Through Email only

From

The Director General,
Technical Education Department, Haryana
Bays No. 7-12, Sector-4, Panchkula

To

All the Principal(s)
Government Polytechnics/ Govt. Polytechnic Education Society,
Government Aided Polytechnics.

Memo No. 407 **/Acd.** **Dated:** 23/07/2026

Subject: **Regarding draft SOP/ guidelines for implementation of Haryana Technical Education Guest Faculty (Security of Service) Act, 2024 as amended in 2025.**

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Kindly refer to the subject noted above.

In this regard, it is intimated that in compliance with the order of the Hon'ble Chief Minister, Haryana, the draft SOP/ Guidelines for implementation of Haryana Technical Education Guest Faculty (Security of Service) Act, 2024 as amended in 2025 **(Copy enclosed)**, is required to be placed in the public domain on the website of the department for inviting comments/ suggestions from stakeholders for a period of 21 days and the same are available on the website of Technical Education Department, Haryana, **Panchkula.**

Therefore, you are requested to take necessary action in the matter and ensure that the draft SOP/ Guidelines are uploaded on the website of your institute at the earliest.

Joint Director (Academic.)
for Director General, Technical Education
Department, Haryana (Panchkula)

DRAFT SOP/Eligibility Guidelines for Implementation of Haryana Technical Education Guest Faculty (Security of Service) Act, 2024 as amended in 2025

1. A year of contractual service shall be treated as completed on completion of minimum 240 days of service during a continuous period of one year, counted from the actual date of joining, and the year in which such 240 days are completed shall be counted as one full year of contractual service.
2. For the purpose of counting 240 days, a "working day" shall mean a day on which the Guest Faculty/Instructor has actually performed duty and for which a bill/claim has been raised and paid or found payable for the said day or as part of the monthly remuneration in the concerned month.
3. Any duty performed by the Guest Faculty/Instructor, including teaching work, practical duty, examination duty, paper setting, paper checking/evaluation, invigilation, admission-related duties, academic assignments and any other duty assigned by the Principal or Competent Authority shall be treated as valid working days for the purpose of counting 240 days, subject to verification from duty and billing records.
4. All periods for which remuneration has been paid, including Saturdays, Sundays, gazetted holidays, academic calendar gaps, semester breaks, inter-session gaps, Covid gap, vacations and institutional non-working days falling within such paid period, shall be treated as continuous valid service and shall also be counted towards completion of 240 days, provided that:
   - No termination order was issued during such period;
   - The Guest Faculty/Instructor was continued on rolls or re-engaged in the subsequent academic session; and
   - Such period shall be treated as part of the contractual engagement only for counting of 240 days.
5. That the period for which a Guest Faculty/Instructor has been paid remuneration be considered while calculating the qualifying service who has worked 240 days during a period of one year contractual service, subject to verification from the relevant service and payment records.
6. Engagement on hourly basis prior to 11.09.2019 shall be counted for continuity of service and determination of eligibility under the Act, without conferring any claim for retrospective financial benefits.
7. For the present implementation of the Act, eligibility has been proposed to be determined with reference to completion of five (05) years of contractual service on or before 15.08.2024, so as to ensure uniform and one-time determination across all Government/Society Polytechnics and SIETs.
8. The guidelines are intended to:
   - Ensure uniform interpretation and implementation of the Act;
   - Avoid arbitrary exclusion of eligible Guest Faculty/Guest Instructors;
   - Provide clarity to institutions on calculation methodology; and
   - Withstand audit, financial and judicial scrutiny.