

Personal Attention

No.EDN-H (25) A (15)-VII-1/2008-Genl-1
 Directorate of Higher Education
 Himachal Pradesh

12.01.2010

Dated Shimla-171001 the 31st December, 2009.

To

All the Dy. Directors of Higher Education,
 Himachal Pradesh

Subject:- Shortcomings observed during inspection; action thereof.

Memo:

This is in reference to letter number even dated 1.4.2009 vide which some instructions were issued to you with the directions to also circulate the same to the field offices. During the regular inspections of O/O DDHE conducted by the Addl. Director of Higher Education (Administration) and inspections of other institutions conducted by other officers of this Directorate, following shortcomings have been observed:

1. The important registers e.g. court cases, assembly matters, CM assurances, file opening, RTI cases, complaint & enquiry & budget control register are not being maintained for which sole responsibility lies with the Grade-I Superintendent/ Incharge of the Office.
2. The DPCs for the promotion of Class-IV employees are being held on the basis of tentative seniority lists which is in violation of rules for which DDHE concerned and Superintendent Gr-I of the office will be held responsible.
3. No heed is being paid for accounting and maintenance of proper record qua Sports fund, Common Pool Building fund and Scout & Guide fund. During inspection huge difference has been noticed in cash books and pass books. The responsibility lies with the DDHE concerned, ADPEO and Superintendent Gr-I.
4. The Nodal Officers/ ADPEOs are proceedings on tour without getting the approval of the DDHE concerned and other officials are being sent on tour without proper office orders and are being paid TA/DA. The responsibility lies with the DDHE concerned, DDO and individual concerned.
5. Distribution of work has not been done properly according to seniority of the officials. It is the duty of the Superintendent Gr-I/ Incharge to allot assignments to the officials according to their seniority.
6. The DDOs are keeping a huge amount of cash in hand unnecessarily for a long time in violation of financial rules at the DDHE level and school level the sole responsibility lies with the DDOs concerned.

7. In most of the cases the Casual Leave record is not being maintained properly due to which the same are being sanctioned in excess. It is the duty of DDHE concerned & Superintendent Gr-I in case of district offices and Principal and Superintendent Gr-II in case School concerned.
8. EOL is being sanctioned by many Principals at their own in violation of rules for years together in some cases. Hence forth no Principal will sanctioned the EOL in any case even for a single day and the same will be forwarded to the appointing authority/ leave sanctioning authority concerned. Any deviation will be viewed seriously and the Principal responsible for sanctioning EOL will be held fully responsible.
9. In many cases it has been observed that the officials of the DDHE offices/ GSSS/GHS are applying for EL/EOL and proceeding on the same without waiting for its sanction which is in violation of leave rules. The sole responsibility in this regard lies with the Head of the office as well as individual concerned.
10. It has been observed that RTI cases are not being attended on priority basis and no record of the RTI fee and information is being maintained properly neither at district level nor at institution level. The responsibility will lie with the PIO and APIO for such derelictions.

All the DDHEs are hereby directed to adhere to these instructions in letter and spirit. Any deviation from these instructions will be viewed seriously and officer/ official responsible for any deviation shall be liable for disciplinary proceedings as warranted under the relevant rules. Further it is also directed that the instructions given from point no. 6 to 10 be circulated immediately to the Principals/ HMs of GSSS/ GHS of your respective district. Compliance be reported.

Top Priority be extended.

Director of Higher Education,
Himachal Pradesh

“Proforma for Surprise Visit”

Name of the Institution

Date of Inspection

Time of Visit

1. Attendance (mention name with detail)

- a) Late Coming
- b) Unauthorized absence
- c) Unauthorized deputation of staff
- d) Unauthorized deployment of teaching staff for non-teaching work
- e) Willful absence

2. Morning Prayer (If visit is at the time of Morning Prayer)

- i) March Past, Mass PT and Discipline in the morning prayer
- ii) Attendance of Staff
- iii) Singing of Vandematram, National Anthem and community Singing of Patriotic Songs
- iv) Address by Students/ Staff on topic of National Importance/ Value Education etc.
- v) Any other activities
- vi) Duration of Assembly

3. Discipline

- i) Unattended vacant classes at the time of surprise visit
- ii) Discipline in the School at the time of visit

4. Is there any surplus/ maladjustment as per norms (mention if any)

5. List out vacancy if any

6. Name of the teacher(s) whose result of board classes are either 0-25% or the variation from that of Board's result on 20% or more than 20% negative or in case non-board classes the result is below than 75% in previous year.

(i) **BOARD CLASSES**

Sr. No	Name of Teacher	Designation	Class taught	Pass Percentage	Board percentage	Variation

(ii) **NON BOARD CLASSES**

<u>Sr No</u>	<u>Name of teacher</u>	<u>Designation</u>	<u>Class taught</u>	<u>Pass Percentage</u>	<u>Remarks</u>

7. Whether calendar of activities of school prepared, if yes attach copy, if not reason thereof.
7. Whether Women Sexual Harassment Committee constituted? If yes, mention name of Chairperson. Number of complaints received till date and their status.
8. **Status of Cash Book:**
- (a) Whether written and signed upto date?
- (b) Closing Balance

(c) Cash in hand

9. Whether Casual leave register update or not?

10. **Status of RTI cases:**

- (a) Whether RTI Register maintained?
- (b) Number of application received
- (c) Number of applications pending & reasons thereof

12. Co-curricular activities: -

- a) Are two period of co-curricular activities kept together in the time table? If not, reasons thereof.

13. Whether annual day was celebrated last year, mention date, if not, give reason thereof

14. Whether two terminal examinations are being conducted & result sent to parents/ guardians(mention dates of conduct of examination)

15. Whether PTA has been constituted as per education code?

16. Has scholarship board depicting all the schemes for the students been installed? If not, reason thereof.

17. Have all the ACR forms of all the members of staff been sent in time? (mention date of submission & check the list submitted for completion)

- a) Teaching Staff
- b) Non-Teaching Staff

18. Has the Head been attended the co-ordination meeting with DDE regularly? (mention dates of his attendance)

19. Is he coordinating with Head of coordinating cluster regularly or if he himself is Head of coordinating cluster, does he monitor the cluster properly every month?

A brief resume on the evaluation of the functioning of the school.

Signature of Inspecting Authority
(with name & designation)

Signature of Member of
team with name & designation