

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: 29.06.2016

**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:**

- Total duration of school 6 ½ Hours.
- Prayer 20 minutes and recess 30 minutes.
- According to school calendar 8 periods per day.
- First four periods of 45 minutes each and last four period of 40 minutes each.
- For PGTs, it is proposed that they shall be given Maximum 6 periods in a day i.e. total 36 periods per week.
- Second post will be provided after 40 periods.

**C. Weekly Subject wise periods norms for 9<sup>th</sup> and 10<sup>th</sup> classes**

| S.N. | Subject in 9 <sup>th</sup> and 10 <sup>th</sup> | 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 <sup>th</sup> & 10 <sup>th</sup> . By this token, a direct recruit is also competent to teach English in 9 <sup>th</sup> & 10 <sup>th</sup> 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 <sup>th</sup> & 10 <sup>th</sup> . By this token, a direct recruit is also competent to teach Mathematics in 9 <sup>th</sup> & 10 <sup>th</sup> classes.                                         |
| 3.   | Science                                         | 6             | Physics, Chemistry and Biology         |                                                                                                                                                                                                                                                                                                                                                                                                                                |

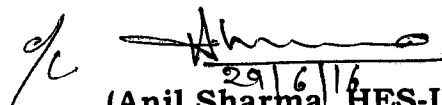
| S.N. | Subject in 9 <sup>th</sup> and 10 <sup>th</sup>                      | Weekly period | To be taught by which category of PGTs                                  | Remarks                                                                                                                                                                                                                                                                                                                                                                 |
|------|----------------------------------------------------------------------|---------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 <sup>th</sup> & 10 <sup>th</sup> . By this token, a direct recruit is also competent to teach Hindi in 9 <sup>th</sup> & 10 <sup>th</sup> classes. |
| 5.   | Social Studies                                                       | 5             | Economics, Geography, Political Science, History, Psychology, Sociology |                                                                                                                                                                                                                                                                                                                                                                         |
| 6.   | Sanskrit                                                             | 5             | Sanskrit                                                                | In case of non-availability of PGT (Physical Education), the teaching workload can be assigned to DPE                                                                                                                                                                                                                                                                   |
|      | Punjabi                                                              |               | Punjabi                                                                 |                                                                                                                                                                                                                                                                                                                                                                         |
|      | Urdu                                                                 |               | Urdu                                                                    |                                                                                                                                                                                                                                                                                                                                                                         |
|      | Drawing                                                              |               | Fine Arts                                                               |                                                                                                                                                                                                                                                                                                                                                                         |
|      | Music                                                                |               | Music                                                                   |                                                                                                                                                                                                                                                                                                                                                                         |
|      | Home Science                                                         |               | Home Science                                                            |                                                                                                                                                                                                                                                                                                                                                                         |
|      | Physical Education                                                   |               | Physical Education /DPE (B.P.E.d) (Master Cadre)                        |                                                                                                                                                                                                                                                                                                                                                                         |
| 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 11<sup>th</sup> and 12<sup>th</sup> 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                                                    |           |                                                                      |           |                                                                      |           |                                                                      |           |
| ICT/ Computer Sc.                                                    | 6         | Computer Sc.                                                         | 6         | Computer Sc.                                                         | 4         | ICT/ Computer Sc.                                                    | 4         |
| EDUSAT/ Library/ Sports/ Life Skill/ Sharm Dan/ Yoga/ TP / other CCA | 4         | 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         |
|                                                                      | <b>48</b> |                                                                      | <b>48</b> |                                                                      | <b>48</b> |                                                                      | <b>48</b> |

Needless to say, the priority of teaching 9<sup>th</sup> & 10<sup>th</sup> 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.

Notwithstanding anything contained hereinabove, a teacher should normally be given workload upto 36 periods but should not be given workload beyond 40 periods in any circumstances.

  
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