

Through Email/Portal

From

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

To

All the Principals of Govt./Govt. Aided Colleges in the State of
Haryana.

Memo No. 1/27-2020 Ad (3)
Dated, Panchkula, the 29.02.2020

**Subject: Information of Employees (Contractual/Regular) of Higher
Education Department.**

Kindly refer to the subject cited above.

I have been directed to request you that information of the
Employees be supplied in Excel sheet in attached prescribed format. The said
information is required till Monday morning.

This may be given top priority.

DA: as above

for Manoj Kumar
Superintendent Administration
O/o Director General Higher Education,
Haryana, Panchkula

Endst. No. Even

Dated, Panchkula, the 29.02.2020

A copy of the above alongwith attached Performa is forwarded at your end
with the request that information in prescribed format be compiled and send to
the concerned Branch.

1. Registrar Education O/o Director Higher Education, Haryana, Panchkula.
2. Superintendent Accounts is requested to compile the said information in
prescribed format at Head Quarter Level (Regular and contractual).
3. Superintendent/College-I/ME/NCC/Library/College-IV is requested to
compile the said information in prescribed format related to their
establishments and send to Administration Branch.
4. Caretaker of the department is requested to compile the said information in
prescribed format regarding Contractual Employee and send to Accounts
Branch.

for Manoj Kumar
Superintendent Administration
O/o Director General Higher Education,
Haryana, Panchkula

SUMMARY OF INFORMATION OF EDUCATION DEPARTMENT					ANNXURE 'A'			
Sr. No	Name of Institution	Place of Institution	Parameter		Net Monthly Salary			
					Silver (Rs. 10,000 to Rs. 25,000)	Gold (Rs. 25,000 to Rs. 50,000)	Diamond (Rs. 50,000 to Rs. 1,00,000)	Platinum (Above Rs.1,00,000)
1			i)	Total No of Permanent Employees				
			ii)	Total No of Contractual Employees				
			iii)	Out of i) above, Total no of Permanent Employees having A/C with SBI				
			iv)	Out of ii) above, Total no of Contractual employees having A/C with SBI				

Please insert the Stamp of the DDO*

ANNEXURE - B

List of Contractual Employees						
Sr. No	Name of Institution	SBI Account No	Name of Employee	Net Monthly Salary	DDO NUMBER	
1						
2						
3						
4						

Please insert the Stamp of the DDO*