No. EDN-H(Ele.)(1)2026/ Controlling Powers
Directorate of School Education
Himachal Pradesh, Shimla-171001

Dated: Shimla-171001 the September, 2026

MEMORANDUM

Subject: **Regarding delegation of Controlling Powers of DDSE.**

(Reference No. EDN-H (Ele.)(1)2023 DDO/Financial Powers dated 05th February 2026)

It has been observed that, whenever Deputy Director of School Education (Elementary/Secondary/Quality), in any District of Himachal Pradesh, proceeds on leave, tour, training, field visit, inquiry, inspection etc., or the post falls vacant for any reason, the concerned officers propose the names of different Officers i.e. Dy. DEO, OSD and Principals, for delegation of Controlling Powers.

In this connection it has been decided that, in order to ensure administrative continuity, uniformity in decision making and for smooth functioning of the offices of the Deputy Director School Education, the Controlling Powers of the DDSE (Elementary/Secondary/Quality) shall henceforth be assigned as under :-

1. Whenever DDSE (Elementary) proceeds on leave, tour, training, field visit, inquiry, inspection etc., or post falls vacant due to retirement, transfer or for any reason the Controlling Powers of the said office shall be assigned to the DDSE (Secondary), and vice versa till joining of incumbent, or further orders whichever is earlier.

2. In the event when both DDSE (Elementary) and DDSE (Secondary) simultaneously proceed on leave, tour, training, field visit, inquiry, inspection etc., or post falls vacant due to retirement, transfer or for any reason the Controlling Powers of the said office shall be assigned to the DDSE (Quality) till joining of incumbent, or further orders whichever is earlier.

3. Whenever DDSE (Quality) proceeds on leave, tour, training, field visit, inquiry, inspection etc., or post falls vacant due to retirement, transfer or for any reason the Controlling Powers of the said office shall be assigned to the DDSE (Secondary). In case the post of DDSE (Secondary) is also vacant, the Controlling Powers shall be assigned to the DDSE (Elementary)

Under no circumstances, Controlling Powers of the office of Deputy Directors School Education shall be further delegated or assigned to any officer below the rank of Deputy Director School Education unless same is specifically assigned to any such officer by this Directorate.

It is also directed that the DDSE (Elementary/Secondary/Quality) shall **also write his name above designated official stamp**, as per instructions dated 23-12-2021 issued by Personal Department GoHP. *(enclosed)*
Deviation of these instructions shall lead to Disciplinary action.

(Ashish Kohli) IAS
Director School Education,
Himachal Pradesh Shimla, H.P.
the September, 2026

Endst. No. Even dated Shimla, 171001.
To

1. All the Deputy Directors of School Education (Elementary/ Secondary/Quality) in Districts of Himachal Pradesh for strict compliance.
2. All the Supdt. Grade-I and Section Officers posted in the offices of Deputy Director of School Education (Elementary/ Secondary/ Quality) in Districts of Himachal Pradesh with the direction to report deviation, in the above directions to the undersigned, if any.
3. All Branch Heads in Directorate of School Education; all Principals/ Headmasters School in H.P. for compliance of instructions ibid dated 23-12-2021.
4. Nodal Office IT to upload the same in website and e.mail to the concerned.

Directorate of School Education
28 SEP 2026
Himachal Pradesh-171001

(Ashish Kohli) IAS
Director School Education,
Himachal Pradesh Shimla, H.P.

Immediate

No. Per (AR)B (12)-2/2015
Government of Himachal Pradesh
Department of Personnel
Administrative Reforms

From

The Secretary to the (AR)
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh
2. The Resident Commissioner, HP Himachal Bhawan Sikandra Road New Delhi
3. All Head of Departments in Himachal Pradesh.
4. All the Divisional Commissioners in H.P.
5. All the Deputy Commissioners in H.P.
6. The Secretary to Governor Himachal Pradesh Raj Bhawan, Shimla-2.
7. The Secretary, Himachal Pradesh Vidhan Sabha Shimla-4.
8. The Secretary to Lokayukta, H.P. Shimla-2.
9. The Registrar General, H.P. High Court, Shimla-171001.
10. The Managing Directors/Chief Executive Officers/Secretaries/ Registrars of all the Boards/Commissions/Corporations/ Autonomous Bodies/PSUs Govt. Universities etc.

Dated: Shimla-2, the 23rd December, 2021

Subject:- **Regarding writing the name and designation on the letter/Memos and RTI information/appeals.**

Madam/Sir,

I am directed to invite your attention to this Department letter No. Per(AR)F(1)-3/2008-I dated 8th August, 2013 and to inform that it has been observed that most of the officers are not adhering to the above instructions. It is again reiterated that every letter or Momorandum or circular and RTI information/appeals or any other form of communication issued from your department must bear the full name and designation of the Officer/signing authority alongwith address of department/office. The phone number and wherever applicable, the e-mail I.D of the Officers may also be printed at an appropriate place in the letter.

It is, therefore, once again requested that these instructions may kindly be conveyed to the departments/offices under your control for strict compliance.

Yours faithfully,

(Rajneesh Kumar)
Under Secretary (AR) to the
Government of Himachal Pradesh
Phone No. 0177-2628502