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05/4/16

**GOVERNMENT OF HARYANA
SCHOOL EDUCATION DEPARTMENT**

ORDER

No. 12/10-2016 Admn. (1)

Dated, Chandigarh, the 30.03.2016

It has been observed that process of submission and approval of Personal as well as Service Profile of all employees has not been completed so far. In view of the approval of Transfer Policy by the Hon'ble Chief Minister, it is essential to update the Service Profile and Personal Profile of each and every employee on the MIS Portal.

The following officers are hereby appointed to get the work of submission and approval of Profile of all officials and officers mentioned against their name, completed latest by 7th April, 2016:-

Sr. No.	Officer	Category of employees for which responsible
1	Joint Director Masters	All employees dealt with by HRM-I and HRM-II Branches
2	Joint Director C&V	All employees dealt with by HRC&V Branch
3	Joint Director EE	All employees being dealt with by ET-I and ET-II Branches
4	Deputy Director Lecturers	All Employees being dealt with by HRL-I and HRL-II Branches
5	Assistant Director HRG-I	All officers being dealt with by HRG-I Branch
6	Assistant Director HRG-II	All officers being dealt with by HRG-II Branch
7	Assistant Director ME	All officers/officials being dealt with by ME Branch
8	Assistant Director Admn.	All Officers/Officials of State Headquarters

All above officers shall coordinate with Director SCERT, DEOs, DEEOs, Principal DIETs, BEOs, Headquarter officers or all other concerned, to get the work completed within the scheduled time. Special Camps may also be organized in the offices of DEOs, DEEOs, BEOs and DIETs to provide support to the officers and officials to complete their profile. Access to service book may also be provided to all concerned for reference, if required by them.

All officers shall submit compliance report by 08.04.2016 to the undersigned through respective Directors.

**KESHNI ANAND ARORA
ADDITIONAL CHIEF SECRETARY TO GOVT. HARYANA,
SCHOOL EDUCATION DEPARTMENT, CHANDIGARH**

OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA PANCHKULA

Endst. No. 12/10-2016 Admn. (1)

Dated, Panchkula, the 01.04.2016

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

1. Director General Elementary Education Haryana, Panchkula.

2. DPI, U.T., Chandigarh.
3. Director, SCERT Haryana, Gurgaon.
4. All the District Education Officers/District Elementary Education Officers in the State.
5. All Principals DIET's/BIET's.
6. Principal GETTI Morni (Panchkula)/Firozpur Namak (Mewat).
7. PS/ACSSE.
8. PA/DSE/DGEE.
9. PA/Additional Director Admn. I, II & III.
10. **All Officers/Superintendents at Head Quarter with request to submit their profiles on MIS Portal immediately.**
11. Superintendent Admn. (Pry.).
12. Technology Officer I.T. Cell.


ASSISTANT DIRECTOR ADMN.
for DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA