



PLAN SCHEMES

1. RAJIV GANDHI SCHOLARSHIP FOR HIGH/SENIOR SCHOOLS (EEE)

Rajiv Gandhi Scholarship was introduced during the year 2005-06. It has been decided to award scholarships/incentives to those students who are studying in class VI to class XII and who stood first in the preceding class. One student each in boys category and girls category in each school in the 6th to 12th classes who stood first in the preceding class will be awarded. Under the scheme Rs. 750/- per annum each to middle class students and Rs. 1000/- per annum each to the students of High and Senior Secondary classes are given as incentive/scholarship to encourage brilliant students provided such students have got first division. For this an outlay of Rs. 240.00 lacs has been approved for the year 2009-10 and 31000 students have been benefited under this scheme.

2. PUNJABI LANGUAGE

Punjabi has been declared as Second Language in the State. Under this scheme, scholarships are awarded to students on basis of merit in Punjabi subject in 8th and 10th class examinations conducted by Haryana Board of School Education, Bhiwani and continuing study Punjabi in the 9th and 11th class. There are 30 scholarships on basis of 8th class and 30 scholarships on basis of 10th class. The Rate of scholarship for students of 9th to 10th is Rs. 50/- per month and for 11th and 12th is Rs. 75/- per month. The Budget Provision for the year 2009-10 have been made Rs. 90,000/- in this scheme.

3. PROVIDING FREE TEXT BOOKS TO SC STUDENTS STUDYING IN CLASSES 9th to 12th

A scheme to provide free text books to all Scheduled Caste Students studying in classes 9th to 12th been approved during the year 2009-10 @Rs. 450/- for 9th and 10th (both Boys & Girls) and @Rs. 620/- for 11th and 12th (both Boys and Girls) classes students per year. The amount of the scheme is released by the concerned District Education Officer to eligible students. A Budget of Rs. 650.00 lacs have been made for the year 2009-10 under this scheme.

4. CASH AWARD SCHEME (ONE TIME ALLOWANCE) FOR SCHEDULED CASTE STUDENTS STUDYING IN CLASSES 1st to 8th FOR BOYS & GIRLS (ELEMENTARY)

There were schemes under which one time allowance was given to all scheduled caste students (both boys and girls) for purchase of stationery and school bags as well as other schemes under which only girl scheduled caste students were given allowance for purchase of items like uniform shoes & jerseys etc. The incentive amount will be transferred in the students accounts opened specially for this purpose.

During the session 2008-09 the scheme has been introduced to give for all scheduled caste boys as well as girls for purchase of school bags, uniform and stationary articles like geometry box, colour pencils etc. at the following rates:-

Class-I	Rs. 740/-	Class-IV	Rs. 970/-
Class-II	Rs. 750/-	Class-V	Rs. 980/-
Class-III	Rs. 960/-	Class-VI-VIII	Rs. 1250/-

The revised estimate of Rs. 7703.00 lacs for the year 2009-10 and 801042 students benefited in this scheme and the same amount has been proposed for the year 2010-11.

5. CASH AWARD SCHEME FOR SCHEDULED CASTE STUDENTS IN CLASSES 9th to 12th

There are schemes under which amount to purchase Uniform, Stationary, School bag, Dictionary and jersey, socks and shoes is given to the SC students in classes 9th to 12th. Now One Time Allowance in the beginning of the year is given to SC boys as well as SC girls students @1450/-per student. The incentive amount will be transferred in the students accounts opened specially for this purpose.

The one time allowance shall be disbursed in a meeting of parents of the eligible students in the presence of DDO and village panchayat. DC and SDM will also be asked to monitor. The date of disbursement of said one time allowance will be intimated to all the parents in advance.

The revised estimate of Rs. 2340.70 lacs has been approved for the year 2009-10 and 179278 students benefited in this scheme and the same amount has been proposed for the year 2010-11.

6. MONTHLY STIPENDS TO ALL SCHEDULED CASTE STUDENTS IN CLASSES 1st to 8th

It is proposed that the monthly stipend may be disbursed every quarter @Rs. 100/- per month to SC boys and @ Rs. 150/- to SC Girls students studying in classes 1st to 5th and @ Rs. 150/- per month to the SC boys and @ Rs. 200/- per month to SC girl students studying in classes 1st to 5th. The money for disbursement shall be drawn by the respective DDO. The dates for disbursement for whole of the year shall be pre decided at the district level and widely publicized as well as intimated to all the parents by the respective schools, local representative and district Administration shall also be intended in advance. Separate Accounts for such disbursement shall be maintained by the schools. The incentive amount will be transferred in the students accounts opened specially for this purpose.

The revised estimate of Rs. 13417.00 lacs for the year 2009-10 and 801042 students benefited in this scheme and the same amount has been proposed for the year 2010-11.

7. MONTHLY STIPENDS TO ALL SCHEDULED CASTE STUDENTS IN CLASSES 9th to 12th

It is proposed that the monthly stipend may be disbursed every quarter @ Rs. 200/- per month to SC boys and @ Rs. 300/- to SC Girls students studying in classes 9th to 12th and @ Rs. 300/- per month to the SC boys and @ Rs. 400/- per month to SC girl students studying in science stream in classes 11th to 12th. The money for disbursement shall be drawn by the respective DDO. The dates for disbursement for whole of the year shall be pre decided at the district level and widely publicized as well as intimated to all the parents by the respective schools, local representative and district Administration shall also be intended in advance. Separate Accounts for such disbursement shall be maintained by the schools. The incentive amount will be transferred in the students accounts opened specially for this purpose.

The revised estimate of Rs. 5176.00 lacs for the year 2009-10 and 179278 students benefited in this scheme and the same amount has been proposed for the year 2010-11.

