

To

✓ The District Education Officer,  
Faridabad

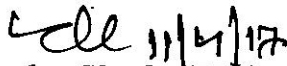
Memo No. PA/AD(Admn.)/2017/15  
Dated, Panchkula, the 11.04.2017

**Subject: Non-joining of duly posted teachers out of the Hind Drive of PGT transfers.**

Reportedly, the school authorities are denying joining to Sh. Pawan Kumar PGT Hindi transfer to GSSS Pali (1100) District Faridabad vide order no. 2/140-2016 PGT-II (1) dated 21.12.2016 on the pretext that workload in the school does not permit a post of Hindi subject.

In this connection, it must be kept in mind that the Government had carried our rationalization of posts of 29.06.2016 based on the student enrolment as on 30.09.2015 supplied to the Head Quarter through MIS. For student enrolment, the school authorities were duly altered to supply correct data of student subject wise admissions in the school. Now, the rationalization as per 29.06.2016 is a fait accompli. Moreover, the Directorate had issued general instructions on 16.03.2016 (copy enclosed). These instructions are also on the website of the Department. Therefore, no teacher can be put to harassment by unnecessarily denying a joining when a vacant post is there in the school and valid order has been passed by the Government. The harassment caused to a teacher entitles the teacher not to seek redressal through the complaint against the school authorities. These complaints may culminate into disciplinary action, if found true.

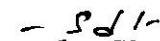
Therefore, you are directed to either let the teacher join as per the orders of the Government or the Principal should personally appear before the DSE for explaining the reasons of defiance of the Government orders.

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

**Endst. No. Even**

**Dated, Panchkula, the**

1. A copy is forwarded to the Principal, GSSS Pali (1100), Faridabad for compliance to above. In case, he has any confusion the he should personally appear before the Director for seeking guidance on 12.04.2017.
2. Copy forwarded to Sh. Pawan Kumar PGT Hindi U/T to GSSS Pali (1100), Faridabad.

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

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16/3/16

From:-

The Director Secondary Education, Haryana,  
Shish Sedan, Sector-5, Panchkula.

To

1. Director, SCERT Haryana, Gurgaon.
2. All District Education Officers in the State of Haryana.
3. All Principals/Head Masters/DIETs/GETTIs/BIETs/in the State of Haryana.

Memo No. 4/26-2016 HRL-II (5)  
Dated Panchkula, the 16/3/2016

**Subject: General guidelines for joining in case of unauthorized absence by the employee. &**

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Refer to the subject cited above.

It has generally <sup>been</sup> seen that if an employee/teacher reports back for duty after a long absence from official duty then, instead of allowing him/her to join the duty, the head of school invariably seeks permission of higher authorities whether to allow the absentee employee join the duty or not. It would also be appreciated that due to high workload and other more important pressing matters such permission gets delayed in ordinary course.

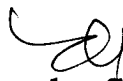
Consequently, many **service days** of such an employee get lost which creates two situations. **One, students get deprived of the opportunity of availability of a teacher. Second, such teachers for whom the permission is granted after a delayed decision** also seek condonation of delay as duty period on the ground that they presented themselves for the official duty at an early date. The delay in granting permission being not attributable to them. To avoid such unwarranted situations the following guidelines are hereby given:-

- i) As long as, an employee is on the roll of the Government and he is not suspended or removed or dismissed from the service his request for joining duties cannot be turned down.
- ii) If an employee absents himself/herself unauthorizedly from the office then immediately thereafter his case should be referred to the Head Quarter for disciplinary action.
- iii) If any head of office deliberately denies joining duties contrary to the mandate of the service rules then it would be treated as misconduct on the part of such Head of School and he would be liable for disciplinary action. Such Head of School may be required to bear the costs which the department might be ordered to pay to the employee by courts on account of denial/delaying of resumption of duties.
- iv) For the period when the employee absents himself/herself unauthorizedly and if later, he/she was discovered to have indulged in any illegal activity then head of school would, in no way, be held

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responsible for any such conduct of the absentee employee. Therefore the head of school should not be afraid of the individual disciplinary conduct of the absentee employee. Any illegality is always personal to an individual.

These guidelines be adhered to in letter and spirit and in case of failure stern disciplinary action will be initiated against the erring official/officer.

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