



# HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)  
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2586036



Ref. No. SSA/Admn./2018 -10050-52

Dated: 29/6/2018

To

All officials/officers of  
State Project Director, HSSPP  
posted at Hqs & field offices.

Subject:- Approaching higher authorities by the family members of the officers/officials about the service matters of the concerned officers/officials.

Dear all

Please refer to the subject cited above.

It has been noticed that the employees of the Haryana School Shiksha Pariyojna Parishad are getting request letters written by their family members i.e. parents, spouse, children & other relatives with requests about various service matters to one or more various authorities (i.e. Head of Office, Head of Department, Administrative Secretary, Minister & Chief Minister).

In this regard directions are hereby given to the officers/officials not to adopt the indirect communication channels on service matters (ACRs, Suspensions, disciplinary proceedings, seniority, salaries, promotions, transfers, payment of dues, reimbursements, loans and leaves etc. or certain demands about service matters). All the officials/officers of HSSPP are advised to follow the proper channel of communication within their own organization.

It is made clear that henceforth any such request written by anybody other than the employee himself/herself no action shall be initiated on such representations and it will be filed outright.

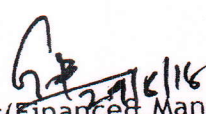
These instructions may please be noted for strict compliance and also be got noted from an officials working under you.

  
State Project Director  
HSSPP Panchkula

Dated 29/6/2018

Endst. no. Even

A copy is forwarded to I.T. Cell for uploading it on Parishad website.

  
Consultant (Finance & Management)  
For State Project Director

CC: PS/ACSSE

