

No. Shiksha-Shimla-5-1 (IT)/2016-17

Dated: \_\_\_\_\_

To,

✓ The All Principals  
GSSS (Having IT)  
District Shimla,HP



**Sub: Guidelines regarding winter/summer vacation for outsourced IT Faculties**

**Memo,**

In compliance to the Director of Higher Education office letter No. EDN-HE(14)1/2013-NIELIT(Faculty)-Vol-II on dated 06.03.2018 and Director vide which it has come to the notice of Higher Authorities, that some school Principals are submitting attendance certificate of out-sourced IT Teachers by mentioning holidays/vacations, for vacation periods.

In this regard it is informed that as per the clause No.1.11 of MoU signed between NIELIT and Directorate of Higher Education there is a provision for paid vacation under which the salary of those IT teachers will be paid who will remain present in the school during vacation period. The directions/guidelines in this regard have already been issued to all the Principals of GSSS to ensure the presence of IT Teachers in the School during scheduled vacations.

Therefore, you were directed to ensure that, the marking of attendance during Summer/winter vacation except government holidays and no other kind of attendance mark will be considered in the attendance certificate. The Principals of the concerned schools will be held responsible for any undue payment to outsourced IT-Teachers against such type of attendance certificate submitted to NIELIT for claiming salary of IT Teacher.

  
Deputy Director of Higher Education,  
District Shimla, US Club, Shimla-1.

Endorsement No. Even, Dated: Shimla, the, \_\_\_\_\_

Copy to the following for information & necessary action:-

1. The Director of Higher Education ,HP. Shimla -1, for information, please.

  
Deputy Director of Higher Education,  
District Shimla, US Club, Shimla-1.