PERSONAL ATTENTION

No. EDN-HE (21)B(15)15/2020-V-Vol-I Directorate of Higher Education Himachal Pradesh, Shimla-I Tel.0177-2653120 Extn. 234, Fax: 2812882, e-mail: dhe-sml-hp@gov.in

Dated: Shimla-1

the

October, 2020

To

- All the Principals, Govt. Degree/ Skt. Colleges in, Himachal Pradesh
- 2. All the Deputy Directors of Higher Education, Himachal Pradesh
- 3. All the Principals/ Headmasters, Government Sen. Sec./ High Schools in, Himachal Pradesh

Subject:-

Regarding Restricting the Entry of Officers/ Officials/ Teachers / Non-Teaching Staff of Educational Institutions/ District Office's in the Directorate.

In view of COVID-19, Pandemic as well as safety precautions and self regulation, instructions were circulated by this Directorate from time to time that visit / entry of Officers/Officials/ Teachers/ Non- Teaching staff working in the Educational Institutions & District Office's was restricted in the premises of this Directorate, unless he/ she has been permitted for the official work. Further, it was also directed that none of the Officers/ Principal/ Headmaster/ Teachers/ Non-Teaching Staff of any of the Educational Institution will leave their headquarters without obtaining the prior permission of their controlling officer.

Despite this, it has been observed that some of the Officers/ Teachers/ Non-Teaching staff of the Educational Institutions/ District Offices are leaving their headquarters and are visiting this Directorate regularly for their personal work.

In view of above mentioned, all the officers and teachers under the control of higher education department are once again directed not to visit this office for their personal work and also not to leave their headquarters without the prior permission of their controlling officer. These instructions may be adhered strictly in letter & spirit

and violation of these instructions will viewed seriously and disciplinary proceeding will be initiated against the erroneous Officers/ Teachers/ Non-Teaching staff under rules.

(Dr. Amarjeet Kumar Sharma). Director of Higher Education. Himachal Pradesh

Endst. No. Even Dated Shimla-1 the October, 2020 Copy for information and necessary action is forwarded to:-

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2.

2. The Additional Director of Higher Education (A), is designated as Nodal Officer for this matter and he will monitor the matter daily

under intimation to the undersigned.

- 3. The Superintendent, Estt.-I Branch of this Directorate, is directed to issue necessary instructions to the officials deputed at entry gate of this Directorate, to record the name & Educational Institution / Office address of the Officers/Teachers/Non-teaching staff, who are visiting this Office for their personal work. The daily report of the Officers/Teachers/Non-teaching staff who will visit this office will be put on file daily by the Estt.-I Branch through the Nodal Officer. who will recommend and initiate the disciplinary proceedings against the erroneous Officers/ Officials through the Inquiry Branch of this Directorate.
- 4. All the branch Superintendent, Directorate of Higher Education. Himachal Pradesh.
- The Technical Officer, IT Cell of this Directorate, with the direction to upload this letter on the Departmental website.

6. Guard file.

Director of Higher Education. Himachal Pradesh

शिक्षा निदेशालय **उच्चतर** किंक्स

07 OCT 2020