

MOST IMPORTANT

From

**Director
Secondary Education Department
Haryana, Panchkula**

To

**All the
1. District Education Officers
2. District Elementary Education Officers**

Memo No. 13/1-2016 ACD (1)
Dated, Panchkula, the 16.11.2016

Subject: Policy to engage teachers retired from Haryana Government Service, against leave vacancies, so as to provide quality education (Sugam-Siksha).

While strenuous effort are being made to fill up the vacancies of teachers of various categories (i.e. PGTs, TGTs, C&V and PRTs) through regular recruitment yet, for various reasons the schools have shortage of teaching staff. To makeup this unavoidable deficiency it has been decided to re-engage the retired teachers. For this purpose, *a panel of retired teachers is to be prepared every year to the extent of 25% of the sanctioned posts in each category. The objective of this panel is to make the teachers available throughout the year.*

Accordingly, District Education Officer of the concerned District shall prepare the said panel of PGTs of various subjects out of retired PGTs of School Education Department Haryana, whereas District Elementary Education Officer shall do the same in respect of PRTs, TGTs and C&V Language Teachers.

The details of the terms, conditions and procedure are as under:-

1. Remuneration:-

Retired teachers shall be given fixed remuneration as per re-employment policy of the State Government and latest instructions of Fixation of Pay on re-employment of pensioner (including military pensioner retired on or after attaining the age of 55 years).

2. Criteria of preparing panel:-

Post Graduate Teachers (PGTs):-

| | | | |
|--------------|-------------------|------------|---|
| (i) | Experience | 50 | 2 marks for each completed year service in the cadre upto a maximum of 50 marks. |
| (ii) | Results | 50 | 10 marks for each year result during the last 5 years. The same shall be calculated by multiplying percentage of results upto two decimal multiplied by 10 and divided by 100. The marks shall be given upto two decimal. |
| Total | | 100 | |

Trained Graduate Teachers (TGTs):-

| | | | |
|------|-------------------|----|--|
| (i) | Experience | 50 | 2 marks for each completed year service in the cadre upto a maximum of 50 marks. |
| (ii) | Results | 50 | 10 marks for each year result during the last 5 years. The same shall be calculated by multiplying percentage of results upto two decimal multiplied by 10 and divided by 100. |

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| | | |
|--------------|------------|--|
| | | The marks shall be given upto two decimal. |
| Total | 100 | |

Classical & Vernacular (C&V) in the subjects of Hindi, Sanskrit & Punjabi:-

| | | | |
|--------------------|-------------------|------------|---|
| (i) | Experience | 50 | 2 marks for each completed year service in the cadre upto a maximum of 50 marks. |
| (ii) | Results | 50 | 10 marks for each year result during the last 5 years. The same shall be calculated by multiplying percentage of results upto two decimal multiplied by 10 and divided by 100. The marks shall be given upto two decimal. |
| Total Marks | | 100 | |

Primary Teachers (PRTs):-

| | | | |
|--------------------|-------------------|------------|---|
| (i) | Experience | 50 | 2 marks for each completed year |
| (ii) | Results | 50 | 10 marks for each year result during the last 5 years. The same shall be calculated by multiplying percentage of results upto two decimal multiplied by 10 and divided by 100. The marks shall be given upto two decimal. |
| Total Marks | | 100 | |

Note:

- i. Experience will be counted only for the period in which the incumbent taught the relevant subject.
- ii. In case of tie in the merit, younger in age will be preferred.

3. Terms & Conditions for placement:-

- a) Integrity of the candidate should not have been doubted during the entire service.
- b) No disciplinary or criminal matter including FIR of any type is pending against the candidate at the time of retirement and while considering for appointment on contract basis.
- c) No major penalty, as provided in Rule 4 of Haryana Civil Services (Punishment & Appeal) Rules, 1987 has been inflicted during the entire service.
- d) At the time of retirement, ACRs of last 10 years to tune of 70% in the category of good or better than that must exist.
- e) 70% results of a teacher as PGT, TGT and C&V category (only in the subjects of Hindi, Sanskrit & Punjabi) during the last 10 years prior to retirement of the Board classes should be plus in the relevant subject. Similarly, in the case of the school results, the same should not be less than 70% during the last 10 years prior to retirement. The same shall be applicable in case of results delivered during re-engagement, while preparing fresh panel every year and considering the case of already re-employed teachers.

Note: Regarding (a to e), self declaration by the applicant will be required.

- f) Principals and Headmasters (High Schools), Elementary Heads (Middle Schools), Head Teacher (Primary Schools) can be considered for PGT, TGT,

C&V or PRT, if they fulfill the qualifications and experience of the relevant subject, as prescribed for direct recruitment to the post except holding of qualification of HTET/STET and on the basis of results of the relevant subject as PGT, TGT, C&V and PRT, as the case may be.

