



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

शिक्षा, संस्कृति एवं विकास
 Education, Culture and Development



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 Lead me from Darkness to Light

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To
 All DEOs/ DEEOs / BEOs / BEEOs

Memo No. PA/AD(ADMN)/ 2017/8

dated 01.03.2017

Guidelines to field offices regarding countersigning of teaching experience certificates

In continuation of earlier guidelines dated 03.02.2017 on the subject.

It has been seen that the experience certificates produced before the directorate for countersignature after countersignature of the DEO/ BEO and Principal concerned bear no diary/ dispatch number & date of these offices respectively. Without entry of these documents/ certificate in the register of diary/ dispatch the sanctity of the process verification/ countersigning of these documents becomes questionable. For the sake of institutional memory all documents which have been routed through a particular office need to be given a particular diary/dispatch number of that office. The signature of the officer and the number of register of diary/dispatch will collectively prove the veracity of the process issuance of such certificates/ documents. Moreover, after diary/ receipt of a document a candidate/ applicant becomes satisfied about the fairness of the process. Complaints are flying thick and fast wherein it has been alleged that the offices of DEOs/BEOs are not entertaining the applicants even after doing rounds of these offices many times. Without entry of these documents in a diary register it cannot be proved whether an applicant approached a particular office or not.

Therefore all authorities are directed to maintain register for countersigning of teaching experience certificate in the following format.

Diary / dispatch no. & date	Name of applicant	Designation	Name of the school	Period of experience	Diary/dispatch no. & date of the previous countersigning authority

In case of any officials of these offices refuses to give a diary number then the applicant can send email to the offices concerned also. The sending of email shall be construed that the applicant approached the offices concerned. The emails, if any, shall be entered in the aforesaid register. In case of need of further documents the applicant shall be called on the email/ the mobile number given.

Any breach of these guidelines shall be viewed with full seriousness and consequential action shall follow.


 Virender Singh, HCS

Additional Director Administration



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To

All DEOs/DEEOs/BEOs/BEEOs,

Memo No. PA/AD(Admn.)/2017/04

Dated, Panchkula, the 03.02.2017

Subject: Instructions regarding Counter signatures on the experience certificates for the post of PGTs.

For the direct recruitment and other purposes, the experience certificate in respect of teachers who are working in Govt./Aided/Private schools is required to be issued, countersigned by the Directorate in the spirit of the recruitment rules. In this connection the following points may be seen :

1. Many candidates who want their experience certificates countersigned by the Directorate are moving from pillar to post as their experience certificates are not being countersigned timely. In this matter, it has been seen that the DEO/BEO offices are not attending such cases with the due sensitivity and promptness even when the candidates are running short of time to produce certificates before commissions and other authorities. The DEO/BEO offices, on one account or other, are denying to countersign. The authorities below the rank of Director, if they have any objection, are required to mention that fact and forward the experience certificates to the Directorate so that the final decision can be taken. But the DEO/BEO offices are taking final decision at their own level when they choose to refuse to sign and forward the experience certificate to the Directorate. Any complaint of delay shall be taken to be a harassment for vested interests
2. Some DEO/BEO offices are refusing to sign the experience certificates in respect of those schools which are not affiliated to Board of School Education even when such schools are recognised by department of school Education, Haryana. Not only this, some BEOs are, at the same time, countersigning the experience certificates of such Non-BOSE schools it clearly implies that the field authorities are misusing or wrongly interpreting their discretions. So, the DEO/BEOs are instructed that any school which has been recognised by the department of school education Haryana is supposed to be supervised by education authorities of Haryana. The refusal of signing such experience certificates on the pretext of these schools being Non-BOSE schools is completely misplaced. Therefore, the DEO/BEO are instructed to attend to the experience certificates of these schools in the same manners as that of other similarly situated schools.


 (Virender Singh, HCS)

Additional Director (Admn.)
 for Director Secondary Education,
 Haryana, Panchkula

Endst No. Even

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

1. Sr. PS/ACSSE
2. PA/DEE
3. PA/DSE

Dated, Panchkula, the 3/2/2017