

INTRODUCTION

The Punjab School Education Board came into being under an Act of legislation in 1969 amended in 1987, 2000 & 2005.

As per the requirement of Clause 4(1) (b) of the Right to Information Act, 2005, 17 manuals were prepared by the Board for guidance and information. These manuals have been revised and the information has now been updated upto Oct 31, 2009.

Date:
S.A.S. Nagar

Chairman
Punjab School Education Board

PUNJAB SCHOOL EDUCATION BOARD

HAND BOOK OF MANUALS UNDER THE RIGHT TO INFORMATION ACT, 2005 (Information upto 31-10-2009)

**SECTOR-62, VIDYA BHAWAN,
S.A.S.NAGAR (MOHALI)**

Manual –1

Particular of Organisation, Functions and Duties

Name of the organization :-

PUNJAB SCHOOL EDUCATION BOARD

**Address: SECTOR-62, VIDYA BHAWAN,
S.A.S. NAGAR (MOHALL.)**

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punjabschool@yahoo.com

PUNJAB SCHOOL EDUCATION BOARD: FUNCTIONS & DUTIES

The Punjab School Education Board came into being under an Act of Legislation in 1969, amended in 1987, 2000 and 2005.

Powers and functions.

(1) Subject to the provisions of this Act, the Board shall exercise and perform the following powers and functions, namely :—

- (i) prescribe the syllabi, courses of the studies and text books for school education;
- (ii) organize research for grading of textual vocabulary and arrange for regular revision of text books and other books;
- (iii) hold examinations for school education, publish the results of such examinations and grant certificates to the persons, who have passed such examinations;
- (iv) admit to the examinations, on the prescribed conditions, candidates, who have pursued the prescribed courses of instructions, whether in affiliated institutions or otherwise. However; any change in the prevalent conditions shall be made with the prior approval of the State Government;
- (v) cause enquiries to be made through such agency and in such manner, as may be prescribed regarding the conditions prevailing in an institution before it is admitted to the privileges of the Board and require such agency to inspect affiliated institutions and submit a report to the Board as to how for the . conditions and restrictions on which the institution was admitted to the privileges of the Board, are being complied with;
- (vi) prescribe penalties for misconduct pertaining to examinees, examiners and other persons engaged in the conduct of examinations;
- (vii) appoint examiners and supervisory staff and fix their remuneration;
- (viii) lay down conditions and restrictions for admission of candidates to the examinations ;
- (ix) organize and provide lectures, demonstrations, educational tours, exhibitions, seminars and symposia and take such other measures, as may be necessary to raise and promote the quality and standard of school teaching and education ;
- (x) submit annual audited accounts and balance sheets together with the report of the Board to the State Government not later than the 30th September of the next year and publish such accounts and balance sheets in the official Gazette ;
- (xi) give grants to the State Council of Educational Research and Training for educational activities and research work;
- (xii) institute and award scholarships, medals and prizes;
- (xiii) fix, demand and receive such fees and other charges, as may be prescribed ;

- (xiv) hold any property and receive bequests, donations, endowments, trusts and transfer of any property or interest therein or right thereto ;
 - (xv) prescribe measures for the intellectual, physical, moral and ethical promotion and for social welfare of students in affiliated institutions and the conditions of their residence and discipline ;
 - (xvi) encourage sports and health-building activities ;
 - (xvii) take measures for the welfare of teachers of affiliated institutions and employees of the Board;
 - (xviii) do such other acts and things, as it may deem fit for the purpose of carrying out the provisions of this Act.
- (2) Subject to the provisions of this Act, the Board shall exercise and perform the following powers and functions with the prior approval of the State Government, namely : -
- (a) arrange for the preparation, writing, compilation, printing, publishing and sale of text books, other educational material and undertake the publication of any other educational work, book or periodicals. However, copy right of any material developed, published, printed by the Board, shall vest with the State Government; and
 - (b) prescribe conditions for affiliation of institutions in terms of teachers and their qualifications, curriculum, equipments, buildings and other educational: facilities".

Term of office of Chairman, Vice-Chairman and members.

- (1) The term of office of the Chairman and Vice-Chairman shall be three years from the date of notification, issued under sub section (4) of 4, which is special circumstances may further be extended , not exceeding three years
- Provided that that the extension granted under this sub-section, shall not exceed one year at a time:
- Provided further that no person appointed as Chairman or Vice Chairman, as the case may be, shall continue as such, beyond the age of sixty-five years."
- (2) The term of office of a nominated member shall be two years from the date of his nomination, which may further be extended for a period of two years.
- (3) Notwithstanding anything contained in sub-section (1), the term of office of an officer of the State Government, sent on deputation, as Chairman or Vice-Chairman shall be such, as may be fixed by the State Government, but it shall in no case, exceed three years."

Term of office of Secretary.

The Board shall appoint a person to be its Secretary from a panel prepared and sent by the State Government consisting of the officers of the State Government and the eligible officers of the Board for a term of three years, which may further be extended by the Board for a period of two years. If a person is appointed as Secretary from amongst the officers of the State Government, his appointment as such, shall be treated on deputation and it shall be governed by the relevant rules or policy instructions of the Punjab Government. Provided that no person appointed as Secretary of the Board shall continue as such beyond the age of superannuation prescribed for the employees of the Board".

Academic Wing

This wing comprises of four major branches i.e. Academic Branch, Open School, Punjabi Cell and Field Programme, which are being supervised by four Deputy Directors who in turn are assisted by Subject Experts and Project Officers. The academic wing is headed by the Director Academics. Besides preparing the syllabi and text-books for the school classes, this wing organizes educational competitions for the school children. The Open School Branch caters to the educational needs of the out of school children of the state. To provide quality education to the rural children, 9 Adarsh Schools run by the Board, are also being looked after by this wing. Board spends Rs. 4 crore annually to run these schools. One of the responsibilities of this wing is to keep a liaison with the NCERT, New Delhi, SCERT and other sister organizations involved in similar educational activities at the National/ State levels to make periodical changes and update the text-books as per the latest thinking on different educational issues.

Publication of Text Books

This wing is headed by Deputy Director and assisted by the publication Officers, Assistant publication Officers and other supporting staff. The responsibility of this wing is to engage the private printing presses to get the text-books printed. At present, there are 210 titles apart from the other publications like syllabi, guidebooks.

Sale of Text Books

The Board has established its field offices at District and some at Tehsil levels. At present there are 21 such offices. This wing is headed by a Deputy Secretary who is assisted by Senior Managers at head office and managers at district level/ tehsil levels. The depots are dealing with the sale of textbooks, admission forms and syllabi for different classes. There are 2529 sale agencies which procure the books, admission/ examination forms and syllabi from the depots on commission basis.

