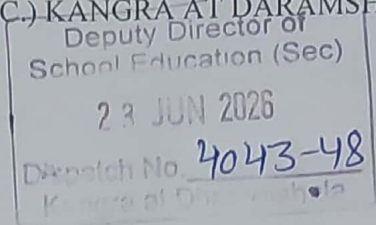


OFFICE OF THE DEPUTY DIRECTOR OF SCHOOL EDUCATION (SEC.) KANGRA AT DHARAMSHALA

No. EDN-KGR D-4/ Vol-2-(Disaster)-2026/

Dated 23rd June, 2026



To

1. All Principals, Government Senior Secondary Schools, District Kangra.
2. All Headmasters, Government High Schools, District Kangra.
3. All Principals/Headmasters of Recognized Private Schools, District Kangra.

Subject: Submission of Daily Disaster/Monsoon Damage Report during Monsoon Season-2026.

Sir/Madam,

In continuation of the instructions already issued regarding preparedness for Monsoon Season-2026 and submission of disaster-related information, you are directed to remain vigilant during the ensuing monsoon period and ensure timely reporting of any loss or damage caused to school infrastructure and property due to heavy rainfall, landslides, flash floods, cloudbursts, storms or any other natural calamity.

It is hereby instructed that:

1. In case any damage to school buildings, boundary walls, classrooms, retaining walls, approach roads, water supply schemes, electricity infrastructure or any other school property occurs during the monsoon season, the matter shall be reported immediately to this office as well as to the Directorate of School Education, Himachal Pradesh, Shimla.
2. The details of the damaged school shall also be uploaded immediately on the HPDMIS (SDMA) Portal as per the prescribed procedure.
3. Daily Loss Report, if any, shall be shared without delay in the District Disaster WhatsApp/Heads Group constituted for the purpose.
4. All Heads of Institutions shall submit the Daily Disaster Status Report in the prescribed format already circulated by this office, even if there is "Nil" damage/loss, so that consolidated information may be furnished to the Government and higher authorities in a timely manner.
5. Any incident involving loss of life, injury to students/staff, collapse of structures, major damage to buildings or disruption of academic activities shall be reported to this office immediately through telephone/WhatsApp 8580766695, followed by a detailed written report.
6. The information furnished must be accurate and based on actual field conditions. Any delay, concealment or non-submission of reports will be viewed seriously and the concerned Head of Institution shall be held personally responsible for the same.

Deputy Director of School Education (Sec.)
Kangra at Dharamshala

Copy to:

1. The Director of School Education, Himachal Pradesh, Shimla-171001 for information.
2. The Deputy Commissioner-cum-Chairman, District Disaster Management Authority, Kangra at Dharamshala for information.
3. The Nodal Officer (IT), O/o Deputy Director of School Education (Sec.), Kangra at Dharamshala with the request to upload the same on the departmental website/e-mail.
4. Office copy.

Yours faithfully,

Deputy Director of School Education (Sec.)
Kangra at Dharamshala



Format for submission of daily disaster report for upcoming monsoon

Sr. No.	Date	Name of District	Name of School	UIDISE Code	Enrollment	Education Block	Name of Panchayat	Name of Constituency	Nature of Disaster	% of Disaster	Estimated Cost	Revenue Report	Geo Co-ordinance (Photo Attached)
													lat. Long.
1													
2													
3													
4													
5													
6													
7													
8													

Head of Institution

