

MOST URGENT

No. EDN-HE(1)B(2)2/2015(Sr.Asstt.)
Directorate of Higher Education
Himachal Pradesh



Dated Shimla-171001, the

To

The Deputy Director of Hr.Education,
Shimla/Solan/Sirmour/Kinnaur/Kaza/Keylong/Kullu/Bilaspur/
Hamirpur/Una/Mandi/Kangra/Chamba(HP)

Subject:-

Particulars of Clerks/Jr.Asstts. for promotion to the post of Senior Assistant.

Memo:

On the subject cited above, it is informed that as per existing Common R&P Rules for promotion to the post of Senior Assistant notified by the Govt. vide their Notification No. Per(AP)-C-A(3)-7/2010, dated 3rd August, 2011, all such incumbents will be eligible for promotion to the post of Senior Assistant only if, they possess the minimum educational qualification of 10+2 and qualified type test. Department are being issued promotion orders of Senior Assistant on the basis of their seniority in the cadre of Clerk with imposed the condition in the promotion orders. But, it has come to the notice of the department that some Head of the offices are ignoring the said conditions and they are relieving the concerned officials to their new place of posting without examining the imposed conditions as mentioned above.

Now, it has been decided by the department that in future before making promotion, it will be the personal responsibility of the Head of the office/institution that the desired particulars of the concerned officials should be checked properly from the service book as well as from original record and same information should be forward to this Directorate on prescribed proforma enclosed herewith through proper channel as and when required by the department, failing which no promotion orders will be issued of the concerned officials.

You are, therefore, directed to circulate the said letter to all the institutions/offices(Hr./Ele. both) situated in your distt. for strict compliance and supply the particulars of the concerned officials shown in the list as well as leftout cases, if any, to this Directorate on prescribed proforma alongwith photo copies of other documents, **within one month from the issuance of this letter**, so that promotion orders of the concerned officials could be issued accordingly in future.

The said letter is also available on the departmental web site i.e. www.educationhp.org

Encl: 1. Proforma

2. List of Clerks eligible

Upto 31.12.2016

sd/-
Director Hr. Education
Himachal Pradesh

Endst No. Even Dated Shimla-171001, the

Copy to:-

1. The Director of Elementary Education for similar action please.
2. DA dealing with the service books(internal) for similar action.
3. The Supdt. ACR branch, Dte. of Hr. with the directions to complete the ACR dossiers of the above officials and supply these dossiers to E-I branch for further action.
4. I/C Computer Cell, Dte. of Hr. Edu. for uploading on the departmental website.

sd/-
Director Hr. Education
Himachal Pradesh

PROFORM

To be submitted by Head of institutions through concerned Deputy Directors in duplicate(Mandatory to all for future promotion as Senior Assistant as per instruction given below:-

1	Name of the candidate with mobile No.	
2	Father's Name	
3	Date of regular appointment as Clerk	
4	Date of joining as Clerk in the Deptt.	
5	Final Seniority No. as Clerk	
6	Present place of posting with Tel. No.	
7	Previous all posting with period	
8	Education qualifications i.e. Matric/+2 /Graduation etc.(Attached photo copies)	
9	Date of birth	
10	Type test qualified yes or no, if yes, attached photo copy	
11	Category(Gen./SC/ST/Ex-Servicemen/OBC etc.) Attached Photo copy.	
12	Mode of recruitment	
13	Permanent address	
14	Integrity Vigilance/Departmental enquiry if any status thereof.	
15	PMIS Code	
16	Whether served Tribal/Hard Area,yes or no,(if yes then indicate the station/institution with date).	

I do certify that all particulars Sr.No. 01 to 16 are correct.

Signature of concerned official

Certified that all particulars shown at Sr.No. 01 to 16 are true and correct, hence verified.

Signature of Head of office with seal

COUNTERSIGNED BY DDHE

List if eligible candidates during the year 2016 for promotion to the post of Sr.Assistant on the basis of Seniority list.

