

From

Director Secondary Education, Haryana,  
Shiksha Sadan, Sector-5, Panchkula.

To

The Director,  
SCERT Haryana, Gurgaon.

Memo No. 4/3-2017 (TE)

Dated, Panchkula, the 17-05-2017

**Subject: - Designing of Administrative and Accounts Training Module for Lecturers/Principals.**

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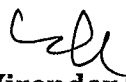

Reference the subject cited above.

For receiving promotion to the post of Principal, a Lecturer/Head Master needs to have gone through at least three weeks training in Administrative and Accounts module as per appendix 'B' under Rule-7 of Haryana State Education School Cadre Group 'B' Service Rules-2012. Therefore, it has been decided that all potentially promotable/promoted principals should receive above training before they actually start working in their respective offices.

Accordingly, you are requested to design a requisite training module for Administrative and Accounts training. The training in this regard would be given in every DIET & SCERT Haryana, Gurugram of State. Therefore, all needful like training material, Training Staff etc. is required to be put in place.

In this connection, you are requested to send a requisite training module for approval of government before its implementation in DIETs & SCERT Haryana, Gurugram.

Needless to say, the purpose of this training is to equip the school leadership with necessary skills to handle Administrative & Financial matters with regard to staff, students, school infrastructure and other innovative activities being under taken by the department from time to time. The staff which will conduct this training in DIETs that may also be identified and informed to the headquarter.

  
(Virender Singh)  
Additional Director  
Director Secondary Education  
Haryana, Panchkula  
  
17/5/17