

No.EDN-SE-H(17)F(10)32/2025-26

Directorate of School Education,
Himachal Pradesh.

Dated: Shimla-171001, May, 2026.

To

1. All the Deputy Directors of Elementary Education, Himachal Pradesh.
2. All the Deputy Directors of Higher/School Education, Himachal Pradesh.

Subject: - Uniform Distribution of Non-Teaching Assignments / charges amongst teachers in Government Schools.

Sir/Madam,

As per the approval of the Government received vide letter No. EDN-B-GA(17)-12/2025, dated 30-04-2026, on the subject cited above, it is directed that all the Principals/ Heads of the Institutions may further be directed to distribute non-teaching works in school amongst the various categories of teachers as per the distribution prescribed in the enclosed Annexure appended with these instructions. These guidelines shall, however, remain suggestive/indicative as model guidelines. The Principal of the school shall have the liberty to distribute work in deviation of these instructions considering the interest and preference, wherever required.

You are, therefore, directed to circulate these instructions to all Government schools under your jurisdiction for strict compliance in letter and spirit.


DIRECTOR

Endst. No. Even dated Shimla-171001, the May, 2026.

Copy forwarded for information and necessary action to: -

1. The Secretary (Education) to the Government of Himachal Pradesh w.r.t. letter No. EDN-B-GA(17)-12/2025 dated 30-04-2026 for information please..
2. Branch Officers/ Supdts. Gr.-I, Establishment-I, II, III, IV, V, Sports Branch, Physical Education Branch, Directorate of School Education, HP, Shimla-171001.
3. All the Principals/Headmasters/Heads of Government Schools in Himachal Pradesh for information and necessary compliance.
4. Guard file.

✓ IT Branch, Dte. of Sch. Edu.

Directorate of School Education
08 MAY 2026
Himachal Pradesh, Shimla-171001


DIRECTOR

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UNIFORM DISTRIBUTION OF CHARGES AMONG TEACHERS IN SCHOOLS.

SR. NO	Name of Charge	GSSS along with co-located GPS(Located within 500 Meters radius)	GHS along with co-located GPS(Located within 500 Meters radius)	GMS along with co-located GPS(Located within 500 Meters radius)	Standalone GCPS/GPS	Remarks
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
1	Scholarship	Lecturer History	TGT (A)	TGT (A)	JBT	
2	NSS	Lecturer (Male+Female) Humanities/Commerce.	N/A	N/A	N/A	
3	Students Admissions	Lecturer English	TGT (A)	TGT (A)	JBT	
4	All kinds of Examination	Lecturer Mathematics/Eco/Hindi.	TGT (A)	TGT (A)	HT/JBT	The main charge is to be assigned to the Mathematics Lecturer , in case Maths Lecturer is not available then to the Lect. Eco, and, if both these are not available then to the Lecturer Hindi. Lecturer Computer science will assist .
5	Eco Club	Lecturer Biology/ TGT(M)	TGT (M)	TGT (NM)	N/A	If the science stream is not available in the school, the charge will be assigned to the TGT (Medical).
6	NCC	Lecturer (Trained NCC Officer)	TGT (Trained NCC Officer)	N/A	N/A	
7	MDM/WIFS	Shastri	Shastri	Shastri	CHT/HT/JBT	
8	Sports/Cultural	DPE/PET	PET	PET	HT/JBT	
9	Free Text Books/Free Uniforms	Ministerial Staff/DM	Ministerial Staff/DM	DM	CHT/HT/JBT	
10	APAAR/UDISE	Lecturer IP/VT (IT Stream)/ Computer teacher	Computer Teacher/TGT NM	TGT (NM)	HT/JBT	The main charge is assigned to Lecturer IP. In case , there is some specific reason, the assignment will be given to the computer teacher and vocational teacher IT stream will assist .
11	Rashtriya Aavishkar Abhiyan /Inspire/CSC	Lecturer Physics and TGT(NM) will assist .	TGT (M)	TGT (NM)	N/A	
12	Samagra Shiksha/Vocational	Lecturer Commerce/Humanities	TGT (A)	TGT (A)	HT/JBT	If the post of lecturer commerce is not available then Principal will assign the work to Lecturer Humanities.
13	Property I/C	Ministerial Staff/Staff/L.A.	Ministerial Staff/Staff/L.A.	DM/C&V	HT/JBT	
14	ICT	Lecturer IP/ Computer Science	TGT (A)	TGT (A)	N/A	
15	Atal Tinkering /Robotics/Drone Labs	Lecturer Physics and VT will assist	N/A	N/A	N/A	

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SR. NO	Name of Charge	GSSS along with co-located GPS(Located within 500 Meters radius)	GHS along with co-located GPS(Located within 500 Meters radius)	GMS along with co-located GPS(Located within 500 Meters radius)	Standalone GCPS/GPS	Remarks
16	Scout and Guides	DPE/PET/C&V(M&Fboth)	Shastri (OT)	PET	N/A	
17	Activity Incharge (Disaster Management/Drug Abuse/Swachta Mission)	Lect. Pol.Sc./Geography/Sociology	Coordinator of all Misc. activities (LT/C&V)	Coordinator of all Misc. activities (C&V)	HT/JBT	The main charge is assigned to Lecturer Pol. Science. In case there are specific reasons, the assignment will be given to the next lecturers by the Principal.
18	Sanitary Pads	Female C&V/TGT(A)	Female C&V/TGT	Female C&V/TGT	N/A	
19	Library/ Digital Library	Lecturer Hindi and Lect. Comp. Sc. Where digital library is functioning	Shastri (OT)	LT/OT	HT/JBT	The main charge is assigned to Lecturer Hindi. Where a digital library is functioning, the Lect. Computer Science will assist.
20	Youth Parliament	Lecturer Political Science	N/A	N/A	N/A	

Note:1. Not more than two charges be assigned to the same teacher in except when the total number of teachers available in school is less than 10. 2.
 The charges of Primary School co-located with a GSSS/GHS/GMS at the same station within 500 meter radius shall be looked after by the same teacher as mentioned above. The Primary Teachers will assist the main incharge of the assignment. 3. In
 case there exists any other assingment not mentioned above, then such assignment shall be given to the teachers with lower teaching work load such as DPE/C&V/Ministerial Staff. 4.
 As far as possible theTGT (M/NM) should be assigned less number of non teaching charges.