8. NATIONAL TALENT SEARCH SCHOLARSHIP SCHEME (PLAN)

National Talent search scholarship/examination for class 10th was introduced during 8th five year plan and class 9th is introduced during the five year plan's year 2008-09. This scheme provides training of students for preparing for final examination of National Talent Scholarship. The budget provision for the year 2009-10 has been made Rs. 5.94 lacs in this scheme. The scheme is being implemented by S.C.E.R.T. Gurgaon.

9. HONORARIUM FOR AUTHORIZED PERSONS

There are 10,000 schools in the State, out of which nearly 4000 schools are headed either by a Principal or a Headmaster, who are themselves Drawing and Disbursing Officers, they are authorized to operate the school account for the limited purpose of transfer of funds from the school account to the students accounts.

In respect of remaining schools, which mostly stand alone Primary or Middle Schools, one of the senior teachers of adjoining schools or a Principal/Headmaster of the nearby school is authorized to operate the said school account and issue advice note to the banks on behalf of such schools for transfer of funds to the students accounts.

10. MONTHLY STIPEND FOR BPL STUDENTS IN CLASSES 1st to 12th

Like Schedule Caste scheme Government has decided to start monthly stipend for the student belonging to BPL category studying in Haryana Government Schools in classes 1st to 12th.

It is proposed to give monthly stipend to BPL student at the following rates:

- All the BPL boys students studying in classes 1st to 5th @ Rs. 75/- PM for 12 months
- All the BPL girls students studying in classes 1st to 5th @ Rs. 150/- PM for 12 months
- All the BPL boys students studying in classes 6th to 8th @ Rs. 100/- PM for 12 months
- All the BPL girls students studying in classes 6th to 8th @ Rs. 200/- PM for 12 months
- All the BPL boys students studying in classes 9th to 12th @ Rs. 150/- PM for 12 months
- All the BPL girls students studying in classes 9th to 12th @ Rs. 300/- PM for 12 months
- All the BPL boys students studying in classes 11th to 12th @ Rs. 200/- PM for 12 months
(for Science Students)
- All the BPL girls students studying in classes 11th to 12th @ Rs. 400/- PM for 12 months
(for Science Students)

The incentive amount will be transferred in the students accounts opened specially for this purpose.

- Revised estimate of Rs. 2605.00 lacs for BPL (Elementary Education) for the year 2009-10 and 165196 students benefited in this scheme and the same amount has been proposed for the year 2010-11.
- Revised estimate of Rs. 1300.00 lacs BPL (Secondary Education) for the year 2009-10 and 47534 students benefited in this scheme and the same amount has been proposed for the year 2010-11.
- Revised estimate of Rs 6366.00 lacs for BC-A (Elementary Education) for the year 2009-10 and 418614 students benefited in this scheme and the same amount has been proposed for the year 2010-11.
- Revised estimate of Rs. 4230.00 lacs for (Secondary Education) for the year 2009-10 and 154623 students benefited in this scheme and the same amount has been proposed for the year 2010-11.

CIRCULAR

Subject: Attendance in Court cases by well conversant officials/ responsible officers.

Sir/Madam

1. I am directed to invite your attention on the subject noted above and to say that the Advocate General Haryana has recently pointed out that the officials of the Government, who are deputed to attend the hearings of cases in the High Court, come without record of the cases. As such, the Law Officers have to face tough time while defending the cases. The officials, who are deputed, in most of the cases, are not well conversant with the facts and circumstances of the cases and as such fail to provide necessary assistance to the Law officers. The Hon'ble Judges have taken a serious view in this regard and have started imposing costs/heavy costs and in some cases now the orders are being passed to recover the same from the erring officials.
2. The State Government has taken a serious view of the matter. It has been decided that the officials who are being deputed to attend the Court hearings must go to the Courts fully equipped with complete record and only well conversant officers/ officials with the facts of the cases be deputed to attend the hearings. In some cases where stakes are high or some matter pertaining to the policy of the Government is listed for hearing senior officers who are dealing with such matters be deputed instead of junior officials of the department.

These instructions may please be brought to the notice of all concerned for strict compliance.

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Subject: Introduction of child care Leave (CCL) during probation period.

Sir/Madam,

I am directed to refer to Finance Department letter No. 11/102/2009-3FR, dated 05/02/2010 on the subject noted above and to say that it has been further decided that no Child Care Leave shall be granted to the Haryana Government women employees during the probation period.

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Subject: Regarding provides the work of Chowkidar to Peons.

Sir/Madam,

I am directed to invite your attention on the subject noted above and to say that the matter was under consideration with the State Govt. for some time and it was noted that many departments experience a lot of difficulties in case when the Chowkidars are away from the office even for a couple of days either on leave or due to some other reason. After consideration, it has been decided that a clause may be incorporated in the appointment letters of the Peons that in case of exigency the duties of Chowkidars would be assigned to Peon as a part of stop gap arrangement during such period the Chowkidar is away from the office.

2. These instructions would be brought to the notice of all concerned for their information and compliance.

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Subject: Purchase Cases to be decided by the High Powered Purchase Committee.

Kindly refer to the State Government order No. 2/2/2010-4IBII dated 28.05.2010 on the subject cited above.

I would like to bring to your kind notice that the Hon'ble Finance Minister, Haryana (Chairman of High Powered Purchase Committee) has fixed the dates of meeting of High Powered Purchased Committee as per Schedule given below :-

October 13, 2010 and October 27, 2010

November 10, 2010 and November 24, 2010

December 08, 2010 and December 22, 2010

You are requested to send the copy of agenda notes to this office clearly one week in advance from the dates of meeting the High Powered Purchased Committee for their consideration and decision.

