

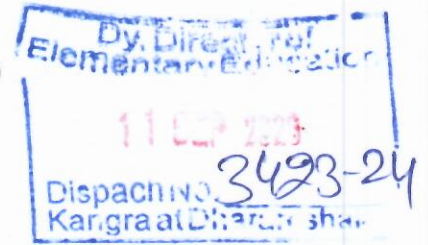
No.-EDN-KGR-(G-1)-Budget/2025

O/o The Deputy Director of School Education (Elementary)

Kangra at Dharamshala

Dated:- Dharamshala,

Sep 2026



To,

All The Principals/Headmasters/Incharges/BEEOs,
GSSS/GHS/GMS/GPS,
District Kangra (H.P).

Subject : Regarding Budget demand under charged head on account of court orders.

Memo,

With reference to the directions received from the Directorate of School Education vide Letter No. EDN(SE)H(9)-2026-27-Court Case dated 25-08-2026, and Letter No. EDN(SE)H(9)-2026-27-Court Cases dated 07-09-2026, on the subject cited above:

In this context, you are hereby directed to re-submit the cases of budget demand under Charged Head on account of court orders on individual basis, strictly in accordance with the aforesaid directions (copies enclosed) and in pursuance of the directions issued by the Finance Department from time to time regarding the arrear, along with the following information/documents:

1. Revised Annexure-A (copy enclosed).
2. Revised Annexure-B (copy enclosed).
3. Prescribed certificate regarding the budget demand, duly signed by the Head of Office (copy enclosed).
4. A copy of the pay fixation.
5. Speaking Order.
6. Copy of the judgment (printed from the Hon'ble High Court website or obtained from the individual concerned). In case the matter has been transferred from the Hon'ble Tribunal/Court, a copy of the O.A. (Original Application) filed before the Tribunal shall also be enclosed.
7. Online calculation sheet, i.e., the online bill of arrears required to be submitted. Manual calculation sheets prepared in Excel shall not be submitted.
8. The mobile numbers of the Controlling Authority and the Dealing Assistant shall be mentioned.

Further, all concerned are hereby directed to collect the already submitted cases from this office individually and re-submit the same in accordance with the aforesaid directions.

Encls : As above


Deputy Director of School Education (Elementary)
Kangra at Dharamshala

Ednst. No. Even dated Dharamshala – 176215 Sep 2026

Copy is forwarded to the Director of School Education Shimla for information please.


Deputy Director of School Education (Elementary)
Kangra at Dharamshala

Revised Annexure A

S.No.	Institution Name	Name of Petitioner	Designation	CWP	Analogy/ Govt Approval	Date of Judgement	Date of filing	HOA	TRY/ DDO	Total Liability/ Arrear	Arrear already paid			Liability /Arrear to be paid 2026-27	Which installment is to be paid	DDO and Dealing Assistant Contact No.
											Installment	Amount	Financial Year			
											1 st					
											2 nd					
											3 rd					
											4 th					
											5 th					
											Total					

- Date of Contract joining : -
- Date of Regularization : -

Revised Annexure B

Name and Designation of Employee: -

Sr.No.	Points	Reply
1.	Details of Court Case (CWP No., Date of judgment, analogous case (if any)) and Date of filing also	
2.	The copy of Court Judgment	
3.	Brief history of Court case and reasons for imposed penalty or financial liability and mention date of joining on contract basis and date of regularization also mention in it	
4.	Advice/opinion/approval of Government to implement the court order (copy need to be attached).	
5.	Whether the case has attained finality (copy need to be attached)	
6.	Calculation sheet duly attested by competent authority	
7.	Total Financial Liability	

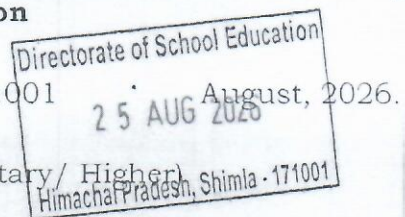
No.EDN(SE)H(9)-2026-27-Court case

Directorate of School Education

Himachal Pradesh

Dated

Shimla-171001



To

1. All the Deputy Directors (Elementary/ Higher)
Himachal Pradesh
2. All the Principals DIET
Himachal Pradesh

Subject: -

Instructions regarding Budget demand under charged head on account of Court Orders.

Memo,

It has come to the notice of the undersigned and also pointed out by the Government that the calculation sheets being submitted by the DDOs to this office in respect of budget demands under the Charged Head for implementation of Court Orders are not being prepared in accordance with the guidelines/instructions issued by the Government/Department and in view of the Hon'ble High Court orders, which is causing undue delay in releasing budget to the DDOs.

In view of the above, you are directed to submit budget demand in respect of the concerned court case(s), along with detailed calculation sheets, duly prepared in accordance with the judgment/order passed by the Hon'ble Court and the guidelines/instructions issued by the Government/Finance Department from time to time.

The budget demand shall invariably be accompanied by the Certificate of Authenticity of Calculation Details (Performa attached at Annexure-A) duly signed by the concerned DDO.

