

Government of Punjab
Department of Education
(Education-6 Branch)

To

1. Director General School Education.
2. Director Public Instructions(S.E.), Punjab.
3. Director Public Instructions(E.E.), Punjab.
4. Director, SCERT.
5. Secretary Punjab School Education Board.
6. All DEOs (E.E.)

Memo No. 11/7/2017- 5 Edu. D/1027190/1-5
Dated, Chandigarh the: 20/7/2017

Subject: Maintenance of Service record of employees.

With reference to the subject cited above.

2. During the review meetings it has come to the notice that the service record of various employees is not being maintained by the appointing authority. It has come to the notice of the government that at the time of promotion, the applications are invited from the concerned employees particularly teachers. Some of the teachers/ employees for the want of no information, are deprived of such promotion opportunities and they are un-necessarily forced to approach the courts leading to an avoidable harassment as well as the loss of precious time of the department. All the concerned appointing authorities are hereby requested to ensure that the complete record of the employees in the respective cadres be maintained by themselves and under no case, the records or applications will be sought either from the subordinate authorities or from the respective department/ employees.


Secretary School Education