Kindly note that these dates are tentative and any deviation from it will be informed accordingly.

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Subject: Record Management.

Sir/Madam,

1. am directed to refer you on the subject noted above and to intimate that though detailed guidelines exist for maintenance, upkeep and weeding out of record and files, these are not being followed meticulously and record is not weeded out on a regular basis. As a result of this office face ever increasing demands on the space available, increased expenditure on purchase of racks and almirahs and also delays in extracting records. It has also been observed that in many departments/organizations there is a prevalent practice of burning the old/unwanted record which results into loss of revenue to the government as well as polluting the environment. In the interest of increased efficiency and economy in expenditure it is imperative that list of pending files are maintained and updated regularly and the old/superfluous record is weeded out (instead of burning the record) as per instructions of the government and the provisions contained in the Record Retention Schedule issued by the Archives Department.

2. You are requested to bring these instructions to the notice of all concerned in your department for strict compliance. Action taken in the matter may also be intimated to the Administrative Reforms Department.

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Subject: Instructions regarding fixation of pay of an employee on his promotion where the functional pay scale of the feeder post and functional scale of the promotion post are identical.

Sir/Madam,

I am directed to invite your attention to this department order No. 1/48/2009- 2PR (FD), dated 27th July, 2009 on the subject cited above. After careful consideration it has been decided to modify these orders to the following extent:-

“In all such cases where, as a consequence to the application of the provisions of the Haryana Civil Services (Revised Pay) Rules, 2008, the feeder and promotional posts are identically placed in the same Grade Pay, on promotion the incumbent employee shall be entitled to one increment equal to 3% of the pay in the pay band plus the existing grade pay to be rounded off to the next multiple of 10 and the same shall be added to the existing grade pay to be rounded off to the next multiple of Grade Pay remaining unchanged provided that before such a dispensation is accorded, the competent authority certifies that the promotional post carries higher responsibilities and duties. However, the conditions as laid down in Finance Department letter No. 1/8/3(PR)/88, dated 7.03.1988, 1/37/2001-2PR (FD), dated 04.12.2001 and dated 9.1.2004 shall also remain unchanged.”

2. The above modification shall take place w.e.f. 1.1.2006 i.e. from the date of implementation of Haryana Civil Services (Revised Pay) Rules, 2008.

3. All such cases which have already been decided before the issuance of these order and are in-consistent to these orders shall be reviewed and pay be re-fixed accordingly without effecting any recovery upto the date the date of issuance of this letter.

4. Copy of this letter is also available on website which can be downloaded from the site www.finhry.gov.in.

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Subject: Ex-gratia grant and other facilities of families of Government employee who die while in service waiving of recovery of loans from employee belonging to Group C and D (Class-III and Class IV.)

Sir,

I am directed to invite your kind attention to state Government letter No. 16/3/85- 3GS-II, dated 20-3-85 read with letter No.16/3/85-3GS-11 dated 7-6-85 and letter No. 16/3/85- 3GS-11 dated 24-1-86 on the subject noted above where in it has been stated that in case of an employee belonging to group C&D (Class-III & IV) who dies while

in service, the outstanding principal amount of House Building advance, Marriage advance, Wheat advance, Festival advance, Cycle advance and the recovery of outstanding interest on all the advances taken by group C&D employees will be waived off. It was further clarified that in the case of House Building advance, the outstanding amount including interest of the advance will be waived off only in those cases where not more than one surviving member of the family is employed. On further consideration of the matter, it has been decided to extend this facility in respect of waiving off the recovery of balance Plot loan and interest thereon due from Govt. Class-III & IV employees, who dies while in service on the same terms and conditions mentioned in above letters. However, this amount will be waived off only on those cases where not more than one surviving member is employed.

2. These instructions shall come into operation with immediate effect and shall not have retrospective effect.
3. This issue with the concurrence of the Finance Deptt. Vide their U.O.No. 36/1/2010-WM (4), dated 22-6-10.

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Subject: Payment of Dearness Allowance to Haryana Government Employees on revised scales of pay.

Sir,

I am directed to refer to Finance Department circular letter No. 4/1/2009-5FR, dated 12th April, 2010 on the subject noted above and to say that the Governor of Haryana is pleased to decide that the dearness Allowance payable to Haryana Government Employees shall be enhanced from the existing rates of 35% to 45% of the pay w.e.f. 1st July 2010.

2. All other conditions for payment of dearness allowance on revised pay scale contained in the instructions including FD's letter No. 4/1-2009-5 FR dated 12-1-2009 shall continue to be applicable while regulating dearness allowance under these orders.

3. **The additional installment of DA payable, under these orders shall be paid in cash to all Haryana Govt. employees from October, 2010 i.e. for the month of October, 2010 paid in November, 2010.**

4. The payment of arrears of enhanced Dearness Allowance for the month from July, 2010 to September, 2010 shall be made in the month of November, 2010.

5. Copy of this letter is also available on website which can be downloaded from the site www.finhry.gov.in.

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Subject: Grant of refundable advance to Haryana Govt. Employees includes all personal religious ceremonies.

I am directed to refer to Finance Department notification No. 4/4(2)/2003-2FR dated 09-05-06 on the subject noted above and to say that on reconsideration in the matter govt. has decided to include all personal religious ceremonies performed occasionally such as Jagran, Akhand Path, Ramayan Path, Birthday, Marriage anniversary etc. and the programmes relating to all religions to sanction the advance as mentioned in clause-I of GPF rule - 16 to meet obligatory expenses.

The necessary amendment in the relevant rules will be made in due course.