Note: The prescribed certificate shall be enclosed with every such budget demand and shall form an integral part of the demand proposal.

Encls: As above.


Director School Education,
Himachal Pradesh. Shimla-1

Endst. of Even. No.

Dated

Shimla-171001

August, 2026

Copy to:-

1. The Secretary (Education) to the government of Himachal Pradesh, Shimla-02
2. Guard File

/

Director School Education,
Himachal Pradesh. Shimla-1

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CERTIFICATE

Total Amt / Amt Required in CFY It is certified that the budget demand amounting to Rs. _____/-, raised on account of Court Case(s), i.e. CWP/Ex. Pet./COPC/CMP etc. _____, titled "_____", in respect of _____, has been duly calculated and verified in accordance with the judgment/order(s) passed by the Hon'ble High Court and the applicable guidelines/instructions issued by the Finance Department/Government from time to time.

It is further certified that the correctness and factual basis of the demand, including the beneficiary/beneficiaries, period of entitlement, amount payable and admissible benefits, have been duly examined and verified by the undersigned; the amount claimed is strictly limited to the benefits admissible under the orders/directions of the Hon'ble Court and the applicable Government rules/instructions, and no part thereof has been previously paid or included in any other claim.

It is also certified that the sanctioned budget shall be utilized strictly for the aforesaid Court Case(s) and the purpose for which it has been sanctioned, only to the extent admissible under the orders/directions of the Hon'ble High Court and the applicable Government rules/instructions, and shall not be diverted or utilized for any other liability or purpose.

In the event of any discrepancy, incorrect calculation, excess or irregular payment, inadmissible benefit, duplication of claim/payment, or any deviation from the orders/directions of the Hon'ble Court or the applicable Government/Finance Department rules/instructions, the officers responsible for the examination, verification and certification of the claim, as mentioned below, shall be responsible for the same, as per the applicable rules/instructions.

Name & Designation of Officer: _____

Signature & Seal: _____

Name of Office/School/organisation: _____

Name of Beneficiary/Beneficiaries: _____

Court Case(s) No.: _____

Budget demand in Rupees: *Total Amt / Amt Required in CFY*

VERIFICATION AND CERTIFICATION

The above information, particulars and statements have been duly examined and verified with reference to the relevant records, judgment/order(s) of the Hon'ble High Court, applicable rules/instructions and supporting documents, and are found to be correct and in order.

Deputy Director

Section Officer (F&AS)

Name: _____

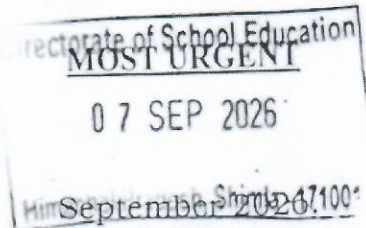
Name: _____

Signature & Seal: _____

Signature & Seal: _____

Date: _____

No.EDN(SE)-H(9)/2026-27-Court Cases
Directorate of School Education
Himachal Pradesh.
Dated: Shimla-171001 the



To

1. All the Deputy Directors of School Education
Himachal Pradesh.
2. All the Principals in DIETs
Himachal Pradesh.

Subject: Regarding preparation of arrear in pre-revised pay scale for the period
w.e.f. 01.01.2016 to 31.12.2021.

Memo

It has been observed by the undersigned that some Drawing and Disbursing Officers (DDOs) are preparing salary arrears for the period from 01.01.2016 to 31.12.2021 in the revised pay scales instead of the pre-revised pay scales. This is contrary to the instructions issued by the Government of Himachal Pradesh in this regard.

As you are aware, the State Government has released only one instalment of revised pay arrears, amounting to ₹50,000/-, to its employees in respect of the aforesaid period. However, certain instances have come to the notice of this Directorate wherein some DDOs, while submitting demands for budget under the charged head in pursuance of orders passed by the Hon'ble Court or otherwise, have submitted arrear claims in respect of Government servants for the period from 01.01.2016 to 31.12.2021, calculated on the basis of revised pay scales. The preparation of such arrear claims is not in accordance with the instructions issued by the Government in this regard. Therefore, all DDOs are required to exercise due care and diligence while preparing/calculating pay arrears for the period from 01.01.2016 to 31.12.2021.

Accordingly, if any salary arrears become payable to any Government servant in pursuance of orders of the Hon'ble Court or otherwise, the same shall be prepared/calculated on the basis of the pre-revised pay scales for the aforesaid period, unless specific orders have been issued by the Government/Hon'ble Court in view of exceptional circumstances of a particular case.

Further, the arrear calculation sheets shall be submitted to this Directorate only after the same have been duly vetted by the Section Officers (F&A) posted at the District-level offices of the Deputy Directors of School Education, H.P.

You are, therefore, directed to issue necessary instructions to all subordinate DDOs/Heads of Offices in your District for strict compliance with the above directions with immediate effect. Any deviation/violation of these instructions shall be viewed seriously and may attract disciplinary action against the concerned defaulting officer(s).

The matter may be treated as Most Urgent.

W
Director of School Education
Himachal Pradesh
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