

No. EDN-II (Elc) (Inspection) AH DDEE 2019-20-  
Directorate of Elementary Education,  
Himachal Pradesh, Shimla-171001

Dated: Shimla-171001 the December, 2019

All the Deputy Director,  
Elementary Education,  
Himachal Pradesh.

म. प्र. शिक्षा निदेशालय (हि. प्र. ए.)  
शिमला-1

Subject:- Instruction regarding proceeding on Leave/Tour.

Memo:

During the surprise visit of the officials of inspection cadre, some of the teachers were reported to be absent. On explanation these teachers produce medical certificate issued by private clinics.

In this regard, it is informed that the teachers must get their leave sanctioned before proceeding on leave. In case of an emergency, the next higher authority must be informed before proceeding on leave. A medical certificate from a Govt. dispensary/hospital must be produced in case of leave on medical grounds. The medical certificate from private clinic is not considered valid.

Similarly, the CHTs/HTs must inform their higher authority (i.e. BEEOs) before proceeding on tour visit to their complex schools. Proper orders in the order book must be written in case of proceeding on duty.

You are therefore, requested to issue these directions to all the BEEOs to circulate them in all the schools for adhering to the instructions strictly.

**TREAT IT AS MOST URGENT.**

Steno  
D. hr  
TE/12/19

Joint Director (S),  
Directorate of Elementary Education,  
Himachal Pradesh, Shimla-171001

Encls. No. 4  
No. EDN-II (Steno) Misc./2019-20 Shimla-1 the December, 2019

Office of the  
Worthy Director of Higher Education, HP Shimla, for information with reference to Nos. referred above  
Deputy Director Elementary Education,  
Guard File

Joint Director (S),  
Directorate of Elementary Education,  
Himachal Pradesh, Shimla-171001

3198  
17/12/19

Through Office web .Site or e-mail

No. EDN-U-(Steno)Misc/2019-20 5986

Office of the,

Deputy Director Elementary Education,

Una, Distt. Una H.P.

Dated

the

Una

20 December, 2019.

To

1. All the Incharge of GMS in Distt. Una (H.P.) for information & strict compliance in future.
2. All the Block Elementary Education Officers in Distt. Una (H.P.) for information & strict compliance in future.



**Deputy Director Elementary Education,  
Una, Distt. Una H.P.**