

No. EDN-HE(1)B(15)-1/2009-PSG-Act-2011
Directorate of Higher Education
Himachal Pradesh.

5

Dated: Shimla-171001, the:

3/8th January, 2020

शिक्षा निदेशालय उच्चतर शिक्षा

To

1. All the Principals,
Government Degree /P.G./ Sanskrit Colleges in H.P.
2. All the DDHE/ DDHE (Inspection).
In Himachal Pradesh
3. All the Principals/ Headmasters.
GSSS / GHS in Himachal Pradesh.

01 FEB 2020

Subject: Regarding Notification of Services under H.P. Public Services Guarantee Act 2011.

Memo:

Enclosed please find herewith a photocopy of Notification No. EDN-B-GA(17)-3/2019 dated:- 14.11.2019, vide which Government of Himachal Pradesh. Department of Higher Education has notified some services, designated officers and First Appellate Authority for providing these services within the prescribed time limits under H.P. Public Services Guarantee Act 2011.

You are therefore, directed to go through the provision of the H.P. Public Services Guarantee Act 2011, carefully and ensure the delivery of these services to the citizens within stipulated time limit. It is pertinent to mention here that any penalty imposed under section 8(1) of H.P. Public Service Guarantee Act 2011, on the designated officer for delay in providing the service or refusal to provide service shall be borne by such officer in personal capacity. Further, all the designated officers are directed to make wide publicity of this act among all stakeholders. The action taken report in this regard may be submitted to the undersigned within a week itself.
Encls: As above.

(Dr. Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh
E-mail id: dhe-sml-hp@gov.in
Phone No. 0177-2656621

Endst. No. Even, Dated: Shimla-1.

3/8th January, 2020

Copy for information to :

1. The Principal Secretary Education to the Government of Himachal Pradesh Shimla-2.
2. The Principal Secretary (Admn. Reforms) to the Government of Himachal Pradesh Shimla-2.
3. All the Addl./JDHE in Directorate of Higher Education, Himachal Pradesh.
4. The Principal SCERT/GCTE Dharamshala, Himachal Pradesh.
5. All the Branch officers / OSDs/ Deputy Director/ Asstt. Director/ Branch Superintendents in Directorate of Higher Education, Himachal Pradesh.
6. Incharge. computer cell with the request to upload in Departmental website.
7. Guard file.

Director Higher Education
Himachal Pradesh

Government of Himachal Pradesh
Department of Higher Education

No. EDN-B-GA(17)-3/2019

Dated Shimla-2,

11-11-2019

Notification

In exercise of the powers vested under Section 3 of the HP Public Service Guarantee Act, 2011, the Governor, Himachal Pradesh is pleased to notify the following services, Designated Officers and 1st Appellate Authority thereunder for providing the services within the prescribed time limits relating to the Higher Education Department, Himachal Pradesh for the purpose of the above said Act:-

Sr. No	Name of Public Service	Designated Officer	Time limit for providing service	Format of Application	List of Documents Required	1 st Appellate Authority	Remarks
1	Issuance of School / College leaving certificate	Headmaster / Principal Concerned School / College	Same Day	N.A.	N.A.	DDHE for School JDHE(C) for College	
2	Issuance of Archival School / College leaving certificate	Headmaster / Principal Concerned School / College	One Week	-do-	-do-	-do-	
3	Issuance of Character Certificate	-do-	Same day	-do-	-do-	-do-	
4	Refund of Library Security / Sanchyika Fund	-do-	-do-	-do-	-do-	-do-	
5	Issuance of Bus Pass / Identity Card. Duplicate Bus pass / Identity Card to Students	-do-	-do-	-do-	-do-	-do-	
6	Attestation of Board / University / other Examination / Recruitment Forms	-do-	-do-	-do-	-do-	-do-	
7	Change of subject / faculty / Stream after admission	-do-	-do-	-do-	-do-	-do-	Within stipulated period as per prospectus
8	Evaluation of Answer Sheets of I / II House examination weakly/ monthly tests	-do-	One week	-do-	-do-	-do-	

9	NOC to run establishment of Pvt. Schools (9 th to 12 th)	DHE	15 days (After the receipt of the report from the inspection team)	Yes	Yes	Secy. Edu.	Subject to the completion of the codal formalities as per rules / regulations
10	Essentiality Certificate	DHE	-do-	Yes	Yes	-do-	-do-
11	Authentication of Documents	JDHE (C) / B.O.	5 days (After the verification report from the concerned Board / Universities)	Yes	Yes	DHE	
12	Sanction of Scholarship (under different Schemes)	JDHE / B.O.	-----	Yes	Yes	DHE	Payment will be made on the availability of budget / funds under concerned scheme.

By order,

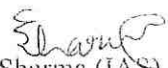
Principal Secretary (Edu) to the
Government of Himachal Pradesh

Dated, Shimla-2, 14-11-19,

Endst.No. EDN-B-GA (17)-3/2019

Copy for information and necessary action is forwarded to:-

1. All Administrative Secretaries to the Govt. of H.P.
2. The Pr. Secretary to Chief Minister, H.P.
3. The Secretary to Governor, Himachal Pradesh, Raj Bhawan, Shimla-2.
4. The Director Higher Education, H.P.
5. The Director Elementary Education, H. P.
6. The State Project Director (SSA/RMSA) H.P.
7. The Registrar, Himachal Pradesh University, Shimla-5
8. The Sr. Private Secretary to Chief Secretary, H.P.
9. The PS to Education Minister, H.P.
10. The PS to Principal Secretary (Education) to the Govt. of H.P.
11. The Deputy Director of Higher (Education/Elementary Education) H.P.
12. The Principal SCERT, Solan, H.P.
13. The Section Officer (Education-A) (Education-C) (Education-D) H.P.
14. Guard File.


Gopal Sharma (IAS)
Special Secretary (Edu) to the
Government of Himachal Pradesh