

From

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

To

1. Director SCERT Haryana, Gurgaon.
2. All District Education Officers in the State of Haryana.
3. All District Elementary Education Officers in the State of Haryana.
4. All District Project Coordinators Sarv Shiksha Abhiyan.
5. All Block Education Officers/Block Elementary Education Officers.

Memo No. 10/4-2013 Admn. (3)

Dated, Panchkula the, 27/11/2013

Subject: - Specifying Initiating /Reviewing /Accepting Authority for writing of Annual Confidential Reports of officers/officials

Refer to the subject cited above.

Policy guidelines regarding Annual Confidential Report initiating, reviewing and accepting authorities have been finalized for Directorate Secondary, Elementary Education as well as in SCERT Haryana, Gurgaon. The same are detailed as below and sent to you for strict compliance: -

Academic Side:

Sr. No	Category	Initiating Authority	Reviewing Authority	Accepting Authority
1.	Primary Teacher	Primary Head Teacher	Elementary Head Master	School Head (i) Head Master of High School (ii) Principal Senior Secondary School
2.	Primary Head Teacher	Elementary Head Master	Head Master of High School/Principal	BEEO
3.	Trained Graduate Teacher and C&V Teacher	Elementary Head Master	Head Master of High School/Principal	BEEO
4.	Elementary Head Master	Head Master of High School/Principal	Block Elementary Education Officer	District Elementary Education Officer
5.	Post Graduate Teacher	Principal Senior Secondary School	Block Education Officer	District Education Officer
6.	District Organizing Commissioner Scouts of the rank of TGT/PGT	Deputy District Education Officer	-----	District Education Officer
7.	District Mathematics Specialist	Deputy District Education Officer	District Education Officer	Additional Director (Admn.), Secondary Education
8.	District Science Specialist	Deputy District Education Officer	District Education Officer	Additional Director (Admn.), Secondary Education
9.	Subject Specialist in Text Book Cell at Head Quarter of the rank of PGT	Deputy/ Joint Director	Addl. Director (Admn.)	Director Secondary Education

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Sr. No	Category	Initiating Authority	Reviewing Authority	Accepting Authority
10.	Assistant Project Officer/ Consultant of the rank of TGT/PGT at Head Quarter	Deputy/ Joint Director	Addl. Director (Admn.)	Director Secondary/ Elementary Education
11.	Channel Manager, Utkarsh Society (in the rank of PGT and PRT)	Administrative Officer, Utkarsh Society	Additional Director (Admn.), Secondary Education-cum-Member Secretary, Utkarsh Society	Director Secondary Education-cum-Executive Director, Utkarsh Society
12.	Nodal Officer RTE	Deputy District Elementary Education Officer	District Elementary Education Officer	Additional/ Joint Director (Admn.), Elementary Education
13.	Assistant Education Officer	Deputy District Education Officer	-----	District Education Officer
14.	Head Master of High School	Block Education Officer	Deputy District Education Officer	District Education Officer
15.	Principal Senior Secondary School	Block Education Officer	Deputy District Education Officer	District Education Officer
16.	Assistant Block Resource Coordinator (on deputation in SSA/RMSA)	Block Resource Coordinator-cum-Block Education Officer	Assistant Project Coordinator	District Project Coordinator
17.	Assistant Project Coordinator (on deputation in SSA/RMSA)	District Project Coordinator	-----	State Project Director, Haryana School Shiksha Pariyojna Parishad
18.	District Project Coordinator (on deputation in SSA/RMSA)	Additional Deputy Commissioner-cum-Chairman, Programme Implementation Unit	State Project Director, Haryana School Shiksha Pariyojna Parishad	Principal Secretary, Govt. of Haryana, School Education Department-cum-Chairman, HSSPP
19.	Block Elementary Education Officer	Deputy District Elementary Education Officer	District Elementary Education Officer	Director Elementary Education
20.	Block Education Officer	Deputy District Education Officer	District Education Officer	Director Secondary Education
21.	Deputy District Elementary Education Officer	District Elementary Education Officer	Additional/ Joint Director (Admn.), Elementary Education	Director/ General/ Director Elementary Education
22.	Deputy District Education Officer	District Education Officer	Additional/ Joint Director (Admn.), Secondary Education	Director/ General/ Director Secondary Education
23.	District Elementary Education Officer	Deputy Commissioner	Director/ General/ Director Elementary Education	Principal Secretary, Govt. of Haryana, School Education Department

