruitment Rules for the employees of recognized schools.
- vii. All Policy matters regarding academics and education including coordination with CBSE, NCERT, NIEPA and NCTE.
- viii. Centrally Sponsored Scheme of secondary education
- ix. National Policy on Education and Programme of Action.

- x. Value Oriented Education
- xi. Elementary Education.

### ***Sports Branch***

- i. Delhi Council of Sports and Promotion of sports.
- ii. Development of Playgrounds.
- iii. Rural Sports Stadia.
- iv. Construction of Wrestling Stadia.
- v. Special Assistance to outstanding Players/Sportsmen.
- vi. Establishment of Sports Centres.
- vii. Development/maintenance of Chatrasal Stadium.
- viii. Development/Establishment of Games Institute.
- ix. Best Sports Teacher Award.

### ***Physical Education Branch***

- i. Introduction of Yoga.
- ii. Youth Welfare Programme.
- iii. Development of Physical Education and Promotion of Sports.
- iv. All other matters related to Physical Education.

### ***National Integration Branch***

- i. National Integration Cell including Cultural Wing.
- ii. Introduction and Implementation of Scouts & Guide Programme.

### ***Central Procurement and Caretaking Branch***

- i. Purchase of general stores and stationery for Directorate.
- ii. Purchase of furniture items meant for centralized purchase for the Directorate.
- iii. Purchase of dual desks for the schools of Directorate.
- iv. Dealing with all tender formalities in respect of purchases.
- v. Dealing with all kinds of Directorate level AMCs such as AMC for photocopiers, Fax machines, typewriters, Air conditioners and water coolers etc.
- vi. Purchase of vehicles and their maintenance for the entire Directorate.
- vii. Condemnation of vehicles and their disposal.
- viii. Posting of drivers with the officers along with the specific vehicles.

- ix. Managing all infrastructural facilities at the head quarters.
- x. Advice to DDEs and schools in respect of condemnation of stores and purchase of stores.
- xi. Settlement of audit paras.
- xii. Dealing with erection of tin sheds and pitching of tents, if required.
- xiii. Issue of medical cards.

### ***Budget Branch***

- i. Allotment of funds to the schools & implementing officers in respect of salary, O.T.A., travel expenses and office expenses (non-plan).
- ii. Receipt of expenditure statement from schools and implementing officers, maintenance of related information and compilation of monthly expenditure in respect of nearly 50 non-plan schemes and its submission to Finance Department.
- iii. Allotment of additional funds to schools, districts and other implementing officers in respect of salary, O.T.A., travel expenses & office expenses (non-plan).
- iv. Allotment of funds to Districts/Implementing Officers after getting the funds from Finance Department in respect of Scooter and Cycle Advance and processing such cases for getting the approval of Head of Department.
- v. Processing of Car/Computer Advance for approval of Head of Department, getting the funds from Finance Department and further allocation to respective Districts for issuing of sanctions for Car/Computer Advance.
- vi. Receipt of Revised Estimates for the current financial year and Budget Estimates for the next financial year from schools, districts and implementing officers after verifying the posts and thorough checking and its compilation and consolidation in respect of Directorate of Education as a whole of nearly 50 schemes of Non-Plan and submission to Finance Department and discussion of Revised Estimates and Budget estimates with the Finance Budget Department in meetings.
- vii. Allotment of Funds to schools
- viii. Appropriation of accounts and reconciliation with P.A.Os.
- ix. Compilation of final excess and savings statement and its submission to the Finance Budget Department.
- x. Re-appropriation of Accounts & reconciliation with Principal Accounts Office.

### ***Grant-in-Aid***

- i. Grant-in-aid to and its utilization by schools and voluntary cultural organizations.
- ii. The same functions in respect of audit as of A.O. (Audit.)

### **Audit Branch**

- i. Monitoring of settlement of audit paras.
- ii. Special audit of accounts of schools under the Directorate.
- iii. Regularization of audit objections.
- iv. Writing off the losses.
- v. Preparation of cases of compensation to tent contractors.
- vi. Rendering advice on various matters received from the schools/ districts and branches.

