

No. EDN-HE(1)B(2)-03/2014-prom. Class-IV
Directorate of Higher Education
Himachal Pradesh.
Dated: Shimla, the



2014

To

The Principal/ Headmaster,
GDC/GSSS/HS/MS.....
.....
Distt.....

Subject: Regarding Information/ Supply of work and conduct of previous three years in r/o +2 pass Class-IV employees of Education Department.

Memo:

Department is going to promote +2 pass Class-IV employees of Education Department **who have completed five year regular service as peon as on 30.06.14** to the post of clerk in near future. Therefore you are requested to send the information on following proforma in r/o +2 pass Class-IV employees of your institution upto the **Seniority No. 40**, as per Seniority list circulated vide this Directorate Memo No.-EDN-HE(1)B(6)01/2014-Sty(Class-IV) dated 27.06.14.

If any official in the above referred seniority list stands already promoted as Clerk/Lab attendant may also be intimated to this Directorate.

This information should reach in this Directorate through Dy. Director of Higher Education concerned **within 15 days**, so that further action in the matter may be taken accordingly.

The said letter is also available on the Website www.educationhp.org.

Proforma

Sr. No.	Name of employee/ Father name/ Designation	Place of posting	DOB as per matric certificate	DOA as regular class-IV	Category	Length of service as on 30.06.14 as regular Class- IV employee	Qualification along with attested photocopies of all certificates i.e. 10 th , +2, B.A. etc.	Work and Conduct certificate (certificate be enclosed)	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

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

Ends No. Even.

Dated: Shimla, the

2014

Copy to the:-

1. Director of Elementary Education Himachal Pradesh Shimla-171001 with the request that offices/ institutions under your kind control may be directed accordingly.
2. All the Deputy Director of Higher Education/Elementary Education HP.
3. Principal, SCERT Solan HP.
4. Commanding Officer, NCC Group Headquarter Shimla 171004.
5. All the Officer Commanding, NCC Battalion/ Coy. in HP.
6. Chief Librarian, Central State Library Solan HP.
7. All the Librarian of Distt. Libraries of Education Department in HP.
8. In-charge IT cell with the request to upload the above letter on the departmental website.
9. DA dealing with Sty. list (internal).
10. Guard file.

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