

FROM

**DIRECTOR SECONDARY EDUCATION,
HARYANA PANCHKULA.**

TO

- 1. ALL THE DISTRICT EDUCATION OFFICERS IN THE STATE.**
- 2. ALL THE DISTRICT ELEMENTARY EDUCATION OFFICERS IN THE STATE.**
- 3. ALL THE BLOCK EDUCATION OFFICERS IN THE STATE.**

**MEMO NO. 15/86 -2010 CO (1)
DATED PANCHKULA THE 9.7.2012.**

SUBJECT:- TO OBTAIN PRIOR PERMISSION TO VISIT THE DIRECTORATE.

In continuation of this office Memo No. 15/86 -2010 CO (1) dated 28.5.2010 on the subject cited above.

It has been observed that teaching/non teaching staff of field offices is seen in the office of Directorate, office of RTI Commissioner, Secretariat or District Headquarter Offices on the one pretext or the other without taking prior permission of leave from the competent authority. This casts reflection on the work culture & discipline of Department. Moreover, this is also not in consonance with the Employees Conduct Rules.

It is, therefore, directed that in future officers/officials and teaching/non-teaching staff of the field offices shall obtain prior permission from the competent authority before coming to the Directorate or District Headquarter Offices and the competent authority will issue a slip according him/her permission and will make entry of the same in a separate Register. When the officer/official and teaching staff, after obtaining prior permission of the competent authority, visits the Directorate or District Headquarter Offices, he/she will produce the permission letter and should make entry of his presence in the Directorate or District Headquarter Offices, clearly mentioning the purpose of his/her visit. This Register would be maintained by Registrar Education/Deputy District Education Officer who, in turn, shall inform the concerned Officer/Superintendent about purpose of his visit. When he/she after doing the needful returns should again record his/her departure from the Directorate or District Headquarter Offices.

If any official/teaching staff is found absent from the place of posting/Headquarter and the entry is not made in the movement register then the authority responsible for granting permission will be held responsible.

It is, therefore, directed that in future if any officer/official as well as teaching personnel is found absent from his/her place of posting/Headquarter or moving without prior permission of leave from the competent authority, stern disciplinary action will be initiated against the delinquent and his unbecoming conduct would be recorded in the official's Annual Confidential Report which would be taken into consideration at the time of promotion also. This may be brought to the notice of all concerned for strict compliance.


**DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA**