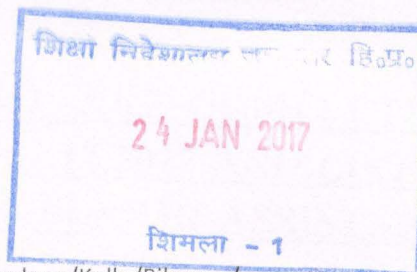


MOST URGENT

No. EDN-HE(1)B(2)2/2017(Sr.Asstt.)
Directorate of Higher Education
Himachal Pradesh



Dated Shimla-171001, the

To

The Deputy Director of Hr.Education,
Shimla/Solan/Sirmour/Kinnaur/Kaza/Keylong/Kullu/Bilaspur/
Hamirpur/Una/Mandi/Kangra/Chamba(HP)

Subject:- Particulars of Clerks/Jr.Asstts. for promotion to the post of Senior Assistant.
Memo:

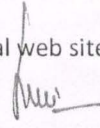
On the subject cited above, it is informed that as per existing Common R&P Rules for promotion to the post of Senior Assistant notified by the Govt. vide their Notification No. Per(AP)-C-A(3)-7/2010, dated 3rd August,2011, all such incumbents will be eligible for promotion to the post of Senior Assistant only if, they possess the minimum educational qualification of 10+2 and qualified type test. Institution have been issued with regard to promotion orders of Senior Assistant on the basis of their seniority in the cadre of Clerk with imposed the condition in the promotion orders. But, it has come to the notice of the department that some Head of the offices/institutions are ignoring the said conditions and they are relieving the concerned officials to their new place of posting without examining the imposed conditions as mentioned above.

Now, it has been decided by the department that in future before making promotion, it will be the personal responsibility of the Head of the office/institution that the desired particulars of the concerned officials should be checked properly from the service book as well as from original record and same information should be forwarded to this Directorate on prescribed proforma enclosed herewith through proper channel as and when required by the department, failing which no promotion orders will be issued of the concerned officials.

You are, therefore, directed to circulate the said letter to all the institutions/offices(Hr./Ele. both) situated in your distt. for strict compliance and supply the particulars of the concerned officials shown in the list as well as leftout cases, if any, to this Directorate on prescribed proforma alongwith photo copies of other documents, **within one month from the issuance of this letter**, so that promotion orders of the concerned officials could be issued accordingly in future.

The said letter is also available on the departmental web site i.e. www.educationhp.org

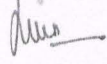
Encl: 1. Proforma
2. List of Clerks eligible
Upto 31.12.2017


Director Hr. Education
Himachal Pradesh

24.01.2017

Endst No. Even Dated Shimla-171001, the
Copy to:-

1. The Director of Elementary Education for similar action please.
2. DA dealing with the service books(internal) for similar action.
3. The Supdt. ACR branch, Dte. of Hr. with the directions to complete the ACR dossiers of the above officials and supply these dossiers to E-I branch for further action.
4. I/C Computer Cell, Dte. of Hr. Edu. for uploading on the departmental website.


Director Hr. Education
Himachal Pradesh

*Computer Cell
for uploading*

**LIST OF CLERKS/JR.ASSISTANT WHO ARE COMPLETING
10 YEARS REGULAR SERVICE UPTO 31.12.2017 AND LIKELY
TO BE PROMOTED TO THE POST OF SENIOR ASSISTANTS
IN NEAR FUTURE.**