Examination Wing

This wing is headed by the Controller of Examinations assisted by Deputy Secretaries and Assistant Secretaries. The responsibility of this wing is to conduct the Matriculation and +2 examinations, to get evaluated the answer-books and to declare results and to issue certificates etc. This wing supervises about 4000 examination centers all over the state. To ensure copying free conduct of examinations different flying squads headed by D.E.O. and other officers of Board and Education Department are deputed to check the copying. To stop the outside interference help of police is sought and section 144 of Cr. P. C. is also activated.

Middle Cell

This wing is headed by the Deputy Secretary assisted by Assistant Secretaries and Superintendents. The responsibility of this wing is to conduct the Middle standard examination, to get evaluated the answer-books and to declare results and to issue certificates etc..

Administrative wing

This wing is headed by the Secretary assisted by the Finance & Development Officer, Joint Secretary, Deputy Secretaries, Assistant Secretaries etc. This wing deals with the Establishment and Administration. The responsibility of the Finance & Development Officer is to maintain accounts of the Board and their profitable investments and to prepare budget.

Finances

The financial position for the year 2009- 2010 is as under:-

Income	16203.69 lacs
Expenditure	18428.24 lacs
Loss	2224.55 lacs

Scholarship

The Board also gives merit scholarships to meritorious students @ one student per 1000 students. These scholarships are given only to those students who are not covered by the national/state scholarships.

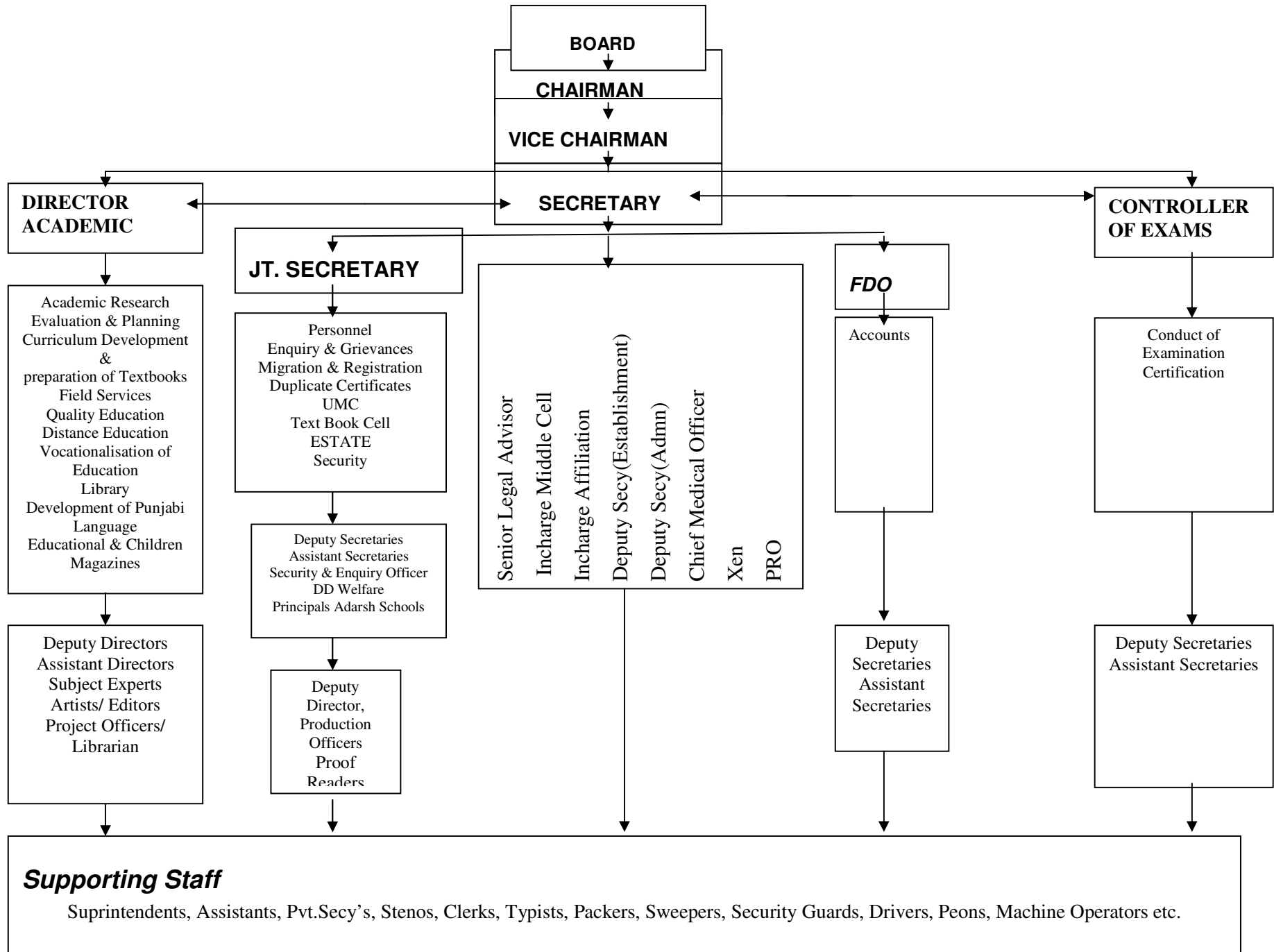
Affiliation of Schools

At present there are 2490 Schools affiliated to the Punjab School Education Board.

Contact Address

Designation	Secretary, Punjab School Education Board, Vidya Bhawan Phase VIII, Mohali
Telephone No.	95 - 172 - 3047130
Fax	95 - 172 - 3047129
Email	pseb@pseb.ac.in punjabschool@yahoo.com

PUNJAB SCHOOL EDUCATION BOARD ORGANISATIONAL SET UP



Manual –2

Powers and Duties of Officers and Employees

The officers of the Board perform duties and exercise powers as laid down in the Punjab School Education Board Act, 1969 and regulations made thereunder. The decision making powers begin at the level of Assistant Secretary/Publication Officer/Deputy Director/Deputy Secretary. No decision making power vests in the Assistants or the Branch Superintendents.

Manual –3

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

List of Rules, Regulations, Instructions, Manuals and Record held by public authority or under its control or used by its employees for discharging functions.

