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**Most Important**

No.EDN-HE(21)B(15)15/2020-V-Vol-I  
Directorate of Higher Education,  
Himachal Pradesh, Shimla-1  
Tel:0177-2653120, Extn.234, Fax:2812882,  
Email: dhe-sml-hp@gov.in  
Dated Shimla-1 the October, 2020



To

1. All the Deputy Directors of Higher Education,  
Himachal Pradesh
2. All the Deputy Directors of Inspection Cadre,  
Himachal Pradesh
3. All the Principals,  
Government Sen. Sec. Schools in,  
Himachal Pradesh

**Subject:- Clarification regarding Marking of Attendance by the School Principals, Lecturers and PGTs.**

It has been brought to the notice of the undersigned that during the routine inspection of the Government Schools, it has been observed that some of the School Principals and Lecturers / PGTs are not marking their attendance twice daily i.e. at the time of arrival in the School and at the time of departure the School, causing indiscipline in the Educational Institutions which is very unbecoming behaviour on the part of the Government Officers / Officials.

Apt to mention here that as approved by the Government in H.P. Secondary Education Code 2012, Chapter-2, Sub-Chapter-2.8.6, it is mandatory that all the Principals / Headmasters / Lecturers / PGTs will mark their attendance twice daily i.e. at the time of arrival in the School and at the time of departure the School. All the Officers/ Officials/ Teachers will also record the time of arrival in the morning and time of departure in the evening in the attendance register so that proper discipline could be maintained in the Educational Institution.

In view of above mentioned, all the Principals and Lecturers / PGTs, are directed to ensure to mark their attendance twice daily i.e. at the time of arrival in the School and at the time of departure the School. More-over, being senior members of the faculty, every Teacher should maintain proper decorum in the Educational Institution and

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such practice will not reduce their status, as all the Officers / other Officials are very much conscious of this fact.

The Deputy Directors of Higher Education of the concerned District and Principals of the concerned School will bring these instructions to the notice of all concerned for strict compliance and any laxity will be at the risk and peril of the erroneous Officers / Officials.

**This must be given personal attention and top priority please.**



(Dr. Amarjeet Kumar Sharma),  
Director of Higher Education,  
Himachal Pradesh, Shimla-1

Endst. No. Even dated Shimla-1 the October, 2020  
Copy for information and necessary action is forwarded to:-

1. The Additional Director of Higher Education (A), Directorate of Higher Education, Himachal Pradesh, w.r.t. U.O. No.EDN-HE(25)B(15)-IV-657/2020 dated 23-10-2020.
2. The Branch Officer, Inspection Cell of this Directorate.
3. The Technical Officer, IT Cell of this Directorate with the direction to upload this letter on the Departmental website.
4. Guard file.

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05/11/20  
20/11/20  
1127  
6/11/2020



Director of Higher Education,  
Himachal Pradesh, Shimla-1

Endst. No: - EDN-U (G-II) Misc./2019/- 2449  
Office of the Deputy Director of Higher Education,  
UnaDistt. Una (HP).

Dated

Una

7th November, 2020

All the Principals/ Headmasters of Govt. Senior Secondary Schools/  
Govt. High Schools in Una Distt. for information and necessary action.

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