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**CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
(TECHNICAL EDUCATION BRANCH)
Notification**

The 22 February, 2012

No. 16/2/214-1H(10)-2012/4127 - The Administrator, Union Territory, Chandigarh is pleased to reconstitute a State Project Facilitation Unit (SPFU) in order to proper execution and monitoring of Technical Education Quality Improvement Project, with adequate staff as per the instructions of the Government of India, Department of Higher Education, Ministry of Human Resource Development, New Delhi (in partial amendment of the previous notification No.16/2/214-1H(10)-2010/17335 dated-13.09.2010).

The composition of the State Project Facilitation Unit and its responsibilities are as under:-

	Name of Post	No. of Posts	Mode of Recruitment
A)	State Project Advisor (Director Technical Education, IJT, Chandigarh)	01	-
B)	Project Co-ordinator (Dr. Tilak Thakur, Associate Professor, Electrical Engineering Deptt., PEC University of Technology, Chandigarh)	01	-
1	Consultant (A&M&E)/Nodal Officer (A&M&E)	01	The incumbent will be an academician of concerned Institute and he/she will not be paid extra remuneration.
2	Consultant (P&FM)/Nodal Officer (P&FM)	01	The incumbent will be an academician of concerned Institute and he/she will not be paid extra remuneration.
3	ACFA (DDO for SPFU)	01	The incumbent will be taken on deputation from various Deptts. of the Chandigarh Administration till the completion of the project.
4	S.O	01	The incumbent will be taken on deputation from various Deptts. of the Chandigarh Administration till the completion of the project.
5	Office Superintendent	01	Retired persons
6	Office Assistants	02	Retired persons
7	Data Entry Operator	02	Through outsourcing

8	Helper	01	Through Outsourcing
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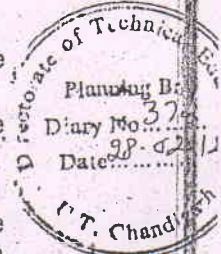
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Role of State Project Advisor (SPA): The SPA will perform the following functions:

- Overall supervision of the implementation of the State's part of the project;
- Obtaining necessary clearances from higher level in the State Government;
- Coordinating with National Project Implementation Unit (NPIU)
- Coordinating implementation of the Project within the State sponsored institutions and monitoring implementation progress on a day-to-day basis;
- Preparing Project's annual work plans, including operations and budgets;
- Furnishing information to the State Government, State Steering Committee and the NPIU as required from time to time;
- Considering proposals for and subsequently procuring local technical assistance for activities undertaken at the State Level;
- Mobilizing resources to meet technical assistance needs of the SPFU;
- Liaising with stakeholders (local and foreign) involved in implementing the project;
- Facilitating the provision of services required to ensure efficient performance of the Project;
- Ensuring implementation of EAP, EMF and DMF by itself and by Project Institutions;
- Submitting quarterly progress report to the SSC;
- Convening the meetings of the SSC on behalf of the Chairperson.
- Acting as the *ex-officio* Member-Secretary of the SSC;
- Publish minutes of SSC meetings on SPFUs website;
- Carrying out other project related tasks as may be reasonably requested by the SSC.



Functional Role of the SPFU:

The SPFU will have 2 Units, namely (a) Academic and M&E Unit, and (b) Procurement and Financial Management Unit, merging their respective functions, as per Project Implementation Plan.

Chandigarh dated:
The 17th February, 2012

V.K. Singh,
Secretary Technical Education,
Chandigarh Administration.

Endst. No.16/2/214-1H(10)-2012/4 | 28 Dated: 22/2/2012

A copy is forwarded to the following for information and necessary

action:-

- ✓ i) State Project Advisor (Director Technical Education, UT, Chandigarh).
- ii) Project Co-ordinator (Dr. Tilak Thakur, Associate Professor, Electrical Engineering Deptt., PEC University of Technology, Chandigarh).

[Signature]
Joint Secretary Technical Education
for Secretary Technical Education,
Chandigarh Administration.

Accounts Br.....
Diary No.....
Date.....

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Endst. No. 16/2/214-1H(10)-2012/

Dated:

A copy is forwarded to the Controller, Printing & Stationery, U.T., Chandigarh for publishing the above notification in the Chandigarh Administration Gazette for sending 50 copies thereof to the Administration for official use.

Joint Secretary Technical Education,
for Secretary Technical Education,
Chandigarh Administration.

Directorate of Technical Education, Union Territory, Chandigarh

Endst.No. 1950/E(RA)-2012/

Dated:-

A copy is forwarded to the Supdt. Admin O/O DTE/UT/CHD, for information and necessary action.


Sd/-

State Project Advisor,
(Director Technical Education),
Union Territory, Chandigarh.

Dated:- 28/2/2012

Endst.No. 1950/E(RA)-2012/ 403

A copy is forwarded to the Supdt. Account O/O DTE/UT/CHD, for information and necessary action.


State Project Advisor,
(Director Technical Education),
Union Territory, Chandigarh.

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