

**UT MOST URGENT  
TIME BOUND**

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

Dated: Shimla -171001,

28<sup>th</sup> August, 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 Clerks appointed/ promoted/  
regularised w.e.f 01.09.2010 to 31.08.2014 for preparation of tentative Sty. list  
of Clerks (Regular)**

Memo:

As you are aware that final seniority list of Clerks who were appointed / promoted/ regularised upto 31.08.2010 have been circulated vide this Directorate memo of even number dated: 22<sup>nd</sup> march, 2011 for information of all concerned. After 01.09.2009, the tentative seniority list of Clerks is yet to be circulated.

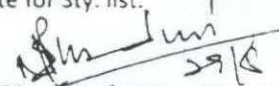
Therefore, all the Heads of institutions and Offices are directed to submit the particulars of the Clerks working in your Districts and appointed/ promoted / regularized w.e.f. 01.09.2010 to 31.3.2014 through concerned Deputy Director of Education who may further supplied the particulars in consolidated manner after countersigned. The concerned Deputy Directors may also call for the photocopy of appointment /promotion orders and joining report for satisfaction / authenticity about the particulars/ bio-data of each and every clerks. 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 31<sup>st</sup> October, 2014 positively.

  
Addl. Director of Higher Education(A)  
Himachal Pradesh.  
28<sup>th</sup> August, 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 clerks appointed/ promoted/ regularised w.e.f. 01.09.2010 to 31.03.2014 on prescribed proforma for preparation of tentative Sty. list.
2. The T.O/ 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 Sty. list.
4. Guard file.

  
Addl. Director of Higher Education(A)  
Himachal Pradesh.

PROFORMA-I

Sr. No.	Name of Official	Present place of posting	Date of Birth	Date of Appointment /promotion/ regularisation as Clerk	Date of Joining as Clerk	Mode of Apptt	Category	Remarks if any
1.	2.	3.	4.	5.	6.	7.	8.	09

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

Sd/-  
Name & signature of the DDO

Countersigned by:

I.T cell

(11)