

No.EDN-HE(5)C(15)-323/2020-21-Audit-Part-II
Directorate of Higher Education,
Himachal Pradesh, Shimla-1

To Dated Shimla 30th July, 2026

All the Principal,
Govt. College, SCERT, GCTE, Sanskrit College,
Himachal Pradesh, Shimla-1

Subject: Regarding forwarding of pay fixation cases of Non-teaching staff through DDHE of concerned district.

Sir,

It has been observed that this office is receiving the pay fixation proposal in respect of Non-teaching (Ministerial staff, SLA, JLA, LA and librarian) without duly vetted from S.O. (F&A) of respective district under Higher Education.

You are therefore, requested to direct the concerned under your control to submit the proposal of pay fixation of above staff after duly vetted from the Section Officer (F&A) of respective district.

This information may be adhered to in letter and spirit to avoid the audit objection.

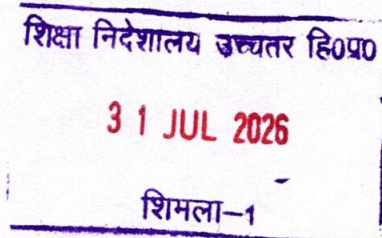
Yours faithfully,

—sd—

Joint Controller (F&AS)
Directorate of Hr. Education,
Himachal Pradesh, Shimla-I

Copy forwarded to:

- ✓ 1. All the DDHE of Himachal Pradesh for information.
2. The Branch Officer, E-I and E-II for information and compliance.
- ✓ 3. The In charge, IT Cell, DHE to upload the same in the official website.
4. Guard file.



Joint Controller (F&AS)
Directorate of Hr. Education,
Himachal Pradesh, Shimla-I