Sr.No./ Sty.No	Name of the official	Place of posting	DOB	DOJ	Remarks
1/3128	Ranjit Singh	GC, Jaisinghpur(Kgr)	05.03.66	15.12.06	S/Taken over
2/3129	Viresh Bharti	BEE0, Kangra(Kgr)	25.03.74	19.12.06	S/Taken over
3/3130	Raj Kumar	SSS, Rajal(Kgr)	21.11.59	29.12.06	S/Taken over
4/3131	Prem Prakash	DHE, H.P. Shimla	10.10.62	12.11.07	S/Absorbed,
5/3132	Romila Rawat	DHE, H.P. Shimla	28.10.74	12.11.07	S/Absorbed,
6/3133	Manjeet Singh	DDHE, Sirmour	14.04.67	12.11.07	S/Absorbed,
7/3134	Bimla Devi	BEE0, Nerwa(SML)	07.03.66	12.11.07	S/Absorbed,
8/3135	Rajesh Singh	DHE, H.P. Shimla	15.03.66	12.11.07	S/Absorbed,
9/3136	Narender Kumar	DDHE, Kangra	03.04.69	12.11.07	S/Absorbed,
10/3137	Saroj Thakur	DHE, H.P. Shimla	10.01.56		RETIRED
11/3138	Munna Lal	DHE, H.P. Shimla	14.02.67	12.11.07	S/Absorbed,
12/3139	Bhuvneshwari	DHE, H.P. Shimla	13.06.67	12.11.07	S/Absorbed,
13/3140	Kiran Bhatti	GC, Solan	07.09.67	12.11.07	S/Absorbed,
14/3141	Goverdhan Singh	DHE, H.P. Shimla	03.08.67	12.11.07	S/Absorbed,
15/3142	Bimla Devi	BEE0, Rampur(Sml)	15.01.62	12.11.07	S/Absorbed,
16/3143	Pushpa Devi	State Lib. Shimla	11.06.70		EXPIRED
17/3144	Meera Sharma	DHE, H.P. Shimla	13.08.68	12.11.07	S/Absorbed,
18/3145	Jaya Sharma	DHE, H.P. Shimla	02.05.62	12.11.07	S/Absorbed,
19/3146	Urmila	DHE, H.P. Shimla	04.10.70	12.11.07	S/Absorbed,
20/3147	Suman Dutta	DHE, H.P. Shimla	01.01.62	12.11.07	S/Absorbed,
21/3148	Ravinder Kumar	SSS, Jubbal(Sml)	24.03.64	12.11.07	S/Absorbed,
22/3149	Shanti Devi	SSS, Salogra(Sln)	05.06.66	12.11.07	S/Absorbed,
23/3150	Sharda Devi	DHE, H.P. Shimla	07.07.59		RETIRED
24/3151	Yadvinder	DDHE, Kangra	05.05.65	12.11.07	S/Absorbed,
25/3152	Manorma	DHE, H.P. Shimla	18.07.62	12.11.07	S/Absorbed,
26/3153	Karan Singh	DHE, H.P. Shimla	08.03.64	12.11.07	S/Absorbed,

PROFORM

To be submitted by Head of institutions through concerned Deputy Directors in duplicate(Mandatory to all for future promotion as Senior Assistant as per instruction given below:-

1.	Name of the candidate with mobile No.	
2.	Father's Name	
3.	Date of regular appointment as Clerk	
4.	Date of joining as Clerk in the Deptt.	
5.	Total length of regular service as clerk excluding Dies-Non/EOL & also give the full detail of Dies-non period/EOL/penalty etc. with period, if any.	
6.	Final Seniority No. as Clerk	
7.	Present place of posting with Tel. No.	
8.	Previous all posting with period	
9.	Education qualifications i.e. Matric/+2 /Graduation etc.(Attach photo copies)	
10.	Date of birth	
11.	Type test qualified yes or no, if yes, attach photo copy	
12.	Category(Gen./SC/ST/Ex-Servicemen/OBC etc.) Attach Photo copy.	
13.	Mode of recruitment	
14.	Permanent address	
15.	Integrity Vigilance/Departmental enquiry if any status thereof.	
16.	PMIS Code	
17.	Whether served Tribal/Hard Area,yes or no,(if yes then indicate the station/institution with date).	

I do certify that all particulars Sr.No. 01 to 17 are correct.

Signature of concerned official

Certified that all particulars shown at Sr.No. 01 to 17 are true and correct, hence verified.

Signature of Head of office with seal

COUNTERSIGNED BY DDHE