

UT MOST URGENT

No. EDN-HE(1)B(9)3/2014- Sty.(Supdt.)
Directorate of Higher Education
Himachal Pradesh.

Dated: Shimla -171001,

21st May, 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, Govt. Sr. Sec. Schools in H.P.
7. All the Block Elementary Education Officers in Himachal Pradesh.


Subject: Regarding submission of particulars of Supdt. Gr-II and Sr. Asstt. for preparation of the Sty. Lists .

Memo:

It is a matter of great regret that inspite of clear cut directions the particulars sought vide this Directorate letter of even number dated: 21st and 20th March, 2014 for preparation of seniority list of Supdt. Grade-II as well as Sr. Asstt. have not received till date owing to which department is facing difficulties to circulate the seniority list of both categories. As you are well aware that before circulation the final seniority lists of Supdt. Gr-II and Sr. Asstt. tentative lists of said categories are to be prepared.

Therefore, all concerned who have not supplied the information are once again directed to supply the particulars of Supdt. Gr-II, promoted after 1.3.2007 to 31.12.2013 as well as of Sr. Asstt. Promoted after after 1.1.09 to 31.3.2014 for preparation of the Sty lists . The prescribed proforma is attached herewith below. It may also ensure that information should be complete and correct.

This may be given personal attention, top priority and ensure that requisite information is made available within one week positively.


(Ashwanth Ramesh)

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

21st May, 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 Supdt. Gr-II. promoted w.e.f. 1.3.2007 to 31.12.2013 on prescribed proforma for preparation of tentative Sty. list *as also of Sr. Asstt promoted w.e.f 1-1-09 to 31-3-14.*
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. The Supdt. of the E-1/ 10+2/ College/ Physical Education/ Stat./ Budget/ Cash Cell/ Inquiry Cell/ Monitoring Cell/Transfer Cell/ NSS Cell/ Diary & Dispatch/ ACR/ legal Cell Planning & Development / Russa Cell with the request to supply the particulars of Supdt. Gr-II and Sr. Asstt. to this branch immediately.
5. D.A. dealing with service books of Supdt. Gr-II and Sr. Asstt (internal) with the request to submit the bio-data of both categories working in this Directorate for preparation Sty. list.
6. 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 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

PROFORMA-II

Sr. No.	Name of Official	Present place of posting	Date of Birth	Date of Appointment as Clerk	Date of Joining as Clerk	Sty. No. 1.Clerk 2. Sr. Asstt.	Date of promotion as : 1.Sr. Asstt. 2. Supdt. Gr-II alongwith photocopy	Date of joining as: 1. Sr. Asstt. 2. Supdt.Gr-II	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: