

FROM

**DIRECTOR SECONDARY EDUCATION,
HARYANA PANCHKULA.**

TO

✓ **ALL THE DISTRICT EDUCATION OFFICERS
IN THE STATE.**

**MEMO NO.15/112-2006 CO (1)
DATED PANCHKULA, THE 09.09.2016**

**SUBJECT: DELEGATION OF POWERS - REGARDING DRAWING AND DISBURSING
AUTHORITY (D.D. AUTHORITY)**

Reference this office Order No. 15/112-2006 Co (1) dated 16.01.2007/08.02.2007 and 22.01.2016 on the subject cited above.

The power to grant Drawing and Disbursing Authority (D.D. Authority) in case of vacancy of Principal/Headmaster of Government Senior Secondary/High School, was delegated to you vide letters under reference. It was specifically mentioned in these orders that in case the post of Principal/Headmaster is vacant in a particular school, then, the Drawing and Disbursing Authority (D.D. Authority) may be given to the senior most Lecturer/ Master of the particular school. It has come to the notice of the Department that these instructions are not being adhered to and the D.D. Authority is being given to the Principal/Headmaster of the adjoining schools thus hampering the day to day working of both the schools.

It is, therefore, further clarified that in case of vacancy of Principal/Headmaster of Government Senior Secondary/ High School, the Drawing and Disbursing Authority (D.D. Authority) be given to:

1. The senior most regular Lecturer of that particular school;
2. In case, the available regular Lecturer is unwilling then, the senior most Master/TGT of that particular school;
3. In case, no regular Lecturer is available then, the senior most regular Master/TGT of that particular school;
4. In case no regular Lecturer/Master is available, then to the nearest adjoining school's D.D. Authority. The accessibility and the availability of the D.D.O. are the ideals required for smooth running of the administration of school.

However, it must be insured that D.D. Authority of the school concerned is given to a regular teacher.


(VIRENDER SINGH)

**ADDITIONAL DIRECTOR ADMINISTRATION
FOR DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA
DATED PANCHKULA THE 09.09.2016**

ENDST NO. 15/112 -2006 CO (1)

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

1. P.S./ Additional Chief Secretary to Govt. Haryana, School Education Department Chandigarh.
2. P.S./ Director Secondary Education Haryana.
3. The Accountant General (A&E) Haryana Chandigarh.
4. All the Officers of the Directorate.


(VIRENDER SINGH)

**ADDITIONAL DIRECTOR ADMINISTRATION
FOR DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA**