

The Principal,  
GSSS/GHS  
Distt. Shimla HP

**Subject:- Regarding School wise, Subject wise enrolment and Lecturers/ PGT in Distt. Shimla.**

Memo,

In Continuation to this office letters Even No. Dated 21.06.2016 & 26.8.2016 on the subject cited above. You were directed to send the proforma before 30.6.2016.

You are once again directed to supply school wise, class wise enrolment and PGT/ Lecturers in position of your school as per Performa is attached herewith to this office before 20. 10.2016 through E-mail or special messenger positively. It may be ensured that the said information may be supplied to this office every year before 30 June and maintain the information accordingly at your end also. You shall be personally responsible for any kind of delay in submitting this information. Failing which the list of defaulter will be submitted to the higher authority for necessary action. **The list of defaulter schools is attached.**

**This must be given personal attention and top priority**

Dy. Director Higher Education,  
Shimla H.P. U.S. Club Shimla-01

Endst. No. Even dated: Shimla-171001

the

Copy to :-

1 The Director of Higher Education Himachal Pradesh, Shimla-01 for information pleases.

2 Nodal Officer IT (Internal) with the request to up lode this letter in the office website.

3 Guard file.

Dy. Director Higher Education,  
Shimla H.P. U.S. Club Shimla-01

**PERFORMA**

(To be sent by All the Principal (School) to dde and DE by every 15th July of every year

Of GSSS ..... Dist .....

Year of up gradation ..... vide Notification No. ....

Date of functioning ..... email id .....

No. of Sanctioned posts Lect./PGTs ..... Notification vide which posts are sanctioned.

Date of starting Commerce classes	Subject/Post	Enrolment As on 30th June		Principal /Lect./PGTs in Position			Name of Principal/PGTs/Lect. Posted against the post.	Whether Regular/Par a/DA/ SMC
		+1	+2	Sanctioned Post	Vacant	Filled		
Date of starting Science classes	Principal English							
	Hindi							
Telephone/Mobile No. with STD Code	History							
	Pol Science							
	Economics							
Whether Sub-cadre/Gen. Area/Tribal	Maths							
	Samant							
	Geography							
	Sociology							
Constituency & CD Block	Music							
	Vocal							
	Instr							
Whether Running	Pub. Admn.							
Sc. Comrn IP	Psychology							
	Home Science							
Total No. of post of PGTs/Lect. Sanctioned	Commerce							
	Physics							
	Chemistry							
	Biology							
Status of Vocational Stream	IP							
Yes	Phy. Education							
No								
NVEQP	Other							
Detail of Nearby 05 GSSSs:								
Name of GSSSs	Whether Running	Science	Commerce	IP	Vivato not	Distance from the institution in KM.		
1								
2								
3								

Remarks regarding withdrawn/ allotment of additional posts if any .....

Sign of verifying officer (Principal)