



# Directorate Secondary Education

## विद्यालय शिक्षा निदेशालय

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: dsehrg1@gmail.com - site: www.schooleducationharyana.gov.in

### Regd/Email To

1. Director of School Education, Chandigarh Administration, Chandigarh, Additional Deluxe Building, 1st Floor, Jan Marg, 9-D, Sector 9, Chandigarh, 160009
2. The Director SCERT, Gurugram
3. All District Education Officers in the State of Haryana
4. All District Elementary Education Officers in the State of Haryana
5. All Principal DIETs in the State of Haryana

**Memo No. 4/02-2025 HRG-I(2)**  
**Dated Panchkula, the 13.03.2025**

**Subject: - Collection of summary sheets and no complaint certificate.**

Kindly refer to the subject cited above.

In pursuance with order dated 11.03.2025 passed in CWP No. 22560 of 2023 titled as Shiv Kumar & another v/s State of Haryana, you are directed to provide the summary sheets, no complaint/enquiry/disciplinary action/criminal proceedings certificate(s) of the officers as mentioned in the senoirty list of Principals as stood on 01.02.2023 from 850 to 1300 (alongwith amendment vide order no. 6/117-2023 HRG-(3) dated 29.01.2025 and 25.02.2025) upto 20.03.2025 through special messenger in HRG-1 branch positively. You are further directed to strictly adhere to the timeline.


1. The cases of presently working Dy. DEOs may also be sent.
2. Cases of retirees may not be sent.
3. The officers who earlier opt to forgo promotion and one year have passed may also sent their cases for promotion through their respective district head.
4. The officers who wish to forgo promotion may sent their consent with undertaking through their respective district head.
5. Cases of promotions may be sent as per enclosed Performa with annexure such as summary sheet, no complaint/enquiry/disciplinary action/criminal proceedings certificate duly countersigned by District Education officer concern. Cases without authentication from concern authority will not be entertained.
6. Personal files/Service Books may not be sent as the same will not be entertained.
7. Cases of officers working on extension beyond 58 years, on account of state awardee/physical handicap etc, must be sent with order of extension in service and attested certificate of State Award/physical handicap.
8. If any officer founded to be expired, death certificate may be furnished and MIS prpfile of such officer may be updated with such information.



9. You may also direct the officers to keep their MIS profile approved and updated with accurate & precise information.

It is made clear that this is only a backend exercise for the purpose of compiling of requisite information/data and may not be claimed as right for promotion and this exercise shall remain subject to the final outcome of CWP No. 22560 of 2023 titled as Shiv Kumar & another v/s State of Haryana.

**Enclosed:- 1. Summary Sheet  
2. Check List**


  
**Superintendent HRG-I  
For Director Secondary Education,  
Haryana, Panchkula**

**Endst No. 4/2-2025 HRG-1 (2)**

**Dated Panchkula, the 13.03.2025**

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

1. The District Education Officer, Sector-19, Chandigarh [email:-  
**deochd19@gmail.com**]
2. Secy/PSSE
3. PA/DSE
4. IT Cell with request to upload this notice on the website of the department.

  
**Superintendent HRG-I  
For Director Secondary Education,  
Haryana, Panchkula**

File No. 4/2-2025 HRG-I(2)

(Tick the relevant)

**Check List**

Name:-

Employee ID

Designation:-

Place of Posting:-

Seniority number

1	Summary Sheet	Yes / NO
2	No Complaint/ Enquiry Certificate	YES / NO
3	Working beyond 58 years on account of State Award/Physically handicapped	YES / NO

Remarks: - Kindly mention any specific detail or input (with documentary proof) if necessary such as state awarde, extension in service beyond 58 years, pending disciplinary action etc.

**District Education Officer  
Concern**

Enclosures:

1. Summary Sheets
2. No Complaint/Enquiry Certificate/Criminal proceedings certificate

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**District Education Officer  
Concern**





GOVERNMENT OF HARYANA / हरियाणा सरकार  
**Directorate School Education**  
**विद्यालय शिक्षा निदेशालय**

शिक्षा, संस्कृति एवं विकास  
 Education, Culture and Development

School Education, Haryana  
 विद्यालय शिक्षा, हरियाणा

तमसो मा ज्योतिर्गमय  
 Lead me from Darkness to Light

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## SUMMARY SHEET

(Tick relevant)

Seniority No.

Name of the Officer

Employee ID

Designation

Present Place of  
posting with office  
code.

Sr No.	Year	Grading	Over Grading	Remarks regarding integrity
1	2014-15			
2	2015-16			
3	2016-17			
4	2017-18			
5	2018-19			
6	2019-20			
7	2020-21			
8	2021-22			
9	2022-23			
10	2023-24			

District Education Officer,  
concern

### Undertaking

I certify that the above information has mentioned from the official record/personal file of the officer, which I have checked and found correct.

District Education Officer,  
Concern

File NO. 4/2-2025 HRG-I(2)