Sr. No.	Name/Title of the Documents	Type/Description of document	From where one can get a copy of rules, regulations, instructions, manual and records
1.	Punjab School Education Board Act, 1969 as amended by the Punjab School Education board(Amendment) Act.1987, 2005	Act	Text Book Depot, Mohali.
2.	Administrative Regulations (Amended)	Punjab School Education Board Calendar Volume –I	Text Book Depot, Mohali.
3.	Academic Regulations (Amended)	Punjab School Education Board Calendar Volume –II	Text Book Depot, Mohali.
4.	Executive Instructions	Instructions Issued by the Establishment Branch	Establishment Branch of Punjab School Education Board
5.	Seniority List(Employee Record)	Seniority List of Employees	Establishment Branch of Punjab School Education Board
6.	Business Regulations	Punjab School Education Board Calendar Volume –I Administrative Regulations	Text Book Depot, Mohali.
7.	Financial Regulations	-do-	-do-
8.	Employees Service Regulations	-do-	-do-
9.	Employees Punishment and Appeal Regulations	-do-	-do-
10.	Medical Attendance Regulations	-do-	-do-
11.	Leave Regulations	-do-	-do-
12.	Contributing Provident Fund Regulations	-do-	-do-
13.	General Provident Fund Regulations	-do-	-do-
14.	Employees Pension, Provident Fund and Gratuity Regulations	-do-	-do-
15.	Payment of Gratuity Regulations	-do-	-do-
16.	Ex-gratia Grants and Other facilities Rules	-do-	-do-
17.	Accident/Violence Relief Fund Regulations	-do-	-do-
18.	Employee Welfare Fund Regulations	-do-	-do-
19.	Teachers Welfare Fund Regulations	-do-	-do-
20.	Construction and Maintenance Work Regulations	-do-	-do-

21.	Motor Vehicle Rules	Administrative Regulations	Text Book Depot, Mohali.
22.	Incidental and Supplementary Provision Regulations	-do-	-do-
23.	Submission of Books and their Approval	Punjab School Education Board Calendar Volume –II Academic Regulations	-do-
24.	Affiliation of Institutions	-do-	-do-
25.	Middle Standard Examination	-do-	-do-
26.	Senior Secondary Examination	-do-	-do-
27.	General Regulations of Examinations	-do-	-do-
30.	Penalties for Misconduct and use of unfair Means in the Board's Examinations	-do-	-do-
31.	Recognition of Examinations of other Universities, Board and Bodies	-do-	-do-
32.	Award of Board's Merit Scholarships	-do-	-do-
33.	Correction in Date of Birth or Father's Name	-do-	-do-
34	PSEB right to information regulations-2005	-do-	-do-

Manual –4

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

There is a provision in the Punjab School Education Board Act to seek consultation participation of Public through its representative for the formulation of its policy or implementation thereof. The names of public representatives who are members of Governing Body of the Board are as under:

1. Sh. Sukhpal Singh, M.L.A., Chief Parliamentary Secretary.
2. Sh. Harish Rai Dhanda, M.L.A., Chief Parliamentary Secretary.
3. Sh. Virsa Singh Valtaha, M.L.A.,

Manual –5

Statement of the categories of documents that are held by the authority or under its control.

Sr. No.	Category of the document	Name of the and its introduction in one line	Held by under control of
1.	Punjab School Education Board Calendar Volume –I	Book of Regulations	Text Book Depot, Mohali.
2.	Punjab School Education Board Calendar Volume –II	Book of Regulations	Text Book Depot, Mohali.
3.	Gazette of Middle Standard Examination	Result	Certificate Section, Deputy Secretary Middle, Chief Librarian
4.	Gazette of Matriculation Examination	Result	Certificate Section, Deputy Secretary Examination, Chief Librarian
5.	Gazette of Higher Secondary Examination	Result	Certificate Section, Deputy Secretary Examination, Chief Librarian
6.	Gazette of Senior Secondary Examination	Result	Certificate Section, Deputy Secretary Examination, Chief Librarian
7.	Budgets		Finance & Development Officer
8.	Seniority List of Officers	Seniority List	Secretary
9.	Seniority List of Employees	-do-	Secretary

Manual –6

A statement of Board's, Council, Committees and other bodies constituted as its part.

Information on Board, Councils, Committees and other bodies related to the public authority is as follows:-

ਲੜੀ ਨੰ:	ਬੋਰਡ/ਕਮੇਟੀਆਂ ਦੇ ਵੇਰਵੇ
1.	ਬੋਰਡ ਦੇ ਮੈਂਬਰਾਂ ਦੀ ਸੂਚੀ
2.	ਵਿੱਤ ਕਮੇਟੀ ਦੇ ਮੈਂਬਰਾਂ ਦੀ ਸੂਚੀ
3.	ਪ੍ਰੀਖਿਆ ਕਮੇਟੀ ਦੇ ਮੈਂਬਰਾਂ ਦੀ ਸੂਚੀ
4.	ਅਣ-ਉਚਿਤ ਸਾਧਨਾਂ ਦੀ ਵਰਤੋਂ ਵਾਲੇ ਕੇਸਾਂ ਦੇ ਨਿਪਟਾਰੇ ਲਈ ਕਮੇਟੀ
5.	ਖਰੀਦ ਕਮੇਟੀਆਂ
6.	ਵਿਨਿਯਮ ਕਮੇਟੀ ਦੇ ਮੈਂਬਰਾਂ ਦੀ ਸੂਚੀ
7.	ਕੰਮ ਕਾਜ਼ੀ ਔਰਤਾਂ ਦੇ ਸ਼ੋਸਨ ਨੂੰ ਰੋਕਣ ਲਈ ਗਠਿਤ ਕਮੇਟੀ
8.	ਅਕਾਦਮਿਕ ਕੌਂਸਲ ਦੇ ਮੈਂਬਰਾਂ ਦੀ ਸੂਚੀ

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ

ਬੋਰਡ ਮੈਂਬਰ ਸਾਹਿਬਾਨ ਦੀ ਸੂਚੀ

1. ਡਾ. ਦਲਬੀਰ ਸਿੰਘ ਢਿਲੋਂ,
ਚੇਅਰਮੈਨ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
2. ਸ੍ਰੀ ਰਣਜੀਤ ਸਿੰਘ ਬਾਜਵਾ,
ਵਾਈਸ ਚੇਅਰਮੈਨ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
3. ਸ੍ਰੀ ਜੀ.ਐਸ. ਗਰੇਵਾਲ, ਆਈ.ਏ.ਐਸ.,
ਸਕੱਤਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਚੰਡੀਗੜ੍ਹ।
4. ਸ੍ਰੀ ਕ੍ਰਿਸ਼ਨ ਕੁਮਾਰ, ਆਈ.ਏ.ਐਸ.,
ਡਾਇਰੈਕਟਰ ਜਨਰਲ, ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।
5. ਡਾ. ਐਸ.ਐਸ.ਗਿੱਲ, ਵਾਈਸ ਚਾਂਸਲਰ,
ਬਾਬਾ ਫਰੀਦ ਮੈਡੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਆਫ ਹੈਲਥ ਸਾਇੰਸਿਜ਼, ਫਰੀਦਕੋਟ।
6. ਸ੍ਰੀ ਮਨਜੀਤ ਸਿੰਘ ਕੰਗ, ਵਾਈਸ ਚਾਂਸਲਰ,
ਪੰਜਾਬ ਐਗਰੀਕਲਚਰਲ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।
7. ਡਾ.ਜਸਪਾਲ ਸਿੰਘ, ਵਾਈਸ ਚਾਂਸਲਰ,
ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
8. ਡਾ.ਰਜਨੀਸ਼ ਅਰੋੜਾ, ਵਾਈਸ ਚਾਂਸਲਰ,
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ,ਜਲੰਧਰ।
9. ਵਾਈਸ ਚਾਂਸਲਰ,
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
10. ਡਾ.ਵੀ.ਕੇ.ਤਨੇਜਾ, ਵਾਈਸ ਚਾਂਸਲਰ,
ਗੁਰੂ ਅੰਗਦ ਦੇਵ ਵੈਟਨਰੀ ਅਤੇ ਐਨੀਮਲ ਸਾਇੰਸਿਜ਼ ਯੂਨੀਵਰਸਿਟੀ,
ਲੁਧਿਆਣਾ।
11. ਸ: ਐਚ.ਐਸ.ਮੱਤੇਵਾਲ,
ਐਡਵੋਕੇਟ ਜਨਰਲ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
12. ਸ੍ਰੀ ਹਰੀਸ਼ ਰਾਏ ਢਾਂਡਾ,, ਐਮ.ਐਲ.ਏ.(ਚੀਫ ਪਾਰਲੀਮੈਨਟੀ ਸਕੱਤਰ),
ਲੁਧਿਆਣਾ(ਵੈਸਟ)।

13. ਸ੍ਰੀ ਸੁਖਪਾਲ ਸਿੰਘ, ਐਮ.ਐਲ.ਏ.(ਚੀਫ ਪਾਰਲੀਮਾਨੀ ਸਕੱਤਰ),
ਫਿਰੋਜ਼ਪੁਰ।
14. ਸ੍ਰੀ ਵਿਰਸਾ ਸਿੰਘ ਵਲਟੋਹਾ, ਐਮ.ਐਲ.ਏ.,
85, ਕਬੀਰ ਪਾਰਕ ਡਾਕਖਾਨਾ ਖਾਲਸਾ ਕਾਲਜ, ਅੰਮ੍ਰਿਤਸਰ।
15. ਡਾਇਰੈਕਟਰ,
ਸਿੱਖਿਆ ਵਿਭਾਗ(ਕ) ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
16. ਡਾਇਰੈਕਟਰ,
ਸਿੱਖਿਆ ਵਿਭਾਗ(ਸੀ.ਸੈਕ.)ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
17. ਸ੍ਰੀ ਸਾਧੂ ਸਿੰਘ ਰੰਧਾਵਾ, ਡਾਇਰੈਕਟਰ,
ਸਿੱਖਿਆ ਵਿਭਾਗ(ਐਲੀਮੈਂਟਰੀ ਸਿੱਖਿਆ)ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
18. ਸ੍ਰੀ ਜਗਤਾਰ ਸਿੰਘ ਖੱਟੜਾ, ਡਾਇਰੈਕਟਰ,
ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ., ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
19. ਸ੍ਰੀ ਰੋਸ਼ਨ ਲਾਲ ਸੂਦ, ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ(ਮੁਲੰਕਣ)
ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ., ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
20. ਪ੍ਰੋ. ਰਾਜਿੰਦਰ ਭੰਡਾਰੀ
ਪੀ.ਜੀ.ਡਿਪਾਰਟਮੈਂਟ ਆਫ ਕਾਮਰਸ,
ਆਰੀਆ ਕਾਲਜ, ਲੁਧਿਆਣਾ
21. ਸ. ਨਿਰਮਲ ਸਿੰਘ ਭੰਗੂ (ਸਟੇਟ ਅਤੇ ਨੈਸ਼ਨਲ ਅਵਾਰਡੀ),
ਸਾਬਕਾ ਪ੍ਰਿੰਸੀਪਲ,
ਖਾਲਸਾ ਕਾਲਜ ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ ਸਕੂਲ,
ਖਾਲਸਾ ਕਾਲਜ ਕੈਂਪਸ, ਅੰਮ੍ਰਿਤਸਰ।
22. ਸ਼੍ਰੀਮਤੀ ਅਮਰਜੀਤ ਕੌਰ (ਸਟੇਟ ਅਵਾਰਡੀ),
ਹੈਡਮਿਸਟ੍ਰੈਸ, ਸਰਕਾਰੀ ਹਾਈ ਸਕੂਲ, ਉੱਚਾ ਬਲਾਕ ਈਸਟ-1,
ਤਹਿ: ਅਤੇ ਜਿਲ੍ਹਾ ਜਲੰਧਰ।
23. ਸ਼੍ਰੀਮਤੀ ਚਰਨਜੀਤ ਕੌਰ ਚੀਮਾ, ਐਮ.ਐਸ.ਸੀ., ਐਮ.ਐਂਡ.,
ਨੈਸ਼ਨਲ ਅਵਾਰਡੀ, ਸੀ.ਈ.ਓ.(ਸੇਵਾ ਮੁਕਤ)
ਮਕਾਨ ਨੰ: 91, ਪੰਜਾਬੀ ਬਾਗ, ਪਟਿਆਲਾ।
24. ਡਾ: ਹਰਪਾਲ ਸਿੰਘ ਪੰਨੂ,
ਪ੍ਰੋਫੈਸਰ ਅਤੇ ਮੁੱਖੀ ਧਾਰਮਿਕ ਅਧਿਐਨ ਵਿਭਾਗ,
ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ

