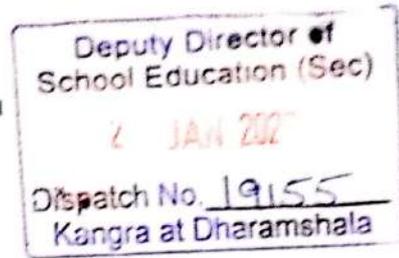


No:-EDN-KGR-(A-2)-2025-2026
Office of the Deputy Director of School Education
(Secondary) Kangra at Dharmshala.
Email: budgetbranchdharamshala@gmail.com
Contact No: 9857502145, 9736609985



Dated: Dharmshala, 21.01.2026

To

All the Principals/ Headmasters,
Govt. Sr. Sec. / High Schools
In District Kangra, Himachal Pradesh.

Subject: Regarding Demand of Budget under Charged Head to meet out the expenditure on salary arrears as per Court Orders.

Memo,

With reference to the subject cited above, it is informed that the Director of School Education, Shimla, vide letter No. EDN (SE)-H (9)/2025-26-Court Case, dated 19.01.2026, has directed that during the examination of court cases, the Government has raised various observation regarding the furnishing of complete information/documents in cases.

Therefore, all concerned are hereby directed to re-submit the budget demand (soft copy only) through e-mail at (budgetbranchdharamshala@gmail.com) and fill in the prescribed Google Sheet. This sheet link is share through email & Whatsapp group. It must be ensured that all columns of the Google Sheet are filled correctly and completely before 31st Jan.2026.

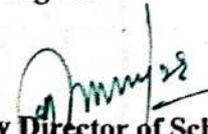
The details of documents/information required to be furnished are as under:

1. Only the soft copy of the complete case shall be submitted through e-mail (format for submission of budget demand is enclosed).
2. Copies of the following documents must invariably be attached:
 - o Government Approval
 - o Departmental Office Order
 - o Detailed Calculation Sheet
3. The calculation sheet must clearly indicate whether the arrears are to be paid in one lump sum or in installments. In case of installments, the amount proposed to be paid during the financial year 2025-2026 must be clearly mentioned at the end of the calculation sheet, duly authenticated by the DDO.
4. The Head of Account should be mentioned correctly and clearly.
5. Incomplete cases received in this office shall not be entertained.

Accordingly, all DDOs / schools are directed to re-submit the proposals for demand of budget under charged head strictly as per the above-mentioned instructions, so that the same may be forwarded to the higher authorities for further necessary action.

This may be treated as most urgent.

Enclose: As Above


Deputy Director of School Education (Secondary)
Kangra at Dharamshala

No. EDN(SE)-H(9)/2025-26-Court Case
Directorate of School Education
Himachal Pradesh.
Dated Shimla-171001 the

Directorate of School Education
19 JAN 2026
January, 2026
Himachal Pradesh Shimla-171001

- To
1. All the Deputy Director (Elementary/Higher Education)
 2. All the Principal DIETs
Himachal Pradesh.

Subject:-

Regarding demand of budget under Charged head to meet out the expenditure on salary arrears as per Court Orders.

Sir/Madam,

On the subject cited above, it is intimated that this Department has been taking up various matters with the Government regarding the demand of budget under Charged Head. During the course of examination, the Government has raised various observations regarding the furnishing of complete information/documents in several cases.

Therefore, before forwarding any case for demand of budget under Charged Head, it should be ensured that the case is complete in all respects and all relevant documents have been enclosed. The details of documents/information required to be furnished are as under:

1. Only the Soft copy of the complete case shall be sent through email at budgetbranchdirectorat@gmail.com. (Format for submission of budget demand is enclosed).
2. All analogous cases shall be consolidated and submitted in one go.
3. Copies of the following documents must invariably be attached:
 - o Government approval
 - o Departmental Office Order
 - o Detailed calculation sheet
4. The calculation sheet must clearly indicate whether the arrear is to be paid in one lump sum or in installments. In case of installments, the amount proposed to be paid during the financial year 2025-26 should be clearly mentioned.
5. The Head of Account shall be mentioned correctly and clearly.
6. Incomplete cases received in this office directly from the Principals/BEEOs shall not be entertained. Therefore, all DDEEs/DDHEs are hereby directed to ensure that cases for demand of budget under Charged Head are submitted to this Directorate through their respective offices only, after proper scrutiny and examination, within the stipulated time period, so as to avoid adverse orders of the Hon'ble Court.

This may be treated as most urgent, time bound and be given personal attention.


Joint Controller (F&A)
Directorate of School Education
Himachal Pradesh, Shimla-171001