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Subject: Delegation of Powers to District Level Committee for Condemnation of School Rooms and Auction of Material.

A District Level Committee comprising of the following is hereby constituted:

- ♦ Additional Deputy Commissioner
- ♦ Executive Engineer, PWD (B&R)
- ♦ District Education Officer
- ♦ Concerned School Head

This Committee is hereby authorized to assess the school buildings with regard to safety, declare rooms unfit for use, fix the auction rates and conduct the auction. Such cases need not be sent to the Directorate of Secondary Education and Elementary Education for any approval.

However, the Committee shall intimate the Directorates concerned well in time with regard to condemnation of rooms and allocation of funds for construction of new rooms.

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Subject: Conversion of various periods in the schools of Haryana State.

Refer to the subject cited above.

It is to inform you that the Edusat Period of 6th to 12th classes be converted into library period with immediate effect. These instructions may please be brought to the notice of all Govt. Schools.

In addition to this school may also fix the periods as per detail given below with immediate effect:-

1. Sports period one per day
2. Computer period one per day
3. G.K. period one per week

These instructions may please be brought to the kind notice of all Head of Govt. Schools.

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Subject: Nomination of Nodal Officer of State Literacy Mission Authority, Haryana, Chandigarh.

This is in continuation of this office Memo No. EVEN dated 19.11.2010 on the subject cited above.

I am directed to inform you that in place of Sh. R.P. Yadav, Joint Director, Literacy, the name, designation and address of Nodal Officer of SLMA Haryana for contacting directly to under field visit for reviewing the progress of implementation of Saakshar Bharat in Haryana is as under:-

1. Name: Sh. Zile Singh
2. Designation: Deputy Director, Literacy
3. Address: 0/0 Director Secondary Education, Haryana.
30 Bays Building, 3rd Floor, Sector 17B, Chandigarh.
4. Mobile No.: 09466659115

Subject: Designating of State Public Information Officer (SPIO)/ State Assistant Public Information Officer (ASPIO) and First Appellate Authority under the Right to Information Act, 2005 for Utkarsh Society, Edusat, Panchkula.

Please refer to the above noted subject.

The following officers are hereby appointed as Appellate Authority, SPIO and ASPIO with immediate effect as per provision contained in section 19(1) and 5(2) of the RTI Act, 2005 respectively:-

Sr.No.	Post	Designation
1.	Joint Director of Secondary Education dealing with EDUSAT/IT	Appellate Authority
2.	Channel Manager, Secondary Education	State Public Information Officer
3.	Channel Manager, Elementary Education	State Assistant Public Information Officer

ORDER NO. 15/59-2005 CO (4)**DATED CHANDIGARH THE:**

In continuation of this office order No. 15/59-2005 Co (4) dated 27.10.2010 and dated 08.11.2010 the following committees of the Officers are hereby constituted at the Directorate level for examining the cases of displaced Guest faculty teachers for adjustment:-

I). For Lecturer School Cadre

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|----|---|---|----------|
| 1. | Sh. B.R. Vats, Joint Director | - | Chairman |
| 2. | Sh. Zile Singh, Deputy Director | - | Member |
| 3. | Sh. Ranbir Singh Tewatia, Asstt. Director | - | Member |

II). For Master Category

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|----|-----------------------------------|---|----------|
| 1. | Sh. D.N. Yadav, Deputy Director | - | Chairman |
| 2. | Sh. Dilbag Singh, Deputy Director | - | Member |
| 3. | Sh. Karan Singh, Deputy Director | - | Member |

III). For C&V Teachers

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|----|---|---|----------|
| 1. | Sh. Harcharan Singh, Deputy Director | - | Chairman |
| 2. | Sh. Jai Bir Singh Tewatia, Registrar Education- | - | Member |
| 3. | Smt. Roopa Saini, E.O. | - | Member |

IV). For JBT Teachers

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|----|---|---|----------|
| 1. | Sh. Anurag Dhalia, HCS, JDA | - | Chairman |
| 2. | Sh. R.P. Sangwan, Deputy Director | - | Member |
| 3. | Sh. Mohan Lal Saini, Assistant Director | - | Member |

The concerned branch Superintendent will be putting up the individual case duly recommended by the concerned District Education Officer/District Elementary Officer before the committee. The committee will be examining the cases on 2nd and 17th day of each month, in order to assess the eligibility of guest faculty for reo adjustment. In case 2nd and 17th of the month happens to be holiday then the committee would be examining the cases on the next working day. The guest faculty would be producing their original documents personally before the said committee.

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In continuation of this office order No. 15/59-2005 Co (4) dated 27.10.2010 a committee consisting of the following Officers is hereby constituted at the level of Directorate of School Education for examining the cases of displaced Guest faculty teachers for adjustment :-

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|----|-----------------------------------|---|----------|
| 1. | Sh. D.N. Yadav, Deputy Director | - | Chairman |
| 2. | Sh. Dilbag Singh, Deputy Director | - | Member |
| 3. | Sh. Karan Singh, Deputy Director | - | Member |

The concerned branch Superintendent will be putting up the individual case duly recommended by the concerned District Education Officer/District Elementary Officer before the committee. The committee will be examining the cases on 2nd and 17th day of each month, in order to assess the eligibility of guest faculty for re-adjustment. In case 2nd and 17th of the month happens to be holiday then the committee would be examining the cases on the next working day. The guest faculty would be producing their original documents personally before the said committee.

