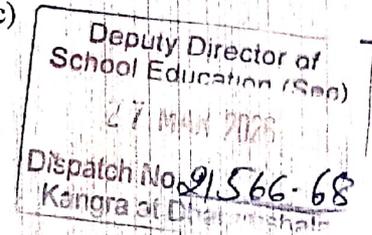


No: EDN- KGR (E-III) Complaint- 2026/-  
Office of the Deputy Director of School Education (Sec)  
Kangra at Dharmshala.  
email: [ddhekangra3@gmail.com](mailto:ddhekangra3@gmail.com),  
Contact NO: 01892-223124



Dated: 27/03/2026

To,

✓ All the Principal/Headmaster,  
GSSS/GHS.  
District Kangra. HP.

Subject: Regarding implementation of Suo-moto disclosure under Section 4 (1) (b) and 4 (2) of RTI Act, 2005.

Memo,

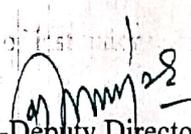
This is with reference to worthy Directorate of School Education vide letter No. EDN-HE (16) B (15) RTI-01/2026- RTI Sections dated 12<sup>th</sup> March, 2026 , which refers to maintenance of record and proactive disclosure of information on RTI Portal. The Instructions, orders, etc, issued by the Department from time to time i.e. R&P Rules of all categories of employees, Seniority Lists of all employees, Promotion orders, Transfer Orders, Scholarship Schemes, Notifications and any other records uploaded in the Departmental website, so that general public could easily access all such information, necessary directions have already been given time to time.

It is hereby directed that all Heads of Institutions shall ensure strict adherence to the following instructions:

- 1) Regularly monitor all letters/messages posted on websites, emails, and groups, and to respond to them in a timely manner.
- 2) All schemes, scholarship details, and student/public-related notices shall be updated regularly.
- 3) Updated records of employees, including, transfer/posting orders, and other service matters shall be maintained and uploaded.
- 4) A responsible dealing assistant/official shall be designated for timely uploading and monitoring of website content.

In view of above, you are again directed to adhere the instructions as laid in the Section 4(1)(b) and 4 (2) of RTI Act, 2005 and maintained the records of your schools.

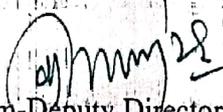
This may be treated as urgent.

  
PIO-cum-Deputy Director of School Education, (Sec),  
Kangra at Dharamshala. District Kangra.HP.

Endst. No. Even dated: Dharamshala 176215 the 27<sup>th</sup> March, 2026. 

**A copy for information to:**

1. The Director of School Education, Himachal Pradesh, Shimla-1
2. ✓ The Nodal Officer (IT Cell) Internal to upload the letter on official website.
3. Guard file

  
PIO-cum-Deputy Director of School Education, (Sec),  
Kangra at Dharamshala. District Kangra.HP.