

Dated Una-174303, the 3<sup>rd</sup> May,2020**Office order**

In compliance with the Director of Higher Education Shimla, office Memo. No EDN-H(PS-DHE)-01-Misc-2020-101 dated 3<sup>rd</sup> May, 2020, All Class-I and class-II officers/Officials of this office will attend their duties on all working days. The following employees (Class-III & Class-IV) will attend the office as per their names mentioned below time & dates w.e.f. 4<sup>th</sup> May to 17<sup>th</sup> May, 2020. The employees who do not attend office on any particular day, shall not leave the station, be available on telephone or other means of communication and will attend office, if called for exigency of work. It will be mandatory to all the Officers and Officials to wear face cover/mask for attending the office, maintain proper social distancing at workplace, personal hygiene and use of Arogya Setu App:

SN	Name of Official Sarv Sh./Smt.	Designation	Time	Dates
1	Harjeet Singh Saini	Supdt Gr.-II	10.00 AM to 5.00 PM	4.5.20,8.5.20,14.5.20
2	Sukh Ram	Supdt Gr.-II		5.5.20,11.5.20,15.5.20
3	Anil Kumar	ADPEO		8.5.20,13.5.20, 16.5.20
4	Rajesh Kumar	Sr. Asstt.		6.5.20,12.5.20,16.5.20
5	Rakeshna	Jr. Asstt		4.5.20,11.5.20,14.5.20
6	Rakesh Kumar	Supdt Gr.-II	10.30 AM to 5.30 PM	5.5.20, 12.5.20,15.5.20
7	Pawan Kumar	Supdt Gr.-II		6.5.20,13.5.20,17.5.20
8	Gurcharan Wadhwa	Stat. Asstt.		6.5.20,13.5.20,17.5.20
9	Rajesh Atwal	Sr. Asstt.		4.5.20,11.5.20,15.5.20
10	Surinder Kumar	Jr. Asstt		5.5.20, 12.5.20,16.5.20
11	Rajiv Sharma	Clerk		8.5.20, 14.5.20,17.5.20
12	Keshva Nand	Class IV	10.00 AM to 5.00 PM	4,6,11,13,15 &17.5.20
13	Subhash Chand	Class IV	10.00 AM to 5.00 PM	5,8,12,14,16 .5.20
14.	Dharam Chand	Class IV	Night Duty	

*[Signature]*  
Deputy Director of Higher Education  
Una District Una (H.P.)

Endst. No: Even

Dated Even

Office of the Deputy Director of Higher Education, Una District Una(HP)

Copy to-

1. The Director of Higher Education for information please.
2. All the Heads of Govt Sr Sec/High Schools of Distt Una(HP) for information.
3. All the Officials(Internal) for information and further compliance.

*[Signature]*  
Deputy Director of Higher Education  
Una District Una (H.P.)