

Reminder

No. EDN-HE(1)B(9)1/2014- Snty.(Clerks)
Directorate of Higher Education
Himachal Pradesh.

Dated: Shimla -171001, the 30th January, 2016

To

1. All the Principals Govt. Colleges, Sanskrit Colleges, SCERT Solan & G.C.T.E. Dharamshala in H.P.
2. All the Deputy Directors of Higher/ Elementary Education in H.P.
3. The Chief Librarian, Central State Library Solan, H.P.
4. The Group Commander, Group Headquarter Shimla-4, H.P.
5. All the Officers Commanding, NCC Battalion/ Coy. in H.P.
6. All the Principals/ Headmasters GSSS/GHS in H.P.

Subject: Regarding submission of particulars of Clerks appointed/promoted/ Regularized after 01.09.10 to 31.08.2014 for preparation of tentative Snty list of Clerk(Regular basis).

Memo,

It is with reference to this Directorate letter of even no. dated: 3rd September, 2014 on the subject cited above, wherein the particulars of Clerks, who have been appointed/promoted/regularized between 01.09.2010 to 31.08.2014 has been sought from preparing of seniority list of Clerks, but the same has yet not received till date.

Therefore, all the Heads of institutions and Offices are once again directed to submit the particulars of the Clerks working in your Districts who have been appointed/promoted/regularized between 01.09.2010 to 31.12.2015 through concerned Deputy Director's of Education. The DDHE/DDEE are further directed to submit the particulars in consolidated manner duly countersigned to this Directorate.

This may be given personal attention and top priority and ensure that requisite information is made available upto 15th February, 2016 positively.

The prescribed proforma is available on departmental website i.e. <www.educationhp.org>

+ Addl. Director of Higher Education
Himachal Pradesh,
January, 2016

Endst. No. Even, Dated: Shimla- 171001,

Copy to:

1. The Director of Elementary Education, Himachal Pradesh Shimla-1 with the request to supply the particulars of Clerks appointed/promoted/regularized w.e.f. 01.09.2010 to 31.12.2015 on prescribed proforma for preparation of tentative Snty. list.
2. The Incharge, Computer Cell, Directorate of Higher Education, Himachal Pradesh, Shimla-1 with the request to up-load it on departmental website.
3. D.A. dealing with service books of Clerks(internal) with the request to submit the bio-data of Clerks working in this Directorate for Snty. list.
4. Guard file.

+ Addl. Director of Higher Education
Himachal Pradesh

PROFORMA-I

Sr. No.	Name of official	Present place of posting	Date of birth	Date of appointment/ Promotion/ regularization as Clerk	Date of joining as Clerk	Mode of Apptt.	Category	Remarks
1	2	3	4	5	6	7	8	9

Certified that the aforesaid particulars are given from the official record are true.

Sd/-
Name & Signature of DDO

Countersigned by: