DIRECTORATE OF EDUCATION
Establishment-1 Branch
Old Secretariat, Delhi 110054

No. F.DE.1(3)(95)/E-1/2015/2-93 - 3-3

Dated: 12/01/2016

ORDER

It has come to the notice of the undersigned that a very large number of Ministerial staff including Office Superintendents are working in offices of the RDEs/DDEs (Districts or Zones) or elsewhere on internal/manual orders. This is in clear violation of instructions issued in the past vide Order F. No. DE.1(15)(07)/E.1/2010/1078-83 dated 30/01/2012 and No. F.4(1705)/04/EDN/GOC/1179-82 dated 04/02/2015 through which all RDEs/DDEs were advised not to issue any transfer and posting orders manually at their own level without approval of the Director (Education).

In this connection, all the RDEs/Deputy Directors of Education (Districts/Zones)/Branch Incharges are hereby directed to submit the information in respect of all such Ministerial staff including Office Superintendents working on internal/manual orders in their offices in diverted capacity but drawing salary from schools, in the proforma given below. The said information must be submitted to the Establishment-I Branch through e-mail ID ‘assttdeone@gmail.com’ latest by 4.00 p.m. today itself in order to take appropriate action in regard to posting of such officials as per information received. This may be kept in mind that if any HOS later complains about his/her official working anywhere in the Districts/Branches and thereby the respective post is shown filled in his/her school, action will be taken as per CCS (CCA) Rules against the officer concerned:

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID</th>
<th>Designation</th>
<th>Present School of posting</th>
<th>Office where physically working</th>
</tr>
</thead>
</table>

Any lapse in this regard will be viewed seriously.

(Padmini Singla)
Director (Education)

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Copy to the followings for necessary action:

1. All RDEs
2. All DDEs (District/Zones)
3. All Branch Incharges
4. All HOSs

(Ramesh Ram)
Assistant Director of Education (E-I)