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Personal Attention

No.EDN-H/E(21)B(15)15/2017-V-Vol-II  
Directorate of Higher Education,  
Himachal Pradesh, Shimla-1  
Tel:0177-2653120Extn.234\_E.mail:genbr@rediffmail.com, Fax:2812882

To Dated Shimla-1 the



1. All the Principals,  
Govt. Degree/Skt. Colleges in,  
Himachal Pradesh
2. All the Deputy Directors of Higher Education,  
Himachal Pradesh

Subject:- Instructions Regarding Direct Correspondence with the Higher Authorities.

Memo,

It has come to the notice of higher authorities that some of the Heads of the Educational Institutions/ Teachers/ Officials etc. are corresponding directly with the higher authorities instead sending their proposals/ requests through proper channel.

Whereas, instructions in this regard have already been circulated vide letter No.EDN-H/E(21)A(3)37/2011-V dated 15-11-2016. Accordingly, w.r.t. 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 direct 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 communications should be sent through proper channel.

In view of aforementioned position, you are directed to adhere to these instructions in letter and spirit. These instructions may also be brought to the notice of all the officers/ officials working under your administrative control, accordingly. Failure to observe these instructions shall be severely dealt with under the CCS (Conduct) Rules.

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(Dr. Uma Verma),  
Joint Director of Higher Education(C),  
Himachal Pradesh

Endst. No. Even dated Shimla-1 the February, 2018

Copy for information and necessary action is forwarded to:-

1. The Superintendent, IT Cell, with the directions to upload the same on the Departmental website.
2. Guard file.

Joint Director of Higher Education(C),  
Himachal Pradesh