

No. EDN-KGR-Misc.2025-26
O/o Deputy Director School Education, Secondary
Kangra at Dharamshala (H.P.)
Telephone No. 01892-223124, Fax no. 223796
Email Id: - ddhekangra3@gmail.com,

Deputy Director of
School Education (Sec)
13 MAY 2026
Dispatch No. 1787-88
Kangra at Dharamshala

Dated Dharamshala-176215 the 13.05.2026

To


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

Subject:- Uniform Distribution of Non-Teaching Assignments/ Charges amongst teachers in Government Schools.

Memo,

With reference to the office letter no. EDN-SE -H (17) F (10) 32/2025-26 Dated 08.05.2026 on subject cited above (**Copy enclosed**).

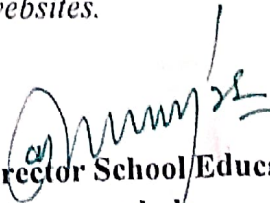
In this context, All the Principal/ Heads of the Institutions may further be directed to distribute non-teaching works in school amongst the various categories of teachers as per the distribution prescribed in the enclosed Annexure appended with these instructions.


Deputy Director School Education Secondary
Kangra at Dharamshala

Endst. No. Even Dated Dharamshala 13.05.2026

Copy to:-

1. The Nodal Officer of this office to upload the letter on official websites.
2. Guard File.


Deputy Director School Education Secondary
Kangra at Dharamshala

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UNIFORM DISTRIBUTION OF CHARGES AMONG TEACHERS IN SCHOOLS.

SR. NO	Name of Charge	GSSS along with co-located GPS(Located within 500 Meters radius)	GHS along with co-located GPS(Located within 500 Meters radius)	GMS along with co-located GPS(Located within 500 Meters radius)	Standalone GCPS/GPS	Remarks
1	2	3	4	5	6	7
1	Scholarship	Lecturer History	TGT (A)	TGT (A)	JBT	
2	NSS	Lecturer (Male+Female) Humanities/Commerce	N/A	N/A	N/A	
3	Students Admissions	Lecturer English	TGT (A)	TGT (A)	JBT	
4	All kinds of Examination	Lecturer Mathematics/Eco/Hindi	TGT (A)	TGT (A)	HT/JBT	The main charge is to be assigned to the Mathematics Lecturer. In case Maths Lecturer is not available then to the Lect Eco, and, if both these are not available then to the Lecturer Hindi. Lecturer Computer science will assist.
5	Eco Club	Lecturer Biology/ TGT(M)	TGT (M)	TGT (NM)	N/A	If the science stream is not available in the school, the charge will be assigned to the TGT (Medical)
6	NCC	Lecturer (Trained NCC Officer)	TGT (Trained NCC Officer)	N/A	N/A	
7	MDM/WIFS	Shastri	Shastri	Shastri	CHT/HT/JBT	
8	Sports/Cultural	DPE/PET	PET	PET	HT/JBT	
9	Free Text Books/Free Uniforms	Ministerial Staff/DM	Ministerial Staff/DM	DM	CHT/HT/JBT	
10	APAAR/UDISE	Lecturer IP/VT (IT Stream)/ Computer teacher	Computer Teacher/TGT NM	TGT (NM)	HT/JBT	The main charge is assigned to Lecturer IP. In case, there is some specific reason, the assignment will be given to the computer teacher and vocational teacher. IT stream will assist.
11	Rashtriya Aavishkar Abhiyan /Inspire/CSC	Lecturer Physics and TGT(NM) will assist.	TGT (M)	TGT (NM)	N/A	
12	Samagra Shiksha/Vocational	Lecturer Commerce/Humanities	TGT (A)	TGT (A)	HT/JBT	If the post of lecturer commerce is not available then Principal will assign the work to Lecturer Humanities.
13	Property I/C	Ministerial Staff/Staff/L.A.	Ministerial Staff/Staff/L.A.	DM/C&V	HT/JBT	
14	ICT	Lecturer IP/ Computer Science	TGT (A)	TGT (A)	N/A	
15	Atal Tinkering /Robotics/Drone Labs	Lecturer Physics and VT will assist	N/A	N/A	N/A	

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SR. NO	Name of Charge	GSSS along with co-located GPS(Located within 500 Meters radius)	GHS along with co-located GPS(Located within 500 Meters radius)	GMS along with co-located GPS(Located within 500 Meters radius)	Standalone GCPS/GPS	Remarks
16	Scout and Guides	DPE/PET/C&V(M&Fboth)	Shastri (OT)	PET	N/A	
17	Activity Incharge (Disaster Management/Drug Abuse/Swachta Mission)	Lect. Pol.Sc./Geography/Sociology	Coordinator of all Misc. activities (LT/C&V)	Coordinator of all Misc. activities (C&V)	HT/JBT	The main charge is assigned to Lecturer Pol. Science. In case there are specific reasons, the assignment will be given to the next lecturers by the Principal.
18	Sanitary Pads	Female C&V/TGT(A)	Female C&V/TGT	Female C&V/TGT	N/A	
19	Library/ Digital Library	Lecturer Hindi and Lect. Comp. Sc. Where digital library is functioning	Shastri (OT)	LT/OT	HT/JBT	The main charge is assigned to Lecturer Hindi. Where a digital library is functioning, the Lect. Computer Science will assist.
20	Youth Parliament	Lecturer Political Science	N/A	N/A	N/A	

Note: 1. Not more than two charges be assigned to the same teacher in except when the total number of teachers available in school is less than 10. 2.
 The charges of Primary School co-located with a GSSS/GHS/GMS at the same station within 500 meter radius shall be looked after by the same teacher as 3. In
 case there exists any other assignment not mentioned above, then such assignment shall be given to the teachers with lower teaching work load such as 4.
 DPE/C&V/Ministerial Staff.
 As far as possible the TGT (M/NM) should be assigned less number of non teaching charges.