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Sr. No	Category	Initiating Authority	Reviewing Authority	Accepting Authority
24.	District Education Officer	Deputy Commissioner	Director General/ Director Secondary Education	Principal Secretary, Govt. of Haryana, School Education Department
25.	Lecturer/Senior Lecturer DIET/GETTI	Principal DIET/GETTI	Director SCERT, Gurgaon	Additional/ Joint Director (Admn.), Secondary Education
26.	Principal DIET/GETTI	Director SCERT, Gurgaon	Director General/ Director Secondary Education	Principal Secretary, Govt. of Haryana, School Education Department
27.	Lecturer/ Senior Lecturer/ Assistant Director at SCERT Gurgaon	Deputy Director/ Joint Director, as the case may be, at SCERT Gurgaon	Director SCERT, Gurgaon	Director/ General/ Director Secondary Education
28.	Deputy/ Joint Director at SCERT Gurgaon	Director SCERT, Gurgaon	Director General/ Director Secondary Education	Principal Secretary, Govt. of Haryana, School Education Department
29.	Assistant Director (Academic) Secondary/ Elementary Education	Deputy/Joint Director, Secondary/ Elementary Education, as the case may be	Additional Director (Admn.), Secondary/ Elementary Education, as the case may be	Director General/ Director Secondary/ Elementary Education, as the case may be
30.	Deputy Director, (Academic) Secondary/ Elementary Education at Head Quarter	Additional/Joint Director (Admn.), Secondary/ Elementary Education, as the case may be	Director General/ Director Secondary/ Elementary Education, as the case may be	Principal Secretary, Govt. of Haryana, School Education Department
31.	Joint Director, (Academic) Secondary/ Elementary Education at Head Quarter	Additional Director (Admn.), Secondary/ Elementary Education, as the case may be	Director General/ Director Secondary/ Elementary Education, as the case may be	Principal Secretary, Govt. of Haryana, School Education Department
32.	Additional Director	Director General/ Director Secondary/ Elementary Education, as the case may be	-----	Principal Secretary, Govt. of Haryana, School Education Department
33.	Director SCERT	Director General/Director Secondary Education	-----	Principal Secretary, Govt. of Haryana, School Education Department

Note: SDO (Civil) will record the remarks on the points, as per government instructions issued from time to time, in the ACRs of Gazetted officers in the sub division.

Ministerial Staff:

Sr. No.	Category	Initiating Authority	Reviewing Authority	Accepting Authority
FIELD STAFF (Primary School)				
1.	Class-IV i.e. Peon, Sweeper, Mali, Chowkidar, Waterman	Head Teacher	Elementary Head Master	Head Master of High School

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FIELD STAFF (Middle School)				
2.	Class-IV i.e. Peon, Sweeper, Chowkidar, Waterman	Elementary Head Master	Head Master of High School	Principal Senior Secondary School
FIELD STAFF (High School)				
3.	Class-IV i.e. Peon, Sweeper, Chowkidar, Waterman	Senior most TGT	-----	Head Master of High School
4.	Clerk	Head Master of High School	Principal Senior Secondary School	Block Education Officer
FIELD STAFF (Senior Secondary School)				
5.	Class-IV i.e. Peon, Sweeper, Chowkidar, Waterman, Lab Attendant	Senior most PGT	-----	Principal Senior Secondary School
6.	Clerk/ Senior Lab Attendant	Principal Senior Secondary School	Block Education Officer	District Education Officer
7.	Librarian	Principal Senior Secondary School	Block Education Officer	District Education Officer
FIELD STAFF (DIET)				
8.	Class-IV i.e. Peon, Sweeper, Chowkidar, Waterman	Senior most subject specialist	-----	Principal DIET
9.	Clerk	Principal DIET	-----	Director SCERT
10.	Assistant	Principal DIET	-----	Director SCERT
11.	Steno-Typist	Principal DIET	-----	Director SCERT
FIELD STAFF (SCERT)				
12.	Class-IV i.e. Peon, Sweeper, Chowkidar, Waterman, Lab Attendant	Superintendent	Deputy/ Joint Director SCERT	Director SCERT
13.	Clerk	Superintendent	Deputy/ Joint Director SCERT	Director SCERT
14.	Assistant	Superintendent	Deputy/Joint Director SCERT	Director SCERT
15.	Steno- typist/Junior Scale Stenographer, as the case may be	Superintendent	Deputy/Joint Director SCERT	Director SCERT
16.	Superintendent	Director SCERT	Joint/ Addl. Director (Admn.), Secondary Education	Director Secondary Education
FIELD STAFF (BEO/BEEO)				
17.	Class-IV i.e. Peon, Sweeper, Chowkidar, Waterman	Deputy Superintendent or Senior Most Assistant, as the case may be	-----	Block Education Officer/ Block Elementary Education Officer

