

Registered Post/E-mail.

From

Director General Higher Education, Haryana
Shiksha Sadan, Sector-5, Panchkula

To

The Principals/DDOs of

1. All the Public Libraries.
2. 22 HQ Level Government/Aided College (List attached)
(Where 24x7 Library Section (reading Room) is available for General Public/Students)

Memo No: 4/22-2025 Lib (2)

Dated Panchkula, the 12-06-2025

Subject : Regarding engagement of Students in Public/College Libraries under "Earn While You Learn" Scheme.

Kindly refer to the subject cited above.

Please find enclosed herewith a copy of S.N.E. issued vide Memo No. 04/03/2025-NPE(2) dated 28.05.2025 with the request to fulfill the staff requirement from the interested students under "Earn While You Learn" Scheme. You are also requested to provide the report on the following points through email hechrylibraries@gmail.com and through Google Sheet by today i.e. 12.06.2025:-

Sr. No.	Name of College/Public Library	No of People/Students are availing the facility of 24x7 Library Section (Reading Room)	Details of difficulties being faced while running 24x7 Library Section (Reading Room)

Google Sheet Link:-

<https://docs.google.com/spreadsheets/d/1zTVqETebMJyyYoev2vQ-tAjfYIzjgR15Tl5f2Oj4R0g/edit?usp=sharing>

Enclosed : As above.

12/6/25
Deputy Superintendent Library
for Director General Higher Education,
Haryana, Panchkula

CC – IT Cell to upload on the Portal.

Details of Public Library and College library having 24x7 Library Section

Sr	Name of Public Library	Name of Government/ Aided College	email. id
1	State Central Library Ambala Cantt.	GC Ambala Cantt	gcambalacantt@rediffmail.com
2	District Library Bhiwanis	GC Bhiwani	gcbhiwani@gmail.com
3	District Library Charkhi Dadri	GC Charkhi Dadri	gpgchdadri@gmail.com
4	District Library Faridabaduuu	GC Faridabad	gcfaridabadinformation@gmail.com
5	District Library Fatehabad	GCW Bhodiya Khera	govt gcwbhoriakalan@gmail.com
6	District Library Gurugram	DGC Gurugram	dgcgurgaon@gmail.com
7	District Library Hisar	GC Hisar	gchisar1950@gmail.com
8	District Library Jhajjar	GC Jhajjar	gcjhajar he-hry@gov.in, principal902@gmail.com
9	District Library Jind	GC Jind	gc_jind@yahoo.co.in
10	District Library Kaithal	GC Kaithal	gckaitthal@gmail.com
11	District Library Karnal	GC Karnal	gckarnal@gmail.com
12	District Library Kurukshetra	GCG Palwal (Kurukshetra)	gckurukshetra@gmail.com
13	District Library Narnaul (Mahendergarh)	GC Mahendergarh	gc_mohindergarh@yahoo.com
14	District Library Nuh	GCW Salaheri (Nuh)	gcwsalaheri@gmail.com
15	District Library Panchkula	GC Palwal	palwalgc@gmail.com
16	District Library Panipat	GC, Sec-1, Panchkula	gc1_panchkula@yahoo.in
17	District Library Rewari	GC Panipat	gcpnp785@gmail.com
18	District Library Rohtak	GC Rewari	gcREWari@gmail.com
19	District Library Sirsa	NRS Rohtak	nrsrohtak@gmail.com
20	District Library Sonipat	GNC Sirsa	gncsrs@yahoo.com
21	District Library Yamunanagar	GCG Sonipat	gcwsonipat@gmail.com
22	Sub Divisional Library Adampur	GNG College Dera Santpura, Yamuna Nagar	gngcollegeynr@gmail.com
23	Sub Divisional Library Bahadurgarh		
24	Sub Divisional Library Gohana		
25	Sub Divisional Library Hansi		
26	Sub Divisional Library Kalanaur		
27	Sub Divisional Library Mandi Dabwali		

From

Additional Chief Secretary to Govt. Haryana
Higher Education Department, Chandigarh.

To

Director General Higher Education, Haryana
Shiksha Sadan, Sector-5, Panchkula

Memo No. 04/03-2025-NPE(2)

Dated: Panchkula, the

Subject :- S.N.E. 2025-26: Human Resource Development of the Teacher & the Taught, supporting Staff in the Government Colleges, staff at the Headquarter in the State of Haryana and Human Resource Development of students (Earn While you Learn).

