

From

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

To

Principals,
All Govt. Colleges of State of Haryana

Memo No. 3/17-2024 CVI(3)

Dated: 29.11.2024


Subject: Guidelines regarding visiting Head Quarter by Lecturers especially with regard to Pay Fixation matters.

Kindly refer to the subject cited above.

I have been directed to bring to your notice that it has been observed by this office that apart from administrative work/information sought by the Directorate for which there is barely need of visiting of the Lecturers/College staff, the Lecturers from the various colleges of the State are frequently visiting the Head Quarter unnecessarily for the purposes of getting their as well as of their colleagues' pay fixation done.

Further, it has also been observed that the Lecturers from the various colleges of the State use to visit the Head Quarter along with other accompanying Lectures who are not asked to visit the Head Quarter rather they use to visit Head Quarter for their personal purposes which adversely affect the study of the students of the concerned colleges as well as cause hardship in smooth functioning of the concerned branches of the Directorate..

Therefore, the Competent Authority has taken serious view on this tendency of the Lecturers visiting Head Quarter unnecessarily and hence directed that the Lecturer of any colleges of the State shall not visit for the purpose of getting pay fixations done by hand /submitting/receiving service books by hand or for any other work/purposes for which there is proper procedure required to be adhered with by the branch(es) and could be done in due course (except urgent court cases). Further, it has also been directed that you will ensure that authority Letters to visit the headquarter shall not be issued to the Lecturers except in urgent matters asked for by the Directorate.


Joint Director HRMS,
for Director Higher Education
Haryana, Panchkula 