

Ministry of Education
Department of Higher Education
Administration

The Ministry of Education is under the overall charge of the Education Minister, assisted by 3 Ministers of State at present. 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 1 Additional Secretary, 4 Joint Secretaries, 1 Economic Adviser and 1 Deputy Director General (Statistics). Similarly, The Secretary, Department of Higher Education is assisted by 1 Additional Secretary, 5 Joint Secretaries, 1 Economic Adviser, 1 Adviser (Cost) & 1 Deputy Director General (Statistics). In addition, there is 1 Joint Secretary & Financial Adviser, common for 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.
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 2023 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) Immovable property returns for calendar year 2023 (as on 01.01.2024).
 - c) Verification of service books of employees of this Ministry retiring in coming months are under process in consultation with Pay & Accounts Office.
 - d) Ministry has started working on e-Office, Legal/ Court Cases Monitoring System and processing of payment through PFMS. Besides, an On-line system called "SPARROW" (Smart Performance Appraisal Report Recording Online Window) has been made fully operational for officers/ officials of AIS/ other services as well as for officers of CSS/CSSS/CSCS Cadres 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. Most of the modules of E-HRMS-2.0 have been successfully implemented and matters processed accordingly. 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 Core Secretariat both the Departments i.e. Department of School Education and Literacy and the Department of Higher Education of the Ministry. The matter for training is liaised with Institutions like Institute of Secretariate Training and Management, Indian Institute of Public Administration (IIPA), National Informatics Centre (NIC), National Institute of Financial Management (NIFM), Faridabad and National Productivity Council etc. for nominating/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, etc.

3. During the year 2023-24 (01.04.2023 to 31.01.2024), Officers/Officials of different grade were nominated/nomination forwarded for attending the various training which is briefed in tabular form as below:

Sl.No.	Nomenclature of training and trainee	Training Institute/Sponsor	No of officers /officials sent/ Nominated
1.	Different Level Training Programmes (A, B, D, E, Level I, II, Level III, Level IV etc.) conducted by DoP&T	ISTM, New Delhi (Mostly on online mode)	94
2.	Foundation Training Programme for ASO's (DR)/Steno Grade 'D'	ISTM, New Delhi, etc.	41
3.	Diploma in Financial Management	AJNIFM, Faridabad	1
4.	One Week In Service Training Programme	DoP&T	6
5.	Refresher Course for officers joining under Lateral Entry	ISTM, New Delhi	2
6.	Mid Carrier Training Programme for various Cadres	Cadre Controlling Authority	3
7.	Miscellaneous Training	ISTM, etc.	14
Total			161

4. Besides above, this Section also came out with policy of on-the Job Training Programme for ASO's of 2020 to 2022 Batch. Field visits to various Establishments like UGC, AICTE, Central Hindi Directorate, etc. were co-ordinated and successfully organized for 40 ASO's in different batches.