### ***HBA Branch***

- i. Processing cases of house building allowance of the employees of the Directorate.

- ii. The same functions in respect of cash as of the AO(Cash).

### ***Cash Branch***

- i. Preparation of cases pertaining to GPF advance/withdrawal for the Directorate.
- ii. Drawal of pay and allowances in respect of officers/officials at the Headquarters.
- iii. Reviewing of T.A., TC, TF and other personal claims of the employees at the Headquarters.
- iv. Cases referred for advice relating to Dte. of Education as a whole.
- v. Settlement of medical claims after taking advice from the DHS in respect of the Directorate of Education.
- vi. Preparation of cases of medical reimbursement to the staff at the Headquarters.
- vii. Preparation of Contingency Bills in respect of staff at Headquarters.
- viii. Working as DDO of Headquarters , drawing pay and allowances, carrying out expenditure and disbursement thereof.
- ix. Examination of cases of special pay to the cashier and other staff handling cash in respect of the Directorate of Education as a whole.
- x. Circulation of orders regarding DA and bonus to all the schools, Districts etc.
- xi. Preparation of GIA bills in respect of sanctions issued by the GIA Branch for the Directorate, Planning Branch & Hindi Department and disbursement thereof.
- xii. Settlement of audit paras of DCAR and Audit Branch of the Directorate of Education.
- xiii. Preparation of budget of the Headquarters, expenditure statement & reconciliation with the P.A.O.
- xiv. Preparation of GPF Account in respect of group 'D' employees at the Headquarters.
- xv. Monthly review of pension cases and pending audit paras.

### ***Pension and Pay Fixation Branch***

- i. Stepping up cases of gazetted as well as non-gazetted employees of the Directorate of Education.
- ii. Pay protection cases of gazetted and non-gazetted staff of the Directorate- issuing orders thereof.
- iii. Pay fixation cases of gazetted and non-gazetted staff at Headquarters.
- iv. Pay fixation cases of DDEs of the districts
- v. Pension cases of the staff at Headquarters including gazetted and non-gazetted officers and DDEs and revision thereof from time to time.
- vi. Counting of services of gazetted officers and non-gazetted staff of the Directorate and rendering advice to all districts.
- vii. Pay fixation on re-employment of the staff and issuing orders thereof.
- viii. Clarification etc. in consultation with associated Finance Department (wherever necessary) on the representation from GSTA as well as affected individual employees.
- ix. Monitoring and compilation of pending pension cases of government and government aided schools
- x. Cases received for advice from districts as well as Admn. Branch of headquarters regarding pension and pay fixation
- xi. CGEIS leave encashment cases of all gazetted and non-gazetted officials of the headquarters.
- xii. Cases of release of withheld gratuity in respect of pension cases which were decided before decentralization
- xiii. Court cases pertaining to the functions allotted to the branch
- xiv. Settlement of prorata pensionary benefits of the Directorate.
- xv. Settlement of time barred claims of pension of the Directorate who are drawing pension from bank/PAO/treasure and issuing sanction thereof.
- xvi. Issue of medical cards to employees retired from the headquarters.
- xvii. Settlement of interest on delayed payment of pensionary benefits.
- xviii. Settlement of pay fixation/pay protection cases arising on account of court judgement etc.

### ***Establishment-I Branch***

- i. Establishment matters pertaining to non-gazetted staff, Messengers and dispatch riders and Group 'D' employees.
- ii. Central registry including receipt and issue of dak.
- iii. Inter-District transfer of non-teaching non-gazetted staff.
- iv. Provision of Ministerial staff for Election Duty.
- v. Issuance of orders for extra jurisdictional journey for officials selected for participation in sports.
- vi. Issuance of Identity Cards to Staff at Headquarters.
- vii. Maintenance of ACRs records of all the staff of the category of GR.II/III/IV/Steno/Ex-Cadre.
- viii. Issuance of sanction regarding Festival Advance in respect of all non-gazetted staff of headquarters.
- ix. Work relating to office manual test.
- x. Work relating to allotment of residential accommodation.
- xi. ACPs of all non-gazetted eligible staff.

