

No.F.3-1/2022-EE.1
Government of India
Ministry of Education
Department of School Education & Literacy

Shastri Bhawan, New Delhi
Dated the 3rd February, 2026

ORDER

In supersession of the earlier orders, the undersigned is directed to enclose the work allocation at Bureau Head level in the Department of School Education & Literacy.

2. This has the approval of Secretary, Department of School Education & Literacy.



(Prashanta Kumar Behera)
Under Secretary (Coord)

To

1. All Bureau Heads of DoSE&L
2. All Divisional Heads (Directors/ DSs) of DoSE&L
3. All Branch Heads (USs) of DoSE&L
4. SOs of various sections in the DoSE&L
5. Dir(Fin), IFD, DoSE&L
6. US (E.I/II/III/IV)/ US (S&S)/ US (Vig.)
7. US (CDN/ Parliament), MoE
8. AFA, IFD, DoSE&L
9. US (ICC), MoE
10. SO (IFC/RTI)
11. Sr. Technical Director, NIC, MoE – with the request to update the website of MoE accordingly.
12. CMIS Unit, MoE – for uploading on the e-office portal of the Ministry.

Copy To:

1. PS to Hon'ble SM
2. PS to Hon'ble MoS(JC)/ MoS(SM)
3. PPS to Secretary (SE&L)
4. PS to JS&FA

Work allocation at Bureau Head level in
Department of School Education & Literacy

S. No.	Name of the Officer/ Bureau	Work Allocated
1.	Shri Dheeraj Sahu, IAS (UP:96) Additional Secretary (SS-II Bureau)	1. Samagra Shiksha: Policy, Budget, Planning & infrastructure, including Annual PAB Calendar 2. PMS or PRABANDH system 3. Implementation of NEP(SARTHAQ) & RTE Act 4. Implementation of Atal Tinkering Labs (ATL) 5. PM SHRI & Model Schools 6. PM e-Vidya, NDEAR, VSK & all digital education initiatives of DoSEL, including ICT, Smart classrooms 7. Matters related to TSG of Samagra Shiksha 8. Matters related to implementation of Samagra Shiksha in States of UP, Goa, Kerala, Punjab, Maharashtra, MP, Haryana, HP, Gujarat & Rajasthan, including PAB meetings. 9. Nodal officer for residual work not allotted to anyone relating to the Ministries / Departments of L&J, Drinking Water & Sanitation, Coal, Power, New & Renewable Energy, Panchayati Raj, Telecom and Rural Development.
2.	Ms. Archana Sharma Awasthi, IRS (IT:94) Additional Secretary (SS-I & AE Bureau)	1. Education for all and Literacy, ULLAS(NILP), Directorate of Adult Education(DAE) 2. NCF for AE 3. NIPUN Bharat Mission, FLN, ECCE 4. Gender & Equity 5. KGBV and other residential schools, NSCBV, DA JGUA, PM JANMAN 6. Components of Samagra Shiksha, including – Promotion of Sports/Games/Play, Fit India campaign/Yoga in Schools, Promotion of Reading / Libraries, Community mobilization, including SMC/SMDC, Rashtriya Avishkar Abhiyan, Appointment of Language Teachers (ALT) Scheme 7. Prerana programme 8. Matters relating to COVID-19 9. G20 EdWG related issues 10. National Digital Library 11. Matters related to implementation of Samagra Shiksha in States of West Bengal, Odisha & Chhattisgarh, including PAB meetings 12. Nodal officer for residual work not allotted to anyone relating to the Ministries / Departments of Tribal Affairs, Youth Affairs and Sports, Science & Technology, Minority Affairs & WCD.

