

Subject dealt in the different Sections of Higher Education Department

Sl. No.	Subject Dealt in the Section
1	SECTION : University Establishment Section - UNIV(E) Service and establishment matters relating to Teaching and Non-teaching Staff and other Administrative posts of all Universities (Recruitment, Appointment, Promotion, Pay Fixation/Revision, post creation, all kinds of Leave, Pension, Proceedings, etc.)
2	SECTION : University Non-Establishment Section –UNIV(NE) Creation of New University, Infrastructure Grant to all Universities, all UGC related matters, Authentication of Certificate, Land matters relating to Universities, All matters pertaining to Self Financing courses of State Public Universities and all other Non-Establishment matters.
3	SECTION : Government College Establishment Section (Teaching) GCE(T)-A Service matters relating to Teaching Staff and other Administrative posts of all Government Colleges (Recruitment, Appointment, Promotion, Pay Fixation/Revision, Transfer & Posting of teaching staff of Government Colleges etc.)
4	SECTION : Government College Establishment Section (Teaching) GCE(T)-B All kinds of Leave, Pension, Proceedings of teaching staff of Government Colleges etc.
5	SECTION : Government College Establishment Section (Non-teaching), GCE(NT)-(A) Service matters relating to Non-teaching Staff of all Government Colleges (Recruitment, Appointment, Promotion, Pay Fixation/Revision, Transfer & Posting of Non-Teaching staff of Government Colleges etc.)
6	SECTION : Government College Establishment Section (Non-teaching), GCE(NT)-(B) All kinds of Leave, Pension, Proceedings etc.
7	SECTION : Government College Non-Establishment Section GC(NE) Opening/Up-gradation of New Government Colleges, Post Creation, Infrastructure Grant/Laboratory Equipment Grant, PL Account of all Government Colleges, all UGC related matters, Sanction of all types of Advances, Separation of +2 from H.E. Department, Land matters relating to Government Colleges , Grant of permission to Government College authorities for withdrawal/utilization of Self Financing funds for infrastructure or other use and all non establishment matters.

8	SECTION : Field Establishment Section (FES)
	All OE matters relating to the office of all Regional Directorates of Education, State Education Tribunal, State Selection Board, Naba Krushna Choudhury Center for Development Studies, Bureau of Text Book Preparation & Production, Odisha State Higher Education Council, Residual work of DHE & Vocational Education, Office of the Govt. Advocate(SET), H.E. Department.
9	SECTION : Non-Government College Establishment Section (Teaching), NGCE(T)-(I)
	Service matters relating to Teaching Staffs and other Administrative posts of all Non-Government Colleges Recruitment, Appointment, Promotion, Pay Fixation/ Revision, Transfer & Posting, Service and miscellaneous matters of teaching employees of aided colleges (other than GIA-related matters), All Leave matters relating to Teaching & Administrative staff of Non-Government Aided Colleges etc.
10	SECTION: Non-Government College Establishment Section (Teaching), NGCE(T)-(II)
	Pension & Proceedings of all Non-Government Colleges, permission and recognition to professional Colleges of all Non-Government Colleges etc.
11	SECTION : Non-Government College Establishment Section (Non-Teaching) NGCE(NT)-A
	Service matters relating to Non-teaching Staff of all Non-Government Colleges, Service and miscellaneous matters of non-teaching employees of aided colleges (other than GIA-related matters), Claim of family members of deceased teaching and non-teaching employees of Aided Educational Institutions receiving Block Grant for appointment under Rehabilitation Assistance Scheme (Recruitment, Appointment, Promotion, Pay Fixation /Revision, Transfer & Posting etc.)
12	SECTION : Non-Government College Establishment Section (Non-Teaching) NGCE(NT)-B
	All kinds of Leave, Pension, Proceedings, etc. of all Non-Government Colleges
13	SECTION : Non-Government College Non-Establishment Section, NGC(NE)
	Infrastructure Grant to all Non-Government Colleges, all UGC related matters, Sanction of all types of grant, Land matters relating to Non-Government Colleges, Nodal Section to deal with the subject irrespective of whether Government Colleges or Non Government Colleges are taken up under the MLALAD Scheme - Higher Education Component and all other non-establishment matters.
14	SECTION : Grant-in-Aid (GIA) (I)
	Policy matter, Implementation of SET/ High Court/ Supreme Court orders, Claim of teaching and non-teaching employees of Aided Educational Institutions receiving Bolck Grant from Government for getting Pension, GPF, Gratuity, etc
15	SECTION : Grant-in-Aid (GIA) (II)
	Policy implementation , Claim/Payment of arrear Grant-in-Aid salary, Allegation/ Complaint/enquiry relating to sanction of Grant-in-Aid based on fake/forged documents or by any other fraudulent means, Allegation/Complaint/enquiry relating to teaching and non-teaching employees who have not been recommended/ sponsored by Governing Body for GIA purpose, Allegation/Complaint/enquiry regarding irregular appointment made by Governing Body President/ Secretary for GIA purpose, handling original cases in SET (excluding execution cases)
	Grant-in-Aid (GIA) (II)-(A)