### ***Establishment-II Branch***

- i. Establishment matters pertaining to PGTs.
- ii. Framing of and amendment of RRs for lecturers.
- iii. Preparation of eligibility list of TGTs/LT/PETs/Music Teacher/ Drawing Teacher for promotion to the post of PGTs in different subjects.
- iv. Seniority list of PGTs of all categories.
- v. Matters of Kashmiri Migrants, etc.
- vi. ACPs of all eligible Lecturers.

### ***Establishment – III Branch***

- i. Establishment matters pertaining to TGTs and LTs.
- ii. Framing and amendment of RRs for TGTs/LTs.
- iii. Promotion cases of TGTs/LTs among Assistant Teachers of MCD/Directorate of Education and Lab. Assistants.
- iv. Preparation of Seniority List of TGTs/LTs (Male/Female).
- v. Grant of Selection Scale to TGT/LTs.
- vi. ACPs of all eligible TGTs/LTs.

### ***Establishment –IV Branch***

- i. Establishment matters pertaining to primary school teaches and all other misc. teachers other than PGTs , TGTs/LTs
- ii. Establishment matters pertaining to Librarians/Lab Assistants.
- iii. Inter-District transfer of primary school teachers and teachers other than PGTs, TGTs and language teachers.

- iv. To promote Group 'D' employees as Laboratory Assistant and preparation of their Seniority Lists, etc.
- v. ACPs of staff being dealt by E-IV Branch.

Duties to be performed to achieve the mission.

1. Opening of specialized Rajkiya Pratibha Vikas Vidyalaya and Sarvodya Vidyalayas
2. In-service orientation of teachers.
3. Preparation of week wise syllabus and school calendar of activities.
4. Organisation of activities like students seminar, science exhibition etc.
5. Organisation of coaching classes during summer and autumn vacations for Board examinations.
6. Coordination with CBSE and NCERT.
7. Development of sports infrastructure/facilities in school.

Details of services rendered: -

1. Free Education to all students
2. Provision of languages Hindi, English, Urdu/Punjabi/Sanskrit/any other regional language.
3. Various stream at Senior Secondary Level: -
  - 1) Science Stream
  - 2) Commerce Stream
  - 3) Humanities Stream
  - 4) Vocational Stream (with various options)
4. Provision of Computer Education in large number of Schools
5. Provision of Yoga at least three days in a week for each class
6. Provision of S.U.P.W. activities.
7. Provision of Vidyalaya Kalyan Samiti.
8. Provision of Universalization of Elementary Education.

Citizens Interaction.

During the admission period of the children to various schools, the citizens are extended maximum cooperation by providing all information needed, so that a choice can be made by the citizens in admission. All the senior officers including the Secretary Education, Director Education and Additional Director of Education have specified meeting hours earmarked every day with the citizens to listen to their opinion and sort out any problem. Besides, in the district level, the Dy. Directors of Education regularly are available in the offices to interact and cooperate with the citizens.

Postal Address of the main office, attached/Sub-ordinate office/field units etc.

Directorate of Education (HQ)      O/o Director of Education  
Directorate of Education  
Old Secretariat, Delhi-54.