Annexure - A**Profile of the displaced guest faculty**

1. Name & permanent Address :
2. Name of the post on which engaged:
3. Name of the School with School Code No. from which displaced :

4. The reason for displacement
5. Since when the guest faculty was working in the School from where displaced :
6. Details of experience:

Sr.No.	Name of the school with School code No.	Period		Total Weeks*
		From	To	
I				
II				
III				

Calculation of the weeks be made as per the guidelines issued vide letter no. _____ Dated

7. Details of available vacancies:

Sr. No.	Name of the school with School code No.	Students strength in the relevant subject for the purpose of assessing the requirement of guest teacher	No. of Sanctioned posts in the subject	Filled up post in the subject	Vacancy (4-5)
1	2	3	4	5	6
I					
II					
III					
IV					

8. Recommendation by the concerned DEO/DEEO:

(The column of recommendation should be invariably filled by the concerned DEO/DEEO as the case may be).

(Signature)

Name

Signature of the DEO/DEEO

(With name & seal)

SUBJECT: DELEGATION OF POWERS.

Reference this office Order No. Order No. 15/112-2006 Co (1) dated 8.2.2007 and 13.4.2007 and Order No. 4/78-2009 HRL (2) dated 24.4.2009 on the subject cited above.

The powers to decide the following establishment matters relating to Vocational Lecturers/Instructors category are hereby delegated as under:-

Sr. No.	Subject	Delegated To	Remarks
1	Maintenance of personal files of the Vocational Lecturers and Instructors	District Education Officer Concerned	<p>That while maintaining the personal files of Vocational Lecturers/Instructors it may be ensured that:</p> <ol style="list-style-type: none"> 1. ACRs of all the Lecturers/Instructors may be written well in time. 2. The personal files may be kept in safe custody. 3. The personal files may be kept under the supervision of responsible officer. 4. In case of loss of personal file the responsibility of the concerned officer / official be fixed. 5. In case of any negligence on the part of the officer/official responsible for the safe custody of the personal files, strict disciplinary action be initiated under Punishment & Appeal Rules 1987. 6. NAC may be avoided. However if need be solid explained reason will be given. 7. The integrity of the custodian of the personal files should be good. 8. Whenever a Vocational Lecturer / Instructor is transferred out of district his whole personal me and service book etc. may be sent along with the LPC to the District Education Officer of the new district where he has been transferred.
2	Forwarding of Applications of Vocational Lecturers and Instructors	District Education Officer Concerned	<p>That while permitting the Vocational Lecturers/Instructors of the District for Higher qualification it may be ensured that:-</p> <ol style="list-style-type: none"> 1. Adhoc employees may not be permitted to join course or appear in examination and no regular employee who have not completed 3 years of regular service be accorded permission. Such permission in reckoning of 3 years service rendered by the Govt. employee in any other Department /Govt. should also be considered provided he fulfills the following conditions:- <ol style="list-style-type: none"> (i) Govt. work should not suffer. (ii) Leave only be allowed for examination days. 2. There is no pending complaint/enquiry against the official. 3. The instructions issued by the C.S. vide No. 43369 dated 4.12.61, 21209 dated 18.7.72, 12309 dated 13.5.76 & 2096 dated 13.12.89 be kept in view. 4. Any other instructions issued by the Govt. from time to time in this regard are adhered to.

3	Permission Higher qualification Vocational Lecturers and Instructors	District Education Officer Concerned	<p>That while forwarding the applications of the Vocational Lecturers/Instructors of the district it may be ensured that:-</p> <ol style="list-style-type: none"> 1. The applications of only regular employees will be forwarded. 2. 3 years of regular service should be ensured. 3. There is no pending Complaint/Enquiry against the official. 4. The instructions issued by the Govt. vide No. 13987 C.S.-61 & 43360 dated 4.12.61 be kept in view. 5. Any other instructions issued by the Govt. from time to time in this regard are adhered to.
4	Journey beyond Jurisdiction (JBJ) of Vocational Lecturers and Instructors.	District Education Officer	<ol style="list-style-type: none"> 1. The J.B.T. cases up to 10 days will be decided at the District Level and the JBT cases of more than 10 days should be sent to the Directorate. 2. Instructions issued by the Govt. from time to time should be strictly adhered to. 3. The claimant will produce the attendance certificate.
5	extension in service beyond the age of 55 years of Vocational Lecturers and Instructors		<p>That, while granting extension in service beyond the age of 55 years to Vocational Lecturers/Instructors it may be ensured that:</p> <ol style="list-style-type: none"> 1. Service record of the last 10 years has to be assessed and out of which 70% should be good or above. 2. The integrity of the official should be good. 3. There is complaint/ inquiry against the official. 4. In case charge-sheet has been and court cases are pending a charges are such which aspersions on the integrity or the integrity of the person has been doubtful at any stage in the carrier and mention thereof has been made in the ACR. Such types of cases must be sent to the Headquarter. 5. The instructions issued by the Government vide No. 32/198/83-4GSI dated 16.8.83, 32/2/2005- 4GSI dated 11.4.2005, 32/01/2005 4GSI dated 12.4.2005 be kept in view. 6. Any other instruction issued by the Government from time to time in this regard shall be adhered to. 7. The case of extension in service be submitted by the official at least 6 months prior to attaining the age of 55 years. 8. The case be decided at least one month prior to attaining the age of 55 years of the official.
6	Handicapped Allowance of vocational Lecturers and Instructors	District Education Officer Concerned	<p>Before granting the Handicapped Allowance it should be ensure that :-</p> <ol style="list-style-type: none"> 1. Certificate of disability issued by the CMO is genuine. 2. Handicappedness of the employee must be at least 40% 3. Entitlement of the Handicapped allowance will be w.e.f. from the date of claim in the office of the district Education Officer.

