

**UT MOST URGENT**  
**TIME BOUND**

**Phone No. 0177-2658052, Fax No. 0177-2811247, 0177-2812882**

**E.Mail Address:- [diredu@rediffmail.Com](mailto:diredu@rediffmail.Com)**

No. EDN-HE(1)B(9)2/2014- Sty.(Sr. Asstt.)

Directorate of Higher Education

Himachal Pradesh.

Dated: Shimla -171001,

20<sup>th</sup> March, 2014

To

- 1.All the Principals,  
Govt. Colleges & Sanskrit Colleges in Himachal Pradesh.
- 2.The Principal,  
SCERT, Solan, G.C. Education, Dharamshala, Distt. Kangra, H.P.
- 2.All the Deputy Directors of Higher/ Elementary Education  
In Himachal Pradesh.
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 , Govt. Sr. Sec. High Schools in H.P.
7. All the Block Elementary Education Officers in Himachal Pradesh.

**Subject:**

**Regarding submission of particulars of Sr. Asstt. promoted after 1.1.09 to 31.3.2014 for preparation of the Sty list of Sr. Asstts.**

Memo:

As you are aware that final seniority list of Sr. Asstt. who were promoted upto 31.12.2008 have been circulated vide this Directorate memo of even number dated: 1<sup>st</sup> Dec., 2009 for information of all concerned. After 1.1.2009, the tentative seniority list of Sr. Asstt. is yet to be circulated. The Department is facing difficulty in circulations owing to non- submission of particulars of Sr. Asstt. promoted w.e.f. 1.1.2009 to 31.3.2014.

Therefore, all the Heads of institutions and Offices are directed to submit the particulars of the Sr. Asstt. working in your Districts and promoted w.e.f. 01.01.09 to 31.3.2014 through concerned Deputy Director of Education who may further supplied the particulars in consolidated manner after countersigned. The concerned Deputy Directors may also call for the photocopy of promotion letter and joining letter for satisfaction / authenticity about the particulars/ bio-data of each and every Sr. Asstt. It may be ensured that only consolidated lists duly verified be sent to this Directorate. The prescribed proforma is attached herewith below.

This may be given personal attention and top priority and ensure that requisite information is made available upto 20<sup>th</sup> April, 2014 positively.



**(Ashwani Ramesh)**

Addl. Director of Higher Education

Himachal Pradesh.

20<sup>th</sup> March, 2014

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 Sr. Asstt. promoted w.e.f. 1.1.2009 to 31.03.2014 on prescribed proforma for preparation of tentative Sty. list.
2. The P.S. to Worthy Director of Higher Education, Himachal Pradesh.
3. The T.O/ Incharge , Computer Cell , Directorate of Higher Education, Himachal Pradesh, Shimla-1 with the request to up-load it on departmental website.
4. D.A. dealing with service books of Sr. Asstt(internal) with the request to submit the boidata of Sr. Asstt. working in this Directorate for Sty. list.
5. Guard file.



Addl. Director of Higher Education

Himachal Pradesh.

**PROFORMA**

Sr. No.	Name of Official	Present place of posting	Date of Birth	Date of Appointment as Clerk	Date of Joining as Clerk	Sty. No. Clerk	Date of promotion as Sr. Asstt. alongwith photocopy	Date of joining as Sr. Asstt.	Category alongwith photocopy of certificate	Previous three place of posting with dates	PMIS Code	Remarks if any
1.	2.	3.	4.	5.	6.	7.	8.	9.	10	11	12	13

**Certified that the aforesaid particulars are given from the official record and true**

Sd/-

Name & signature of the DDO

**Countersigned by:**  
Deputy Director of Higher Education