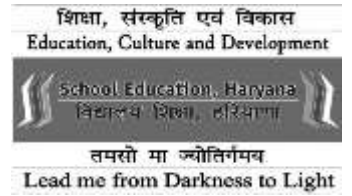




GOVERNMENT OF HARYANA / हरियाणा सरकार

Directorate School Education

विद्यालय शिक्षा निदेशालय



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Simplification of procedure

The School Education Department while processing the service matters of teacher and other employees calls for records from field offices which includes service book and personal files. These service matters normally pertain to ACP, medical re-imburement, promotions etc. Sometimes, it has been seen that the service books remain stuck up in this process and at others, get lost thereby unleashing many adverse consequences leading to avoidable litigation also. A delay in processing of service matters is a different aspect but misplacement of the important service records causes detrimental hardships to the employees as well the Directorate.

Further, it has also been seen that in cases of ACP, medical re-imburement etc. the Section Officers posted in the DEO offices and the Section Officers posted at the Directorate do the examination of the same routine cases. This is a wastage of efforts as it is a duplicacy which can be avoided.

Therefore, for simplification of the procedure in processing of these service matters, it has been decided that:

1. We shall stop the practice of calling the original service records like service books and personal files. In lieu of this, the field offices shall attach the attested copies of the relevant portions of these service records with the case sent to the higher authorities for approval.
2. Wherever a Section Officers at any level has examined a case then the other Section Officers shall not indulge in duplicacy.
3. The DEO | DEEO offices/field officers shall also not call for the original important service records unless it is sine qua non.
4. The branch offices/field offices shall prepare a list of all ACP cases as well other service matters like medical re-imburement and put up these cases to the higher authorities for approval.
5. In other words, the disposal of these service matters must be done in bunches so that pendency can be brought to nil as quickly as possible.

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