

**FROM**

**DIRECTOR SECONDARY EDUCATION,  
HARYANA, PANCHKULA.**

**TO**

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

**MEMO NO. 4/2-2015 APAR  
DATED, PANCHKULA, THE 01.07.2015**

**SUBJECT: CLARIFICATION REGARDING REPORTING OF APAR'S  
OF TEACHING CATEGORIES.**

Reference on the subject cited above.

Some queries have been received from various quarters regarding APARs and the clarification in this regard is as under:-

1. That in case of independent Primary Schools where the post of 'Head Teacher' is not sanctioned or the same is vacant, the senior most Teacher (in-charge) will write the APARs of Primary Teachers (PRTs)/ JBT teachers of the school. However the senior most Teacher (in-charge) would submit his own APAR for reporting to the neighborhood 'Elementary School Head Teacher'. In case where the 'Head Teacher' is posted, he would write the APAR of Primary Teachers (PRTs)/ JBT teachers and would submit his APAR for reporting to the neighborhood 'Elementary School Head Master'.
2. Similarly in case of independent Elementary School/High School if the post of 'Elementary School Head Teacher'/ 'Head Master' is vacant, then the DDO/senior most teacher of the school will write the APARs of PGT/TGT/C&V Teachers of the school and would submit his APAR for reporting to the Head Master/Principal of the neighborhood school. In case the Elementary School/High School is situated in the campus of High School/Senior Secondary School or in the same village, in that case the APARs of TGT/C&V Teachers of the school shall be written by the 'Head Master High School'.
3. That the APARs of PTIs/DPEs will be reported by their respective Heads of Institutions i.e. Elementary School Head Master, Head Master High School and Principal Sr. Sec. School as the case may be.

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4. In case, the post of BEO/BEEO is vacant and the additional charge of the post has been given to any officer, then that officer holding the additional charge of any particular post will act as reporting/ reviewing/ accepting authority as the case may be.
5. In case the post of Primary School Head Teacher, Elementary School Head Master in the school and in the neighborhood school are vacant and the post of Block Elementary Education Officer is also vacant, then the APARs of TGT/C&V Teachers/Primary Teachers (PRTs) of these schools shall be sent to the BEO.

You are, therefore, directed to instruct all the reporting/ reviewing/ accepting authorities under your control accordingly in this regard.



**ADDITIONAL DIRECTOR ADMINISTRATION  
FOR DIRECTOR SECONDARY EDUCATION  
HARYANA PANCHKULA**

# Reporting structure for PRT, TGT and PGT

Category	Reporting Authority	Reviewing Authority	Accepting Authority
Primary Teacher	Head Teacher/ Incharge	Elementary Head Master (Middle Head)	School Head (i) Head Master of High School (ii) Principal Senior Secondary School
TGT/ C&V	Elementary Head Master (Middle Head)	School Head (i) Head Master of High School (ii) Principal Senior Secondary School	Block Elementary Education Officer /Block Education Officer
PGT	Principal Senior Secondary School/ Head Master High School	Block Education Officer	District Education Officer

# Reporting structure for School Heads

Category	Reporting Authority	Reviewing Authority	Accepting Authority
Primary Head Teacher/ Incharge	Elementary Head Master	School Head (i) Head Master of High School (ii) Principal Senior Secondary School	Block Elementary Education Officer/ Block Education Officer
Elementary Head Master	School Head (i) Head Master of High School (ii) Principal Senior Secondary School	Block Elementary Education Officer	District Elementary Education Officer
High School Head Master	Block Education Officer	Deputy District Education Officer	District Education Officer
Principal Senior Secondary School	Block Education Officer	Deputy District Education Officer	District Education Officer

# Reporting Structure for Block / District officials

Category	Reporting Authority	Reviewing Authority	Accepting Authority
Block Elementary Education Officer	Deputy District Elementary Education Officer	District Elementary Education Officer	Director Elementary Education
Block Education Officer	Deputy District Education Officer	District Education Officer	Director Secondary Education
Deputy District Elementary Education Officer	District Elementary Education Officer	Additional / Joint Director (Admn.), Elementary Education	Director General / Director Elementary Education
Deputy District Education Officer	District Education Officer	Additional / Joint Director (Admn.), Secondary Education	Director General / Director Secondary Education
District Elementary Education Officer	Deputy Commissioner	Director General / Director Elementary Education	Principal Secretary, Govt. of Haryana, School Education Department
District Education Officer	Deputy Commissioner	Director General / Director Secondary Education	Principal Secretary, Govt. of Haryana, School Education Department

# Reporting Structure for DIET officials

<b>Category</b>	<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Accepting Authority</b>
<b>DIET Lecturers</b>	<b>Senior Lecturer concerned branch</b>	<b>Principal DIET</b>	<b>Director SCERT, Gurgaon</b>
<b>DIET Senior Lecturers</b>	<b>Principal DIET</b>	<b>Director SCERT, Gurgaon</b>	<b>Director Secondary Education</b>
<b>DIET Principal</b>	<b>Director SCERT, Gurgaon</b>	<b>Director Secondary Education</b>	<b>Principal Secretary School Education</b>