

(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/Uttawar and Govt. Polytechnic
for Women, Morni

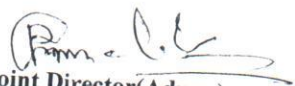

Memo No. E-1(49)-13/456-85 (A)
Dated, Panchkula the :-15.1.2013

/Estt.I,

Subject: Issuance of appreciation letters to employees of Technical Education Department.

It has been observed that the appreciation letters are being issued by the Principals to the member of teaching faculty or others at their own level which is not in consonance with the Government instructions on the subject. An appreciation letter can only be issued after approval of Hon'ble Chief Minister in the case of Group 'A' employees and, in case of Group 'B' with the approval of Minister, Technical Education, Haryana. Appreciation letters to employees of Group 'C' and 'D' are to be issued by appointing authority. However, appreciation letter need not be issued in routine. Appreciation has to be conveyed only when an employee has done exceedingly well and for such job /work which is normally outside their call of duties.

It is, therefore advised that not to issue the appreciation letters to the staff at your own level. If somebody has done exceedingly good work which is in your opinion requires appreciation of Govt., such cases may be referred to State Government through Director General, Technical Education, Haryana.

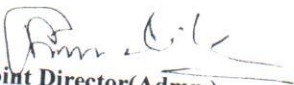

Joint Director(Admn.),
for Director General Technical Education,
Haryana, Panchkula. 

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

/Estt. I Dated: 15.1.2013

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

- 1) Additional Director-I, II / All Joint Directors and Deputy Directors
- 2) Additional Secretary, Haryana State Board of Technical Education, Haryana. Panchkula
- 3) PS/PSTE
- 4) PS/DGTE


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