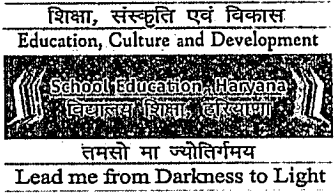




GOVERNMENT OF HARYANA / हरियाणा सरकार  
**Directorate School Education**  
**विद्यालय शिक्षा निदेशालय**



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 e-mail: edusecondaryhry@gmail.com - site: www.schooleducationharyana.gov.in

**Most urgent/Date Bound**

**From:**  
 Director Secondary Education  
 Haryana, Panchkula.

**To**  
 All the District Education Officers,  
 State of Haryan.

Memo No. 13/24-2017 AS (2)

Dated, Panchkula: 13-12-2017

**Subject: To allot employee ID No. and updation of the data on MIS portal of the employees working on sanctioned Aided posts of those employees who have been appointed in Govt. Schools/Institutions.**

Refer to the subject cited above.

It is intimated that 10 Principals, 63 Headmasters, 14 Clerks, 1 Lab attendant of the various Aided School have been offered appointment on these posts in the Govt. Schools/Institutions and their orders have already been uploaded on the website of the Department.

Moreover, the names of 17 Class-IV of various Aided Schools have been recommended by the Screening Committee for their appointments in the Govt. Schools/Institutions and their place of posting have been allotted through counseling held on 08.12.2017 under the chairmanship of W/DSE and their appointments letters are to be issued by the concerned Head of the Institutions being appointing authorities for which DEO Ambala, Bhiwani, Gurugram, Kaithal, Karnal, Panchkula, Panipat, Rewari, Sonapat and Yamunanagar have been directed by this Directorate vide Memo No. 1/1-2010 AS (2) dated 12.12.2017 issued through email as well as website of the Department.

The ID Nos. are to be allotted to these category of employees and their data is also to be updated on MIS Portal.

You are therefore, directed to further issue directions to 10 Principals, 63 Headmasters, 14 Clerks, 1 Lab attendant of the Aided Schools who have been offered appointments on these posts in the Govt. Schools/Institutions posted in their respective districts to ensure to allot their ID Nos. and update their data on MIS Portal within two days positively in the IT Cell of this Directorate.

Please treat it as most urgent.

*Chinod*  
 13/12/2017  
 Superintendent Aided Schools  
 For Director Secondary Education  
 Haryana Panchkula

Endst. Even

Dated, Panchkula, the 13-12-2017

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

1. All the Managers of the Aided Schools of the State are directed that the service book of such employees may be collected personally through special messengers of their schools who have been appointed in the Govt. Schools/Institutions by the Department from the Aided School Branch of this Directorate within two days positively.
2. Assitant Director (IT Local).
3. Superintendent HRG-I, will ensure to allot ID No. and updation of the data of such category of employees. Personal file of 10 Principals of Aided Schools who have been appointed in Govt. Schools/Institutions is sent herewith for placing the same in record of their branch.
4. Superintendent HRG-II, will ensure to allot ID No. and updation of the data of such category of employees. Personal file of 63 Headmasters of Aided Schools who have been appointed in Govt. Schools/Institutions is sent herewith for placing the same in record of their branch.
5. Superintendent HRME, will ensure to allot ID No. and updation of the data of such category of employees.

*Original*  
13.12.2017  
Superintendent Aided Schools  
For Director Secondary Education  
Haryana Panchkula

*R*