ਵਿੱਤ ਕਮੇਟੀ ਦੇ ਮੈਂਬਰ ਸਾਹਿਬਾਨ ਦੀ ਸੂਚੀ

1. ਡਾ: ਦਲਬੀਰ ਸਿੰਘ ਢਿਲੋਂ,
ਚੇਅਰਮੈਨ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
2. ਸ੍ਰੀ ਰਣਜੀਤ ਸਿੰਘ ਬਾਜਵਾ,
ਵਾਈਸ ਚੇਅਰਮੈਨ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
3. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਵਿੱਤ ਵਿਭਾਗ,
ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ।
4. ਸ੍ਰੀ ਜੀ.ਐਸ.ਗਰੇਵਾਲ, ਆਈ.ਏ.ਐਸ.,
ਡਾਇਰੈਕਟਰ ਜਨਰਲ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ
ਚੰਡੀਗੜ੍ਹ।
5. ਸ੍ਰੀ ਕ੍ਰਿਸ਼ਨ ਕੁਮਾਰ, ਆਈ.ਏ.ਐਸ.,
ਡਾਇਰੈਕਟਰ ਜਨਰਲ, ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।
6. ਸ੍ਰੀ ਵਿਰਸਾ ਸਿੰਘ ਵਲਟੋਹਾ, ਐਮ.ਐਲ.ਏ.,
85, ਕਬੀਰ ਪਾਰਕ ਡਾਕਖਾਨਾ ਖਾਲਸਾ ਕਾਲਜ, ਅੰਮ੍ਰਿਤਸਰ।
7. ਸ੍ਰੀ ਜਗਤਾਰ ਸਿੰਘ ਖੱਟੜਾ, ਡਾਇਰੈਕਟਰ,
ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੀਨੀ ਸੈਕ), ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ

ਪ੍ਰੀਖਿਆ ਕਮੇਟੀ ਦੇ ਮੈਂਬਰ ਸਾਹਿਬਾਨ ਦੀ ਸੂਚੀ

1. ਡਾ: ਦਲਬੀਰ ਸਿੰਘ ਢਿਲੋਂ,
ਚੇਅਰਮੈਨ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
2. ਸ੍ਰੀ ਰਣਜੀਤ ਸਿੰਘ ਬਾਜਵਾ,
ਵਾਈਸ ਚੇਅਰਮੈਨ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
3. ਸ੍ਰੀ ਜੀ.ਐਸ. ਗਰੇਵਾਲ, ਆਈ.ਏ.ਐਸ.,
ਸਕੱਤਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਚੰਡੀਗੜ੍ਹ।
4. ਸ੍ਰੀ ਕ੍ਰਿਸ਼ਨ ਕੁਮਾਰ, ਆਈ.ਏ.ਐਸ.,
ਡਾਇਰੈਕਟਰ ਜਨਰਲ, ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।
5. ਸ੍ਰੀ ਮਨਜੀਤ ਸਿੰਘ ਕੰਗ, ਵਾਈਸ ਚਾਂਸਲਰ,
ਪੰਜਾਬ ਖੇਤੀਬਾੜੀ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।
6. ਡਾਇਰੈਕਟਰ, ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੀਨੀ: ਸੈਕ),
ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ।
7. ਡਾਇਰੈਕਟਰ,
ਸਿੱਖਿਆ ਵਿਭਾਗ(ਐਲੀਮੈਂਟਰੀ ਸਿੱਖਿਆ)ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
8. ਪ੍ਰੋ. ਰਾਜਿੰਦਰ ਭੰਡਾਰੀ
ਪੀ.ਜੀ.ਡਿਪਾਰਟਮੈਂਟ ਆਫ ਕਾਮਰਸ,
ਆਰੀਆ ਕਾਲਜ, ਲੁਧਿਆਣਾ

(ਇਸ ਕਮੇਟੀ ਦੀ ਮਿਆਦ ਮਿਤੀ: 31.03.2010 ਤੱਕ ਹੈ)

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ

ਅਣ ਉਚਿਤ ਸਾਧਨਾਂ ਦੀ ਵਰਤੋਂ ਵਾਲੇ ਕੇਸਾਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨ ਲਈ ਕਮੇਟੀ

1. ਡਾਇਰੈਕਟਰ ਜਨਰਲ,
ਸਕੂਲ ਐਜੂਕੇਸ਼ਨ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਚੰਡੀਗੜ੍ਹ।
2. ਡਾ. ਐਲ.ਐਸ. ਸਿੱਧੂ,
ਮਕਾਨ ਨੰ: 4287,
ਅਰਬਨ ਅਸਟੇਟ, ਫੇਜ਼-2, ਪਟਿਆਲਾ।
3. ਸ੍ਰੀ ਐਸ.ਐਸ.ਹੁੰਦਲ (ਰਿਟਾਇਰਡ),
ਐਡੀਸ਼ਨਲ ਸੈਸਨ ਜੱਜ,
91-ਗੋਲਡਨ ਐਵੀਨਿਊ, ਫੇਜ਼-2, ਜਲੰਧਰ।
4. ਸ੍ਰੀ ਐਸ.ਐਸ.ਲਾਂਬਾ,
ਕੋਠੀ ਨੰ: 3186,
ਸੈਕਟਰ-37-ਡੀ, ਚੰਡੀਗੜ੍ਹ।
5. ਡਾ:ਸ਼ਾਮ ਲਾਲ ਸਿੰਗਲਾ(ਰਿਟਾ.)
661, ਪੰਜਾਬ ਐਂਡ ਸਿੰਧ ਬੈਂਕ ਸੋਸਾਇਟੀ,
ਸੈਕਟਰ-49-ਏ, ਚੰਡੀਗੜ੍ਹ।

(ਨੋਟ: ਕਮੇਟੀ ਦੀ ਮਿਆਦ ਮਿਤੀ: 28.2.2010 ਤੱਕ)

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ

ਖਰੀਦ ਕਮੇਟੀ ਨੰ: 1

1. ਉਪ ਸਕੱਤਰ(ਪ੍ਰਸ਼ਾਸਨ),
2. ਸਹਾਇਕ ਸਕੱਤਰ, ਲੇਖਾ
3. ਸਹਾਇਕ ਸਕੱਤਰ, ਪ੍ਰੀਖਿਆ-1

ਖਰੀਦ ਕਮੇਟੀ ਨੰ: 2

1. ਸਕੱਤਰ
2. ਉਪ ਸਕੱਤਰ, ਲੇਖਾ
3. ਉਪ ਸਕੱਤਰ(ਪ੍ਰੀਖਿਆ-1)
4. ਸਹਾਇਕ ਸਕੱਤਰ, ਪ੍ਰਸ਼ਾਸਨ

ਖਰੀਦ ਕਮੇਟੀ ਨੰ: 3

1. ਮੀਤ ਪ੍ਰਧਾਨ,
2. ਸੰਯੁਕਤ ਸਕੱਤਰ,
3. ਡਾਇਰੈਕਟਰ ਅਕਾਦਮਿਕ
4. ਉਪ ਸਕੱਤਰ, ਲੇਖਾ
4. ਉਪ ਸਕੱਤਰ (ਅਸਟੇਟ)

ਖਰੀਦ ਕਮੇਟੀ ਨੰ: 4

1. ਪ੍ਰਧਾਨ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ,
2. ਮੀਤ ਪ੍ਰਧਾਨ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ,
3. ਸੰਯੁਕਤ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ,
4. ਵਿੱਤ ਤੇ ਵਿਕਾਸ ਅਫ਼ਸਰ
5. ਉਪ ਸਕੱਤਰ, ਪ੍ਰਸ਼ਾਸਨ ।

