

Dated Una, the 18 Oct, 2018

To

All the Heads of  
Govt Sr Sec/High Schools Una HP

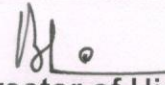
**Subject: Meeting of all the Heads of Govt. schools of Una Distt.**  
Memo:

Meeting of all the Heads of Govt Sr Sec / High Schools of Una District has been fixed in the chairmanship of the undersigned as per the schedule given below. You are hereby directed to attend the meeting personally on the scheduled date, time and venue. No other official be deputed for the said meeting. Where the post of head is vacant, the next senior most official will attend the meeting. It is further added that the following information are desired to be submitted at the time of meeting.

1. Pending ACRs of Principals, Headmasters, Regular Lects/PGT, DPEs & ministerial staff if any.
2. Pending Establishment returns of Principals, Headmasters, Lect./PGT, DPE and Ministerial staff as on 30.9.2018.
3. Pending information regarding subjectwise enrolment and sanction posts of staff on A-4 computerised proforma.
4. Pending information of classwise enrolment, teaching & Nonteaching staff as on 30.9.2018.
5. Construction work progress report under SCSP, General, RMSA.
6. Details of Training of all staff except TGT and C & V Trs. attended during last three years i.e. 2015 to 2018.
7. Report regarding Kerala Relief Fund.
8. Report of damage to the buildings/campus caused due to heavy rain.
9. *Audit paras / caution issues etc.*

**Schedule for meeting.**

SN	Name of Education Block	Date	Time	Venue
1	Haroli, Amb, Gagret-I	22.10.2018	10.30 AM	DIET Una at Dehlan
2	Una, Bangana, Gagret-II	23.10.2018		

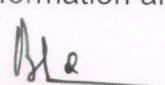
  
Dy Director of Higher Education  
Una District Una (HP)

Endst. No: Even

Dated Even

Copy to:

1. The Director of Higher Education HP Shimla for information pl.
2. The Principal, DIET Una at Dehlan for information and making necessary arrangement.

  
Dy Director of Higher Education  
Una District Una (HP)