

From

Director General Higher Education, Haryana
Shikhsa Sadan, Sector-5, Panchkula

To

1. Sh. Prince Rana, Peon, Govt. College, Saha (Ambala)
2. Sh. Duni Chand, Peon, Govt. College, Raipur Rani (Panchkula)

Memo No. DHE-130004/7/2020-Admin

Dated, Panchkula, the 05/10/2020

Subject: Appointment by transfer as Peon in the Office of Director General Higher Education, Haryana, Panchkula.

You are hereby appointed as Peon by transfer on provisional basis in the Office of Director General Higher Education Haryana, Panchkula in your own pay and grade plus usual allowances as sanctioned by the Haryana Government from time to time with effect from the date you resume duty in this office on the terms and conditions given below:-

1. Your appointment is against a purely temporary post, which is liable to be abolished at any time and carries no promise of subsequent permanent employment.
2. If at any stage, you desire to resign you post, you will be required to give one month notice or forfeit in lieu thereof your salary including allowances for one month or for the period by which the notice falls short of one month. The Directorate will give such a notice to you also in case it is proposed to terminate your services for the reasons other than that mentioned in clause (1) above.
3. Your seniority amongst Peons will be determined from the date you resume duty in this office.
4. You will not undertake higher studies of any kind without prior permission of the competent authority. Consequently no leave of any kind will be granted for perusing the higher studies.
5. In case any Chowkidar of the Office goes on leave you can be assigned the duties of Chowkidar.
6. You will remain on probation for a period of two years from the date of joining in the Department. The period of probation can be extended in accordance with the existing rules on the subject. For assessing your performance during the period of probation, your work and conduct will be taken into consideration. If your work and conduct during the probation period is not found satisfactory, you will be reverted to your parent cadre.
7. No TA/DA or joining time will be paid to you for joining this post.

If the above terms and conditions are acceptable to you, you should report for duty on the receipt of this communication, failing which appointment order will be cancelled.


RAM CHANDER

Registrar Education


O/o Director General Higher Education
Haryana, Panchkula.

Dated, Panchkula, the 05/10/2020

Endst. No. Even

A Copy is forwarded to the following for information and necessary action to:-

1. PS/PSHE, PS/DGHE, PA/JDC, Assistant Director Admn.
2. Superintendent Accounts / ME
3. Principal, Govt. College, Saha (Ambala), Principal, Govt. College, Raipur Rani (Panchkula)
4. HRMS, IT Cell
5. Spare copy for personal file.


Superintendent Administration
for Director General Higher Education
Haryana, Panchkula