

**GOVERNMENT OF HARYANA  
SCHOOL EDUCATION DEPARTMENT  
ORDER**

G.O. 4/2015/168

Dated, Chandigarh, the 20-05-2015

**Subject : Guidelines regarding Student Attendance in Schools and Monthly Assessments Tests.**


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It has been observed during District level inspections of schools that there is a sharp difference between actual attendance and the student enrolment in Government Schools. The Teacher Unions in their meetings with the Department have also stated that parents of students who remain absent often are not serious about their child's attendance in the school. It has, therefore, been decided that the names of those students who remain absent from schools for seven working days consecutively, will be struck off from the admission register of the school. Such students will be registered in the dropout category in a separate Register. Efforts will be made to bring such students back to the schools. If these students re-apply for admission during the academic session, the School Head shall admit them in the school immediately. These instructions must be made known to all class teachers and parents and adhered to strictly.

2. As per the order No. G.O. No. 01/2014 dated 31.12.2014 and G.O. No. 3/2015 dated 14.05.2015, monthly assessments tests were conducted in all Government Schools of the State in the month of January, February and March, 2015. The results of these monthly tests have been uploaded on the website of the Department i.e. [www.harprathmik.gov.in](http://www.harprathmik.gov.in). The average number of students who appeared in these monthly tests was 94% while 98% of the schools uploaded the data on the Departmental web portal. A serious view has been taken of the students who were absent during these monthly tests. It has, therefore, been decided that the students who remain absent during the monthly tests, will not be entitled to the benefit of scholarship/incentives being provided by the Department w.e.f. the date of test which they fail to take. If a student does not take the monthly test for a valid reason, he/she may re-appear in the test after requesting the class/subject teacher. He/she shall only

be entitled for the scholarship/incentives when his/her test assessment result has been uploaded by the teacher concerned after taking the monthly test.

3. Further, it has been decided that for the schools that do not upload the monthly test results on the Departmental web portal timely, the salary of the Schools Head shall be withheld temporarily and the same shall be released only after the uploading of the test results as per procedures defined in the Order No. G.O. 01/2014 dated 31.12.2014. The School Head shall only draw his/her salary after certifying to the DDO of the school that the monthly test assessment result has been uploaded as per instructions.

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

To DSE, DGEE, SPD, all DEOs, all DEEOS, all DPCs, all BEOs and all BEEOs in the State.

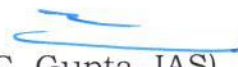
A copy of the above is forwarded to the following for information and necessary action :

- i) The Secretary, Board of School Education, Haryana, Bhiwani.
- ii) The Director, SCERT, Haryana, Gurgaon.
- iii) DDOs of all Primary and Middle Government Schools in the State for strict compliance.

Endst. No. PS/PSSE/168

Dated Chandigarh, the : 20-05-2015

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

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