

**OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION
HARYANA, PANCHKULA**

ORDER

No. 9/1-2026 ME(5)

Dated, Panchkula, the 06.05.2026

In continuation of this office order No. 9/1-2026 ME(5) dated 07/08.04.2026, in light of Haryana Government Instructions bearing No. 6257-G1-59/1587 dated 13.01.1960 and compendium of instructions volume VII issued by Haryana Government, for proper handling of Annual Confidential, the following authorities are hereby re-designated as Reporting, Reviewing and Accepting Authority for the non-teaching posts mentioned below:-

Sr No.	Name of Post	Group	Reporting Authority	Reviewing Authority	Accepting Authority	
1.	Deputy Superintendent	C	Principal	DHEO	Director General Higher Education	
2.	Assistant	C	Deputy Superintendent or Principal in case of Deputy Superintendent is not posted in the college	Principal or DHEO in case reporting authority is Principal	Joint Director Administration	
3.	Steno Typist/ Clerk/ DEO	C	Deputy Superintendent or Assistant in case of Deputy Superintendent is not posted in the college.	Principal	Joint Director Administration	
4.	Hostel Superintendent	C	Bursar of the College	Principal	Director General Higher Education	
5.	Junior Lecture Assistant	C	Head of concerned Science Lab Department i.e. Assistant/Associate Professor. Or Deputy Superintendent in case of assigning the office administrative work due to non availability of Assistant/Clerks in the College.	Principal	Joint Director Colleges /Administration	
6.	Laboratory Attendant	C	In case Lab Attendant is working in Lab.	Head of concerned Lab Department / JLA in case HOD is not posted in the College	Principal	Joint Director Colleges /Administration
			In case Lab Attendant is assigned administrative work	Deputy Superintendent		

Sr No.	Name of Post	Group	Reporting Authority	Reviewing Authority	Accepting Authority
7.	Senior Tabla Player	C	Senior most Assistant/Associate Professor of Music. Or Bursar in case Assistant/Associate Professor of Music is not posted in the college	Principal	Joint Director Colleges /Administration
8.	Type Writing Instructor (Diminishing Cadre)	C	Senior most Assistant/Associate Professor of Computer Science. Or Bursar in case Assistant/Associate Professor of Music is not posted in the college	Principal	Joint Director Colleges /Administration

Note : After the signature of Accepting Authority, ACRs of all the above mentioned posts will be maintained in the concerned Government Colleges.

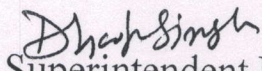
S. NARAYANAN, IFS
DIRECTOR GENERAL HIGHER EDUCATION
HARYANA, PANCHKULA

Endst. No. Even

Dated, Panchkula -08/05/26

A copy of the above is forwarded to the following for information and necessary action:-

1. PS to W/DGHE.
2. PA to W/JDA.
3. All the Principals of Government College in Haryana State with the request to send the ACRs of non-teaching staff for signature of accepting authorities as per the time limits & format issued vide this office memo No. 9/1-2026 ME(5) dated 06.03.2026.
4. In-Charge IT Cell to upload on the portal of Higher Education Department.
5. Assistant ME(1) & ME(3).
6. Office copy.


Superintendent ME
for Director General Higher Education
(Haryana Panchkula)