

**OFFICER OF DIRECTOR SECONDARY EDUCATION,
HARYANA, PANCHKULA**

ORDERS

No.1/36-2015 e-Gov.

Dated: 23.12.2015

Vide this office order No.1/36-2015-e-Gov. dated 29.06.2015, 29.06.2015, email dated 26.09.2015, 01.12.2015 and through various meetings, video conferences, all the employees of School Education Department working at State Head Quarters, field offices/institutions, Schools were directed to mark their attendance on Attendance Portal through Finger Print Devices installed on various locations.

It is hereby again ordered that all the employees of the Department (State Head Quarter, Field Offices including SCERT, DIETs, and Schools) shall ensure to mark their attendance on Finger Print Devices regularly, failing which they shall be treated as absent from duty and action will be taken as per Civil Services Punishment & Appeal Rules. Respective District Education Officers will inform fortnightly the status of the action in this regard.

**M. L. KAUSHIK
Director Secondary Education,
Haryana, Panchkula**

Dated: 24/12/15

Endst No. Even

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

1. All Employees of the Directorate of Secondary Education, Haryana.
2. Director SCERT Haryana, Gurgaon.
3. All District Education Officers of Haryana State. It is requested to make ensure all the employees working under your control should mark their attendance in the portal.
4. Principal GETTIs, DIETs, BIETs.
5. All Heads of Institutions of Govt. High and Senior Secondary Schools.
6. All Block Education officers.

**Additional Director Administration-I
O/o Director Secondary Education,
Haryana, Panchkula**

Dated: 24/12/15

Endst No. Even

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

1. PS/ACS(SE) for kind information of W/ACS(SE).
2. PA/DSE.
3. PA/Addl.Admn.-I & II of Secondary Education.

**Additional Director Administration-I
O/o Director Secondary Education,
Haryana, Panchkula**