

**GOVERNMENT OF HARYANA  
SCHOOL EDUCATION DEPARTMENT**

**ORDER**

**G.O. No. 2/2014/8**

**Dated: 08.01.2015**

**Subject:- Maintenance of Teachers' Diary .**

The School Education Department has been providing a very comprehensive Teachers Diary to each teacher from class 1 to 12 every year. It has various sections relating to the day-to-day activities being carried out in the school. The teacher can plan the topics he /she wishes to teach, in advance. Moreover he/she is required to keep a record of the performance of all his/her students in their various activities. If the diary is maintained on a daily basis then the teacher will have a complete overview about the Scholastic and Co-scholastic attributes of his/her students. This will help them in designing corrective measures/ remedial programme for improving the performance of the concerned students. It is an excellent planning tool in the hands of our teachers. However, school inspections have shown that these diaries are not being maintained properly. The Government has spent a lot of time and money in preparing such a beautiful document, which has been appreciated by one and all. Its disuse by the teachers is just not acceptable.

2. In view of the above, all concerned are directed to use the Teachers diary properly so that the objective of providing such a document is achieved. The Principal/School Head will check the diary on a daily/weekly basis and certify that the diaries are being maintained properly before drawing the salary of the teacher for the concerned month. In case it is found that the teacher has not maintained the diary properly, his/her salary will not be drawn for the concerned month. If during school inspection, it is found that salary has been drawn for a teacher(s) who has not maintained the diary, then strict disciplinary action will be initiated against the concerned Principal/Head Teacher in addition to the teacher concerned.

3. These instructions should be complied with immediate effect and the salary for the January, 2015 in respect of teachers in all the Schools of Govt. of Haryana should be paid only after recording a certificate as ordered above. A confirmation to this effect should be sent by all the Drawing & Disbursing Officers to DEEOs/DEOs by 05.02.2015 who shall compile the information and send the same to Director General, Elementary Education and Director, Secondary Education respectively by 09.02.2015.

**(T.C. Gupta, IAS)**  
**Principal Secretary to Govt. Haryana**  
**School Education Department**

To DGEE, DSE, All DEEOs and DEOs in the State.

Endst. No. G.O. No. 2/2014/

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- i) APSCM-II for kind information of the Hon'ble Chief Minister.
- ii) Private Secretary to Education Minister for kind information of Hon'ble Education Minister.

**(T.C. Gupta, IAS)**  
**Principal Secretary to Govt. Haryana**  
**School Education Department**