

Help Desk for State Board of Technical Education Hayana, Bays No. 7-12, Sector-4, Panchkula

Sr. No.	Name of Desk Officer	Related Work	Official Attached	Officer Incharge Name & Address	Overall Incharge
1.	Sh. P.K. Malhotra Deputy Secretary M-09417125656	<ul style="list-style-type: none"> ➤ Placement Portal ➤ Job Melas ➤ Learning Materials ➤ Skill Development & Job Oriented short term Courses 	Sh. Satya Pal Kherpa, Asstt.	Sh. Rajesh Aggarwal, Joint Secretary 0172-5036064 M-09471853594	Additional Secretary, Er. D.K. Gupta 0172-5060924 M-09815395553
2.	Sh. Suresh Pawar, Asstt. Secretary M-09416397977	<ul style="list-style-type: none"> ➤ Work related to public liasoning diary/Dispatch/stock/issue 			
3.	Smt. Madhu Mann, Asstt. Secretary M-09416322977, 09216068700	<ul style="list-style-type: none"> ➤ Work related to Staff Development /faculty development and curriculum revision 			
4.	Smt. Urmila Rani, Asstt. Secretary M-09217233274	<ul style="list-style-type: none"> ➤ Affiliation of all Govt./Aided/Self Financing Institution Certification and grading of Institutes, equilancy 			

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1.	Sh. Kuldeep Singh, Programmer M-09988321973	➤ Computerization work & all logistics related to computer, Email, hosting all rules, circulars etc. on board websites and sending to all concerns. All previous Software related to Exam. Liasoning with NIC & NICSL.	Smt. Asha Rani, Asstt, Sh. Madan Lal Asstt., Sh. Dirender, Care Taker	Sh. P.K. Soni, Controller of Administration & Finance 0172-5040363 M- 09781075322, 09416429329	Additional Secretary, Er. D.K. Gupta 0172-5060924 M-09815395553
2.	Smt.Eesha Mehta, Deputy Secretary M-09855754678	➤ Purchase Cash Book, Remuneration Bills, TA/DA Budget, Delegation of all financial powers, transfer for all circular, APIO RTI			
3.	Sh. Darshan Singh, Asstt. Secretary M-06463206078	➤ Migration, NOC/Vehicles Buildings, other misc. & Incidental Work and any other work assigned by Additional Secretary/Secretary			
4.	Smt. Suman Deep, Asstt. Secretary M-09876722664	➤ Formation of rules and by laws related to SBTE, modernization Board meetings.			

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1.	Sh. Kulwant Singh Kharb, Asstt. Secretary M-09416561616 0172-2566414	➤ Preparation and issue of Diploma/DMCs, Procurement and effective use of Machinery and equipments and other resources	Ms. Jaswinder Kaur, Asstt, Sh. Harinder Pal, ACP	Sh. J.S. Arya, Controller of Exam 0172-5040926 M-09216519426, 09896019426	Additional Secretary, Er. D.K. Gupta 0172-5060924 M-09815395553
2.	Smt. Neelam Punia, Asstt. Secretary M-09417869059	➤ Grading System and method of evaluation of Polytechnics			
3.	Sh. Raman Vashisht, Asstt. Secretary M-09466171732, 09417049524	➤ Work Rlated to all Table Marking			
4.	Sh. Harish Gupta, Asstt. Secretary M-09463124526	➤ UMC,PCA form and other misc. work assigned by COE, Additional Secretary/Secretary			

**Additional Secretary,
for Secretary, State Board of Technical Education,
Haryana, Panchkula.**