CIRCULAR

Subject: Guidelines for HOS regarding EVGCs working in their schools.

The HOS of all the schools where Counselling services are available are directed to kindly follow the guidelines as mentioned below:

1. The Counsellors must be given a proper place / room for the counselling services where the privacy is maintained.
2. The room of the Counsellor may be equipped with a table, three to four chairs, One Almirah, display boards.
3. The Principals/ HOS may also refer the cases to the Counsellor.
4. All the class teachers & subject teachers may identify the students who need counselling and refer them to the counsellor. The teachers and the Counsellor will maintain the record of such referral cases.
5. The HOS should assign two hours daily with specific timings to the Counsellors for individual Counselling.
6. The Time Period of Counselling by the EVGC should be displayed on prominent place and should be announced in the assembly so that students are made aware of the services. The students who wish to seek the services of the counsellor during scheduled time period may be issued pass and slip to visit the counsellor by the subject/class teacher.
7. No other duty shall be assigned to the Counsellors without the permission of EVGC Bureau.
8. YUVA helpline no 10580 & 1800116888 should also be displayed on prominent places and students MUST be informed of Tele-conferencing services of DoE running from 7.30 AM to 7.30 PM on all working days.
9. The HOS should create awareness about Guidance and counselling services in schools with the help of EVGC.
10. The HOS should adopt various strategies with the help of EVGC to create access to guidance and counselling services for students from socially disadvantaged backgrounds and with special needs.

[Signature]
26/08/16
11. The HOS should take the help of EVGC in conducting sessions with teachers, staff, and parents on common issues.
12. The HOS should supervise EVGC services running in the schools and maintain School Data Bank in association with EVGC. And also see the Charter of Duties of EVGCs are being implemented in their schools in letter and spirit.

This issues with the approval of the Competent Authority.

(USHA CHATURVEDI)
DDE (EVGC)

Copy to :-
1. PS to Secretary (Education), GNCTD
2. PS to Director (Education), GNCTD
3. PA to Spl. Director (EVGC), Directorate of Education
4. DDE (Districts), Directorate of Education
5. OS (IT) for uplinking
6. Guard file

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