


END-H(1) B(15)1/2009 Imp. Instt.
Directorate of Education
Himachal Pradesh
Dated: Shimla- 171001

6th, December, 2010

OFFICE ORDER

As large number of issues / grievances pertaining to various categories of employees need to be redressed in a time bound manner as per norms and rules, the following departmental mechanism for grievance redressal of employees is hereby constituted with immediate effect as per Govt. approval vide letter no. EDN-A-Ka(9)4/2010 dated 22.11.2010.


Subject matter	Action Taking officer	Period within which the action to be taken
1) The matters to be dealt by Head of office for which Head of office is competent. In case the matter is out of the competence of Head of Office the matter must be sent immediately to next higher authority in the department i.e. DDHE (for Schools) & DHE (for Colleges).	Head of offices / institutions -----	Within 10 days Within 7 days
2) The Matters received from Institutional Head of offices and matter of O/O DDHE falling within competence of DDHE. In case the matter is out of the competence of Head of Office the matter must be sent immediately to next higher authority in the department i.e. DDHE (for Schools) & DHE (for Colleges).	DDHE at Distt. Headquarters -----	Within 30 days Within 10 days
3) The matters received from the o/o DDHE and falling within competence of DHE must be attended. Matter not falling within competence of DHE be sent immediately to next Higher authorities i.e to Pr. Secretary (Education) to the Govt. of Himachal Pradesh.	DHE -----	Within 30 days Within 10 days


Director of Higher Education
Himachal Pradesh

Endst. No Even dat 6 Dec., 2010

Copy for information and further necessary action is forwarded to:-

1. The Principal Secretary (Higher Education), Govt. of H.P.
2. The Commanding Officers NCC H.Q. H.P. Shimla -4.
3. Principal Center State Library Solan H.P.
4. All the Deputy Directors of Higher Education, Himachal Pradesh.
5. All the Principals Govt. College in the Pradesh.
6. All Supdt. /Branch officers Dte. of Hr. Education H.P.
7. Guard file.


Director of Higher Education
Himachal Pradesh