

(TO BE SUBSTITUTED BEARING THE SAME NO. AND DATE)

From

The Director General,  
Technical Education Department,  
Haryana, Panchkula

To

The Principal,  
i.) Government Polytechnic Ambala City/Nilokheri/Sonepat/Jhajjar  
Narnaul/Hisar/Adampur/Sirsa

ii) Govt. Polytechnic for Women, Ambala City/Faridabad/Sirsa  
iii) Govt. Polytechnic, Cheeka/ Narwana/ Nathusri  
Chopta/Loharu/Sanghi/Sampla/Meham/Lisana/Manesar/Uttarwar and Govt. Polytechnic  
for Women, Morni  
iv) Chhotu Ram Polytechnic/Vaish Technical Institute, Rohtak /BPS Mahila Polytechnic  
Khanpur Kalan/Seth Jai Parkash Polytechnic, Damla

Memo No. E-1(49)-13/ 405-455  
Dated, Panchkula the :-15.1.2013

/Estt.I,

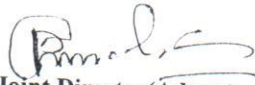
**Subject: Visit by field staff to Haryana Civil Secretariat, Chandigarh /Directorate of Technical Education, Haryana, Panchkula regarding their personal work.**

It has been observed that employees of Polytechnics keep visiting Chandigarh/Panchkula to submit representations or to pursue their personal service matters with Principal Secretary to Govt. of Haryana, Technical Education Department in Haryana Civil Secretariat or with Director General, Technical Education Haryana in Directorate without getting any leave sanctioned or without prior permission from their respective Principals, which is an act of gross indiscipline. You are therefore, directed to issue instructions to all employees working under your control that whenever any employees has to visit Chandigarh or Panchkula for pursuing some personal service matters or other such personal work, he/she must get leave sanctioned in advance along with permission to leave the station. If in future, any employee from your Institute is found visiting Chandigarh/Panchkula without any proper sanction of leave from competent authority, disciplinary action will be initiated against him/her.

In addition to above the visit of field staff /employees to the office of Principal Secretary to Govt. of Haryana, Technical Education Department or to the office of Director General, Technical Education, Haryana, Panchkula without any prior appointment /intimation leads to wastage of precious time of senior officers and the purpose of visit is also not achieved. Therefore, the following parameters shall be exercised by all the employees working in the Polytechnics, for the purpose in future;

- i) The employee having any grievance will first submit a representation through Principal.
- ii) If the representation is not attended to within three months, he/she may meet the Director General, Technical Education after prior permission/ intimation.
- iii) Any employee can only be meet the Principal, Secretary to Govt. of Haryana, Technical Education Department, if their grievance /problem is not redressed by the Directorate/Director General Technical Education, Haryana after three months of submitting the representation.

These instruction may please be brought to the notice of all employees working under your control.

  
**Joint Director (Admn.),**  
**for Director General Technical Education,**  
**Haryana, Panchkula.**

/Estt. I Dated: 15.1.2013

Endst.No.E-1(49)-13/

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

- 1) Additional Director-I,II /All Joint Directors/Deputy Directors/Accounts Officer/Assistant Director/Caretaker/Branch Incharges of the Directorate/Haryana State Technical Education Society/
- 2) Additional Secretary, Haryana State Board of Technical Education, Haryana, Panchkula
- 3) PS/PSTE
- 4) PS/DGTE

