

**Urgent/Time Bound**

No: EDN-H(1)B(2)-04/2010-Secondment basis  
Directorate of Higher Education  
Himachal Pradesh, Shimla-171001  
Dated: Shimla, the

01.06.2016

To

All the Deputy Director of Higher Education  
in Himachal Pradesh.

Subject: Regarding posting/adjustment of surplus staff against vacant posts of clerk/Assistants.

Memo:


Reference to letter No. EDN-A-Kha(1)-2/2010-Loose-Part-II dated 07.05.2016 on the subject cited above vide which consent of lending department as well as officials/staff taken on Secondment basis from surplus pool and who are required to be absorbed on permanent basis in Education Department has been sought.

In this regard, you are directed to collect the information/ willing of the officials concerned presently working on Secondment basis in your Districts on following format, as to whether he/she wants to absorb on permanent basis or not in Education Department:-

1. Name of the Employee.
2. Father name.
3. Date of Birth ( Photocopy of Matric Certificate be attached)
4. Qualification (Photocopy of Qualification Certificates be attached).
5. Post/ Designation held in Parental Department.
6. Pay/ Pay Scale held in Parental Department.
7. Name of the Institution where presently working
8. Date since working on Secondment basis .
9. Name of the lending office/ organization.
10. Consent of the employee concerned for permanent absorption on the terms and conditions specified vide H.P. Govt. letter no.- Fin ( C)F(1)2/2012 dated 11.05.12.
11. Work and Conduct during the service on Secondment from the Head of office/Institution concerned

It is also directed that in case, no official is posted in your district, **Nil** information be supplied. Above information should reach to this Directorate **within Seven days positively** please.

**Letter is available on Department website: [www.educationhp.org](http://www.educationhp.org)**


  
Director Higher Education  
Himachal Pradesh.

Endst. No. Even.

Dated:- Shimla, the 01.06.2016

Copy to the following for information/ necessary action please:-

1. The Additional Chief Secretary(Education) to the Government of Himachal Pradesh w.r.t. his letter under reference.
2. The Director Elementary Education Himachal Pradesh with the request that information with regard to the officials presently working under his kind control may be supplied to this Directorate at earliest please.
3. In-charge, IT Cell internal with the request to upload the said letter on the Official website please.
4. Guard file

  
Director Higher Education  
Himachal Pradesh