Sanction of Governor of Haryana is hereby accorded to the issuance of administrative approval for the inclusion of the scheme cited above as subject in the schedule of new expenditure for the year 2025-26 and incurring of an expenditure on Non-recurring basis at a cost of Rs. 150.00 Lakhs under **Human Resource Development of the Teacher & the Taught, supporting Staff in the Government Colleges, staff at the Headquarter in the State of Haryana and Human Resource Development of Students (Earn While You Learn)** for the year 2025-26 as per details given in the scheme subject to the following conditions:-

1. The expenditure will remain within the sanctioned budget provision and will be incurred as per prescribed norms/rules with the approval of the competent authority.
2. The Scheme will be included in the Annual Plan and it will be ensured that the plan ceiling is not increased under any circumstances.
3. Instructions issued by F.D. vide its U.O. No 5/6-2005-5 B&C dated 11.6.2010 be complied with strictly.
4. This amount will be drawn by concerned Principal of the Government College through the concerned treasury. The amount will be utilized as per directions of Director General Higher Education, Haryana.
5. Revised Sanction will be issued in case provision of the scheme is modified at any stage.

The detail of the scheme is as under:

1. Name of Scheme

"Earn While you Learn."

2. Brief background of the Scheme

Scope created for tapping the energy and talent of students through the scheme of "Earn while you Learn" and by encouraging entrepreneurship among them. The scheme was started in the year 2005-06.

3. Objectives of the Scheme:

- i. To provide an opportunity for earning while learning so that spirit of work culture and confidence is inculcated in the students. Concurrently enterprising students would be provided financial support, counseling and a holistic opportunity to learn and plan their careers by awarding individual grants for undertaking a certain kind of study. For this apart from the financial help, a student would be treated as an intern of the State and would be helped extensively by facilitating his/her overall development.
- ii. The scheme envisages engaging students in small tasks in the college and outside the college.

4. **Whether new/old scheme**

Old Scheme

5. **Budget allocation (Non-recurring)**

Total provision made for the scheme	Rs. 150.00 Lakh
Sanction under the scheme already issue	Rs. Nil
Remaining available funds under the scheme	Rs. 150.00 Lakh
Proposed amount	Nil

6. **The approval of the scheme has been obtained from Hon'ble CM or not:-**

06. This scheme was approved by the Hon'ble C.M. in the financial year 2005-

7. **The expenditure involved will be debitable under the Head :**

- (i) Major Head: 2202- General Education (Non-recurring)
- (ii) Sub Major Head: 03- University and Higher Education
- (iii) Minor Head: 105- Faculty development programme
- (iv) Sub Head : 92- Human Resource Development of the teacher and the Taught and the supporting staff in the Govt. Colleges and Head quarter.
- (v) Detailed Head: 51- NA
- (vi) Object Head(SOE): 87-Honorarium (Human Resource Development of students (Earn while you learn)).
- (vii) Budget Provision: 150.00 Lakh

8. **Authority competent to draw the amount**

Principal of the concerned College.

9. **No. of beneficiaries:-**

8000-10000 approximately.

10. **Authority to sanction the benefit**

Principal of the concerned College.

11. **Procedure of the payment**

Amount will be allotted by the Directorate after receiving strength of the students. Principal will disburse the amount through NEFT/ADDHAR.

12. **Method of keeping Accounts**

The cash book is being maintained by the concerned college and monitored by the Joint Director NPE (Branch officer) in the Directorate.

13. **Eligibility Conditions/Selection criteria**

The selection criteria for the scheme would be to invite application from the students of all the classes along with bio-data to be finalized by a Committee headed by Principal consisting of 2 Senior College Teachers of the College.

14. **Modus Operandi of selection of beneficiaries**

Through applications from students and selection thereof by a Committee constituted by the Principal of concerned college.

15. **Guidelines**

The Principal will adhere to the following guidelines:-

- i. The students will be engaged for - office, lab, library, IT related works and in community services.
- ii. The students will be engaged by a Committee headed by Principal consisting of 2 Senior College Teachers of the College.
- iii. The meritorious students be given priority over the others and thereafter Principal may ensure that the priority should be given to the needy students.

- n. The students will be engaged in case there is need of engaging students due to shortage of staff.
- v. Per hour payment to the students should be duly verified by the HOD of the concerned Department/office and certified by the committee constituted thereof.

16. Action Plan

A. Activities within Campus

1. **Laboratories:** It will inculcate in them a sense of responsibility towards handling, maintenance and up keep of all the equipments, storage of material and other ancillary tasks in the laboratories. For this the preference would be given to the students from science streams so that they can perform their duties along with studies/experimentations. This assistance in laboratory will be in regular college hours.
2. **Library:** Library Jobs involving them in maintaining and drawing catalogues, arrangement and display of books, stock verification, tasks related to repair of damage books, issue and return of the books at the counter etc.
3. Assistance in the Computer room of the College.
4. Assistance in the office work of the college and any other suitable job in the college campus.