7	A.C.P. Scale of vocational lecturers and instructors	District Education Officer Concerned	<p>While allowing the ACP Scale to the Vocational Lecturers/Instructors it may be ensured that:-</p> <ol style="list-style-type: none"> 1. Service record of the last 10 year has to be assessed and out of which 70% should be good or above. 2. Integrity of the official should be good. 3. There is no pending complaint/inquiry under Rule-7 against the official. 4. The instructions issued by the Government from time to time in this regard are to be adhered to. 5. In case charge-sheet has been issued and court cases are pending and the charges are such which cast aspersions on the integrity, or the integrity of the person has been doubtful at any stage in the career and mention thereof has been made in the ACR. Such types of cases must be sent to the Headquarter.
8	Pension cases of Vocational Lecturers and Instructors Category	District Education Officer concerned	<p>That while forwarding the cases of Vocational Lecturers/Instructors to the Accountant General Haryana it may be ensured that:-</p> <ol style="list-style-type: none"> 1. To get the pension papers filed from the retiree 24 months before the date of his retirement. A set of pension papers will be provided to the pensioner. 2. Immediately on receipt of pension papers, necessary action will initiated for verification/ completion of service book/record. 3. In case of transfer of an employee from one school to another, the service book will be completed with regard to service verification, entitlement of leave etc. The service book should be forwarded at the time of issuance of LPC. 4. Steps should be taken to finalize long standing advances/recoveries against the retiree. 5. It should be ensured well in time that steps are taken to expedite enquiries, if any, pending against the official. 6. In the case of employees residing in the Government accommodation, steps should be taken for obtaining No Dues Certificate from the concerned authority well in time. 7. If the employee wants to retain Government accommodation for the permissible period of 4 months after the date of retirement, the license fee of the period be deposited in advance. 8. The pension case should be sent to the Accountant General (A&E) Haryana for the issuance of Certificate and Report at least one year before the date of retirement. 9. It may be noted that any amount required to be withheld for adjustment of outstanding dues should be intimated to the Accountant General Haryana (A&E) while sending the reply to C&R which should accompany N.D.C. 10. In case of employees against whom departmental/ judicial proceedings are pending, steps should be taken for the grant of provisional pension and the case should be sent to A&G (A&E) Haryana 6 months before the retirement. However, it may be ensured that provisional pension is authorized on merits depending upon gravity of offence.

NOTE: - Those cases pertaining to the matters in which the powers have been delegated and which have already been received in the Directorate are belong returned to the District Education Officers concerned.

Surina Rajan

**Financial Commissioner and Principal Secretary
to Govt. Haryana School
Education Department, Chandigarh**

ORDER NO.: 1/1-2003 Admn. (4)

The work distribution amongst the officers of the Directorate of Secondary Education is hereby made as under:-

Sr. No.	Branch	Brief Description of Work	Branch Officer
1	CEC	All matter concerning the Utkarsh Society	Sh. Parveen Sangwan, ADIT. Cases will be routed through the Addl. Director (Admn).
2	Civil works and Engineering Wing	Matters related to construction/repair of Govt. School Buildings etc.	Sh. Har Dev Singh, Assistant Director Cases will be routed through Smt. Santosh Kumari, Joint Director (Works). He will also look after the work of CR Section already allotted to him.
3	Pension-I	Pension/Family pension benefits and ex-gratia scheme in respect of Govt. Employee.	Sh. Sandeep Verma, Assistant Director.
4	Pension-II	Pension cases of employees of Govt. aided Schools	Sh. Parduman Sachdeva, Accounts Officer.
5	SPIO-II	All RTI Work of Hisar Division	Smt. Savitri Sihag, Assistant Director in on addition to her present work.
6	CCA	All works related to Sports/Yoga/Bharat Scouts & Guides	Sh. B.D.S. Tomar, Y.S.O. Work will be routed directly through Additional s & Guides Director (Administration) to the undersigned.

Subject: To postpone the winter vacations.

Refer on the subject cited above.

In view of the Right to Education Act, 2009 which has come in to effect from 1st April 2010. The matter regarding the working days of academic session-2010- 11 is under consideration of the Government and now it is decided that the winter vacations which are to commence from 22nd December to 31st December 2010 are hereby postponed till further decision.

