

**ORDER NO.15/112-2006 CO(1)****FROM****FINANCIAL COMMISSIONER AND PRINCIPAL SECRETARY  
TO GOVT. HARYANA, EDUCATION DEPTT, CHANDIGARH.****TO**

- 1. ALL THE DISTRICT EDUCATION OFFICERS  
IN THE STATE.**
- 2. ALL THE DISTRICT ELEMENTARY EDUCATION OFFICERS  
IN THE STATE.**
- 3. ALL THE BLOCK EDUCATION OFFICERS IN THE STATE**

**SUBJECT: DELEGATION OF POWERS.**

Reference on the subject cited above.

The powers to decide the following establishment matters relating to teaching and non-teaching category are hereby delegated as under:-

| <b>SR. NO.</b> | <b>SUBJECT</b>  | <b>DELEGATED TO</b>                  | <b>REMARKS</b>  |
|----------------|---|--------------------------------------|---|
| 1              | Maintenance of personal files of the Lecturers (School Cadre)                           | District Education Officer Concerned | That while maintaining the personal files of Lecturers (School Cadre) except Lecturer in selection grade, it may be ensured that:-<br><ol style="list-style-type: none"> <li>1. ACRs of all the Lecturers may be written well in time.</li> <li>2. The personal files may be kept in safe custody.</li> <li>3. The personal files may be kept under the supervision of responsible officer.</li> <li>4. In case of loss of personal file the responsibility of the concerned officer/official be fixed.</li> <li>5. In case of any negligence on the part of the officer/official responsible for the safe custody of the personal files, strict disciplinary action be initiated under Punishment &amp; Appeal Rules-1987.</li> <li>6. NAC may be avoided. However if need be solid explained reason will be given.</li> <li>7. The integrity of the custodian of the personal files should be good.</li> <li>8. Whenever a Lecturer is transferred out of district his whole personal file and service book etc. may be sent along with the LPC to the District Education Officer of the new district where he has been transferred.</li> </ol> |
| 2              | Extension in service beyond the age of 55 years to 58 years to Lecturers (School Cadre) | District Education Officer concerned | That, while granting extension in service beyond the age of 55 years to Lecturers (Schools Cadre) except Lecturers in selection grade, it may be ensured that:-<br><ol style="list-style-type: none"> <li>1. Service record of the last 10 years</li> </ol>   |

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|   |   |                                      | <p>has to be assessed and out of which 70% should be good or above.</p> <ol style="list-style-type: none"> <li>2. The integrity of the official should be good.</li> <li>3. There is no pending complaint/inquiry under Rule-7 against the official.</li> <li>4. In case charge-sheet has been issued and court cases are pending and the charges are such which cast aspersions on the integrity, or the integrity of the person has been doubtful at any stage in the career and mention thereof has been made in the ACR. Such types of cases must be sent to the Headquarter.</li> <li>5. The instructions issued by the Government vide No. 32/198/83-4GSI dated 16.8.83, 32/02/2005-4GSI dated 11.4.2005, 32/01/2005-4GSI dated 12.4.2005 be kept in view.</li> <li>6. Any other instructions issued by the Government from time to time in this regard shall be adhered to.</li> <li>7. The case of extension in service be submitted by the official at least 6 months prior to attaining the age of 55 years.</li> <li>8. The case be decided at least one month prior to attaining the age of 55 years of the official.</li> </ol> |
| 3 | Efficiency Bar of Lecturer (School Cadre) | District Education Officer concerned | <p>That while permitting the Efficiency Bar to the Lecturer (School Cadre) except in Lecturer in selection grade it may be ensured that:-</p> <ol style="list-style-type: none"> <li>1. Service record of the last 10 years has to be assessed and out of which 50% should be good or above.</li> <li>2. The integrity of the official should be good.</li> <li>3. There is no pending complaint/inquiry under Rule-7 against the official.</li> <li>4. Any other instructions issued by the Government from time to time in this regard shall be adhered to.</li> <li>5. No annual increment be allowed prior to the permission of crossing efficiency bar.</li> <li>6. If official is not found fit for crossing the efficiency bar, his case will be reviewed on year to year basis as per available service record.</li> </ol>   |