- g) It shall be personal responsibility of the DEO/ DEEO concerned that the candidate is engaged as per the criteria of leave vacancy and specifically on the work load basis. It is further clarified that the teacher re-engaged must have a work load of 36 periods in the case of PGTs, whereas the same shall be 39 periods for TGTs and C&V categories.
- h) Panel shall be prepared in the month of January every year and the same will be valid for ensuing academic year i.e. from 1st April of the said year till 31st March of next year. Further, fresh panel shall be prepared each year, as mentioned above.
- i) A candidate can apply only in one district.
- j) The maximum age upto which re-engagement on contract basis is admissible is 64 years, as on 1st April of the academic year for which panel is to be prepared i.e. he should not be more than 64 years of age as on 1st April of the academic year of engagement.
- k) Teachers engaged on contractual basis will not be a part of the cadre of teachers of the School Education Department, Haryana and she/he would be engaged till such time the regular teacher joins or the end of the academic session or existence of workload, whichever is earlier.
- l) Candidature of a contractual teacher, who has served in the said capacity, may be considered in subsequent year(s) for a fresh engagement as contractual teacher, while preparing a fresh panel.
- m) No DPE/PTI should be engaged on contract basis.
- n) Head of the institution shall be competent to dispense with the services of the contractual teachers on the basis of dis-satisfactory work etc. by giving reasons in writing and information in the matter shall be sent to DEO/DEEO.
- o) If DDO powers of any Head of the Institution have been withdrawn, then the person having the power of DDO shall exercise the powers mentioned at point (n) above.
- p) A teacher who is engaged in the panel, once will continue to be engaged in subsequent years, if his results and performance is in plus, as compared to Board's/ School results. While preparing panel subsequently, he will be excluded from the same and continue to be engaged for five years or till the attainment of 65 years, whichever is earlier.

4. Execution of Agreement -

An agreement needs to be signed by the selected candidate and Principal/ Head of the institution/ BEO, as the case may be. The agreement should be in duplicate. The agreement signed should be strictly complied with and it is the responsibility of the Principal/ Head of the institution/ BEO to ensure that agreement is properly executed and the original agreement is kept in her/his custody.


5. Duties & Responsibilities of Contractual Teachers:-

Duties and responsibilities of contractual teachers will be the same, as of regular teachers or as assigned by the Head of the Institution.

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All interested retired teachers should apply to the respective DEOs and DEEOs by 27.11.2016 on the proforma attached as Annexure-A.

The DEOs and the DEEOs are directed to prepare the panel as soon as possible so that directions for the actual re-employment of these applicant teachers in the schools can be further issued from the headquarter forthwith.


Virender Singh, ACS
Additional Director (Admn.)
Secondary Education Department
Haryana, Panchkula

ANNEXURE-'A'

**Application for Re-engagement of
Retired Teachers from School Education Department Haryana**

Passport size
photo of the
candidate

| | | | | | | |
|---------|---|---------------------------------------|--------------------------------------|---------------------|-------------------|-------|
| 1. | Name of the applicant | | | | | |
| 2. | Father's/Guardian name | | | | | |
| 3. | Address with Mobile No. and e-mail, if any | | | | | |
| 4. | Post applied for | | (01 PGT, 02 TGT, 03 C&V, 04 JBT/PRT) | | | |
| 5. | Date of Birth | | | | | |
| 6. | Date of Retirement and school | | | | | |
| 7. | Preferential Block for Re-employment | | | | | |
| 8. | Qualifications:- | | | | | |
| Sr. No. | Qualification | Subject | Year of Passing | Max. Marks | Marks obtained | % age |
| (a) | Post Graduation | | | | | |
| (b) | Graduation | | | | | |
| (c) | B.Ed./D.Ed. | | | | | |
| (d) | 10+2 | | | | | |
| (e) | Matriculation | | | | | |
| (f) | Any other | | | | | |
| 9 | Results of the teacher for the last 10 years:- | | | | | |
| | Year | Class | Pass % | Board Pass % | Plus/Minus | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 10 | Experience, if any | | | | | |
| | Name of the Institution Served | In which capacity/ Designation | From | To | Remarks | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| | |
|----|---|
| 11 | Any other information in support of your candidature |
| | |
| | |
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| | |

Signature of the Candidate

Verification:-

Verified that the above mentioned contents of my application are true and correct to the best of knowledge and nothing has been concealed therein. If anything is found wrong, I shall be responsible for legal action.

