

No. EDN-SE (25) B (15)-V-12/25-863
Directorate of School Education
Himachal Pradesh, Shimla -171001.

To Dated Shimla-1 December, 2025

All Deputy Directors/ Principals
Himachal Pradesh.

Subject: Mandatory Guidelines regarding the Conduct and Timing of Annual Prize Distribution Functions.

Sir/Madam,

It has come to the notice of the Department through recent reports (The incident at Lohara School) that several institutions are organizing Annual Functions in the afternoon and being continued till late evening. Such late hour functions often lead to security lapses, concerning safety issues of students, parents and ladies participating in such events.

To keep our students safe and maintain a respectful school environment, all Principals must follow the following directions for annual functions:

Firstly, all such programmes including annual functions must finish by 4:30 PM positively. While we value our guests, the event must start on time. Even if a Chief Guest is late, do not delay the children's performances, as this causes the event to run into the dark evening hours. It is the Principal's personal duty to make sure every student gets home safely. If a program does run late, the school must arrange for transportation or make sure parents pick up their children directly.

Secondly, schools must take strict security steps to keep out "outsiders" or troublemakers during these events. You should contact your local Police in advance to maintain peace and order during functions. Failure, to adhere above instructions may invite strict disciplinary action Head of Institutions.



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29-12-15
Director of School Education
Himachal Pradesh.