EBB SCHOOL IN HARYANA**DISTRICT : BHIWANI**

1	GMS Alakhpura (Bhiwani) [5695]	Tosham	44	GSSS Isharwal (Bhiwani) [338]	Tosham
2	GHS Alampur (Bhiwani) [419]	Tosham	45	GGHS Isharwal (Bhiwani) [464]	Tosham
3	GMS Asalwas Dhubia (Bhiwani) [5690]	Tosham	46	GMS Jainawas (Bhiwani) [641]	Tosham
4	GMS Asalwas Mehrata (Bhiwani) [623]	Tosham	47	GSSS Jhumpa Khurd (Bhiwani) [536]	Siwani
5	GMS Bagan Wala (Bhiwani) [624]	Tosham	48	GSSS Kalod Gudha (Bhiwani) [465]	Siwani
6	GHS Bajina (Bhiwani) [676]	Tosham	49	GMS Katwar (Bhiwani) [5722]	Tosham
7	GMS Bakhtawarpura (Bhiwani) [5731]	Siwani	50	GSSS Khanak (Bhiwani) [429]	Tosham
8	GSSS Barwa (Bhiwani) [4124]	Siwani	51	GSSS Kharakari Jhanwari (Bhiwani) [378]	Tosham
9	GGHS Barwa (Bhiwani) [632]	Siwani	52	GMS Kharakari Sohan (Bhiwani) [5698]	Tosham
10	GHS Bhariwas (Bhiwani) [544]	Tosham	53	GMS Khawa (Bhiwani) [638]	Tosham
11	GSSS Bhera (Bhiwani) [545]	Siwani	54	GHS Kikral (Bhiwani) [637]	Siwani
12	GHS Bidhwan (Bhiwani) [542]	Siwani	55	GHS Lilas (Bhiwani) [551]	Siwani
13	GHS Bidola (Bhiwani) [471]	Tosham	56	GHS Mandhan (Bhiwani) [546]	Tosham
14	GHS Budhseli (Bhiwani) [543]	Siwani	57	GHS Mandholi Khurd (Bhiwani) [657]	Siwani
15	GMS Bushan (Bhiwani) [649]	Tosham	58	GHS Matani (Bhiwani) [672]	Siwani
16	GMS Chanana (Bhiwani) [5696]	Siwani	59	GSSS Miran (Bhiwani) [332]	Tosham
17	GMS Chhapar Jogian (Bhiwani) [611]	Tosham	60	GGHS Miran (Bhiwani) [4054]	Tosham
18	GHS Chhapar Rangran (Bhiwani) [473]	Tosham	61	GSSS Mithi (Bhiwani) [548]	Siwani
19	GMS Dadam (Bhiwani) [621]	Tosham	62	GMS Mohilla (Bhiwani) [5730]	Siwani
20	GHS Dang Kalan (Bhiwani) [433]	Tosham	63	GMS Morka (Bhiwani) [673]	Siwani
21	GMS Dang Khurd (Bhiwani) [618]	Tosham	64	GHS Nigana Kalan (Bhiwani) [596]	Tosham
22	GHS Dariyapur (Bhiwani) [466]	Siwani	65	GHS Patodi (Bhiwani) [406]	Tosham
23	GMS Devawas (Bhiwani) [645]	Tosham	66	GHS Pinjo Khera (Bhiwani) [462]	Tosham
24	GMS Devsar (Bhiwani) [5709]	Siwani	67	GHS Riwasa (Bhiwani) [399]	Tosham
25	GMS Dhani Balhara (Bhiwani) [5717]	Siwani	68	GHS Rodhan (Bhiwani) [550]	Tosham
26	GHS Dhani Bhakra (Bhiwani) [642]	Siwani	69	GHS Rupana (Bhiwani) [650]	Siwani
27	GHS Dhani Mahu (Bhiwani) [431]	Tosham	70	GHS Sagwan (Bhiwani) [442]	Tosham
28	GGSSS Dhani Mahu (Bhiwani) [394]	Tosham	71	GMS Sahlewala (Bhiwani) [5699]	Tosham
29	GMS Dhani Miran (Bhiwani) [643]	Tosham	72	GSSS Sandwa (Bhiwani) [382]	Tosham
30	GHS Dhani Riwasa (Bhiwani) [597]	Tosham	73	GGHS Sandwa (Bhiwani) [607]	Tosham
31	GMS Dharan (Bhiwani) [5684]	Tosham	74	GHS Saral (Bhiwani) [440]	Tosham
32	GMS Dhulkot (Bhiwani) [5705]	Siwani	75	GHS Sidhan (Bhiwani) [651]	Tosham
33	GHS Dulhari (Bhiwani) [434]	Tosham	76	GMS Siwach (Bhiwani) [5708]	Siwani
34	GMS Gadwa (Bhiwani) [5729]	Siwani	77	B.E.O. Siwani (Bhiwani) [5121]	Siwani
35	GMS Gaiandawas (Bhiwani) [639]	Siwani	78	B.R.C. Siwani (Bhiwani) [5316]	Siwani
36	GGMS Garanpura (Bhiwani) [612]	Tosham	79	GMS Siwani Khera (Bhiwani) [653]	Siwani
37	GHS Garanpura Kalan (Bhiwani) [679]	Tosham	80	GGSSS Siwani Mandi (Bhiwani) [319]	Siwani
38	GMS Garanpura Khurd (Bhiwani) [5721]	Tosham	81	GSSS Siwani Mandi (Bhiwani) [359]	Siwani
39	GHS Garwa (Bhiwani) [668]	Siwani	82	GHS Thilod (Bhiwani) [449]	Tosham
40	GMS Ghangala (Bhiwani) [5706]	Siwani	83	GSSS Tosham (Bhiwani) [390]	Tosham
41	GMS Gudda (Bhiwani) [5707]	Siwani	84	GMSSSS Tosham (Bhiwani) [356]	Tosham
42	GSSS Gurera (Bhiwani) [318]	Siwani	85	B.R.C. Tosham (Bhiwani) [5313]	Tosham
43	GHS Hassan (Bhiwani) [554]	Tosham	86	B.E.O. Tosham (Bhiwani) [5117]	Tosham

SANSKRITI MODEL SCHOOL IN HARYANA

1	GMSSSS Barara (Ambala) [13]	Barara
2	GMSSSS Tosham (Bhiwani) [356]	Tosham
3	GMSSSS Indachhoi (Fatehabad) [3408]	Tohana
4	GMSSSS Gurgaon (Sushant Lok) (Gurgaon) [5520]	Gurgaon
5	GMSSSS Sisai (Hisar) [1485]	Hansi
6	GMSSSS Ladain (Jhajjar) [3077]	Matan Hail
7	GMSSSS Balerkha (Jind) [1513]	Narwana
8	GMSSSS Keorak (Kaithal) [2186]	Kaithal
9	GMSSSS Taraori (Karnal) [1807]	Nilokheri
10	GMSSSS Ismailabad (Kurukshetra) [2399]	Shahabad
11	GMSSSS Mahendergarh (Mahendergarh) [4100]	Mahendergarh
12	GMSSSS Saroli (Mewat) [872]	Punhana
13	GMSSSS Dhatir (Palwal) [1005]	Palwal
14	GMSSSS Panchkula (Sector 20) (Panchkula) [5522]	Pinjore
15	GMSSSS Panipat (G T Road) (Panipat) [2130]	Panipat
16	GMSSSS Tatarpur Istmurar (Rewari) [2545]	Rewari
17	GMSSSS Sanghi (Rohtak) [2681]	Rohtak
18	GMSSSS Sirsa (Sirsa) [2844]	Sirsa
19	GMSSSS Ganaur (Sonipat) [3460]	Ganaur
20	GMSSSS Bilaspur (Yamuna Nagar) [175]	Bilaspur