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ

ਵਿਨਿਯਮ ਕਮੇਟੀ ਦੇ ਮੈਂਬਰ ਸਾਹਿਬਾਨ ਦੀ ਸੂਚੀ

1. ਡਾ: ਦਲਬੀਰ ਸਿੰਘ ਢਿਲੋਂ,
ਚੇਅਰਮੈਨ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
2. ਡਾ: ਰਣਜੀਤ ਸਿੰਘ ਬਾਜਵਾ,
ਵਾਇਸ ਚੇਅਰਮੈਨ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
3. ਸ: ਐਚ.ਐਸ.ਮੱਤੇਵਾਲ,
ਐਡਵੋਕੇਟ ਜਨਰਲ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
4. ਸ਼੍ਰੀ ਜਗਤਾਰ ਸਿੰਘ ਖੱਟੜਾ, ਡਾਇਰੈਕਟਰ,
ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੀਨੀ ਸੈਕ), ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।
5. ਸ਼੍ਰੀਮਤੀ ਅਮਰਜੀਤ ਕੌਰ (ਸਟੇਟ ਅਵਾਰਡੀ)
ਹੈਡ ਮਿਸਟ੍ਰੈਸ,
ਸਰਕਾਰੀ ਹਾਈ ਸਕੂਲ, ਊਚਾ ਬਲਾਕ ਈਸਟ-1,
ਤਹਿ: ਅਤੇ ਜਿਲ੍ਹਾ ਜਲੰਧਰ।

(ਨੋਟ: ਇਸ ਕਮੇਟੀ ਦੀ ਮਿਆਦ ਮਿਤੀ: 20.05.21-01 ਤੱਕ ਹੈ।)

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ

ਅਕਾਦਮਿਕ ਕੌਂਸਲ ਦੇ ਮੈਂਬਰ ਸਾਹਿਬਾਨ ਦੀ ਸੂਚੀ

1. ਡਾ: ਦਲਬੀਰ ਸਿੰਘ ਢਿਲੋਂ, ਚੇਅਰਮੈਨ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
2. ਡਾ: ਰਣਜੀਤ ਸਿੰਘ ਬਾਜਵਾ, ਵਾਇਸ ਚੇਅਰਮੈਨ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
3. ਸ਼੍ਰੀ ਕ੍ਰਿਸ਼ਨ ਕੁਮਾਰ, ਆਈ.ਏ.ਐਸ.,
ਡਾਇਰੈਕਟਰ ਜਨਰਲ, ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
4. ਸਕੱਤਰ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
5. ਡਾਇਰੈਕਟਰ,
ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ. ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
6. ਡਾਇਰੈਕਟਰ ,
ਭਾਸ਼ਾ ਵਿਭਾਗ, ਸ਼ੇਰਾਂ ਵਾਲਾ ਗੇਟ, ਪਟਿਆਲਾ।
7. ਡਾਇਰੈਕਟਰ,
ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ,
289-91, ਸੈਕਟਰ-32-ਬੀ, ਚੰਡੀਗੜ੍ਹ।
8. ਸ਼੍ਰੀ ਪ੍ਰਦੀਪ ਕੁਮਾਰ, ਪ੍ਰਿੰਸੀਪਲ,
ਵਿਵੇਕਾਨੰਦ ਸ.ਸ.ਸ., 15-1, ਭਾਈ ਰਣਧੀਰ ਸਿੰਘ ਨਗਰ,
ਲੁਧਿਆਣਾ, ਪੰਜਾਬ।
9. ਸ਼੍ਰੀ ਨਛੱਤਰ ਸਿੰਘ ਜਹਾਂਗੀਰ ਪੁੱਤਰ ਸ਼੍ਰੀ ਸੁਹਾਣਾ ਸਿੰਘ,
ਓਸੀ ਪਿੰਡ ਜਹਾਂਗੀਰ, ਤਹਿ: ਪੂਰੀ, ਜਿਲ੍ਹਾ ਸੰਗਰੂਰ।
10. ਸ਼੍ਰੀਮਤੀ ਪਰਮਿੰਦਰ ਕੌਰ, ਪ੍ਰਿੰਸੀਪਲ,
ਆਦਰਸ਼ ਸੀਨੀ:ਸੈਕ: ਸਕੂਲ, ਭਾਗੂ (ਮੁਕਤਸਰ)।
11. ਸ਼੍ਰੀ ਜਰਨੈਲ ਸਿੰਘ ਸੰਧ,
(ਸਟੇਟ ਅਤੇ ਨੈਸ਼ਨਲ ਅਵਾਰਡੀ)
ਡਾਇਰੈਕਟਰ, ਦਸ਼ਮੇਸ਼ ਪਬਲਿਕ ਸਕੂਲ, ਮਲੋਟ, ਜਿਲ੍ਹਾ ਮੁਕਤਸਰ।

12. ਸ੍ਰੀ ਸੰਜੀਵ ਥਾਪਰ, ਪ੍ਰਿੰਸੀਪਲ,
ਪੀ.ਏ.ਯੂ. ਗੌਰਮਿੰਟ ਮਾਡਲ ਸਕੂਲ,
ਲੁਧਿਆਣਾ।
13. ਡਾ: ਪੀ.ਐਸ.ਬਾਵਾ,
ਜੀ.ਜੀ.ਐਸ.ਕਾਲਜ, ਸੰਘੇੜਾ(ਬਰਨਾਲਾ)।
14. ਸ੍ਰੀ ਗੁਰਪਿੰਦਰ ਸਿੰਘ ਸਮਰਾ, ਪ੍ਰਿੰਸੀਪਲ
ਲਾਇਲਪੁਰ ਖਾਲਸਾ ਕਾਲਜੀਏਟ, ਸੀ.ਸੈਕੰ: ਸਕੂਲ,ਜਲੰਧਰ।
15. ਸ੍ਰੀਮਤੀ ਬਲਵਿੰਦਰ ਕੌਰ, ਲੈਕਚਰਾਰ,
ਗੌਰਮਿੰਟ ਗਰਲਜ਼ ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ ਸਕੂਲ, ਸਨੌਰ (ਪਟਿਆਲਾ)।
16. ਸ੍ਰੀ ਰਜਿੰਦਰ ਕੁਮਾਰ ਸ਼ਰਮਾ, ਲੈਕਚਰਾਰ,
ਗੌਰਮਿੰਟ ਗਰਲਜ਼ ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ ਸਕੂਲ, ਸੁਨਾਮ (ਸੰਗਰੂਰ)।
17. ਡਾ: ਵਿਨੋਦ ਕੁਮਾਰ, ਲੈਕਚਰਾਰ,
ਗੌਰਮਿੰਟ ਸੀਨੀ: ਸੈਕੰ: ਸਕੂਲ,
ਹਾਜੀਪੁਰ ਤਹਿ: ਮੁਕੇਰੀਆਂ ਜ਼ਿਲ੍ਹਾ ਹੁਸ਼ਿਆਰਪੁਰ।
18. ਸ੍ਰੀਮਤੀ ਹਰਦੀਪ ਕੌਰ, ਸਾਇੰਸ ਟੀਚਰ,
ਗੌਰ.ਸੀ.ਸੈ.ਸਕੂਲ, ਭਗਵਾਨਪੁਰ ਜੱਟਾਂ(ਪਟਿਆਲਾ)।
19. ਸ੍ਰੀ ਸ਼ਾਮ ਸੁੰਦਰ ਦੱਤਾ, ਲੈਕਚਰਾਰ,
ਡਾਇਟ ਅੱਜੋਵਾਲ(ਹੁਸ਼ਿਆਰਪੁਰ)।

