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No. EDN-II (Ele)6-4-24/  
Government of Himachal Pradesh  
Department of Education  
Dated Shimla - 171001, the 13 January, 2024  
February

1. The Director  
Higher Education,  
Himachal Pradesh
2. The Director, Elementary Education  
Himachal Pradesh
3. State Project Director  
Samagra Shiksha, HP
4. The Branch Officers of  
Education Department in Secretariat

**Subject: Instructions Regarding Reducing the Non-teaching workload of the Teachers in Himachal Pradesh.**

**Madam/Sir,**

1. It has been observed that State/District level offices seek various types of information *as a routine* from the schools without application of mind. It is noticed that the information sought from the schools is either available with the offices seeking the information or it is available on the website/portal or is not required. This diverts the attention from teaching and their time is wasted in unproductive work. The Government has taken serious note of this, and it has been decided that henceforth, **practice of seeking unnecessary information and asking schools to send information repeatedly correspondence with schools shall be stopped immediately.**
2. In this regard, following directions shall be followed in letter and spirit. All concerned shall take note of these and any violation of these instructions shall invite disciplinary action. Therefore,

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- 2.1. No teacher shall be deputed on tour as a special messenger for sending any letter or report or other item from the school to any other institution/office. The practice of asking for/sending/taking "dak" to various offices shall be stopped forthwith. In case any teacher is deputed and/or is called to send/bring dak to any office action shall be taken against the officer/teacher asking a teacher to go as a special messenger and the officer/teacher who has asked for such information.
- 2.2. No teacher shall go as a messenger without express written order/directions to do so. In all such cases, the department shall initiate departmental proceedings against the teacher/officer passing such written order.
- 2.3. The information/data available online on the UDISE+ portal, official websites of the Directorate of Elementary Education, the Directorate of Higher Education, and the State Project Director Samagra Shiksha and or Government of India portals shall not be asked for from any institution. Whosoever requires any information, may visit these online platforms and get the information from there.
- 2.4. Following exceptions shall be there to the point 2.3 above:
- 2.4.1. Information required for Vidhan Sabha Questions/Vidhan Sabha Committees and other Vidhan Sabha matters.
  - 2.4.2. RTI applications,
  - 2.4.3. Court Cases,
  - 2.4.4. Information related to Recruitments & Postings.
  - 2.4.5. Information related to nominations of teachers for trainings.
- It shall be noted that in every case where fresh information is required for the purposes mentioned in 2.4 above (i.e. Vidhan Sabha



matters, RTI matters, Court Cases, Recruitments & Postings and any other matter of urgent nature etc ) in such cases the information shall be sent electronically (through e-mail/WhatsApp message). It shall further be ensured that only in unavoidable circumstances and in the rarest of the rare cases, information in hard copy format shall be demanded from the schools. For such exception, a written order, with reasons, shall be passed by the authority seeking information.

3. It is noticed that most of the letters are simply forwarded from the State level offices to the field offices and from there to the schools without making any sincere effort to do the needful at higher office level. The Branch Officers in Secretariat, in both the Directorates and in the SPD office shall first try their best to process the matters on the basis of record/information already available with them, and only after ruling out the availability of information at their own level, they shall write to the field offices. Same exercise shall be undertaken at the district level before seeking information from the blocks and schools.
4. It has also been observed that some additional, unwanted, undesired and unnecessary directions/instructions are issued from the Deputy Director level/District Programme Officer level or even from BEEO level to the Schools which lead to creation of unnecessary record/information by the teachers. Such practices shall be dispensed with immediately. There is no need to seek additional information (other than what is available on the portals/websites and which is required under any legal provision) from schools. No additional reporting formats shall be developed at the State/District/Block level for seeking information that is already available on U-DISE plus and/or other portals of Central or State Government.



5. Requests are also received from the Departments of Health, Rural Development, Women and Child Development etc. for data regarding students' enrolment etc. These departments may be intimated to fetch the data from online platforms.

The above instructions shall be complied with in letter and spirit so that teachers can devote their maximum time for teaching.

Yours faithfully,

(Rakesh Kanwar) IAS  
Secretary (Education)  
to the Government of HP

Endst No. Even Dated Shimla-171001 the January, 2024

Copy for information and further necessary action to:-

1. All the Deputy Commissioners in HP, with the request to circulate these instructions to all the offices at District Level.
2. All the Deputy Directors Higher Education Himachal-Pradesh for information & compliance.
3. All the Deputy Directors Elementary Education Himachal-Pradesh for information & compliance.
4. Guard file.

Dy. Director of  
Elementary Education

16 FEB 2024

Dispatch No. 10384  
at Dharamshala

(Rakesh Kanwar)

IAS Secretary (Education) to the  
Government of Himachal Pradesh  
Shimla-171002

ENDST. NO EPN-KUR (E-8) MISC-2023-24 Dated February 2024  
o/o the Deputy Director of Elementary  
Education Kangra at Dharamshala

Copy forwarded through Email to all the Block  
Elementary Education Officer's of Dist: Kangra (H.P.) for information  
& further necessary action in the matter please.

J. Jha  
Dy. Director of Elementary Edu.  
Kangra at Dharamshala  
(H.P.)-176215