

No. EDN-BLS-HE (G-II) Misc (2023-24) - 4047-48
o/o the Dy. Director School Education (Sec),
Bilaspur, District Bilaspur (H.P)

Dated::: Bilaspur:- the 22nd August 2025

To

All the Principals/Headmasters,
Govt Sr Sec/High Schools,
of Distt Bilaspur HP

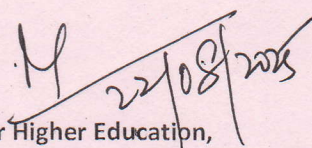
Subject: - General instructions regarding joining and relieving of the officials.

Memo,

Undersigned observed that the Controlling Officers are not taking the joining and relieving of the officials under their control seriously. All the Controlling Officers will ensure before allowing joining and relieving of the officials as below:-

1. Before allowing joining, ensure the feasibility of the post in your school as per established norms.
2. If there is zero enrolment and post is sanctioned, get approval from the competent authority before allowing joining.
3. Before allowing joining ensure that post is vacant or not. If the post is not vacant, then in case of transfer, relieve the incumbent holding the post first and then allow joining.
4. Before allowing joining, ensure that the promottee employee qualifies all the term and conditions or not.
5. Relieve the transferee/ promottee employee after completion of the charge of the post which incumbent was holding.
6. As the joining or relieving or retirement, takes place under your control, immediately intimate the undersigned with a report.

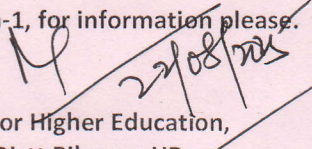
For any lapse, you will be fully responsible.


Dy. Director Higher Education,
Bilaspur, Distt Bilaspur HP

Endst No & Dated Even

Copy To:-

1. The Director of School Education, Himachal Pradesh, Shimla-1, for information please.


Dy. Director Higher Education,
Bilaspur, Distt Bilaspur HP