

**Ministry of Education**  
**Department of Higher Education**  
**Administration**

The Ministry of Education is under the overall charge of the Education Minister who is assisted by a Minister of State. There are two Departments in the Ministry of Education namely the Department of School Education & Literacy and the Department of Higher Education.

2. Each Department is headed by a Secretary to the Government of India. The Secretary, Department of School Education and Literacy is assisted by 5 Joint Secretaries & 1 Economic Adviser & 1 Deputy Director General (Statistics). Similarly, The Secretary, Department of Higher Education is assisted by 2 Additional Secretaries, 4 Joint Secretaries, 1 Economic Adviser & 1 Additional Director General (Statistics). In addition, there is 1 Joint Secretary & Financial Adviser who is common to both the Departments.

3. The Departments are organized into Bureau, Divisions, Branches, Desks, Sections and Units. Each Bureau is under the overall charge of an officer of Additional Secretary/ Joint Secretary assisted by Divisional Heads at the level of Director/ Deputy Secretary/ Deputy Educational Adviser.

4. The organizational set-up of the Department of School Education and Literacy and Department of Higher Education is appended at Annexure-I and Annexure-II respectively.

5. Establishment and service matters in respect of the Officers/ Staff deployed at Secretariat proper of both the Departments are handled in Administration Bureau of the Department of Higher Education. The activities in the year 2020 included:

- a) Establishment matters of officers appointed under Central Staffing Scheme and officers of the Central Secretariat Service, Central Secretariat Stenographers Service and ex-cadre posts i.e. Advisory Cadre, Statistical Cadre etc. for both the Departments.
- b) Sending of Immovable property returns for calendar year 2020 (as on 01.01.2021) to concerned cadre controlling authorities.
- c) Verification of service books of employees of this Ministry retiring in coming months are under process in consultation with Pay & Accounts Office.
- d) Under the aegis of National e-governance Plan and Mission Mode Projects, this Ministry has started working on e-Office [File Tracking System, e-Leave, e-Tour],

Legal/ Court Cases Monitoring System and Employee Payment System through Comp DDO. Besides, an On-line system called “SPARROW” (Smart Performance Appraisal Report Recording Online Window) has been made operational for all IAS/ IFoS Officers, and of ASO/ PS and above level officers of CSS/CSSS, in this Ministry successfully. The APAR matters in respect of these Officers are being processed through this portal only. Also, an On-line system called “BHAVISHYA” is being used for Pension sanction and Payment Tracking System. The process of digitization of service records of all employees is being done on war footing to complete the e-HRMS project.

- e) Updating of database of Annual Performance Appraisal Reports [APARs] on their receipt in the Branch. In all the cases, Annual Performance Appraisal Reports received in the Branch were disclosed to officers concerned before these were forwarded to the concerned cadre controlling authorities for retention.

## Training Cell

The E.IV Section (erstwhile Training Cell) under Establishment Branch process the training needs of the officers/staff members of both the Departments i.e. Department of School Education and Literacy and the Department of Higher Education of the Ministry. The matter is liaised with Institutions like Indian Institute of Public Administration (IIPA), National Informatics Centre (NIC), Institute of Secretarial Training and Management (ISTM), New Delhi, National Institute of Financial Management (NIFM), Faridabad and National Productivity Council etc. for imparting training to the staff/officers of the two Departments in the areas of Management, Public Administration, Vigilance, Cash and Accounts, Personnel etc. based on request received through different quarters.

2. Training Cell also sends nominations of eligible and suitable officers in response to circulars issued by the Department of Personnel & Training, Department of Economic Affairs, etc. for short term and long term training courses abroad under the Domestic Funding of Foreign Training, the Colombo Plan, the Bilateral Technical Assistance Programmes etc.

3. During the year 2019-20 (01.04.2019 to 31.12.2019), Officers/Officials of different grade attended the various training/nomination forwarded, which is briefed in tabular form as below:

Sl.No.	Nomenclature of training and trainee	Training Institute	No of officers /officials sent/ Nominated
1.	Short term training under Domestic Funding of Foreign Training Scheme of DoP&T/Group 'A' Officer.	Duke University, USA, The University of Chicago, Chicago, USA, Stanford University, USA & JFK School, Harvard University, USA	5
2.	Customized Training Programme under DFFT Scheme of DoP&T/Group 'A' Officer in leadership and strategic thinking.	Cambridge University, USA.	1
3.	Post Graduate Diploma in Management (Financial Management) 2019-2021.	NIFM, Faridabad.	1
4.	Training Programme for retiring officers	ISTM, New Delhi	5
5.	Joint International Training Programme on Public Policy Management in Parliamentary Democracy at New Delhi and ULondon (U.K.)	Parliamentary & Administrative Research Institute (PARI), New Delhi	1

<b>Sl.No.</b>	<b>Nomenclature of training and trainee</b>	<b>Training Institute</b>	<b>No of officers /officials sent/ Nominated</b>
6.	Different Level Training Programmes (A, B, D, E, Level I, II, Level III, Level IVetc.) conducted by DoP&T	ISTM, New Delhi	78
7.	Orientation Programmes on different aspects for various level Officers, viz. 3 Days orientation programme for Directors/DS level joining CSS for first time, orientation programme on Pensions matter, etc.	ISTM, New Delhi.	1
8.	In Service Training Programme on “Value of the Public Goods”.	Goldman School of Public Policy, University of California, Barkley, USA	1
9.	1 Week In-Service Training Programme for AIS Officers, Officers working under CSS/CSSS.	NaniPalkhiwala Arbitration Centre, Chennai	1
10.	Training Programme Public Procurement, Gem and GFRs and Training/workshop on Reservation in Services for SC/ST/OBS	NIFM, Faridabad and ISTM, New Delhi and	7
11.	On job training final Phase of Probationary Training Programme for ISS Probationary Officer	NSSTA, Greater Noida, Uttar Pradesh	1
12.	Training Programme on “Advance Course Secretariat Effectiveness”: Capacity Building Programme and “ Good Governance & Transparency	National Productivity Council under Ministry of Commerce& Industry at Jaisalmer, Rajasthan and Goa.	4
13.	Computer Training Course for Visually Impaired persons	National Blind Association, Sector-V, R.K. Puram, New Delhi-22.	1.
14.	RT Development Programme on design of Training (DOT) and Training of Trainer on “ Training Need Analysis” (TNA)	ISTM, New Delhi and Pt. Deendayal Upadhyay National Academy of Social Security, New Delhi.	2
15.	Customized “Anti-Corruption workshop on International Perspective on Punitive, Preventive and Participative Vigilance..	MDI Gurgaon	1