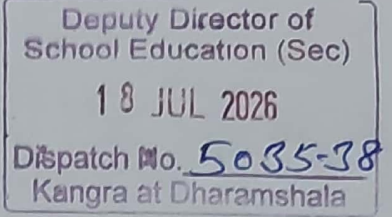


OFFICE OF THE DEPUTY DIRECTOR OF SCHOOL EDUCATION (SEC.)
KANGRA AT DHARAMSHALA, DISTRICT KANGRA (H.P.)

No. EDN-KGR (D-4) Disaster/2026-____
Dated: 18th July, 2026



To

✓ All Principal/Headmasters,
Govt /Private Recognized Schools, District Kangra.

Subject: Mandatory submission of Daily Disaster Report and timely reporting of Loss & Damage Cases.

Memo,

It has also been observed that despite repeated instructions issued by this office from time to time, schools are not adhering to the prescribed procedure. In one such case, the **Loss & Damage Report pertaining to the disaster that occurred on 10.05.2026 was submitted to this office through post only on 07.07.2026**, after an inordinate delay of nearly two months. Such delayed reporting defeats the very purpose of disaster management and adversely affects the timely assessment of damages, submission of reports to higher authorities, and release of relief/repair assistance.

That the many institutions are not submitting Daily Disaster Reports regularly, nor are disaster incidents being reported immediately through the prescribed channel. Such negligence causes avoidable delay in conveying vital information to the District Administration, Directorate of School Education, and the State Government, thereby hampering timely assessment of damages, relief measures and allocation of funds.

Therefore, **all the Heads of Schools of District Kangra** are once again directed to ensure strict compliance with the Disaster Management guidelines. Whenever any disaster or untoward incident resulting in loss of life or damage to school property occurs, the same shall be **reported immediately through mail ddhekangra3@gmail.com or whatsapp no. 8580766695/7807061851 (even on Holidays)**, uploaded on the **DMIS (Disaster Management Information System) Portal** using the User ID and Password already provided by the **District Disaster Management Authority (DDMA), Kangra**, reported to the concerned SDM Office, and reflected in the Daily Disaster Report submitted to this office without fail.

The Head of Institution shall be personally responsible for ensuring timely and accurate reporting of all disaster-related incidents. Any delay, non-reporting, concealment of facts or failure to submit the Daily Disaster Report shall be viewed seriously, and the responsibility for any adverse consequences arising therefrom shall rest entirely with the concerned Head of Institution. No laxity in this regard will be tolerated.


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

Copy for information and necessary action to:-

1. The Director of School Education, Himachal Pradesh, Shimla-171001.
2. The Deputy Commissioner-cum-Chairman, District Disaster Management Authority, Kangra at Dharamshala for information.
3. ✓ N.O. IT. Cell (Internal) to upload the same on website please.
4. Office Copy.


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