

To

**All the Principals/ Head Masters
In Una District.**

Sub: - **Important instructions to the DDOs.**

Memo:

All the DDOs are directed to follow the instructions given below for the accuracy of field works in a proper way.

1. Before availing the casual leave, the leave should be sanctioned by the Deputy Director and in case of emergency DDOs should inform the undersigned's office telephonically or through email etc.
2. The TA Bills should be complete in all respect and duly accompanied with advance tentative tour programme approved and attendance certificate. TA without tentative programme will not be allowed. Approval for visits in connection with petty works despite of the ministerial employee should be taken from the undersigned.
3. The share (through Cheque/Draft only) of Building Fund, Sports fund, and Scout & Guide must be submitted half yearly i.e. **Share from April to Sept must be deposited in the month of OCT and Share from Oct to March must be deposited in the APRIL** of every year along with strength of students (Except Sports Development Fund which is being charged annually & must be deposited in month of April). **No Cheque or Draft will be accepted after the due months** and action will be taken against the defaulters. The registration & affiliation fee of the Scouts & Guides must be submitted through on line link: <https://forms.gle/h8AU9u16bgsWcVdD7>
4. Dependency certificate should be accompanied in case of MR claim of dependents.
5. The rates for tests should be **restricted as per IGMC/PGI rates** whichever will be less.
6. The Hospitals should be in the list of empanelled Hospitals as notified by the HP Govt.
7. Relieving/ Joining report should be made on line on PMIS portal & also update e-service book of the staff.
8. The **urgent letter** forwarded by this office for seeking information from the schools should be dealt well in time keeping in view of the Emergency.
9. Application for the GPF withdrawal should reach in this office at **least two weeks before the requirement.** Certificate regarding non-drawl of any amount after April to date of the current year should be attached with the case.
10. Proper office order should be mentioned in the office order register of the school whenever the Staff, deployed for the field work and **office order register & dispatch register should not be kept under lock & key, under any circumstances.**
11. The heads are directed to check the National Scholarship Portal for detail information of all state & Central sponsored scholarship scheme time to time.
12. Quarterly Establishment return must be submitted in time along with vacancy position of each category. Intimate immediately as & when vacancy occurs due to transfer/ retirement etc.
13. Audit Paras should be got settled on priority basis. If necessary, guidelines may be taken from Section officer of this office.
14. Information in Google sheet should be filled immediately as & when required by this office.


Deputy Director of Higher Education
Una District Una (H.P.)