Date:
Place:

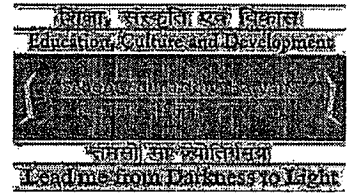
Signature of the Candidate



GOVERNMENT OF HARYANA / हरियाणा सरकार

Directorate School Education

विद्यालय शिक्षा निदेशालय

3054 OT cell
07/07/17

Off.: Shiksha Sadan, Sector 5, Panchkula, Haryana 134109 (India) - Tel: 91(0172)-2560246 Fax: 91(0172)-2560253

कार्यालय: शिक्षा सदन, सेक्टर 5 पंचकुला-134109 (भारत) दूरभाष : 91 (0172) 2560246 फैक्स: 91 (0172) 2560253

e-mail: edusecondaryhry@gmail.com - site: www.schooleducationharyana.gov.in

(To be replaced with letter no. -same- Dated: 05.07.2017)

To

All District Education Officers,
In the State of HaryanaMemo No. 1/4-2017 ACD (3)
Dated, Panchkula 07.07.2017

Subject:- Administrative and Financial approval for the payment of remuneration of Retired teachers engaged for the year 2017-18. (Rectification of remuneration)

Reference in the subject cited above.

On the subject noted above, the financial sanction of Rs. **22,00,00,000/-** (Rupees Twenty Two Crore only) for payment of remuneration of retd. teachers engaged for the year 2017-18 under the Sugam Shiksha component of Swaran Jyanti Programs, is issued for the year 2017-18. The funds are placed at the disposal of all DEO's @ Rs.01,00,00,000/- per district.

| Sr. No. | District | Total District wise amount to be release for payment of remuneration of retd. teachers engaged for the year 2017-18 under the Sugam Shiksha component of Swaran Jyanti Programs |
|---------|---------------|---|
| 1. | Ambala | 1,00.00,000/- |
| 2. | Bhiwani | 1,00.00,000/- |
| 3. | Charkhi Dadri | 1,00.00,000/- |
| 4. | Faridabad | 1,00.00,000/- |
| 5. | Fatehabad | 1,00.00,000/- |
| 6. | Gurgaon | 1,00.00,000/- |
| 7. | Hisar | 1,00.00,000/- |
| 8. | Jhajjar | 1,00.00,000/- |
| 9. | Jind | 1,00.00,000/- |
| 10. | Kaithal | 1,00.00,000/- |
| 11. | Karnal | 1,00.00,000/- |
| 12. | Kurukshetra | 1,00.00,000/- |
| 13. | Mahendergarh | 1,00.00,000/- |
| 14. | Mewat | 1,00.00,000/- |
| 15. | Palwal | 1,00.00,000/- |
| 16. | Panchkula | 1,00.00,000/- |
| 17. | Panipat | 1,00.00,000/- |
| 18. | Rewari | 1,00.00,000/- |
| 19. | Rohtak | 1,00.00,000/- |
| 20. | Sirsa | 1,00.00,000/- |
| 21. | Sonapat | 1,00.00,000/- |
| 22. | Yamuna Nagar | 1,00.00,000/- |
| | Total | 22,00,00,000/- |



1. The charge is debit-able to the following head:


“Head 2202- General Education, 02 Secondary Education, 800- Other Expenditure, (97)- Swaran Jyanti Program (98)- Sugam Shiksha- Providing teachers to all Schools 69-Contractual Services”.

2. Retired Teacher on being re-employed shall be given fixed remuneration (equivalent to that of Guest/ Contractual JBT/TGT/PGT) as under:-

- | | |
|---|----------------------------------|
| a) Post Graduate Teacher | - Rs. 29,715 /- per month |
| b) Trained Graduate Teacher/ C&V Language Teachers | - Rs. 24,001 /- per month |
| c) Primary Teachers | - Rs. 21,715 /- per month |

3. The school resorting to the re-employment of retired teacher shall prepare a reasonable estimate of the budget required by it for payment of remuneration to the thus engaged teachers and seek the budget from the concerned District Office and the latter shall allocate the budget at least 02 days before the last date of the month for which the budget has been demanded by the particular school. Any delay or dereliction in demand/allocation of budget shall be viewed seriously.

4. Needless to mention, the re-employed retired teacher shall be relieved of the duties as and when a regular teacher reports to man the vacancy.



Joint Secretary Secondary Education
School Education Department,
Haryana, Panchkula

Endst. No. Even

Dated: Panchkula, the 07.07.2017

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

1. The Principal Secretary to Govt. of Haryana, Finance Department Haryana, Chandigarh.
2. All Treasury Officers, In the State.
3. Accountant General Haryana (A & E) Chandigarh.
4. Accountant General Haryana (Audit) Chandigarh.
5. Superintendent Budget Branch (Local).
6. Budget Controlling Authority (Local). It is requested to allocate the budget in the account of DEO as BCO.


Joint Secretary Secondary Education
School Education Department,
Haryana, Panchkula