	Colleges under category-I (255 category)
	Grant-in-Aid (GIA) (II)-(B)
	Colleges under category-I (233 category)
16.	SECTION- Grant-in-Aid (GIA) (III)
	Colleges under category-I (662 category)
	Policy implementation , Claim/Payment of arrear Grant-in-Aid salary, Allegation/ Complaint/enquiry relating to sanction of Grant-in-Aid based on fake/forged documents or by any other fraudulent means, Allegation/Complaint/enquiry relating to teaching and non-teaching employees who have not been recommended/ sponsored by Governing Body for GIA purpose, Allegation/Complaint/enquiry regarding irregular appointment made by Governing Body President/ Secretary for GIA purpose, handling original cases in SET (excluding execution cases)
17	SECTION : Scholarship & Loan & Recovery
	All categories of Scholarship i.e. Senior/PG/ Technical/Professional Merit Scholarship, Vyasakabi Fakir Mohan Bhasabruti for promotion of Odia language, Gopabandhu Sikhya Sahayata Yojana and Kalinga Sikhya Sathi Yojana, Recovery of State Loans, National Loans.
18	SECTION : Budget & Finance
	Preparation of Budget, Outcome Budget and other budget related work, Sanction of funds, Compliance to PAC, AGIR and CAG Audit Para, DMC Meeting, Triangular Committee Meeting, CAPA, Sanction of funds, Scrutiny of Pay Fixation and other Financial matters of Government & Non-Government Colleges, Release of Block Grant in favour of the employees of the Universities (in respect of salary and non-salary items). Referral Files received from other sections/other establishment of Departments on financial matters for concurrence, etc.
19	SECTION : Accounts (I)
	Cash, Advance and Authentication fees collected and Audit etc., All Gazetted Bills, Miscellaneous Bills, Income Tax Calculation of both Gazetted and Non-Gazetted staff including pension and arrears, All Non-Gazetted Bills, GPF, CVP, Gratuity, Leave salary, GIS including pension and arrears., TA Bills, Contingency Bills, Bills relating to RUSA & World Bank etc. (for employees now working in Higher Education Department)
20	SECTION : Accounts (II)
	GIA/Drawal of Salary of Non-Government Aided College, Reconciliation of GPF, Accounts of Teaching & Non-Teaching Staff of Non-Government Aided Colleges, Drawal of all bills pertaining to the employees of erstwhile Directorate of Higher Education.
21	SECTION : Miscellaneous & Coordination
	Supervision work of Miscellaneous & Coordination Section, All Secretary Meeting, Departmentally Related Standing Committee Meeting, Petition Committee Meeting, Different Departmental Meeting, Activity Report, Governor's Speech, Grievance Petitions & e-Abhijoga, Internal Complaint Committee under Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, Book Circular 47, Monitoring of NHRC,OHRC & SCPD cases etc, Monitoring of Assembly Question of the Department, Nodal Section for dealing with all matters relating to Hon'ble Lokayukta, Odisha, distribution of daks and all other matters not specifically assigned to any other Section.

22	Office Establishment (OE) (I) Service Conditions matters like Sanction of all Advances, Sanction of Increment, Pension & Proceedings, Pay Fixation, Sanction of all types of leave, etc. of all Officers/Staff of the present Higher Education Department, Correspondence with AG, Odisha for issue of NDC on advances, AER & HRMS, matters relating to Outsourcing Employees, Issue of Entry Pass and any other matter as assigned. Transfer and posting of all the staffs of H.E. Department after merger.
23	Office Establishment (OE) (III) Contingency Matters, Matters relating to Telephone, Vehicles, Advertisement Bills, Renovation & Repair works, etc. Including matters of erstwhile DHE w.e.f. 01.04.2020.
24	SECTION : NSS Matters relating to opening of new NSS Units, Youth Red Cross, Rover & Ranger. Sanction of Funds for implementation of NSS/Youth Red Cross/Rover & Ranger and collection of UC thereof.
25	SECTION : NCC Matters relating to opening of new NCC Units. Service matters of the Civilian Staff of NCC wing, Sanction of Funds for implementation of NCC and any other matters relating to NCC.
26	SECTION : Scheme RUSA, World Bank, Distribution of Laptop, IAS Coaching Centre, Self-Defence, Career Counselling Cell, Language Lab, Green Passage, Smart Class Room, Incentive towards Education for Destitute students, "MO COLLEGE" and any other scheme as assigned.
27	SECTION : Information Technology (IT) OSWAS, all IT related Purchases, Website, Social Media, PIMS, OKCL, e-Governance
28	SECTION : Permission/Recognition HPC in Non-Government Colleges, Self-Finance Courses, PPP Courses in respect of Government and Non-Government Colleges, etc.
29	SECTION : PTC Student Academic Management System (SAMS), NAAC Accreditation, Refresher Course of Teachers, Student Union Election, Data Based Report, Odisha University Research & Innovation, Sustainable Development Goal (SDG) Cell of Higher Education Department to deal with all matters relating to SDG, All policy matters relating to Self-Financing Courses in Government Colleges, Engagement of DLCs, Incentivization Plan Performance Tracking etc. Matter related to Students.
30	SECTION : Legal All Court Case matters of Higher Education Department (excluding original cases in SET).
	Legal Cell-I Monitoring court cases relating to sections of Higher Education Department functioning at Lok Seva Bhawan
	Legal Cell-II Monitoring court cases relating to sections of Higher Education Department functioning at HOD Building

31	SECTION : RTI
	RTI matters relating to Higher Education Department and erstwhile Directorate, Higher Education
32	SECTION : TE Section
	Admission process of students to the B.Ed. & B.H.Ed. course in Teacher Education institutions as well as in 12 Self-financing Institutions, Co-ordination with Teacher Education Institutions for restoration of recognition for B.Ed. course, Co-ordination with GCET Section for establishment related matter of Teacher Education Institutions, All types of court cases relating to admission and establishment matters, RTI cases on admission, NCTE and Teacher Education Establishment
33	SECTION : Audit
	Matters relating to Internal Audit of Universities, Government Colleges, etc.
34	SECTION : Issue
	Issue of Drafts, Despatch of All Letters, e-Despatch, Xerox, etc.
35	SECTION : Diary
	Diary of Received Daks / Distribution of Daks

The concerned Sections will deal with the Court cases, RTI, Assembly Question, Grievance Petitions, CCRs / PAR relating to their sections.