

**FROM**

**DIRECTOR SECONDARY EDUCATION  
HARYANA PANCHKULA.**

**TO**

- 1. ALL THE DISTRICT EDUCATION OFFICERS IN THE STATE.**
- 2. ALL THE DISTRICT ELEMENTARY EDUCATION OFFICERS IN THE STATE.**

**MEMO NO. 23/53-2011 - CO (1)  
DATED CHANDIGARH THE 1.9.2011**

**SUBJECT:- TO ISSUE I.D. NUMBERS TO THE GUEST FACULTY TEACHERS.**  
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Reference on the subject cited above.

The guest teachers on various occasions have requested to issue them the I.D. Numbers like the regular employees of the School Education Department. In view of their demand it has been decided to issue I.D. Numbers to the guest teachers. However I.D. Numbers allotted through computerized system shall be valid only when the computer record of each guest teacher is confirmed by the DEOs/DDEOs and after confirmation the I.D. Numbers will be hosted on the website of the department. The data of the guest teachers available at the Directorate has been hosted on the website of the department. It is therefore requested to verify the same and to send the verified documents of guest teachers (along with C.D.) to the Directorate through special messenger with in a weeks time.

*Ranbir Singh*  
**ASSISTANT DIRECTOR CO-ORDINATION  
FOR DIRECTOR SECONDARY EDUCATION  
HARYANA PANCHKULA**

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**MEMO NO. 23/53-2011 - CO (1)  
DATED CHANDIGARH THE 1.9.2011**

**SUBJECT:- TO MAINTAIN SERVICE BOOK OF THE GUEST FACULTY TEACHERS.**  
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Reference on the subject cited above.

The guest teachers on various occasions have requested to the department that their service books may be maintained. In view of their demands it has been decided to maintain the Service Books of all the Guest Teachers. It is therefore requested that all the Heads of Institutions/BEOs may be directed to prepare and to maintain the Service Books of the Guest Teachers which may be kept with the Heads of the Institutions.

*Ranbir Singh*  
**ASSISTANT DIRECTOR CO-ORDINATION  
FOR DIRECTOR SECONDARY EDUCATION  
HARYANA PANCHKULA**