

To

1. All District Education Officers in state of Haryana
2. All District Elementary Education Officers in state of Haryana
3. All Head of Govt. Sr. Sec. School and Govt. High Schools in State of Haryana

Memo No: 4/33-2011-SE(4) Dated,
Panchkula the: 05.07.2017

Subject: Guidelines for work allocation

As part of the New Teachers' Transfer Policy, 2016 the Government has approved the rationalization of posts of PGTs. Accordingly, the necessary work allocation principles shall be under:

A. Section Norms:

Each section shall be of 40 students. Second section will be allowed after 50 students and third section will be created after the students' strength exceeds 90 and so on.

Section	Students from	To
1	1	50
2	51	90
3	91	130
4	131	170
	and so on	

B. Period Norms:

- o Total duration of school 6 1/2 Hours.
- o Prayer 20 minutes and recess 30 minutes.
- o According to school calendar 8 periods per day.
- o First four periods of 45 minutes each and last four period of 40 minutes each.
- o For PGTs, it is proposed that they shall be given Maximum 6 periods in a day i.e. total 36 periods per week,
- o Second post will be provided after 40 periods.

C. Weekly Subject wise periods norms for 9th and 10th classes

S.N.	Subject in 9 th and 10 th	Weekly period	To be taught by which category of PGTs	Remarks
1.	English	8	English	In case of non-availability of PGT (English), the teaching workload can be assigned to any PGT of Social Studies group at Sr. No. 5. This is because PGT of Social Studies group gets promotion from TGT Social Studies who normally teaches English subject in classes 9 th & 10 th . By the same token, a direct recruit is also competent to teach English in 9 th & 10 th classes.
2.	Mathematics	8	Mathematics	In case of non-availability of PGT (Mathematics), the teaching workload can be assigned to PGT (Physics). This is because PGT (Physics) gets promotion from TGT Science who normally teaches Mathematics subject in classes 9 th & 10 th . By this token, a direct recruit is also competent to teach Mathematics in 9 th & 10 th classes.
3.	Science	6	Physics, Chemistry and Biology	

S.N.	Subject in 9 th and 10 th	Weekly period	To be taught by which category of PGTs	Remarks
4.	Hindi	6	Hindi	In case of non-availability of PGT (Hindi), the teaching workload can be assigned to PGT (Sanskrit). This is because PGT (Sanskrit) gets promotion from TGT Sanskrit who normally teaches Hindi subject in classes 9 th & 10 th . By this token, a direct recruit is also competent to teach Hindi in 9 th & 10 th classes.
5.	Social Studies	5	Economics, Geography, Political Science, History, Psychology, Sociology	
6.	Sanskrit	5	Sanskrit	
	Punjabi		Punjabi	
	Urdu		Urdu	
	Drawing		Fine Arts	
	Music		Music	
	Home Science		Home Science	
	Physical Education		Physical Education /DPE (B.P.E.d) (Master Cadre)	In case of non-availability of PGT (Physical Education), the teaching workload can be assigned to DPE
7.	Information Technology	6	Computer Science	
8.	EDUSAT/ Library/ Sports/ Life Skill/ Sharm Dan/ Yoga/ TP / other CCA	4		

D. Weekly Subject wise periods norms for 11th and 12th classes

Arts		Commerce		Medical		Non-Medical	
English	8	English	8	English	6	English	6
Hindi	6	Hindi	6	Hindi	6	Hindi	6
History	8	Commerce	8	Physics	10	Physics	10
Political Science	8	Accountancy	8	Chemistry	10	Chemistry	10
Mathematics	8	Economics/ Mathematics	8	Biology	10	Mathematics	10
Geography Political Science		Computer Sc.	6	Computer Sc.	4	ICT/ Computer Sc.	4
ICT/ Computer Sc.	6	EDUSAT/ Library/ Sports/ Life Skill/ Sharm Dan/ Yoga/ TP / other CCA	4	EDUSAT/ Library/ Sports/ Life Skill/ Sharm Dan/ Yoga/ TP / other CCA	2	EDUSAT/ Library/ Sports/ Life Skill/ Sharm Dan/ Yoga/ TP / other CCA	2
EDUSAT/ Library/ Sports/ Life Skill/ Sharm Dan/ Yoga/ TP / other CCA	4						
	48		48		48		48

- Needless to say, the priority of teaching 9th & 10th classes is with the PGT Cadre but in case of non-availability of PGTs the work can be assigned to the TGT provided such TGT has less workload assigned than the stipulated workload.
- Many teachers have already acquired different qualification at the level of master degrees and they claim to be competent and qualified to be *directly recruited* as teachers in those subjects, so we may treat them as *deemed qualified* for teaching subjects for which they have acquired qualifications. These teachers request, from time to time, to get such qualifications added to their service books/records. If these teachers having additional qualifications do not have the sufficient workload, to utilize them optimally in a particular school then the Head of school can frame a creative work allocation plan and allocate the unassigned work of teaching subjects of additional qualifications to such teachers. In simpler words, a teacher would have *the core responsibilities* and the *non-core responsibilities* within the ceiling of 36 periods of teaching. The core responsibilities would be counted as the teaching hours for the particular subject which he was recruited for.

Non-core responsibilities would comprise of the teaching hours of the creative work allocation given by a Principal/Headmaster wheresoever a teacher has either acquired due additional qualification or is otherwise confident of teaching a non-core subject. In any case, a teacher would *normally* be not given workload beyond normal 36 periods. In no case a teacher be given workload beyond forty periods.

3. A regular Principal or Headmaster, as the case may be, shall have to do a teaching work of minimum two periods daily. This is all the more necessary because it has been seen that the Heads of schools being removed from teaching work have lost academic touch with the campus. The teaching work shall rejuvenate the competence and feel for the core occupation of the campus.

Vd 5/7/12

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