18.	Clerk	Block Education Officer/ Block Elementary Education Officer	Dy. District Education Officer/ Dy. District Elementary Education Officer	District Officer/ Elementary Officer	Education District Education
19.	Assistant	Block Education Officer/ Block Elementary Education Officer	Dy. District Education Officer/ Dy. District Elementary Education Officer	District Officer/ Elementary Officer	Education District Education
FIELD STAFF (DEO/DEEO)					
20.	Class-IV i.e. Peon, Sweeper, Mali, Chowkidar, Waterman, Daftari	Deputy Supdt. or Supdt., as the case may be	Dy. District Education Officer/ Dy. District Elementary Education Officer	District Officer/ Elementary Officer	Education District Education
21.	Clerk	Deputy Supdt. or Supdt., as the case may be	Dy. District Education Officer/ Dy. District Elementary Education Officer	District Officer/ Elementary Officer	Education District Education
22.	Driver	Dy. Supdt./ Supdt. O/o DEO/DEEO	-----	District Officer/ Elementary Officer	Education District Education
23.	Assistant	Deputy Supdt. or Supdt., as the case may be	Dy. District Education Officer/ Dy. District Elementary Education Officer	District Officer/ Elementary Officer	Education District Education
24.	Steno- Typist/ Junior Scale Stenographer/ Senior Scale Stenographer	Superintendent	Dy. District Education Officer/ Dy. District Elementary Education Officer	District Officer/ Elementary Officer	Education District Education
25.	Deputy Superintendent	Dy. District Education Officer/ Dy. District Elementary Education Officer	-----	District Officer/ Elementary Officer	Education District Education
26.	Section Officer	Deputy District Education Officer	District Education Officer	Additional (Admn.), Education	Director Secondary
27.	Superintendent	District Education Officer/ District Elementary Education Officer	Joint/ Addl. Director (Admn.), Elementary/ Secondary Education, as the case may be	Director Secondary Education, as the case may be	Elementary/ Secondary Education, as the case may be

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Ministerial staff and other staff on deputation from other departments, i.e. PWD (B&R), Prosecution and Finance, at Head Quarter, Panchkula.