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| 4 | Leave Encashment of Principal/ Headmaster/ Superintendent of field offices   | District Education Officer concerned  | <p>While calculating the Leave Encashment of teaching and non-teaching employees of the district, it may be ensured that:-</p> <ol style="list-style-type: none"> <li>1. The leave should be calculated and verified by the concerned Section Officer appointed in the office of District Education Officer.</li> <li>2. The District Education Officer will be entirely responsible for any lapse.</li> <li>3. Leave account has to be verified by the Section officer w.e.f date, the official has been allowed for leave encashment i.e from 9.4.1987 and thereafter.</li> <li>4. Leave for the training purposes of more than fifteen days during vacation if any will be accounted for leave encashment as applicable to non-vacation employees under rules.</li> <li>5. The order of leave encashment should be issued 15 days prior to the date of retirement and it should be ensured that this payment is made on the date of retirement.</li> </ol> |
| 5 | Journey beyond Jurisdiction (JBJ) of BEO's, Principals, Headmasters, Lecturers, C&V teachers and Ministerial Staff of the field-offices. | District Education Officer,           | <ol style="list-style-type: none"> <li>1. The J.B.J. cases upto 10 days will be decided at the District Level and the JBJ cases of more than 10 days should be sent to the Directorate.</li> <li>2. Instructions issued by the Govt. from time to time should be strictly adhered to.</li> <li>3. The claimant will produce the attendance certificate.</li> </ol>  |
| 6 | A.C.P. Scale of Masters and Ministerial Staff of the field offices.  | District Education Officer concerned, | <p>While allowing the ACP Scale to the Masters and the Ministerial Staff of the field offices it may be ensured that:-</p> <ol style="list-style-type: none"> <li>1. Service record of the last 10 year has to be assessed and out of which 70% should be good or above.</li> <li>2. Integrity of the official should be good.</li> <li>3. There is no pending complaint/inquiry under Rule-7 against the official.</li> <li>4. The instructions issued by the Government from time to time in this regard are to be adhered to.</li> <li>5. In case charge-sheet has been issued and court cases are pending and the charges are such which cast aspersions on the integrity, or the integrity of the person has been doubtful at</li> </ol>   |

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|   |                                  |                                      | any stage in the career and mention thereof has been made in the ACR. Such types of cases must be sent to the Headquarter.   |
| 7 | Pension cases of Master Category | District Education Officer concerned | <p>That while forwarding the cases of master category to the Accountant General Haryana it may be ensured that:-</p> <ol style="list-style-type: none"> <li>1. To get the pension papers filed from the retiree 24 months before the date of his retirement. A set of pension papers will be provided to the pensioner.</li> <li>2. Immediately on receipt of pension papers, necessary action will be initiated for verification/completion of service book/record.</li> <li>3. In case of transfer of an employee from one office to another, the service book will be completed with regard to service verification, entitlement of leave etc. The service book should be forwarded at the time of issuance of LPC.</li> <li>4. Steps should be taken to finalize long standing advances/recoveries against the retiree.</li> <li>5. It should be ensured well in time that steps are taken to expedite enquiries, if any, pending against the official.</li> <li>6. In the case of employees residing in the Government accommodation, steps should be taken for obtaining No Dues Certificate from the concerned authority well in time.</li> <li>7. If the employee wants to retain Government accommodation for the permissible period of 4 months after the date of retirement, the license fee of the period be deposited in advance.</li> <li>8. The pension case should be sent to the Accountant General (A&amp;E) Haryana for the issuance of Certificate and Report at least one year before the date of retirement.</li> <li>9. It may be noted that any amount required to be withheld for adjustment of outstanding dues should be intimated to the Accountant General Haryana</li> </ol> |

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|   |  |                                      | (A&E) while sending the reply to C&R which should accompany N.D.C.<br>10. In case of employees against whom departmental/judicial proceedings are pending, steps should be taken for the grant of provisional pension and the case should be sent to A&G (A&E) Haryana 6 months before the retirement. However, it may be ensured that provisional pension is authorized on merits depending upon gravity of offence. |
| 8 | Handicapped Allowance of All teaching and Non-teaching category of the field | District Education Officer concerned | Before granting the Handicapped Allowance it should be ensured that:-<br>1. Certificate of disability issued by the CMO is genuine<br>2. Handicappedness of the employee must be at least 40%.<br>3. Entitlement of the Handicapped allowance will be w.e.f from the date of receipt of claim, in the office of the District Education Officer.   |

**NOTE:-** Those cases pertaining to the matters in which the powers have been delegated and which have been already received in the Directorate will be finally decided by the Directorate and the cases received after 16.4.2007 will be returned to the District Education Officers concerned.

**DATED:- 6.4.2007**

**R.S.GUJRAL**  
**FINANCIAL COMMISSIONER AND PRINCIPAL**  
**SECRETARY TO GOVT. HARYANA**  
**EDUCATION DEPTT**  
**DATED CHANDIGARH THE 12.4.2007**

**ENDST NO. 15/112 -2006 CO(3)**

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

1. The Chief Secretary Haryana, Chandigarh.
2. Financial Commissioner & Principal Secretary to Govt. Haryana, Finance Deptt. Chandigarh.
3. Sr. Private Secretary to Education Minister Haryana.
4. Sr. Private Secretary to Financial Commissioner & Principal Secretary to Govt. Haryana, Education Deptt. Chandigarh.
5. Director Elementary Education Haryana Chandigarh.
6. P.S. To Director Secondary Education Haryana Chandigarh.
7. The Accountant General (A&E) Haryana Chandigarh.
8. The Accountant General (Audit) Haryana Chandigarh.
9. All the Officers and the Superintendents of the Directorate.

**Sd/**  
**SPECIAL SECRETARY EDUCATION**  
**FOR FINANCIAL COMMISSIONER AND PRINCIPAL**  
**SECRETARY TO GOVT. HARYANA**  
**EDUCATION DEPTT**