Ph. 23890172, 23890363  
E-mail Address – [dired@hub.nic.in](mailto:dired@hub.nic.in)  
Website – [edudel.nic.in](http://edudel.nic.in)

Addl. Director of Education (Admn.) O/O Addl. Director of Education (Admn.)  
Old Sectt., Delhi-110054  
Ph. 23890181

Regional Directors

1. Region East O/o Regional Director(East)  
Rani Garden, Geeta Colony  
Delhi – 31. Ph.22446863
2. Region Central O/o Regional Director (Central)  
Lucknow Road, Delhi 54.  
Ph. 23818926
3. Region North O/o Regional Director(North)  
Lucknow Road, Delhi 54.  
Ph. 23818926
4. Region West O/o Regional Director(West)  
Lucknow Road, Delhi 54.  
Ph. 23818926
5. Region South O/o Regional Director(South)  
C-4 Street, Vasant Vihar,  
New Delhi 57.  
Ph. 26141613, 26144508
6. SCERT O/o Director (SCERT)  
Varun Marg,  
Defence Colony,  
Delhi.  
Ph. 24331356, 24331335
7. UEE Branch O/o Director of Education  
UEE Branch,  
GNCT of Delhi,  
Room No.11-B, Old Secretariat,  
Delhi.
8. Delhi Bureau of Text Book O/o Deputy Director (Text Book)  
25/2, Institutional Area,  
Pankha Road, D-Block,  
Janak Puri,  
New Delhi-58  
Ph. 28522049, 28524202

Districtwise and Zonewise position

District East

O/o Dy. Director of Edn. (East)  
Govt. Sarvodaya Co.ed. Sr. Sec. School,  
Anand Vihar (near Railway Station),  
Ph. 22156822

Zone

1. O/o Edn. Officer - Zone-I,  
Govt. S. Co.ed. S.S.S, Anand Vihar  
(near Railway Station), Delhi -92  
Ph. 22145664
2. O/o Edn Officer - Zone-II,  
SBV No.2, Madhuvan  
Road, Shakarpur, Delhi-92  
Ph. 22460579
3. O/o Edn. Officer - Zone-III  
Rani Garden, Geeta Colony,  
Delhi -31 Ph. 22461611

District North-East

O/o Dy. Director of Edn. (N-East)  
B- Block, Yamuna Vihar,  
Delhi -53.  
Ph. 22913251

1. O/o Edn. Officer - Zone-IV  
B- Block, Yamuna Vihar,  
Delhi -53.  
Ph. 22910917
2. O/o Edn. Officer – Zone-V,  
Gandhi Memorial School,  
G.T. Road, Shahdara, Delhi  
Ph. 22583668
3. O/o Edn. Officer – Zone-VI,  
B- Block, Yamuna Vihar,  
Delhi -53, Ph. 22919364.

District North

O/o Dy. Director of Edn. (North),  
Lucknow Road,  
Delhi – 54.  
Ph. 23813779

1. O/o Edn. Officer – Zone-VII,  
Lucknow Road,  
Delhi – 54., Ph. 23813827
2. O/o Edn. Officer – Zone-VIII,  
SKV Partap Nagar, Delhi -7,  
Ph. 23515833

District North-West(A)

O/o Dy. Director of Edn. (N-W'A),  
Hakikat Nagar, Delhi – 9.  
Ph. 27136338

1. O/o Edn. Officer – Zone-IX,  
Hakikat Nagar, Delhi – 9.  
Ph. 27650599
2. O/o Edn. Officer – Zone-X,  
GBSSS Ali Pur, Delhi,  
Ph. 27201093

District North-West(B)

O/o Dy. Director of Edn. (N-W'B),  
FU Block Pitampura Delhi-88  
Ph. 27348927,

1. O/o Edn. Officer – Zone-XI,  
FU Block Pitampura Delhi-88  
Ph. 27348918
2. O/o Edn. Officer – Zone-XII,

GBSSS QU Block, Mangolpuri, Delhi  
Ph. 27921878  
3. O/o Edn.Officer – Zone-XIII,  
Govt.Co.ed.Sarvodaya  
Vidyalaya,Sec.9,Rohini Delhi  
Ph.27561646

District West(A)

O/o Dy.Director of Edn(West-A)  
New Moti Nagar, Karampura,  
New Delhi-15.  
Ph. 25101797