Sr. No.	Category	Initiating Authority	Reviewing Authority	Accepting Authority
1.	Class-IV i.e. Peon, Sweeper, Mali, Chowkidar, Waterman,	Deputy Superintendent/ Superintendent, as the case may be	Registrar Education	Deputy/ Joint Director (Admn.)
2.	Daftari/ Restorer/ Machine Man	Deputy Superintendent/ Superintendent, as the case may be	Registrar Education	Deputy/ Joint Director (Admn.)
3.	Clerk	Deputy Superintendent/ Superintendent, as the case may be	Assistant/ Deputy Director (Admn.)	Joint/ Addl. Director (Admn.)
4.	Driver	Deputy Superintendent/ Superintendent, as the case may be	Assistant/ Deputy Director (Admn.)	Joint/ Addl. Director (Admn.)
5.	Assistant/ Care Taker/ Cashier	Deputy Superintendent/ Superintendent, as the case may be	Assistant/ Deputy Director (Admn.)	Joint/ Addl. Director (Admn.)
6.	Steno-typist/ Junior Scale Stenographer/ Senior Scale Stenographer	Joint/ Addl. Director (Admn.) with whom attached	-----	Director Secondary/ Elementary Education
7.	Junior Auditor	Accounts Officer/Senior Accounts Officer	Chief Accounts Officer	Joint/ Addl. Director (Admn.)
8.	Deputy Superintendent	Assistant/ Deputy Director, as the case may be	Joint/ Addl. Director (Admn.)	Director Secondary/ Elementary Education
9.	Superintendent	Assistant/ Deputy Director, as the case may be	Joint/ Addl. Director (Admn.)	Director Secondary/ Elementary Education
10.	Personal Assistant	-----	-----	Director Secondary/ Elementary Education
11.	Private Secretary	Director Secondary/ Elementary Education	-----	Principal Secretary, Govt. of Haryana, School Education Department
12.	Budget Officer/ Registrar Education	Joint/ Addl. Director (Admn.)	Director Secondary/ Elementary Education	Principal Secretary, Govt. of Haryana, School Education Department
13.	Assistant Director (Ministerial Side)	Deputy/ Joint Director/ Branch Officer Incharge	Director Secondary/ Elementary Education	Principal Secretary, Govt. of Haryana, School Education Department
14.	Administrative Officer (Elementary Side)	Joint/ Addl. Director (Admn.)	Director Elementary Education	Principal Secretary, Govt. of Haryana, School Education Department
15.	Section Officer (on deputation)	Accounts Officer/ Senior Accounts Officer	Chief Accounts Officer	Director Secondary/ Elementary Education

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Sr. No.	Category	Initiating Authority	Reviewing Authority	Accepting Authority
16.	Accounts Officer/ Senior Accounts Officer (on deputation)	Chief Accounts Officer	Director Secondary/ Elementary Education	Principal Secretary, Govt. of Haryana, School Education Department
17.	Chief Accounts Officer (on deputation)	Director Secondary/ Elementary Education	-----	Principal Secretary, Govt. of Haryana, School Education Department
18.	Technology Officer	Joint/ Addl. Director (Admn.)	Director Secondary Education	Principal Secretary, Govt. of Haryana, School Education Department
19.	Assistant Director (ICT)	Joint/ Addl. Director (Admn.)	Director Secondary Education	Principal Secretary, Govt. of Haryana, School Education Department
20.	Assistant District Attorney/ Deputy District Attorney (on deputation)	District Attorney	Director Secondary/ Elementary Education	Principal Secretary, Govt. of Haryana, School Education Department
21.	District Attorney (on deputation)	Director Secondary/ Elementary Education	-----	Principal Secretary, Govt. of Haryana, School Education Department
22.	Youth Sports Organizer (on deputation)	Joint/ Addl. Director (Admn.)	Director Secondary Education	Principal Secretary, Govt. of Haryana, School Education Department
23.	Junior Engineer (on deputation)	SDE	XEN	Joint/ Addl. Director (Admn.)
24.	Sub- Divisional Engineer (on deputation)	XEN	Joint/ Addl. Director (Admn.)	Director Secondary Education
25.	XEN (on deputation)	Director Secondary Education	-----	Principal Secretary, Govt. of Haryana, School Education Department

These guidelines be adhered strictly and the same be brought into the notice of concerned officers.

Copy
Additional Director Administration
For Director Secondary Education,
Haryana, Panchkula

Endst. No. 10/4-2013 Admn. (3)

Dated, Panchkula 27/11/2013

A copy is forwarded to the following for information and necessary action:-

1. Sr. Secy./ PSSE.
2. PS/DSE.
3. PA/DGEE.
4. Sr. Scale Stenographer/Additional Director Admn.-I.
5. Jr. Scale Stenographer/Additional Director Admn.-II.
6. All Officer/Superintendents (In Both Directorates i.e. Secondary and Elementary).
7. Technology Officer, IT Cell.

Sumit
Assistant Director Administration
For Director Secondary Education,
Haryana, Panchkula