

REGISTERED POST
MOST IMMEDIATE

No. EDN-H (21) B (15) 03/2018-SCERT/GCTE-

Directorate of Higher Education

Himachal Pradesh

Telephone No. 0177-2653120, 2653386, 2653575, Extn. 234 Fax: 2812882

E-mail: dir.edu@rediffmail.com & genbr@rediffmail.com

Dated: Shimla-171001 the **06** September, 2018

From: - The Director of Higher Education
Himachal Pradesh

To All the Deputy Directors of Higher Education
in Himachal Pradesh

(SCERT Solan Bilaspur, Kinnaur,
Shimla, Solan, Sirmaur and Una)
(GCTE Dharamshala Chamba, Kangra,
Hamirpur, Mandi, Kullu &
Laspiti)

Subject: - Training of the newly promoted Principals.

Memo:

The Government has given directions to the undersigned that a training programme may be conducted for newly recruited/ promoted School Principals/Headmasters on Office Procedure and Financial Administration/ Disciplinary Proceedings/Conduct Rules/Departmental Enquiry at SCERT Solan and GCTE Dharamshala.

In this connection, it is to inform you that the Department of Higher Education has planned to train sixty newly recruited/promoted School Principals/Headmasters of Government Senior Secondary Schools, in Himachal Pradesh at each training centre i.e. SCERT Solan and GCTE Dharamshala.

You are, therefore directed to depute 10 newly promoted School Principals/Headmasters (05 Principals and 05 Headmasters) from each districts for training programme on Office Procedure and Financial Administration/ Disciplinary Proceedings/Conduct Rules/Departmental Enquiry to be conducted at SCERT Solan and GCTE Dharamshala w.e.f. 10.09.2018 to 15.09.2018. Further, you are hereby directed to direct the deputed School Principal/Headmaster telephonically to attend the above said training programme. So that the slots allotted could be utilized fully.

The participation of your district is mandatory/compulsory in this training programme. Any laxity in the matter will be viewed seriously and Head of Institution alongwith dealing assistant will be responsible for delay in supplying the information.

Note:-

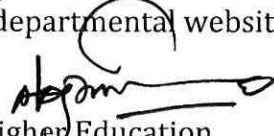
The Officers fails to attend the training programme the necessary entry will be recorded in the service book of the concerned and his/her annual increment can be stopped.

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Director of Higher Education
Himachal Pradesh

Endst. **No. EDN-H (21) B (15) 03/2018-SCERT/GCTE**-Dated: Shimla-171001 the 06 September, 2018
Copy to:-

- 1 The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 for w.r.t. his letter Number-PS/Secy (Edu) Misc-4 (Directions) 2018-dated: 06th August, 2018.
- 2 The Principal, SCERT Solan, District Solan, (H.P.) is hereby directed to make necessary arrangements to conduct the training programme and send the feedback report (Attended/Not-attended) on training programme to this Directorate so that further necessary action could be taken in the matter accordingly.
- 3 The Principal, GCTE Dharamshala, District Kangra, (H.P) is hereby directed to make necessary arrangements to conduct the training programme and send the feedback report (Attended/Not-attended) on training programme to this Directorate so that further necessary action could be taken in the matter accordingly.
- ✓ 4 The Superintendent (Computer/IT Cell) Directorate of Higher Education, Himachal Pradesh, Shimla-1 is hereby requested to upload the letter on departmental website.
- 5 Guard file.


Director of Higher Education
Himachal Pradesh