

EDN-HE(14)1-2013-NIELIT
Directorate of Higher Education
Himachal Pradesh – Shimla-1

Dated : Shimla

the 24 August, 2017

To

All the Principals of GSSS
Himachal Pradesh.

Subject:- **Reg. delay in providing attendance in r/o IT faculties deployed through NIELIT in schools of Himachal Pradesh.**

Memo;

In continuation to this office letter of even number dated 28.03.2017 and 28.04.2017 on the above cited subject.

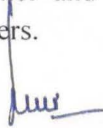
It has come to the notice that the Principals/Heads of the schools are not sending the attendance report of IT-Faculties deployed through NIELIT in r/o concerned school timely. As per the guidelines, the attendance report of deployed IT faculties must be sent by 1st of the every month through e-mail to NIELIT for timely disbursement/release of salary.

It has also come to the notice that Principals/Heads of the Schools are not depositing the IT-Fee before 10th of every month in the prescribed Bank (A/c No. 3923000100051592, in the name of Director of Higher Education, Himachal Pradesh with Punjab National Bank, Anaj Mandi, Shimla-171001, MICR Code: 171024003, IFSC Code: PUNB0392300). The non-collection of IT-Fee by scheduled date, department is unable to release the funds to NIELIT on account of rendered service, which affecting the timely release of salary to the IT-Teachers.

In this regard you are directed to ensure the following:

1. Submission of Attendance report in r/o of deployed IT-Faculties by 1st of every month
2. Collection/Deposit of IT-Fee before 10th of every month
3. Ensure the entry of School Name & District (as GSSS.....) at the time of depositing the fee in the above mentioned bank account.
4. The remittance of IT- Fee Challan / deposit slip be sent to concerned Deputy Director of Higher Education office.
5. Hard copy of Challan / deposit slip **may not be sent to** this Directorate.

These instructions should be followed in letter and spirit, any deviation of instruction will warrant disciplinary action against the defaulters.


Director of Higher Education
Himachal Pradesh