



OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA PANCHKULA

Order No. 1/2-2022 Admn. (1)

Dated, Panchkula the 31.05.2023

All Establishment Branches and other concerned branches of Secondary Education Directorate and Elementary Education Directorate will ensure that following data is updated latest by 05.06.2023 on Oneschool portal in respect of the teachers dealt with by them:-

1. All newly appointed employees have been provided with Employee ID and their profile is verified on oneschool portal.
2. All Promotions/reversions and postings against them, issued by them of DEEOs (in case DEEO is appointing authority) and their relieving and joining are updated on oneschool portal.
3. All Foreign deputations, repatriations, long leaves beyond 89 days.
4. All Suspensions, reinstatements, terminations, dismissals.
5. All orders of district change in respect of district cadre teachers due to creation of new districts like Mewat, Palwal, Charkhi Dadri.
6. Opening, Closing, re-opening, upgradation, downgrading of schools.
7. VRS, Resignation, appointment in other departments/posts.
8. Any other type of orders which affect the change in status of teachers subsequently impacting the transfer of a teacher during General Transfer Drive.
9. Concerned branch officers shall ensure the updation of data at their level. Any laxity will be viewed seriously.


**DR. ANSHAJ SINGH, IAS
DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA**

Endst. No. Even

Dated, Panchkula, the : 01.06.2023

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

1. Additional Director Admn.-I and II.
2. Additional Director Admn. (Elementary Education)
3. Joint Director (MSS).
4. Joint Director (IT Edu.) and Deputy Director IT.
5. All Branch Officers/Superintendents.
6. PA/DSE.
7. PA/DEE.
8. PA/Additional Directors (Secondary/Elementary).
9. PA/Joint Directors (Secondary/Elementary).
10. Superintendent Admn. (Elementary Education).
11. Registrar Education.
12. IT Cell (HQ).


REGISTRAR EDUCATION
for **DIRECTOR SECONDARY EDUCATION**
HARYANA PANCHKULA