

From

The Principal Secretary to Govt. Haryana
School Education Department, Chandigarh.

To

All the District Education Officers
In the State of Haryana.

Memo No. 9/25-2026 Works (2)

Dated: Panchkula the, 27/03/2026

Subject: Guidelines regarding execution of Minor Works in Government High/Sr. Sec. Schools in the State of Haryana.

Kindly refer to the subject cited above.

It has come to the notice during school inspection that the cleanliness, drinking water facility overall condition of school boundary wall and hygiene facilities in certain schools are not satisfactory. In some cases, taps and wash rooms are either non functional or missing and sanitary fittings are not properly installed. Some position of the boundary walls are partially broken, additionally, piles of garbage are lying in the school grounds without regular cleaning. Minor water logging has also been noticed in certain area of the campus which require minor civil repair but remaining unattended.

Principal/Headmasters of the school, being fully aware of the actual ground situation, can play a pivotal role to address these shortcomings. It is also expected that through timely intervention and proactive supervision by Head of schools, these issues can be resolved promptly to ensure a safe, clean and hygienic environment for students and staff. For current requirement the minor work have been classified as under:-

- 1 Repair of barbed wire fencing/boundary wall.
- 2 Repair of unsafe/damaged walls.
- 3 Repair of drinking water facilities (pipes, taps, tanks etc.)
- 4 Repair and maintenance of toilets.
- 5 Other small civil/Public Health repair works necessary for safety and hygiene.
- 6 Removal of piled up garbage from school premises.

As per letter No. 2/2/2016 (2) dated 02.09.2019 issued by Department of industry and Commerce, Government of Haryana, Chandigarh, in point 2 clause ii, there is the following provision :-

(ii) Purchase of Goods/ Stores costing above Rs. 10,000/- and upto Rs. 1,00,000/- on each occasion may be made on recommendation of a duly constitutional local purchase Committee consisting of three members of appropriate level as decided by the Head of Department. However the total value of such purchase made during financial year shall not exceed Rs. 5,00,000. The Committee will survey the market to ascertain the reasonableness of the rate, quality & specification and identify the appropriate supplier. Before recommending the placement of Purchase Order. The members of the committee will jointly record a certificate as under:-

Certified that we member of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality priced at the prevailing marked rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Industrial & Commerce or any other Government Department/Agency of the State."

Most of these works mentioned above require expenditure less than Rs. 1.00 lakh and such minor repair and maintenance works may be met out from the available Children Welfare Fund (CWF) wherever feasible.

In view of the above, all the head of the Schools, are hereby directed to constitute local purchase committee with the DDO as chairman/chairperson and other members as nominated by the DDO. The school principals/school heads/DDOs will assess the requirement of minor repair and maintenance works in their schools and get them executed as per above mentioned provision. DEOs will supervise and ensure the execution of above mentioned works and will submit a weekly report to the Headquarter. For this there is no need to send the case to the Directorate.

Further in case of non-availability of sufficient funds, the school may send a request to headquarter within 7 days through their DEOs from the issuance of this letter for works costing less than Rs. 01.00 lakh and execute these works according to the direction given in above paras.

This may be treated on top priority. This issues with the prior approval of the competent authority.

- Sd/-

**Deputy Director Works
for Principal Secretary to Govt. Haryana
School Education Department**

**OFFICE OF DIRECTOR GENERAL SCHOOL EDUCATION
HARYANA, PANCHKKULA**

Endst. No. 9/25-2026 Works (2)

Dated, Panchkula the 27/03/2026

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

- 1 Secy./CM.
- 2 Secy./SEM.
- 3 PSSE, PA/DGSE, PA/Additional Director.
- ✓ 4 IT cell for uploading on departmental web site.

Chugh 27/3/26

**Deputy Director Works
For Director General Secondary Education
Haryana, Panchkula**