

No. EDN-U (G-IIR) Annual Function /2017 - 15643  
Email [ddhe-una-hp@gov.in](mailto:ddhe-una-hp@gov.in) Ph. No: 01975 223850  
Office of the Dy. Director of Higher Education  
Una Distt. Una (HP) 174303.

To Dated. Una 18<sup>th</sup> January, 2019

All the Principals/ Headmasters,  
GSSS/GHS in Una Distt. (HP).

**Subject: - Regarding Submission of report of annual Function for the year 2019-20.**

Memo,

As you are aware that the Annual Function is to be celebrated in every school every year preferably in the month of November and December, Celebration of Annual Function is mandatory for every school as per education code with the maximum participation of students.

Therefore you are directed to send the Annual Function report to this office within seven days positively.

Name of School	Date of Annual Function	Name of Chief Guest	Post / Designation of the Chief guest	Remarks

  
Deputy Director of Higher Education  
Una Distt. Una (HP)