

Most Important

No. EDN-HE(21)B(15)15/2019-V-
Directorate of Higher Education,
Himachal Pradesh, Shimla-1
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शिक्षा निदेशालय उच्चतर शिक्षा

15 JUL. 2019

To Dated Shimla-1 the July, 2019

All the Dy. Directors of Higher Education in,
Himachal Pradesh.

Subject:- Clarification regarding marking of attendance by the School Principals, Lecturers and PGTs.

It has come to the notice of the undersigned that School Principals / Headmasters / 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, which is very unbecoming on the part of Government Officers / Officials and also causing indiscipline in the Educational Institutions.

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 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 Institutions. Further, as per Chapter-12, Sub-Chapter-12.9, it is also mandatory that all Teachers' will maintain Teacher Diary mentioning therein that how the Teacher has planned his work. Such practice will not reduce their status, as all the Officers / other Officials are very much conscious of this fact.

In view of above mentioned, you are directed to issue necessary instructions to all the Principals / Headmasters of Govt. Sr. Sec. / High schools under your administrative control for strict compliance. More-over, being senior members of the faculty they should maintain proper decorum in the Educational Institution and mark their attendance in the register twice a day. These instructions may be implemented in letter & spirit and any laxity in the matter will be at the risk and peril of the erroneous Officers / Officials.



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

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Endst. No. Even dated Shimla-1 the July, 2019
Copy for information and necessary action is forwarded to:-


1. The Joint Director of Higher Education(A), Directorate of Higher Education, Himachal Pradesh, w.r.t. U.O. No.EDN-HE(25)B(15)-e-Samadhan dated 18-04-2019.
2. The Joint Director of Higher Education (Inspection Cadre), Directorate of Higher Education, Himachal Pradesh, Shimla-1.
3. All the Deputy Directors of Education, Inspection Cadre, in Himachal Pradesh.
4. The Incharge, IT Cell of this Directorate with the direction to upload the same on the Departmental website.
5. Sh. Kesar Singh Thakur, President, Himachal Pradesh School Lecturers Association, Government Senior Secondary School, Thunag, District Mandi, Himachal Pradesh.
6. Guard file.

Director of Higher Education,
Himachal Pradesh, Shimla-1



Endst No.EDN-U (E-5)Misc /2019- 12942 Dated 29-7-19 July,2019
Office of the Deputy Director of Hr Education Una,Distt Una (HP)

Copy to: All the Principals /Headmasters /GSSS/GHS in Una Distt for information and necessary compliance of instructions issued by the department regarding marking of attendance by the Principals ,lecturers and PGTs in letter & spirit . Action taken in this regard may be conveyed to this office at the earliest.


Dy. Director of Hr Education,
Una, Distt Una (HP)