



Directorate School Education

शिक्षा, संस्कृति एवं विकास
Education, Culture and DevelopmentEDUCATION DEPARTMENT
शिक्षा विभाग, हरियाणातमसो मा ज्योतिर्गमय
From Darkness lead me to Light

विद्यालय शिक्षानिदेशालय

IMPORTANT/ PERSONAL ATTENTION

From

The Director
Secondary Education, Haryana
Shiksha Sadan., Sector-5, Panchkula

To

The Principals 240 Schools

Memo No: 10/14 – 2014 (NSQF)**Dated: 10.12.14**

Subject: Submission of Weekly Reports, Monthly Expenditure Reports, other Administrative, Financial, Technical and HR Related Matters by School Heads and VTPs.

Dear all

It has been observed that VTPs and School Heads send/ mail Weekly Reports to various quarters. With a view to streamline the procedure, effective monitoring it has been decided that all Weekly Technical Reports be sent by VTPs and School Heads to the District Coordinators/ Industry Coordinators as per details given below:

Name of Skill	Name of the District Coordinator/ Industry Coordinator with e-mail Id to whom the Weekly Report is to be mailed by the School Heads and VTPs
IT/ ITeS	Mr. Mahender Singh Verma mahender.nsqf@gmail.com
Retail	Ms Shikha Sehgal shikhasehgal.nsqf@gmail.com
Automobile	Mr R P Verma rpverma931@gmail.com
Security	Mr Maninder Gill gillmaninder777@gmail.com
Beauty & Wellness	Ms Reena Srivastava reenasrivastava001@gmail.com
Physical Education & Sports	Ms Kanchan Gupta kangupta@gmail.com
Patient Care Assistant	Ms Usha Sharma ushasharma_chd@yahoo.com

Similarly monthly expenditure statements, all other financial matters may please be mailed in the following manner:-

1. Monthly Expenditure Statements of schools in which Applied Learning Skills were introduced in 2012-13 to be forwarded on mail Id actt.nsqf2012@gmail.com
2. Monthly Expenditure Statements of schools in which Applied Learning Skills were introduced in 2013-14 to be forwarded on mail Id actt.nsqf2013@gmail.com
3. Monthly Expenditure Statements of schools in which Applied Learning Skills were introduced in 2014-15 to be forwarded on mail Id actt.nsqf2014@gmail.com
4. All administrative and management matters be mailed to Sh Ajay Mohan Goel, Program Manager (HR) on mail Id nsqf.hr.hry@gmail.com

5. All technical matters be mailed to Ms Shikha Sehgal, Program Manager (Technical) on mail Id nsqf.technical@gmail.com


You are requested to mail the reports strictly as per procedure laid down above.

The official concerned will then process the proposals and take further action as required.

All the mails should originate through school Principal/ Component Incharge of the VTP concerned.

In case of matters requiring urgent attention/ resolution, a copy may please be mailed to the undersigned on mail Id kewalkrishanagnihotri399@gmail.com.



Additional Director (NSQF)
for Director Secondary Education,
Haryana, Panchkula 

C.C:

1. A copy for information and follow up action is forwarded to all the VTPs concerned.
2. Internal circulation.