

FROM

**DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA.**

TO

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

**MEMO NO. 15/48-2016- CO (1)
DATED CHANDIGARH THE 06.09.2016**

**SUBJECT:- REGARDING FORWARDING OF VARIOUS TYPES OF REQUESTS
OF EMPLOYEES.**

Reference on the subject cited above.

It has been observed that various types of requests for leave, promotion, transfer, deputation etc. submitted by the teaching/non teaching staff of field offices are rejected by the Heads of Institutions at their own level, even in the cases for which they are not the competent authority. As a result, the issues/requests of the employees are kept on pending for want of disposal at appropriate level. This leads to unnecessary harassment and inconvenience to the employees.

It is, therefore, directed that henceforth no such requests of employees shall be decided/rejected by the Heads of Institutions concerned, rather they will forward the same to the competent authority concerned, with their remarks/recommendation.

This may be brought to the notice of all concerned for strict compliance.

21/9/16
DL **DEPUTY DIRECTOR CO-ORDINATION
FOR DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA**

ENDST. NO. EVEN

DATED PANCHKULA THE 06.09.2016

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

1. Director SCERT Gurgaon.
2. All the Principal DIET in the State.

4/5/16
DL **DEPUTY DIRECTOR CO-ORDINATION
FOR DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA**