

## **Administration Wing**

The Mission is led by a full time State Project Director. To assist the State Project Director and to strengthen the UEEM (HQ) a Administrative wing has been setup to look after the Admin & Care Taking work of the Mission. This wing is consisting with the following:-

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| 1. OSD-SSA                              | Sh. S.D Sharma  |
| 2. Office Supdt. (CT)                   | Sh. Pawan Tokas   |
| 3. Office Supdt. (Admn)                 | Sh. R.C Verma   |
| 4. PA to SPD                            | Ms. Toshi Bhatia  |
| 5. Head Clerk                           | Ms. Veena Mittal  |
| 6. Head Clerk                           | Ms. Sunita  |
| 7. UDC                                  | Sh. J.N Meena   |
| 8. Care Taker/Store In-Charge           | Sh. Himmat Singh  |
| 9. Programme Assistant,                 | Sh. Rakesh Kumar  |
| 10. Centralized Diary & Dispatcher Cell | Sh. C.S Rawat & Sandeep Sharma  |
| 11. Data Entry Operators                | Mr. Dinesh Kumar , Ms. Dimple, Ms. Sonia Sharma,<br>Ms. Preeti Sharma, Ms. Barkha, Ms. Neha                                 |
| 12. Office Attendants                   | Sh. Devi Dass, Sh. Arun Kumar, Sh. Dinesh Chandra<br>Mrs. Meena Joshi, Sh. Chandan Kumar,<br>Mrs. Sunita Devi, Sh. Kanhiya. |

The staff deputed from the State Govt. and appointed on contract basis. At State Level a number of retired official of DOE MCD have been engaged on contract basis in various capacities. The regular staff of DOE is also working in diverted capacity. The roles and responsibilities of each have been clearly defined. All kind of computation work and UEEM HQ DEO have been engaged on contract basis including Class IV employees.

DDEs/ DPOs of the districts are assisted by BURCCs, CRCCs and officers of MCD in all revenue of district in addition one assistant officer, one Account cum supporting staff, one Data entry operator and one class IV employee have also been deployed in BURCC office. Programmers and Assistant programmers are also working in each district for the time being they are sitting at one place in MIS lab and working in each district.

## **Finance /Account wing**

This wing has headed by Finance Controller of Accounts.

1. Finance Controller Sh. Rakesh Kumar

The following are deputed to assist him:

1. Addl. Finance Controller Sh. M.L Bansal  
2. Assistant Accounts officer Ms. Manju  
3. Sr. Auditors Sh. D.R. Munjal & Sh. D.C Batra  
4. Assistant Account Sh. Lalit Mohan Sharma  
5. Steno/DEO Sh. Vinod Kumar

Finance controller is a regular employee for Directorate of Education is working in diverted capacity and other employees are engaged on contract basis from the retired qualified and experienced persons. This wing is looking after all the finance related matters of this mission. This wing is also managing distribution of funds to the district offices from the funds received from MHRD and State. This wing is also releasing the payments after deep scrutiny for engagement of experts, office expenses like stationary, telephone, Fax, Photo copier consumable, postage, vehicle hiring, cost of persons engaged on contract basis, recurring contingent and other misc. procurement of equipments, furniture and other allied items and to preparer annual accounts comprising the receipt and payment of accounts and the statement of liabilities. This wing is also managed annually audit by chartered accounts and audit of MHRD and Stat by producing the concerned voucher and other documents.

The following Data Entry Operators have provided District/DPO and DURCC offices:-

<b>Staff working in District and BURCC office</b>			
<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Place of Posting</b>	<b>On Contract</b>
1.	Sunil	MIS Lab	Contract
2.	Ravinder	BURCC office (North West )	Contract
3.	Rafat Khan	BURCC office (Central)	Contract
4.	Rekha	BURCC office (East)	Contract
5.	Pooja	BURCC office (North East)	Contract
6.	Pratibha Rani	BURCC office (New Delhi)	Contract
7.	Babul Kumari	BURCC office (West)	Contract
8.	Sunil	BURCC (South West )	Contract
9.	Lalit kumar	BURCC office (North)	Contract

10.	Anoop Sinha	BURCC (South)	Contract
11.	Hemlata	DDE/DPO (West A)	Contract
12.	Geeta	DDE/DPO (West B)	Contract
13.	Yashpal Singh	DDE/DPO (North East)	Contract
14.	Madan Kumar	DDE/DPO (North)	Contract
15.	Vacant	DDE/DPO (South West A)	Contract
16.	Radha	DDE/DPO (Central/New Delhi)	Contract
17.	Sushil Dhawan	DDE/DPO (South)	Contract
18.	Mohit Sharma	DDE/DPO (East)	Contract
19.	Hargovind	DDE/DPO (North West B)	Contract
20.	Meena Kaira	South West-B	Contract
21.	Neelu Kishnani	DDE IEDSS	Contract

<b>Class IV at BURCC office</b>			
<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Place of Posting</b>	<b>Contract</b>
1.	Sh. Jitendra Kumar	BURCC office (North West )	Contract
2.	Sh. Sanjay Kumar	BURCC office (Central)	Contract
3.	Smt. Geeta Devi	BURCC office (East)	Contract
4.	Smt. Alma Xalxo	BURCC office (North East)	Contract
5.	Sh. Sanjay Kumar	BURCC office (New Delhi)	Contract
6.	Smt. Seema	BURCC office (West)	Contract
7.	Vacant	BURCC (South West )	Contract
8.	Sh. Jitendra Singh	BURCC office (North)	Contract
9.	Sh. Dirender Kumar	BURCC (South)	Contract