

Personal Attention

No.EDN-HE(21)A(3)37/2018-V  
Directorate of Higher Education,  
Himachal Pradesh, Shimla-1  
Tel:0177-2653120Extn.234, Fax:2812882, E.mail:dhe-sml@gov.in

To Dated Shimla-1 the October,2020

1. All the Principals,  
Govt. Degree/ Skt. Colleges in,  
Himachal Pradesh
2. All the Dy. Directors of Higher Education/ Inspection Cadre,  
Himachal Pradesh
3. All the Principals/ Headmasters,  
Govt. Sen. Sec./ High Schools in,  
Himachal Pradesh

**Subject:- Regarding Direct Correspondence with Higher Authorities, Instructions, thereof.**

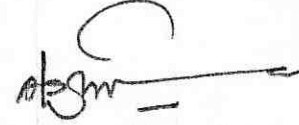
On the above mentioned subject, it is observed by the undersigned that some of the Principal(s)(College & School Cadre)/ Assistant/ Associate Professor(s)/ Acharya(s)/ School Lecturers/ PGTs/ Ministerial staff/ etc. are **corresponding directly with the Government instead sending their requests through proper channel.**

In this regard, your attention is invited to the **Government of India decisions No. 26, 26-A and 26-B read with Rule 3(1)(iii) of the CCS (Conduct) Rules, 1964** which provide that the **Government servant will do nothing which is unbecoming of a Government servant and also to the para 8.5.1 of Office Manual, which provides that no member of the Department shall submit any letter/ representation/ request directly to the Governor/Chief Minister/ Ministers/ Chief Secretary/ Secretary/ Special Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Under Secretary or Head of the Department/ Office.** And all the communications should be sent through proper channel to the higher authority, accordingly.

In view of above mentioned, all the officers/ officials i.e. Principal(s) (College & School Cadre)/ Assistant/ Associate Professor(s) of College Cadre / Sanskrit Acharya (s)/ Lecturers, School Cadre/ PGTs/ Ministerial staff/ etc. are directed to **adhere to the**

aforesaid instructions in letter and spirit and failure to observe these instructions shall be severely dealt with under the CCS (Conduct) Rules.

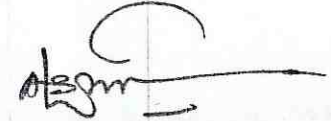
Apart from above, all the Deputy Directors of Higher Education/ Inspection Cadre, Principals of Govt. Degree Colleges, Principals of Govt. Senior Secondary Schools, Headmasters of Govt. High Schools, are directed bring these instructions to the notice of all Officers/Officials/Employees working under their administrative control for strict compliance.



(Dr. Amarjeet Kumar Sharma),  
Director of Higher Education,  
Himachal Pradesh

Endst. No. Even dated Shimla-1 the October, 2020  
Copy for information and necessary action is forwarded to:-

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2.
2. All the Branch Officers and Branch Superintendents of this Directorate for similar action.
3. The Technical Officer, IT Cell, with the directions to upload the letter on the Departmental website.
4. Guard file.



Director of Higher Education,  
Himachal Pradesh