	Sty.No.	S/Sh/Smt.	Place of posting	DOB	Date of joining as clerk	Mode of Apptt.
1	2886	Pawan Kumari	GSSS, Bhadwar (Kgr)	12.02.77	13.05.03	Comp. grounds
2	3096	Sanjeev Singh	SSS, Moondhi(Kgr)	01.05.68	09.11.05	T/Over
3	3097	Rajesh Kumar	SSS,Atyala Dai (Kgr)	12.12.74	09.11.05	T/Over
4	3098	Sukh Sen	GHS, Kio(SML)	19.10.63	08.02.06	Promotee
5	3099	Sohan Lal	SSS, Sarpara (SML)	10.09.68	13.07.06	Promotee
6	3100	Uttam Singh	GHS, Hammi(Kgr)	22.11.63	04.04.06	Promotee
7	3101	Bansi Lal	GHS, Kotla(Kgr)	16.06.67	08.02.06	Promotee
8	3102	Baldev Singh	SSS, Bisha(SLN)	19.09.56	23.02.06	Promotee
9	3103	Mehar Chand	SSS, Lanacheta(Smr)	24.03.62		Promotee
10	3104	Jarman Singh	SSS,Jaisinghpur(Kgr)	08.05.59	08.02.06	Promotee
11	3105	Kanwar Singh	SSS, Banuna(SML)	11.03.62		Promotee
12	3106	Shiv Ram	SSS, Dodra(SML)	17.12.66		Promotee
13	3107	Rajinder Negi	DEE, HP Shimla	25.06.71	08.02.06	Promotee
14	3108	Bajaroo Ram	SSS, Ranukothi(CBA)	26.11.65	08.02.06	Promotee
15	3109	Deep Ram	SSS, Darlaghat(SLN)	02.10.63		Promotee
16	3110	Naresh Kumar	GHS, Bayla(SLN)	12.08.68	08.02.06	Promotee
17	3111	Naresh Kumar	GHS, Nalti(Blp)	18.03.78	16.02.06	Promotee
18	3112	Tej Ram	SSS, Rama (Smr)	15.08.72	23.02.06	Promotee
19	3113	Puran Chand	SSS, Chalal-Thachi(SML)	02.05.66	08.02.06	Promotee
20	3114	Satpal Chauhan	SSS, Kohbag(SML)	03.05.70	08.02.06	Promotee
21	3115	Surjani Devi	GHS, Seema(SML)	20.05.68	18.02.06	Promotee
22	3116	Madan Gopal	SSS, Kawrag (SLN)	26.02.64	06.03.06	Promotee
23	3117	Gautam Singh	SSS, Banimatarni (SLN)	10.08.69		Promotee
24	3118	Paras Ram	SSS, Kashapat (SML)	27.06.74	29.03.06	Promotee
25	3118-A	Purshotam Dass	GSSS, Dofda(SML)	14.03.72	18.02.06	Promotee
26	3119	Kamlesh Sharma	GHS, Darwa (SLN)	27.07.65	18.02.06	Promotee
27	3120	Babu Ram	Sty assigned as 3089-A	Deleted		
28	3121	Kedar Singh	SSS, Bhakra(BLP)	04.12.68		Promotee
29	3122	Karnel Singh	GHS, Kanol(Kgr)	14.06.66		Promotee
30	3123	Jagat Singh	GHS, Hatli(CBA)	31.10.65		Promotee
31	3124	Kishori Lal	GHS, Hango (KNR)	05.04.67	04.03.06	

32	3125 SC	Ram Lal	GHS, Teuri (Una)	15.06.67	09.03.06	Promotee
33	3126	Shyama Nand	GHS, Balag(SML)	13.04.69	23.02.06	Promotee
34	3127	Rajinder Singh	SSS, Jassur(Kgr)	16.02.82	13.06.06	Comp. grounds.
35	3127-A	Davinder Singh	SSS, Daulatpur Chowk (Una)	29.09.66	14.09.06	S/Taken over