3.	Sh. Asheesh Joshi, IAS (UD:2006) Joint Secretary (PMPY Bureau)	1. PM POSHAN for all States and UTs 2. Health and Nutrition component of Samagra Shiksha 3. NTSE 4. DHRUV: Gifted/ Talented children 5. Work related to DOSEL's DBT interventions 6. World Bank Projects/STARS, UNICEF & External Aided Projects 7. Access, including universalisation,, out-of-school children 8. Matters related to implementation of Samagra Shiksha in Manipur, Meghalaya, Mizoram, Tripura, Nagaland, Assam, Arunachal Pradesh & Sikkim, including PAB meeting 9. Nodal officer for residual work not allotted to anyone relating to Ministry/ Department of F & PD, Food Processing Industries, H&FW, AYUSH, MeITY, DPIIT, Defence, DAE, MSME, Railways, Civil Aviation, Corporate Affairs, Culture, Tourism and DoNER
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4.	Dr. Amarpreet Duggal, IPoS:99 Joint Secretary (Coord & Media Bureau)	1. Coordination & Parliamentary work of Dept. of School Education & Literacy including, e-office, National Component, all reviews by PM, SGoS, e-Samiksha, LIMBS, CPGRAMS portals. 2. Media 3. Eco Clubs for Mission LiFE 4. National Bal Bhawan (NBB) 5. Administration & International Cooperation relating to D/o SE&L. 6. Matters relating to Ease of Doing Business and reducing the burden of compliance 7. Annual Report of DoSEL 8. Matters pertaining to Mental Health & MoE's interventions 9. All School Boards, matters relating to Private schools, including Lawrence School, Sanawar and Lovedale Ooty 10. PARAKH; NAS; SAS (All School Boards) 11. Matters related to implementation of Samagra Shiksha in States/ UTs of Uttarakhand, Bihar, Jharkhand, Tamil Nadu, Karnataka, AP & Telangana including PAB meetings 12. Nodal officer for residual work not allotted to anyone relating to the Ministries / Departments of Parliamentary Affairs, DoPT, DARPG, External Affairs, Information & Broadcasting, Capacity Building Commission, Environment, Forest and Climate Change, MyGov.
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5.	Ms. Prachi Pandey, IA&AS:2001 Joint Secretary (Instt & Trg Bureau)	<ol style="list-style-type: none"> 1. NCERT, KVS, NVS, CBSE, NIOS, NCTE 2. NCF for FS, SE, TE, AE 3. Vice-Chairperson KVS 4. All aspects of Skill Education 5. All aspects of teacher education, teacher recruitment and training of untrained teachers, DIETs/SCERTs/CRC/BRC 6. National Foundation for Teacher Welfare (NFTW) 7. National Award to Teachers (NAT) 8. Swachh Vidyalaya Puraskar, Swachh Vidyalaya Component 9. Pariksha Pe Charcha 10. Nodal officer for residual work not allotted to anyone relating to the Ministries/ Depts of Higher Education, MSDE, Consumer Affairs, Labour and Employment, Road Transport and Highways, Steel, Textiles, Chemical & Fertilizers, Earth Sciences, Animal Husbandry, Dairying and Fisheries, Mines, Petroleum & Natural Gas.
6.	Ms. A. Srija, IES:96 Economic Advisor	<ol style="list-style-type: none"> 1. Budget Analysis and Announcements 2. Economic Analysis 3. National Means-cum-Merit Scholarship Scheme 4. Interventions for CWSN, Inclusion report 5. NIC & Portals in the Department including Vidyanjali, SHAGUN, Vidya Amrit, etc 6. Ek Bharat Shrestha Bharat, including Preparation of India report on EBSB, Preparation of annual – India School Education convergence report by studying Ministries/ Departments schemes & Suggesting Convergence 7. Aspirational Districts & Blocks 8. Matters related to implementation of Samagra Shiksha in UTs of J&K, Ladakh , Chandigarh, Delhi, Puducherry, DNH&DD, Lakshadweep, A&N Islands , including PAB meetings, UT Administration Coordination 9. Nodal officer for residual work not allotted to anyone relating to the Ministries / Departments of MHA, Economic Affairs, NITI Aayog, UIDAI, Agriculture & Farmers Welfare, Finance Commission, Cooperation, Heavy Industries & Public Enterprises, Housing & Urban Affairs, SJ & E

7.	Dr. Pankaj KP Shreyaskar, ISS:2000 DDG (Stats)	<ol style="list-style-type: none"> 1. Global Index, Analysis of reports concerning to School Education 2. UDISE+, UDISE 3. Performance Grading Index 4. Student registry 5. Monitoring of OOMF 6. Publications “Examination Results”, “Educational Statistics at a Glance”, “Selected Information on School Education”, Index of Service (Education), Production, Population Projection 7. Sustainable Development Goals(SDGs) 8. Nodal officer for residual work not allotted to anyone relating to the Ministries / Departments of Statistics and Programme Implementation, Commerce & Coordination with other Ministries for education related indices. 9. Supply of data to UNESCO Institute of Statistics (UIS) and other International Agencies