

**No. EDN-HE (21) B (15)05/2020-HIPA-Training-**

Directorate of Higher Education  
Himachal Pradesh

30 MAY 2020

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**To** Dated: Shimla-171001 the May, 2020

All the Deputy Directors of Higher Education,  
in Himachal Pradesh

**Subject: -** Regarding proposal for training programme on Disciplinary Proceedings/Departmental Inquiry for Inquiry Officers.

**Memo;**

It has come to the notice of the Additional Director of Higher Education (Admn.), Himachal Pradesh, Shimla-1 that the Inquiry Officers are not following the instructions/guidelines in respect of conducting inquiry. The Inquiry Officers have not been analyzing the evidence, statement of concerned and just forwarding report roughly to this Department without conclusion.

In this connection, it is to inform you that the Department of Higher Education has planned that training programmes on Office Procedure and Financial Administration/ Disciplinary Proceedings/Conduct Rules/Departmental Enquiry may be conducted for newly promoted School Principals/Headmasters at SCERT Solan, GCTE Dharamshala and HIPA, Fairlawn's, Shimla in near future. So that in future before appointing Inquiry Officer, he/ she should be made aware about the role/function of Inquiry Officer, format/inquiry report etc.

You are, therefore hereby directed to supply the names of newly promoted School Principals/Headmasters (20 each from each district) to this Directorate within a week through return Fax/E-mail on the prescribed proforma given below:-

S. No.	Name and Designation	Name of School	E-mail ID	Mobile Number

— Sign. —  
(Dr. Amarjeet K Sharma)  
Director of Higher Education  
Himachal Pradesh, Shimla-1  
Phone No. 0177-2656621  
E-mail: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in)

Endst. No. Even Dated: Shimla-171001 the May, 2020

Copy for information and necessary action to:-

- 1 Additional Director of Higher Education (Admn.), Himachal Pradesh, Shimla-1 refer to her U. O. No. EDN-HE(25) B (15)-IV-650/2019-dated: 28<sup>th</sup> February, 2020.
- 2 The Technical Officer (Computer/IT Cell) Directorate of Higher Education, Himachal Pradesh, Shimla-1 to upload the same on departmental website.
- 3 Guard file.

  
Director of Higher Education  
Himachal Pradesh, Shimla-1