

**Most Urgent**

No. EDN-H(1)D(7)1/2006 (V. Sabha)  
Directorate of H. Education  
Himachal Pradesh  
Dated; Shimla-171001, the

18<sup>th</sup> July,,2014,

To

1. Addl. Director (Colleges) Dte. Hr. Education, H.P. Shimla-1.
2. Joint Director (Admn) Dte. Hr. Education, H.P. Shimla-1.
3. Joint Directors(C) / (S) Dte. Hr. Education, Shimla-1.
4. J.C.(F&A) / OSD(C) / (Skt.) Dte. Hr. Education, Shimla-1.
5. All the Deputy / Assistant Directors, Dte. Hr. Education.
6. All the Deputy Directors of Hr. Education in the Pradesh.
7. All the Principals, Govt. Colleges in the Pradesh.
8. Commander, NCC Group Head Quarter, Shimla-4 (HP).
9. Chief Librarian, Central State Library-Solan (HP).

Subject:- 6<sup>th</sup> Session of Twelfth Vidhan Sabha Session (Mon Soon Session) commencing w.e.f. 06.08.2014 .

Memo:

As you are aware according to the programme the 6<sup>rd</sup> Session of Twelfth Vidhan Sabha (Mon Soon Session) is scheduled to be held w.e.f. 06.08.2014. As usual, we shall be having a large number of Assembly Questions and other Assembly Business in the shape of Calling Attentions, Short Notice Questions and matters raised under various rules. All this business is to be disposed of at a very short notice at all levels in the Administration.

The urgency of disposal of Assembly Business at top-priority level has also been emphasized on the past. It should be our endeavor to ensure that every step is taken to convey information at top-priority and where ever it is not possible the material being lengthy, the same may be sent through the special messenger or e-mail in the Departmental website. Your presence in the Head Quarters is must and it should be ensured that you remain present throughout till the Vidhan Sabha will be in session. Not only that your presence is necessary but the staff working under your control should not be allowed to proceed on any kind of leave / tour w.e.f. 28<sup>th</sup> July, 2014 till the end of Vidhan Sabha Session as notices of Assembly Questions are being received and any kind of leave Sanctioned by any officers on or after 28.07.2014 may be treated as cancelled. In any emergency the leave will be sanctioned by the Director of Higher Education. It is also desired that at least one senior most official of your institutions/office who may be in a position to supply information required in connection with Assembly Business should be available on your office telephone on the working days/holidays during current Vidhan Sabha session till the questions are not got approved. However all the officials will dispose of the Business during the office hours and even they can be put on duty after office hours and on holidays as per administrative exigency. However, the officials attending office on holidays will have to obtain prior permission of Liaison officer in written. All Supdts. will ensure that all concerned officials are available during the session to avoid any awkward situation. The Branch Supdt. and one dealing Asstt. (Only senior most official/ Dealing Assistant Concerned Seat) be put on Assembly duty before & after office hours ( in the morning 8:30 AM and in the evening up to 7:30 PM ) / holidays who are well conversant of their Branch.

The officials so put on duty shall also attend office on Sunday and holidays as per administrative requirement on a short notice by Liaison officer for providing information, which may be required by the Directorate and concerned Supdts. may ensure the presence of the concerned officials accordingly. However, compensatory leave in lieu of working hours will only be allowed with the prior approval of Director of Hr. Education and it should be duly verified by the concerned Branch Officer / V. Sabha Co-ordinates and countersigned by the Liaison Officer. (Attendance of Bio-Metric machine may also be kept in view for the purpose) In the case of field offices concerned Head of Institution is competent to sanction compensatory leave under the Rules as per the duties performed by the officials.

Director of Higher Education  
Himachal Pradesh.

18<sup>th</sup> July, 2014

Endst.No.Even. dated Shimla-171001

Copy forwarded for information and necessary action to:-

1. The Pr. Secretary (Hr. Education) to the Govt. of H.P., Shimla-2.
2. All Branch Officers / Superintendents, Dte. Hr. Education, Shimla-1.
3. Guard file.

Director of Higher Education  
Himachal Pradesh.