

*through e-mail*

**Deputy Director Secondary Education Bilaspur (H.P.)**

**Office address: O/o Dy. Director Secondary Education, Bilaspur, Changer Sector  
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Ref.. EDN-DDSE (Blp)-(IT)/2025-MISC. **3558**

Date: 12-6-2026

To

The Principals & Headmasters  
GSSSs/GHSs of Distt. Bilaspur H.P.

Subject: Mandatory Timelines for submission of daily staff attendance on Swift Chat (VSKPortal)

This is in reference with letter No. EDN-DSE-H(7027/2025-VSK(IT), Directorate of School Education regarding the subject cited above. In this context it is informed that all Heads of Schools must strictly adhere to the following schedule for submitting daily staff attendance (Check-in and Check-out):

- 1. Summer Schools Check-in: 10:30 A.M.**
- 2. Summer Schools Check-out: 3:15 P.M.**

As per the directions received through the letter attached the concerned school Heads would also be solely responsible for the Primary, Middle and High schools under their complex un this regard. Non-compliance or delay in submission will be treated as breach of administrative duty.

+ *Skema*  
12/6/2026  
Dy. Director School Education (Secondary)  
Bilaspur, District Bilaspur, H.P.  
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