ਸਪੈਸ਼ਲ ਇਨਵਾਇਟੀ:

20. ਸ੍ਰੀ ਸੁਖਦੇਵ ਸਿੰਘ, ਪੰਜਾਬੀ ਅਧਿਆਪਕ,
ਸਰਕਾਰੀ ਮਿਡਲ ਸਕੂਲ, ਘਮਨੇਵਾਲ,(ਲੁਧਿਆਣਾ)।
21. ਸ੍ਰੀ ਬਲਰਾਜ ਸਿੰਘ ਸ਼ੇਰਗਿੱਲ, ਡਾਇਰੈਕਟਰ,
ਪੈਰਾਗਾਨ ਸੀਨੀ ਸੈਕ ਸਕੂਲ, ਸੈਕਟਰ-71, ਮੁਹਾਲੀ।
22. ਸ੍ਰੀਮਤੀ ਵਰਿੰਦਰਜੀਤ ਕੌਰ, ਲੈਕਚਰਾਰ,
ਸਰਕਾਰੀ ਮਾਡਲ ਸੀ.ਸੈਕੰ.ਸਕੂਲ, ਫੇਜ਼-3ਬੀ-1, ਮੋਹਾਲੀ।
23. ਸ੍ਰੀ ਆਰ.ਕੇ. ਖੁਰਾਣਾ, ਪ੍ਰਿੰਸੀਪਲ(ਰਿਟਾ.)
ਬੀ-5-118, ਵੇਟ ਗੰਜ, ਲੁਧਿਆਣਾ।

Manual –7

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

Name of the Public Authority, Ist Appellate Authority, Public Information Officer, Branch Head and Assistant Public Information Officers:

Punjab School Education Board

Sr.No.	Name of the Officer	Name of the Present Post Held by the Officer	Designated as (Name of the officer need not to be mentioned	Office Phone No.
1.	2.	3.	4.	5.
1.	Dr.Dalbir Singh Dhillon	Chairman	Public Authority	0172-3047101
2.	Dr. Ranjit Singh Bajwa	Vice-Chairman	Public Authority	0172-3047120
3.	-do-	Officiating Secretary	Ist Appellate Authority	0172-3047131
4	Sh. Karan Jagdish Kaur	Legal Advisor	PIO	0172-3047143
5.	Sh. Janak Raj Mehrok	Dy.Secretary(Estt)	Branch Head	0172-3047133
6.	Sh. Janak Singh Rajal	Asstt Secretary(Estt)	APIO	0172-3047134
7	S. Inderpal Singh	Dy.Secy(Admn)	Branch Head	0172-3047145
8.	Sh. Anil Sharma	Asstt Secretary(Admn)	APIO	0172-3047146
9.	Sh. Gurtej Singh	Subject Expert(Computer)	APIO	0172-3047170
10	S.GurinderPal Singh Bath	Executive Engineer	APIO	0172-3047190
11	Sh. Ram Nath Goyal	Incharge Affiliation	APIO	0172-3047180
12	Sh.Avinash Chand Puri	FDO	Branch Head	0172-3047200
13	Sh. Santosh Gupta	Dy.Secy(Accounts)	Branch Head	0172-3047203
14	Sh. S.K. Seth	Asstt Secretary(Accounts)	APIO	0172-3047204
15	Sh. Vinod Bhanot	Asstt Secretary(Accounts)	APIO	0172-3047205
16	Sh. Gurmail Singh	Dy.Secy(Middle)	Branch Head	0172-3047350
17	Smt. Promila Bhanot	Asstt Secretary(Middle)	APIO	0172-3047353
18	Sh. K.K.Handa	Asstt Secretary(Middle)	APIO	0172-3047354
19	Smt. Amarjit Kaur	Asstt Secretary(Middle)	APIO	0172-3047355
20	Smt. Pavittarpal Kaur	Director(AP)	APIO	0172-3047371
21	Sh. Jagnandan Singh Brar	Dy Director	APIO	0172-3047373
22.	Smt. Inderjit Kaur	Dy Director	APIO	0172-3047374
23.	Sh. Gurjant Singh	Dy.Secy(Books)	APIO	0172-3047410
24	Sh. Subhash Chand	Incharge Publication	APIO	0172-3047400
25	Sh. G.S. Syal	Dy.Director(Publication)	APIO	0172-3047401
26	---	Dy.Secy(Exam-I)	Branch Head	0172-3047270
27.	---	Asstt. Secy(Exam-I)	APIO	0172-3047271
28	Sh. M.P. Singh Aulakh	Dy.Secy(Exam-II)	Branch Head	0172-3047300
29.	Smt. Paramjit K. Bajwa	Asstt. Secy(Exam-II)	APIO	0172-3047298
30	Sh. Satish Kumar	Dy.Secy(Exam-III)	Branch Head	0172-3047303
31	H.S. Dhollwal	Asstt. Secy(Exam-III)	APIO	0172-3017304
32	-----	Asstt.Secy(Secrecy)	APIO	0172-3047336
33	-----	Dy.Secy(Conduct)	APIO	0172-3047320
34	Sh. Om Parkash	Asstt. Secy(Conduct)	APIO	0172-3047322
35	Sh.Mukesh Diwan	Dy.Secy(UMC & Cert)	APIO	0172-3047240
36	-----	Asstt. Secy(Cert.)	APIO	0172-3047246

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Procedure followed in Decision Making Process

Decision making is done by Punjab School Education Board under the 1969 Act and regulations made thereunder.

