

**OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION
HARYANA, PANCHKULA**

ORDER

No. 9/1-2026 ME(5)

Dated, Panchkula, the 07.04.2026

In light of Haryana Government Instructions bearing No. 6257-G1-59/1587 dated 13.01.1960 and compendium of instructions volume VII issued by Haryana Government, for proper handling of Annual Confidential, the following authorities are hereby designated as Reporting, Reviewing and Accepting Authority for the non-teaching posts mentioned below:-

Sr No.	Name of Post	Group	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Deputy Superintendent	C	Bursar of the College	Principal	Director General.
2.	Assistant	C	Deputy Superintendent. or Bursar, in case Deputy Superintendent is not posted in the college	Principal	Joint Director Administration
3.	Steno Typist/ Clerk/ DEO	C	Deputy Superintendent. Or Bursar, in case Deputy Superintendent is not posted in the college	Principal	Joint Director Administration
4.	Hostel Superintendent	C	Bursar of the College	Principal	Director General.
5.	Junior Lecture Assistant	C	Head of concerned Science Lab Department i.e. Assistant/Associate Professor. Or Deputy Superintendent in case of assigning the office administrative work due to non availability of Assistant/Clerks in the College.	Principal	Joint Director Colleges /Administration
6.	Laboratory Attendant	C	Head of concerned Science Lab Department i.e. Assistant/Associate Professor. Or Deputy Superintendent/Senior most Assistant in case of assigned the office administrative work due to non availability of Assistant/Clerks in the College.	Principal	Joint Director Colleges /Administration
7.	Senior Tabla Player	C	Senior most Assistant/Associate Professor of Music. Or Bursar in case Assistant/Associate Professor of Music is not posted in the college	Principal	Joint Director Colleges /Administration

Sr No.	Name of Post	Group	Reporting Authority	Reviewing Authority	Accepting Authority
8.	Type Writing Instructor (Diminishi ng Cadre)	C	Senior Assistant/Associate Professor of Computer Science. Or Bursar in case Assistant/Associate Professor of Music is not posted in the college	Principal	Joint Director Colleges /Administration

Note : After the signature of Accepting Authority, ACRs of all the above mentioned posts will be maintained in the concerned Government Colleges.

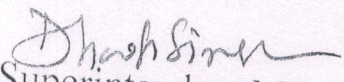
S. NARAYANAN, IFS
DIRECTOR GENERAL HIGHER EDUCATION
HARYANA, PANCHKULA

Endst. No. Even

Dated, Panchkula 08.04.2026

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

1. PS to W/DGHE.
2. PA to W/JDA.
3. All the Principals of Government College in Haryana State.
4. In-Charge IT Cell to upload on the portal of Higher Education Department.
5. Assistant ME(1) & ME(3).
6. Office copy.


Superintendent ME
for Director General Higher Education
Haryana Panchkula