B. Activities Outside the Campus

1. Taking Care of persons in old age homes and Orphan Age:-

A group of volunteer students will be formed under the supervision of NSS Programme Officer who will be Nodal Officer of this scheme. The group will comprise NSS Volunteers, YRC Students, NCC Cadets and other dedicated and disciplined students. These students shall take care of minimum one person in Old Age Homes, Orphan Age Homes, Open Shelter Homes and Observation Homes. Nodal Officer will prepare the list of such old age and orphan age persons and allot each of them to every voluntary student. Each such student shall visit these Homes minimum twice a week and may interact with the allotted person telephonically for rest of the days. They shall help in procuring medicines for them and also help in other important work of old age persons or orphans. Students may also be directed to study the challenges of persons living in Old age/orphan age homes and learn from their experiences.

2. Adoption of Libraries at Old Age and Orphan Age Homes:

Libraries are proposed to be started in some villages and all Mahagams, blocks, sub-divisions and old age & orphanages of Haryana State. A group of volunteer students will be formed to take care of these libraries under the supervision of Youth Red Cross (YRC) Counsellor or NSS Programme Officer. The group will comprise YRC Students, NSS Volunteers and NCC Cadets. Nodal Officer will allot each assigned library to a group of 3 students who shall visit the library for two days each on rotation basis. These students shall take the responsibility to maintain it.

3. Taking Care of Old Age People in Rural Area and awareness about rural sanitation.

About two third population of India is living in villages. There is a need to aware rural people about hygiene and other important schemes of the Government about their welfare. A group of NSS Volunteers, NCC Cadets, YRC members and other volunteer students from rural area will work under the supervision of NSS/NCC officer who will be Nodal Officer the Scheme. Each such student will take care of at least one old age person living in nearby area or village.

Selection of Volunteer Students

Selection of volunteer students will be made by a duly constituted committee of the college under the chairmanship of the Principal. Principals are

requested to ensure that the priority should be given to the needy students who are disciplined and dedicated.

Reporting System

All the Nodal Officer of the three activities to be carried out the regular reporting and feedback system. Whatsapp group for each of the above activities may be formed by the Nodal Officers for the smooth functioning.

17. Pattern of assistance


For all these jobs students would be paid @ Rs. 100/- per hour (maximum number of six hours to be permitted per week per students i.e. Rs. 600/- per week per student) so that a student can earn up to Rs. 2400/- per month.

*The hours of students selected for library work in "Earn While You Learn" scheme in the colleges are increased to 15 hours per week per students and maximum honorarium increased to Rs. 6000/-. This would be applicable to the colleges where 24*7 days library (Reading Room) is functional. (List of Colleges enclosed).*

18. Procedure to be followed -The amount will be distributed by the Director General Higher Education, Haryana, Panchkula and will be drawn by the Principal of the concerned Govt. College through their treasury. Record will be maintained by the DDOs concerned. Joint Director O/O Director General Higher Education, Haryana, Panchkula will monitor the progress for effective implementation of the scheme. Utilization of the sanction at the headquarter level shall be monitored by the concerned officer Assistant Director/Deputy Director/ Joint Director.

This sanction is issued as per the approval of Additional Chief Secretary to Govt. Haryana, Higher Education Department, vide dated 08.05.2025.

Note: Utilization Certificate must be sent to this office before 31.03.2026. If failed to send utilization certificate to this office otherwise grant will not be given to that college in future.



Superintendent NPE
for Additional Chief Secretary to Govt. Haryana
Higher Education Department, Chandigarh

Endst. No. 04/03-2025 NPE(2)

Dated: Panchkula the 28-05-2025

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

1. Additional Chief Secretary to Govt. Haryana, Finance Department, Chandigarh.
2. Additional Chief Secretary to Govt. Haryana, Higher Education Department, Chandigarh vide dated 08.05.2024.
3. Principal Accountant General (A&E), Haryana, Chandigarh.
4. Principal Accountant General (Audit), Haryana, Chandigarh
5. All Principals of Govt. Colleges in the State of Haryana.
6. All TO/ATO in the State of Haryana.
7. Superintendent Budget & Planning Branch (Local).


Superintendent NPE
for Additional Chief Secretary to Govt. Haryana
Higher Education Department, Chandigarh

