

IMPORTANT

From

The Secretary,
Haryana State Board of Technical Education,
Bays No. 7-12, Sector -4, Panchkula.

To

All the Principals of Govt. / Govt. Aided / Society Polytechnics

Memo No: 1314 / Exam / HSBTE

Dated: 17.05.2016


Subject: Non-granting of long leave to staff at the level of Principal of Govt. / Govt. Aided / Society Polytechnics during Examination period and Policy to deploy staff for Admission Process of HSTES

It has come to the notice that during Examination period some of the Principals of Govt. / Govt. Aided / Society Polytechnics institutes grant Child Care Leave / Earned Leave to staff working in their institute which causes the shortage of staff/faculty in Govt. /Govt. Aided / Society Polytechnics during Examination period. For smooth conduct of Examination, competent authority has decided as under:

- 1. Long leave of any kind including one month Child Care Leave which falls under the competency of Principal of Institute must not be granted by the Principal of Govt. / Govt. Aided / Society Polytechnics during Examination period.**
- 2. As per the revised procedure for deciding the merit on the basis of Matric result, Admission process has been scheduled by HSTES in the month of May. Therefore, it has been decided as a policy decision that the Principal of Govt. / Govt. Aided / Society Polytechnics shall depute only those staff members for Verification / Admission Duty who are not put on Examination Duty by the Board.**

However O/I Admission may be decided by HSTES / Institute itself and such list of O/I Admission of all Govt. institutes to be conveyed by HSTES to the Board.

It is therefore directed that above directions must be strictly complied with.



**Controller of Exam
HSBTE, Panchkula**

Endst. No 1315-1317 /Exam/ HSBTE

Dated: 17.05.2016

A copy of the above is forwarded to the following:-

1. Additional Secretary, HSBTE
2. JD (HSTES)
3. PS to DGTE for kind information of DGTE-cum- Secretary, HSBTE please


**Controller of Exam
HSBTE, Panchkula**