

To,

The All Principals
GSS Distt Shimla

Sub: Regarding Non-Receipt of attendance of IT-Faculties deployed through NIELIT in Schools of Himachal Pradesh

Memo,

Your attention is invited towards the Director of Higher Education letter no. EDN-HE(14)-2013-NIELIT dated 24th august,2017 on the above cited subject vide which it is intimated that the Principals/Heads of the Schools are not sending the attendance report of IT-Faculties deployed through NIELIT in r/o concerned school timely. As per the guidelines ,the attendance report of deployed IT Faculties must be sent by 1st of the every month through e-mail to Nielit for timely disbursement/release of salary.

It has also come to the notice that Principals/Heads of the Schools are not depositing the IT-Fee before 10th of Every month in the prescribed bank(A/c.3923000100051592,in the name of Director of Higher Education ,Himachal Pradesh with Punjab National Bank,Anaj Mandi,Shimla-171001,MICR Code.171024003.IFSC Code,PUNB039300).The non-collection of IT-Fee by scheduled date, department is unable to release the funds to NIELIT on account of rendered service ,which is affecting the timely release of salary to the IT-Teachers.

In this regard you are directed to ensure the following:

1. Submission of Attendance report in r/o deployed IT-Faculties by 1st of every month.
2. Collection/Deposit of IT-Fee before 10th of every month.
3. Ensure the entry of School Name & District (as GSSS.....)at the time of depositing the fee in the above mentioned bank account.
4. The remittance of IT-Fee Challan/deposit slip be sent to concerned Deputy Director of Higher Education office.
5. Hard copy of Challan/deposit slip may not be sent to this Directorate.

These instructions should be followed in letter and spirit,any deviation of instruction will warrant disciplinary action against the defaulters.

Treat it most .


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

Endorsement No. Even, Dated: Shimla-1, the _____