1. O/o Edn.Officer – Zone-XIV,  
SBV Vikarpuri, (Distt. Centre),  
New Delhi 18.  
Ph.25992495
2. O/o Edn.Officer – Zone-XV,  
GB Middle School Rajouri  
Garden(Extn.), New Delhi-27.  
Ph. 25932332
3. O/o Edn.Officer – Zone-XVI,  
New Moti Nagar, Karampura,  
New Delhi-15. Ph. 25101787

District West(B)

O/o Dy.Director of Edn(West-B)  
SKV G Block Vikaspuri  
New Delhi 18.  
Ph. 25551373

1. O/o Edn.Officer – Zone-XVII,  
SKV B-3, Paschim Vihar,  
New Delhi  
Ph. 25289070
2. O/o Edn.Officer – Zone-XVIII,  
SKV G Block Vikaspuri  
New Delhi 18.  
Ph.25559090

District South-West(A)

O/o Dy.Director of Edn(S.West-A)  
C-4 Street, Vasant Vihar,  
New Delhi 57.  
Ph. 26144458, 26145857

1. O/o Edn.Officer – Zone-XIX,  
J.M.S.V.Sector-12, R.K.Puram,  
Delhi – 57. Ph. 26184721
2. O/o Edn.Officer – Zone-XX,  
C-4 Street Vasant Vihar, N.Delhi -57.  
Ph. 26152160

District South-West(B)

O/o Dy.Director of Edn(S.West-B)  
School Complex, Najafgarh,  
New Delhi – 43.  
Ph. 2532422

1. O/o Edn.Officer – Zone-XXI,  
School Complex, Najafgarh,  
N.Delhi 43, Ph. 25320363
2. O/o Edn.Officer – Zone-XXII,  
School Complex, Najafgarh,  
N.Delhi 43, Ph. 25324890

District South

O/o Dy.Director of Edn(South)  
C-Block Defence Colony,  
New Delhi 24  
Ph. 24336560, 24336572

1. O/o Edn.Officer – Zone-XXIII,  
SKV Begumpur, New Delhi.  
Ph. 261859091, 26859091
2. O/o Edn.Officer – Zone-XXIV,  
C Block Defence Colony,  
New Delhi 24.  
Ph. 24336121
3. O/o Edn.Officer – Zone-XXV,  
Vir Savarkar SKV Kalkaji,  
New Delhi 19.  
Ph. 26439388.

District Central & New Delhi.

O/o Dy.Director of Edn.(Central/N.Delhi)  
Plot No.5, Old Bhartiya Mahila College, SV Kitchner Road, N. Delhi  
Jhandewalan, New Delhi 55.  
Ph. 23615308, 23514063

- 1.O/oEdn.Officer– Zone-XXVI  
Ph. 26887356
- 2.O/oEdn.Officer–Zone-XXVII,  
SKV Zeenat Mahal, Ajmeri Gate  
New Delhi Ph. 23230395
3. O/o Edn.Officer – Zone-XXVIII,  
Plot No.5, Old Bharatiya Mahila College  
Jhandewalan, New Delhi 55.  
Ph. 23615321

Map of office locations

Working hours both for office and public

Head quarter : - 09.30A.M. To 06.00 P.M. (Monday to Friday)

Regional Dir. Office

Dy. Director Office 10.00 AM to 5.00 PM (Monday to Saturday)  
E.O(Zone) Office

12. Public interaction, if any

The Secretary Education, Director of Education, Addl.Directors of Education and the Joint Directors all have separate meeting hours during which they interact with the public.

13. Grievance redressal mechanism

All the officers of the department including the Secretary (Education), the Director (Education), the Addl. Directors and the Joint Directors have earmarked specific hours upto 4.30 p.m. regularly, when they attend to the general public with their grievances and all out efforts are made to redress them.

The Directorate of Education has a separate branch called the Internal Grievance Redressal Cell, beside the existing Delhi Right to Information Act, which invites representations from all the staff and also the public and holds meetings fortnightly, to address the grievances.