

Order No. 15/35-2022 Co-I (2)

From

**Additional Chief Secretary to Govt. Haryana
School Education Department, Chandigarh.**

To

1. **Director SCERT, Gurugram.**
2. **All the District Education Officers in the State.**
3. **All the District Elementary Education Officers in the State.**
4. **All the Principal/In-charge DIET/BITE/GETTI/Head of all the Government Schools of the State.**

Subject: Policy/Guidelines for temporary adjustment of teachers working in the Govt. Schools of the State at the level of DEOs/DEEOs.

Refer on the subject cited above.

It has come into the notice of the department that in some of the schools, the number of teachers in a particular subject is more than the workload, while in some of the schools, no teacher or less teachers are working as compared to workload. Hence, the government has decided to delegate the powers of temporary adjustment of teachers to District Education Officers/District Elementary Education Officers as the case may be. Therefore, you are directed to strictly follow the following guidelines while making the temporary adjustment of teacher working in your district:-

1. This policy/guidelines will be effective only after the completion of General Transfer Drive.
2. This Policy/Guidelines will be used to provide minimum required teachers in the schools.
3. A Committee of DEO, DEEO and BEOs will assess the requirement of teachers to be deputed within the district in consultation with School Heads to identify schools with large number of vacancies and schools from where teachers can be spared to depute in schools with high vacancies.
4. List of such schools will be displayed in the schools, cluster head schools, BEO and DEEO/DEO offices.
5. Plan of action will be prepared by DEO and DEEO by adopting following criteria:-
 - a. In case, the minimum requirement remains unfilled following criteria will be used to fill the gap:
 - i. First of all, workload will be distributed amongst underutilized PRTs, TGTs PGTs within the school.
 - ii. Thereafter, requirement will be filled by merging the students of same class being run in different campuses of co-located schools and deputing underutilized teachers in other campus of co-located school. In this case, co-located schools are all such schools which are either in same

- premises or within the walking distance in a particular village or ward (in case of urban area).
- iii. If the requirement still remains unfilled, teachers from other schools of same cluster shall be deputed to fill the minimum requirement.
 - iv. If the requirement still remains unfilled, teachers from other schools of same block shall be deputed to fill the minimum requirement.
 - v. Even after the above mentioned efforts, if the minimum requirement remains unfilled, inter Block deputations may be made ensuring minimum displacement.
6. All such temporary deputations will be need based within district only.
 7. All such deputation of the teachers within the district shall be reported in HRMS and MIS of the school education Department.
 8. No individual request for deputation from any teacher shall be entertained.
 9. No teacher shall be deputed for non-teaching jobs.
 10. Temporary deputation will be effective only for current academic session and will automatically stand cancelled at the end of academic session or till the vacancy is filled up by any mode whichever is earlier.

Dated: 22.11.2022

**Dr. Mahavir Singh
Additional Chief Secretary to Govt. Haryana
School Education Department, Haryana
Chandigarh**

Endstt. 15/35-2022 Co-1(2)

Dated, Panchkula the 23-11-2022

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

1. Senior Secretary to APSCM.
2. Secretary to Hon'ble E.M.
3. Secretary to ACSSE
4. PS to DSE/DEE/SPD.
5. PA/AD-1, JD.
6. All the Superintendent (DSE/DEE).
- ✓ 7. Joint Director IT with request to upload this communication on department website.

**Deputy Secretary School Education
For Additional Chief Secretary to Govt. Haryana
School Education Department, Haryana
Chandigarh**