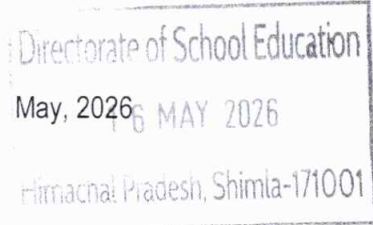


No. EDN (SE)-H(10)F(10)10/2026-Attendance
Directorate of School Education
Himachal Pradesh



To

Dated: Shimla-171001, the

May, 2026

All the Deputy Directors of School Education,
(Secondary/Elementary/Quality)
Himachal Pradesh

Subject:

Mandatory Requirement of 75% Minimum Attendance for Annual Examinations in every class.

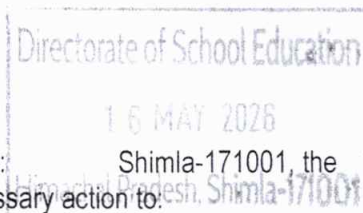
Memo,

Your attention is drawn toward the academic performance and discipline of students enrolled in schools of the state. In this context, it has been observed that irregular attendance negatively impacts academic standards and student performance in final evaluations. To maintain educational quality, compliance with the stipulated attendance norms must be strictly enforced as stated in the para 2.19 of the HP Secondary Code.

Now therefore, you are hereby directed to instruct all Principals and Headmasters of institutions under your jurisdiction to ensure that:

1. Every student must complete a minimum of 75% physical attendance in every class.
2. The 75% requirement applies separately to both theory classes and practical sessions.
3. Students failing to meet this criteria must be barred from annual examinations.
4. Institutions must display monthly attendance shortages on notice boards.
5. Timely warnings must be sent to the parents of defaulting students.

Treat this matter as highly important and ensure personal compliance. Non-compliance will invite strict disciplinary action.



Endst. No. Even

Dated: Shimla-171001, the

Director School Education
Himachal Pradesh
May, 2026

Copy for information and necessary action to:

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2.
2. The Nodal Officer, IT Cell (Int) with the request to upload this instruction on departmental website.
3. Guard File.

Director School Education
Himachal Pradesh