CIRCULAR

It has been observed that Conveyance Bills/Travel Expenses Bills submitted by the Deputy Education Officers/Pairvi Officers in respect of visiting Hon'ble Courts as well as office of the Govt Counsels and various Govt Offices are not being processed on the account of official orders of the competent authority to visit the same.

In this connection, attention is hereby attracted to the circular dated 01/04/2008 (copy enclosed) wherein Deputy Education Officers/Pairvi Officers have been directed to attend the each court case on its hearing date.

Therefore, no separate orders in respect of each visit to the Hon'ble Courts/office of Govt Counsels/variousof Govt Offices by the Deputy Education Officers/Pairvi Officers in respect of court cases are required for the processing of concerned Conveyance/Travel Expenses Bill.

Accordingly, the DDEs/Branch Incharges are directed to ensure the timely payment of the said bills, duly verified by the concerned DDEs/Branch Incharges.

The same position will be applicable to the Law background teachers deputed to the Zonal Offices to assist the DEOs/Pairvi Officers in court matters.

However, if a place is visited by DEOs & their said assistant together, Conveyance/Travel Expenses Bills of a one person only shall be entertained.

This issues with the prior approval of competent authority.

(BINARY BHUSHAN)
ADDL. DIRECTOR OF EDUCATION (LIT)

ALL DDEs/ADEs
F.09/DE/Lit/Circular/2014/ 4610-6/6
dated: 04/9/14
Copy to:
1. P.S. to DE
2. P.S. to Addl.DE(Lit)
3. DCA, Edn with the directions to liaison up with district account functionaries
4. All AO/AAO through DDE concerned
5. All EOs
6. All DEOs
7. O.S. IT for online transmission and pop up menu

(ANIL KUMAR GUPTA)
DEPUTY DIRECTOR OF EDUCATION (LIT)
CIRCULAR

Recently, instances have come to notice wherein costs have been imposed by the Hon'ble Courts against the Department due to non-compliance of directions passed by the respective Hon'ble Courts primarily due to improper handling of the concerned courts case by the respective Pairvy Officers.

The Competent Authority has taken a serious view of this and necessary explanations are being called and actions initiated against the defaulting Pairvy Officers.

On several occasions various guidelines have been issued by the Department for proper and diligent handling of Court Cases by the concerned officers. Once again it is reiterated that

1. Files relating to filing of counter reply/affidavit may be processed and sent to Litigation Branch at least before one week of next date of hearing for approval of the Competent Authority in order to avoid last minutes crises.

2. No court cases should be left unattended at any date by the respective Pairvy Office so appointed at the District level. The DEO's must be made Pairvy Officer invariably for all court cases falling in respective zones to ensure proper co-ordination between Headquarter and Districts.

3. The Pairvy Officer should put up the file mentioning the course of action required at the department level on the same day as directed by Hon'ble court. In case of final orders, if the judgment is against the department, opinion of the concerned Govt. Counsel and certified copy of the order may be obtained within a week from the date of order to comply the directions or file an appeal within the prescribed time limit.

4. DDE/Branch Incharge must review the progress of contempt cases on weekly basis.
5. DDE's/Branch Incharges must ensure that a self contained note is put up on each occasion while referring the file to Litigation Branch with a clear cut proposal citing the basis thereof.

6. It may also be ensured that Court Module both for ongoing cases and separately 'Court Direction Module' for the cases where orders have been pronounced, be updated on day to day basis.

Apart from the above mentioned points, other directions issued earlier from time to time may also be adhered to and in case of any doubt the Pairvy Officer and DDE/Branch Incharge may contact the ADE/DDE(Lit.) in person so to avoid any delay in dealing with court matters.

(ANDELA MIRRA)

ADDL. DIRECTOR EDUCATION (ADMN/LIT)

All DDE's Concerned/Branch Incharges/Pairvy Officers/Nodal Officers concerned.

Copy to:-
1. PS to DE for information.
2. PA to Addl.DE(Admin.)
3. PA to DDE(Lit.)
4. OS(IT) for online transmission immediately.
5. Guard File.

(ANDELA MIRRA)

ADDL. DIRECTOR EDUCATION (ADMN/LIT)