Urgent/Time-Bound

No-EDN-DSE-H(7)27/2025-VSK (IT)
Director of School Education
Himachal Pradesh Shimla-171001
Dated: Shimla the Sept, 2026

Directorate of School Education
14 SEP 2026
Himachal Pradesh, Shimla - 171001

To

The Deputy Director of School Education
(Secondary/Elementary/Quality)

Subject: **Mandatory marking of attendance on VSK *(SwiftChat)* portal in Government Schools affiliated to CBSE in Himachal Pradesh- Regarding.**

In supersession of this Directorate's letter of even No. dated 1st September, 2026 on the subject cited above and to convey decisions as under:-

1. **The Head of Institutions shall ensure mandatory marking of attendance three times a day on VSK *(Swiftchat)* during all working days by all Teachers (including teachers engaged under CBSE Scheme) and Non-Teaching Staffs in all Government Schools affiliated/registered to CBSE and approved for CBSE affiliation including Teachers and Non-Teaching Staff posted in the Primary Schools registered/affiliated with CBSE, as per following arrangements:-**

Types of Schools	**Check-in** *(Morning Session)*	**Mid-Session** *(Lunch Time)*	**Check-out** *(on the Closure of school)*
Summer Schools	09:00AM-09:15AM	12:25PM-12:35PM	03:00PM-03:10PM
Submission of Attendance Report by Principal	*Up to 09:45 AM*	*Up to 12:50PM*	*Up to 3:30PM*
Summer (Extreme) School	08:00AM-08:15AM	11:25AM-11:35AM	2:00 PM-02:10PM
Submission of Attendance Report by Principal	*Up to 08:45 AM*	*Up to 11:50AM*	*Up to 02:30PM*
Winter School	10:00AM-10:15AM	01:25PM-01:35PM	04:00PM-04:10PM
Submission of Attendance Report by Principal	*Up to 10:45 AM*	*Up to 01:50PM*	*Up to 04:30PM*

2. **Henceforth, all salary bills in respect of teachers (including honorarium/consolidated amount payable to scheme based Teachers) and Non-Teaching Staffs shall be generated only after due verification of the attendance recorded by the concerned teachers and non-teaching staff of all Government Schools affiliated/registered to CBSE and approved for CBSE affiliation including Teachers and Non-Teaching Staff posted**

in the Primary Schools registered/affiliated with CBSE on the VSK *(SwiftChat)* portal. In case any teacher and Non-Teaching staffs fail to mark his/her attendance properly on the VSK *(SwiftChat)* portal, the corresponding amount, as admissible, shall be deducted from the salary/honararium of the concerned teacher/non teaching staffs in next month or otherwise as the case/situation may be arise.

3. **It has further been decided that the VSK *(SwiftChat)* attendance portal shall be integrated with the e-Salary system at the earliest, so as to facilitate automated verification of attendance for the purpose of generation of salary bills.**

Any employee aggrieved by such deduction (s) from salary may prefer an appeal against the same before the Director of School Education, Himachal Pradesh.

The aforesaid system for generation of salary bills in respect of teachers and non teaching staffs shall be implemented forthwith, i.e. from the month of **September, 2026**, in all Government Schools affiliated/registered with the Central Board of Secondary Education (CBSE).

You are, therefore, directed to ensure strict compliance of the aforesaid decision of the authority and to ensure that all concerned Principals and Block Elementary Education Officers are suitably instructed to implement the same in letter and spirit.

Director of School Education
Himachal Pradesh

Endst. No. & Date: As Above
Copy to information & further necessary action:-

1. The Secretary (Education) to the Himachal Pradesh, Shimla-2.
2. The State Project Director, SSA for information. He is requested to make necessary changes in the VSK *(Swiftchat)* in accordance with the aforesaid decisions of the competent authority in respect of Government Schools affiliated/registered to CBSE in the State, under intimation to this Directorate forthwith **(List enclosed)**
3. The Director of Higher Education, Himachal Pradesh, Shimla-02.
4. All concerned Principal, Government Senior Secondary Schools in Himachal Pradesh for necessary compliance.
5. The concerned Block Elementary Education Officers in Himachal Pradesh for necessary compliance.
6. Supdt. (s) G-I/II (CBSE-Cell, General/Planning/Budget Branch/IT Cell/E-I) of this Directorate for information and necessary action.
7. In-Charge, IT Cell of this Directorate for information with the request to upload the same to official website.
8. Guard file.

Director of School Education
Himachal Pradesh