

Attention

No. EDN-H(1)B(15)07/2021 Inst.
Directorate of Higher Education
Himachal Pradesh Shimla-1

To

1. All the Deputy Directors Higher Education, Himachal Pradesh.
2. All the Principal Govt. Colleges, Himachal Pradesh.
3. All the Principal/Headmaster Govt. Schools Himachal Pradesh.

Dated: Shimla-171001 the, **23, February, 2024**

Subject: Instructions Regarding Reducing the Non-teaching workload of the Teachers in Himachal Pradesh.

Sir/Madam,

With reference to the Secretary Education to the Government of Himachal Pradesh letter no. EDN-H(Ele)6-4-24/, dated 13-02-2024 on the subject cited above.

In this regard, it has been observed by the Government that District level offices seek various types of information, as a routine, from the schools without using the available resources, even though the information sought from the schools is available with the offices seeking the information. This diverts the attention of the teachers from teaching and their time is wasted in unproductive work. Therefore, the Government has decided that henceforth, **practice of seeking unnecessary information and asking schools to send information repeatedly correspondence with schools shall be stopped immediately.**

In this regard, it is directed to ensure the following directions in letter and spirit and any violation of these instructions shall invite disciplinary action.

1.1. No teacher shall be deputed on tour as a special messenger for sending any letter or report or other item from the school to any other institution/office. The practice of asking for/sending/taking "dak" to various offices shall be stopped forthwith. In case any teacher is deputed and/or is called to send/bring dak to any office action shall be taken against the officer/teacher, asking a teacher to go as a special messenger and the officer/teacher who has asked for such information.

1.2. No teacher shall go as a messenger without express written order/directions to do so. In all such cases, the department shall initiate departmental proceedings against the teacher/officer passing such written order.

1.3. The information/data available online on the UDISE+ portal, official websites of the Directorate of Higher / Elementary Education and the State Project Director Samagra Shiksha and or Government of India portals shall not be asked for from any institution.. Whosoever requires any information may visit these online platforms and get the information from there.

1.4. Following exceptions shall be there to the point 1.3 above:

1.4.1. Information required for Vidhan Sabha Questions/Vidhan Sabha Committees and other Vidhan Sabha matters.

1.4.2. RTI applications.

1.4.3. Court Cases.

1.4.4. Information related to Recruitments & Postings.

1.4.5. Information related to nominations of teachers for trainings.

It shall be noted that in every case where fresh information is required for the purposes mentioned in 1.4 above (i.e. Vidhan Sabha matters, RTI matters, Court Cases, Recruitments & Postings and any other matter of urgent nature etc.) in such cases the information shall be sent electronically (through e-mail/WhatsApp message). It shall further be ensured that only in unavoidable circumstances and in the rarest of the rare cases, information in hard copy format shall be demanded from the schools. For such exception, a written order, with reasons, shall be passed by the authority seeking information.

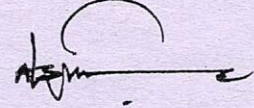
It is also noticed that most of the letters are being simply forwarded to the field offices / schools without making any sincere efforts to do the needful at their own level. All the Deputy Directors shall first try their best to process the matters on the basis of record/information already available with them, and only after ruling out the availability of information at their own level, they shall write to the field offices, blocks and schools.

It has also been observed that some additional, unwanted, undesired and unnecessary directions/instructions are issued from the Deputy Director level to the Schools which lead to creation of unnecessary record/information by the teachers. Such practices shall be dispensed with immediately. No additional reporting formats shall be developed at the District/Block level for seeking information that is already available on U-DISE plus and/or other portals of Central or State Government.

Requests are also received from the Departments of Health, Rural Development, Women and Child Development etc. for data regarding student's enrolment etc.

Therefore, ensure availability of such type of updated on the websites / online platforms. So that, these departments may fetch the data as required from online platforms.

The above instructions shall be complied with in letter and spirit so that teachers can devote their maximum time for teaching.



(Dr. Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh Shimla-1
the **23, February, 2024**

Endst No. Even Dated Shimla-171001
Copy for information and further necessary action to:-

1. The Secretary Education to the Government of Himachal Pradesh w.r.t. letter no. EDN-H(Ele)6-4-24/ dated 13-02-2024.
2. The Additional/Joint Director Higher Education (Administration/College/Schools) Directorate of Higher Education Himachal Pradesh.
3. The Joint Controller (F&A)/OSD(College)/OSD(Sanskrit) Directorate of Higher Education Himachal Pradesh.
4. The Private Secretary to the Director Higher Education Himachal Pradesh.
5. All the branch Superintendent Directorate of Higher Education Himachal Pradesh for strict compliance. (Internal)
6. In-charge IT Cell, to upload the same on departmental website.
7. Guard file.



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