Name of the Officer 2.	Name of the Present Post Held by the Officer 3.	Office Phone No. 5.
Dr.Dalbir Singh Dhillon	Chairman	0172-3047101
Dr. Ranjit Singh Bajwa	Vice-Chairman	0172-3047120
-do-	Officiating Secretary	0172-3047131
Sh. Karan Jagdish Kaur	Legal Advisor	0172-3047143
Sh. Varinder Kumar	Joint Secretary	
Sh. Janak Raj Mehrook	Dy.Secretary(Estt)	0172-3047133
Sh. Janak Singh Rajal	Asstt Secretary(Estt)	0172-3047134
S. Inderpal Singh	Dy.Secy(Admn)	0172-3047145
Sh. Anil Sharma	Asstt Secretary(Admn)	0172-3047146
Sh. Gurtej Singh	Subject Expert(Computer)	0172-3047170
S.GurinderPal Singh Bath	Executive Engineer	0172-3047190
Sh. Ram Nath Goyal	Incharge Affiliation	0172-3047180
Sh.Avinash Chand Puri	FDO	0172-3047200
Sh. Santosh Gupta	Dy.Secy(Accounts)	0172-3047203
Sh. S.K. Seth	Asstt Secretary(Accounts)	0172-3047204
Sh. Vinod Bhanot	Asstt Secretary(Accounts)	0172-3047205
Sh. Gurmail Singh	Dy.Secy(Middle)	0172-3047350
Smt. Promila Bhanot	Asstt Secretary(Middle)	0172-3047353
Sh. K.K.Handa	Asstt Secretary(Middle)	0172-3047354
Smt. Amarjit Kaur	Asstt Secretary(Middle)	0172-3047355
Smt. Pavittarpal Kaur	Director(AP)	0172-3047371
Sh. Jagnandan Singh Brar	Dy Director	0172-3047373
Smt. Inderjit Kaur	Dy Director	0172-3047374
Sh. Gurjant Singh	Dy.Secy(Books)	0172-3047410
Sh. Subhash Chand	Incharge Publication	0172-3047400
Smt. Sudarshan Verma	Dy.Secy(Exam)	0172-3047270
Sh. M.P. Singh Aulakh	Dy.Secy(Exam)	0172-3047300
Sh. Satish Kumar	Dy.Secy(Exam-)	0172-3047303
Sh. Om Parkash	Asstt. Secy(Conduct)	0172-3047322
Sh.Mukesh Diwan	Dy.Secy(UMC & Cert)	0172-3047240

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Directory of Officers and Employees

The names of officers working in the Board are stated in the list appended to this manual.

The complete list of employees of the Board is enumerated in the seniority list.

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

The monthly remuneration of the Officers/Employees of the Department is paid as per the Punjab School Education Board service regulations, Pension regulations and Gratuity regulations.

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The Budget Allocated for the financial-2009-10 to each Agency is as under:-

Sr. No.	Particulars	Amount (in Lakhs)
1.	General Administration	1620.54
2.	Conduct of Examination	4782.94
3.	Computerisation	289.19
4.	Quality Education & Field Programme	77.49
5.	Adarsh Schools	546.46
6.	Affiliation	61.43
7.	Open Schools	257.60
8.	Health Centre	124.75
9.	Academic Planning & Library	357.48
10.	Magazines	58.57
11.	Production Department	3669.67
12.	Text Book Sale Depots and Branch	962.45
13.	Maintenance	1443.17
14.	Advances	734.00

(Figures are as per Budget approved for the financial year 2009-10)

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Subsidy Programmes

1. Scholarships are provided to class VIII, X, +2 as under:-

Sr. No.	Class	Rate of Scholarship Amount in Rs.	Duration
1.	VIII	At the rate of Rs.100/- per month	For two Years
2.	X	At the rate of Rs.150/- per month	For two Years
3.	+2	At the rate of Rs.200/- per month	For one year

Note:- Scholarship is granted to one student per thousand students.

2. Free Text Books are distributed to the wards of Class-IV employees who are studying in the schools.
3. Free dresses are provided to Class-IV & Security Guards.
4. School text books are supplied to Social Welfare Department and State Sarv Sikhiya Abhiyan Authority on special discount.
5. Non scholastic competitions and welfare schemes for students of Primary/Middle/Matriculation/Senior Secondary classes are conducted under the Quality Education & Field Programme.

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Budget provision for the year 2009-10

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

Sr. No.	Particulars	Amount (in Lakhs)
1.	Education Welfare Schemes for teachers (Workshops, Conferences, Functions, Exhibitions)	2.50
2.	Medals/Prizes to the meritorious students	2.50
3.	Help for physically Handicapped students	2.00
4.	Guidance & Motivation Camps for Students	0.50

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Norms set by it for the discharge of its functions

For the discharge of its functions, the Board has framed regulations under the relevant clauses of the Punjab School Education Board Act, 1969 which are available in calendar Vol. I & II. Apart from this, executive orders/instructions are issued by the Board to its officers & employees from time to time for the discharge of functions.

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Information available in an electronic form

Information in electronic form is available on website which is

<http://www.pseb.ac.in>

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Particular of the facilities available to citizens for obtaining information

- Office Library
- Notice Board
- System of issuing of copies of documents
- Printed Regulations available in calendar Vol. I & II from Text Book Depot, Mohali.

Website of the Punjab School Education Board is

<http://www.pseb.ac.in>

- Public Enquiry Office

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Other Useful Information

1. Board is publishing following magazines for the welfare of children.

Pankharian (ਪੰਖੜੀਆਂ)

Primary Sikhia (ਪ੍ਰਾਇਮਰੀ ਸਿੱਖਿਆ)

2. Board is also running 9 Adarsh Schools in the state of Punjab to provide quality education to rural students.

Sr. No.	Name of the Adarsh School	District
1.	Adarsh Sr.Sec.School, Sherewali-Bhangewala	Muktsar
2.	Adarsh Sr.Sec.School, Bhagu	Muktsar
3.	Adarsh Sr.Sec.School, Nandgarh	Bathinda
4.	Adarsh Sr.Sec.School, Khatkar Kalan	Nawanshahar
5.	Adarsh Sr.Sec.School, Dhardeo Buttar	Amritsar
6.	Adarsh Sr.Sec.School,Shahizada Sant Singh	Ferozepur
7.	Adarsh Sr.Sec.School, Kot Bhai	Muktsar
8.	Adarsh Sr.Sec.School, Khamba	Moga
9.	Adarsh Sr.Sec.School, Jawahar Singh Wala	Moga
*10	Adarsh Sr.Sec.School Kot Dhandal	Gurdaspur

3. About 21 text book sales depots are there in the whole state for the supply of school text books.

* A new Adarsh School is being set up by the Board.