

NO: EDN-HPSES-Voc-VT Demands-1/25 - 2310
O/o the State Project Director, Samagra Shiksha
Himachal Pradesh, Shimla-1

Dated Shimla the 24th/Nov, 2025

To

All Vocational Training Provider(s)
Himachal Pradesh.

Subject: Implementation of 52-Day Annual Vacation Structure for Vocational Trainers under NSQF in Himachal Pradesh, guidelines thereof.

Sir/Madam,

This is to inform you that Government of H.P. has decided to grant 52 days of annual vacations to Vocational Trainers (VTs) deployed under the NSQF Vocational Education Programme in the State aligned with the break schedule followed in Government schools of Himachal Pradesh as notified by the Department of School Education. It is clarified that the existing schedule of 20 days paid leaves and 10 days of festival break has been merged with the vacation-break structure of School Education i.e. 52 days.

All VTPs are hereby directed to implement the approved 52-day annual vacation schedule for all VTs from next calendar year i.e. January, 2026, in accordance with the academic calendar of the concerned school provided that the Vocational activities during the vacations are not going on in the concerned schools.

While implementing the vacation schedule, the following conditions shall be strictly adhered to:

Vocational Trainer shall attend the duties related to vocational education, assigned/planned during vacation period such as On-the-Job Trainings (OJT), assessments of vocational students, workshops, meetings or other NSQF-mandated responsibilities without any claim for compensatory leave or additional remuneration.

However, the Vocational Trainers shall remain entitled to 12 casual leaves annually (based on completed month) and 6 days of Medical Leaves per year; and Maternity Leave as per the provisions of the Maternity Act.

Therefore, the Leave Clause of the Agreement may be read as per the aforementioned revised schedule regarding the leave and conveyed to the Heads of the Vocational Schools where the VTs are deployed by you.


State Project Director (SS)
Himachal Pradesh, Shimla-1

Endst. No. Even dated Shimla -171001 the Nov, 2025

Copy for information to;

1. The Secretary (Education) to the Govt. of Himachal Pradesh
2. The Director School Education Shimla-1, Himachal Pradesh
3. All the DPOs cum Deputy Directors (QC)


State Project Director (SS)
Himachal Pradesh, Shimla-1