

Office of the Deputy Director of School Education (Secondary)

Kangra at Dharamshala

No. DDSE(Sec)/Kgr/2025-_____

Dated: ___/10/2025

To

All the Principals and Headmasters,
Government Senior Secondary / High Schools,
District Kangra.

Deputy Director of
School Education (Sec)

04 OCT 2025

Dispatch No. 10991
Kangra at Dharamshala

Subject: Compliance regarding marking of attendance at 10:30 AM on VSK Portal.

Memo:

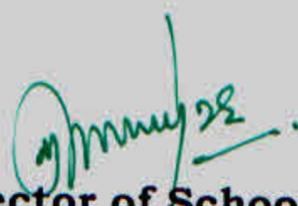
This is in compliance to the directions issued by the Director of School Education Himachal Pradesh, Shimla vide letter no. EDN-DSE-H(16)24/2025-VSK(IT) Dated: 29 September 2025 on the subject mentioned above.

In this context it has been specified that all the non-teaching staff will check in at 10:00 AM positively on Swift Chat (VSK) Portal and Head of the schools will report the attendance of the teaching and non-teaching staff at 10:30 AM positively irrespective of summer and winter closing schools.

It has been observed that some schools are not marking the attendance of staff and students on the Vidya Samiksha Kendra (VSK) portal within the stipulated time of **10:30 AM**. This lapse has been viewed seriously by the Department during recent review meetings. Therefore, all Principals and Headmasters are **directed to ensure strict compliance** with the instructions issued regarding timely marking of attendance on the VSK portal. Any deviation in this regard will be considered as dereliction of duty and may invite appropriate action from the Department.

You are further requested to sensitize all concerned staff members to adhere to these directions meticulously.

This may be treated as **most urgent**.


Deputy Director of School Education (Secondary)
Kangra at Dharamshala