

**GOVERNMENT OF HARYANA
SCHOOL EDUCATION DEPARTMENT**

ORDER

G.O. No. 6/2015 / 170

Dated: 20-05-2015

Subject:- Inspection of Schools by field and HQs Officers.

This is in supersession of all instructions issued on the subject.

2. As is well known to all, huge expenditure is being incurred by the Government to impart education to the children in the Government Schools in the State but unfortunately, the level of teaching - learning is not satisfactory. Though the instructions for schools inspections had been issued in the past but these were not meticulously complied with. It was observed that the number of inspections prescribed for the Officers were on higher side and therefore, while bringing down the number of inspections, the stress will be on quality of inspections of schools during which the Officers will also guide the teachers of the schools about how to bring improvement in their functioning. The inspection reports will be sent to the concerned DIET/BITE/GETTI as per the instructions contained in GO NO.5/2015 and a copy thereof to Director, Secondary Education in case of High & Secondary Schools and Director, Elementary Education in case of Elementary Schools. In case a School is having classes pertaining to both the Directorates i.e. Secondary as well as Elementary, copies of inspection reports shall be sent to both the Directors.

3. **PERIODICTY:**

(i) **Head Office:**

(a) Head Office Officers including DSE and DEE except those Officers who are from academic cadre will conduct atleast two inspections per month.

(b) The Officers belonging to academic cadre will conduct atleast three inspections per month.

(ii) The District level Officers i.e. DEO, DEEO, Dy. DEO will conduct minimum one inspection per week i.e. atleast four per month. It should be ensured that the inspections are properly spaced i.e. all inspections due in a month should not be done in one week only.

(iii) Block level Officers i.e. BEO, BEEO shall conduct minimum two inspections per week i.e. atleast eight per month.

(iv) At school level, minimum daily inspection of two classes by each Principal/Headmaster/Elementary Head/Head Teacher should be done. In case, in addition to the Principal, Headmaster is also posted in the school, these daily inspections will be done by both of them. They will maintain

inspection registers in which major findings of the inspections being carried out by them shall be entered on day-to-day basis.

All the inspecting Officers shall send a copy of their inspection reports to the concerned Head of the School also for their information and for taking corrective action.

4. **MONITORING OF INSPECTIONS:**

The primary duty to monitor inspection of schools will rest with Director, Secondary Education and Director, Elementary Education in respect of schools under the jurisdiction of their respective Directorates but they will be assisted by the Principals of DIETs/BITEs/GETTIs as detailed in GO NO.5/2015. It is expected that DSE and DEE will monitor the inspections on monthly basis.

5. **ROLE OF ICT:**

The IT cell of HQs shall develop tools to monitor whether the inspections are being carried out by different functionaries as per the schedule or not and also store the Inspection Reports. These will also be hosted on the Website of the Department. These Inspection Reports shall be integral part of the Annual Performance Appraisal Reports of the concerned teachers/School Heads.

6. **PROFORMA OF INSPECTIONS:**

Two profrormae for inspections are enclosed i.e. one for the initial inspection and the other for follow up inspections. At the time of follow up inspection, the inspecting Officers must see whether action has been taken on the observations made during last inspection and in case of a serious discrepancy, he should write a separate note to the concerned Officer whether it is Director or the Principal Secretary.

The above inspections will come into effect immediately and shall be monitored by DSE and DEE as mentioned above.

(T.C. Gupta, IAS)

Principal Secretary to Govt. Haryana
School Education Department

To: DSE, DGEE, all DEOs, DEEOs, BEOs, BEEOs, Dy. DEOs, Director, SCERT, Principals, DIETs, BITEs, GETTIs, Principal/Headmaster/Elementary Head/Head Teacher of Schools in the State.

Endst. No. G.O. No. 6/2015/ 170

Dated: 20-05-2015

- i) APSCM for kind information of the Hon'ble Chief Minister.
- ii) Secretary to Education Minister for kind information of Hon'ble Education Minister.

(T.C. Gupta, IAS)

Principal Secretary to Govt. Haryana
School Education Department