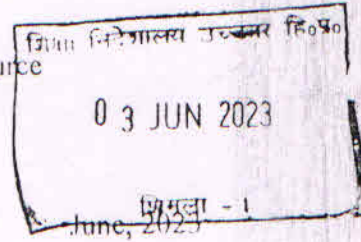


EDN-HE(14) 1/2021-IT-Edu-Outsource
Directorate of Higher Education
Himachal Pradesh



Dated: Shimla-1, the


To

✓ All the Dy. Director of Higher Education
Himachal Pradesh.

Subject: - Regarding collection of monthly attendance of IT Faculty deployed on outsourced basis

In continuation to this office letter No.EDN-HE(14)1/2021-IT-Edu-Outsource dated: 31.05.2023 on the subject cited above.

In this context, it is informed to direct all the Principals/Head of the institutions to send duly signed monthly attendance of IT Faculties deployed in concerned GSSSSs on outsourced basis, through E-mail of HPSEDC, Mehli, Shimla on manpower@hpsedc.in / md@hpsedc.in by 2nd of every month.

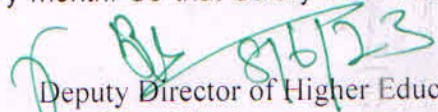

Jt. Director of Hr. Edu. (C)
Himachal Pradesh, Shimla-1

Endst.No.:- EDN-U(IT)Outsource /2023- 1018
O/o Dy. Director Higher Education
Una Distt. Una

Dated :- 07/06/2023

Copy Forwarded to :-

All the Principals GSSS (having IT Faculty outsource) of Distt. Una are directed to send the attendance of IT Faculty on prescribed performa to HPSEDC, Shimla (manpower@hpsedc.in / md@hpsedc.in) as well as the concerned agency (M/s Rattan Emporium Security, Pine Cottage, Lower Panthaghati, Mehali Shimla, mail ID shimlabranch.ratan@gmail.com, Phone No. 9109129139) by 2nd of every month. So that Salary of IT Faculty could be disbursed in time.


Deputy Director of Higher Education,
Una Distt. Una

Encls: Performa, Mail ID and phone Nos.

Attendance Performa

Monthly Attendance report of IT Faculty (on outsource basis) of HP Senior Secondary Schools

Kindly mail this proforma after filling the details to concerned Agency's mail id's per details attached.

For the Month _____, Year _____

Name of the School:			
District:			
Principal Name:		Mobile No. (Principal):	
E-mail ID (School):		Phone No. (School):	

Notations must be used as P-Present, L-Casual leave with pay, A-Absent/Leave without Pay, H-Holiday, S-Sunday, ML-Medical Leave

Name of Faculty 1																															
Emp. Code		Mobile No.1																													
Designation		Mobile No.2																													
Email ID		(Sign of Faculty 1)																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Total Present: _____ Casual Leave: _____ Absent: _____ Medical Leave: _____

Remarks if any: _____

Name of Faculty 2																															
Emp. Code		Mobile No.1																													
Designation		Mobile No.2																													
Email ID		(Sign of Faculty 2)																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Total Present: _____ Casual Leave: _____ Absent: _____ Medical Leave: _____

Remarks if any: _____

Date: _____ (Signature of Principal/Officer In-charge with Seal)

- Note:
- Faculty who has resigned/left job during the month: Name: _____, Emp Code: _____
 - Kindly fill all the columns of the forms as it is mandatory and make sure that the attendance reaches at HPSEDC, J. Bhawan, Mehl, Shimla-17013 or in the Email ID manpower@hpsehc.in by email of principal latest by 2nd of the following month.
 - File name of the attendance should be IT faculty Attendance _____ (Month & Year).
 - The Subject of the Email should also be as "Attendance IT Faculty _____" (Month & Year).
 - The scanned attendance must be visible properly.

List of Agencies with Phone Number and E-Mail Address

Sr. No.	Agency Name	District allocated	No. of IT Teachers	Phone No.	E-Mail Address
1	M/s Hamcer Facility Management Pvt. Ltd. Village Guara, PO-Ukhali, Teh. & Distt. Hamirpur HP	Hamirpur & Bilaspur	185	8219093326 8219987924	hamcerfacilitypvtld76@gmail.com
2	M/s V-Eagle Security & Manpower Services, Lakkar Bazar, Shimla-171001	Kullu & Mandi	297	9857211222	veagl03@gmail.com
3	M/s A B Enterprises, New HBC, Sanjauli, Shimla	Shimla & Kinnaur	219	9857003500	abenterprises1902@gmail.com
4	M/s Rattan Emporium Security, Pine Cottage, Lower Panthaghahi, Mehali Shimla	Una, Sirmour, Chamba & Kangra	494	9109129139	shimlabranch.ratan@gmail.com
5	M/s Shimla Cleanways, Sahibu Niwas, Sector-2 New Shimla-171009	Lahaul & Spiti & Solan	127	9736272875 8091007809	sdcleanways@yahoo.com shimlacleansways@gmail.com

HPSEDC, Shimla: manpower@hpsedc.in