LIST OF EMPLOYEES RETIRING ON**31/01/2011**

[020948] Ramdhari Sharma	01/02/1953	Head Master		Retire from [1681] GSSS Deorar, Distt. Jind
[001973] Surjit Singh	05/01/1953	Principal		GMSSSS Barara Distt. Ambala [13] -
[013565] Dharam Singh	05/01/1953	Head Master		GHS Fatehpur Tagga Distt. Faridabad [1092] -
[015821] Munni Lal Sharma	15/01/1953	Head Master		GHS Gharora Distt. Faridabad [1090] -
[010246] Jagdish Chander	04/01/1953	Head Master		GHS Balewa Distt. Gurgaon [686] -
[058450] Shishan Pal	04/01/1953	Head Master		GHS Nakhrola Distt. Gurgaon [782] -
[016393] Pawan Kumar	12/01/1953	Head Master		GMS Dayal Singh Colony Distt. Hisar [1346] -
[029526] Guni Ram	22/01/1953	Head Master		GHS Taragarh Distt. Kaithal [2300] -
[028270] Balbir Singh	11/01/1953	Principal		GSSS Kutail Distt. Karnal [1880] -
[031033] Baldev Singh	13/01/1953	Principal		GSSS Shahabad Markanda Distt. Kurukshetra [2411] -
[055378] Jagdish Parsad Yadav	05/01/1951	Principal	AWARDEE	GMSSSS Mahendergarh Distt. Mahendergarh [4100] -
[055265] Abhai Singh	14/01/1953	Principal		GSSS Pota Distt. Mahendergarh [3893] -
[013809] Harish Kumar	29/01/1953	Head Master		GHS Meesa Distt. Palwal [1177] -
[054805] Balbir Singh	02/01/1953	Head Master		GHS Waiser Distt. Panipat [2068] -
[050654] Dulichand	06/01/1953	Principal		GGSSS Kosli Distt. Rewari [2547] -
[037128] Ranbir Singh	07/01/1953	Principal		GSSS Kahanaur Distt. Rohtak [2655] -
[035123] Shri Krishan	12/01/1953	Head Master		GHS Nandal Distt. Rohtak [2758] -

EDUSAT BROADCAST TIME TABLE FOR SIT & DTH FOR THE SESSION 2010-11 (FINAL)

Regular content will be started from April 26, 2010 to onwards and AIEEE coaching classes will be started w.e.f. May 01, 2010 to onwards.

Time Days ↓	8:10 to 8:55	8:55 to 9:30	9:30 to 10:05	10:05 to 10:40	10:40 to 11:15	11:15 to 11:40	11:40 to 12:15	12:15 to 12:50	12:50 to 1:25	1:25 to 2:00	2:00 to 4:00
	0	I	II	III	IV		V	VI	VII	VIII	*Special Coaching for Entrance Examination of AIEEE
Monday		Physics XII	Econo mics XII	Physics XI	Accoun tancy XI		English X	Social Science IX	Soft Skill VI & VII on alternat e week	Soft Skill VI & VII on alternat e week	Physics – XI
Tuesday		Chemistr y XII	B. Study XII	Chemist ry XI	Econom ics XI		Science X	G.K./Val ue Educatio n on alternat e week VII & VIII	Soft Skill IX	Soft Skill IX	Physics – XII
Wednesday		Biology XII	Accoun tancy XII	Biology XI	Pol. Science XI		Hindi X	Mathem atics IX	Soft Skill X	Soft Skill X	Maths – XI
Thursday		Practical Physics/ Chemistr y/ Biology on alternate week XII	English XII	History XI	G.K./ Value Educati on /Quiz on alternat e week for XI		Soft Skill XI	Soft Skill XI	Math X	English IX	Maths – XII
Friday		Mathema tics XII	Politica l Scienc e XII	Mathem atics XI	English XI		G.K./ Value Educatio n/Quiz on alternat e week for IX & X	G.K./ Value Educatio n on alternat e week XII	Social Science X	Science IX	Chemistry – XI
Saturday		Geograp hy XI & XII on alternate week	History XII	Practical Physics/ Chemist ry/ Biology on alternat e week XI	Busines s Studies XI		Soft Skill XII	Soft Skill XII	Soft Skill VIII	Soft Skill VIII	Chemistry – XII

LOCAL ADJUSTMENT BY SCHOOL PRINCIPAL

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Note: Secondary Channel will be available to the students of Govt. Senior Secondary, High & Middle Schools (where SIT/ROT is not available), on primary channel (by switching the secondary channel No.1) in DTH Room of Primary school from 11:40 A.M. to 2:00 P.M. Monday to Friday and on Saturday from 1.15 P.M. to 2.00 P.M.

*AIEEE coaching is available for Class XI & XII of Govt. as well as Private Schools' students. The AIEEE coaching classes are not compulsory, only willing students may attend the coaching classes. Principals of Govt. Senior Secondary Schools will provide all facilities to the students at their own level in the school campus.