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No. EDN-HE(1)B(2)2/2014(Sr.Asstt.)
Directorate of Higher Education
Himachal Pradesh



To

Dated Shimla-171001, the

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 said 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 20 days 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 31.12.2014

sd/-
Director Hr. Education
Himachal Pradesh

09-05-2014

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	

I do certify that all particulars Sr.No. 01 to 15 are correct.

Signature of concerned official

Certified that all particulars shown at Sr.No. 01 to 15 are true and correct, hence verified.

Signature of Head of office with seal

COUNTERSIGNED BY DDHE

LIST OF CLERKS WHO ARE COMPLETING 10 YEARS REGULAR SERVICE UPTO 31.12.2014 AND LIKELY TO BE PROMOTED TO THE POST OF SENIOR ASSISTANTS IN NEAR FUTURE.

Sr.No.	Sty.No.	Name S/Sh/Smt.	Place of posting	DOB	DOA	Remarks
		<u>Left out cases</u>				
1	2605	Baldev Raj	SSS,Churag(Mandi)	31.12.71	9.11.2K	
2	2693	Surender Kumar	SSS,Raipur(CBA)	14.2.68	28.5.01	SC
3	2735	Vijay Kumar	BEE0,Banjar(Kullu)	2.3.76	27.8.02	
4	2750	Attar Singh	DDEE, Kaza	27.7.77	4.9.02	
5	2800	Lal Singh	SSS,Kathlag(MND)	21.7.76	7.11.02	
6	2828	Vinay Kumari	BEE0,Jawali(Kgr)	26.8.63	13.12.02	
7	2897	Ashok Kumar	SSS,Sagnam(L&S)	27.11.85	3.7.03	
8	2911-A	Munish Chauhan	SSS,Deori0Khaneti(Sml)	10.7.79	1.8.03	
		<u>New cases</u>				
1	2958	Sanjeev Kumar	DDEE,Kullu	10.03.79	01.01.04	
2	2959	Vijay Kumar	SSS,Ladbharol(Mnd)	08.07.83	29.01.04	
3	2960	Lalita Devi	SSS, Rait(Kgr)	08.05.68	16.02.04	
4	2961	Om Prakash	BEE0, Pangi(CBA)	04.12.80	17.02.04	
5	2962	Bir Singh	GHS, Kanjian(Hmr)	01.04.82	05.03.04	SC
6	2963	Narender Kumar	BEE0, Kangra	02.10.85	26.03.04	SC
7	2964	Sushma Chauhan	DHE,HP Shimla	10.08.67	17.05.04	
8	2965	Deepak Sharma	SSS,Arlu(Una)	03.05.83	24.05.04	
9	2966	Surjeet Singh	SSS, Simni(CBA)	24.10.78	28.05.04	
10	2967	Abhishek Kumar	SSS, Hatli(Kgr)	25.10.82	03.06.04	
11	2968	Kanta Devi	GHS, Jambal(Kgr)	26.04.68	11.06.04	
12	2969	Promila Banyal	GHS, Miserwala(Smr)	15.01.85	16.06.04	
13	2970	Rajeev Badrel	GHS, Bhadhawall(Sml)	19.12.84	22.06.04	
14	2971	Naresh Kumar	SSS,Rapoh-Misran(Una)	03.10.75	24.06.04	
15	2972	Rajesh Kumar	SSS,Raisan(Kullu)	07.11.83	24.06.04	
16	2973	Sharmila Devi	GHS, Salaon(Blp)	04.12.70	05.07.04	
17	2974	Nirmala Devi	SSS,Kuthera-Jaswan(Una)	16.01.66	13.07.04	
18	2975	Sohan Lal	SSS,Mailan	10.10.60	13.07.04	
19	2975-A	Vidya Sagar	GHS, Nako(KNR)	04.04.66	10.07.04	ST
20	2976	Harmesh Chand	GHS, Bohli(Sln)	03.01.64	21.07.04	SC
21	2977	Mohan Lal	GC, Beetan(Una)	10.10.61	23.08.04	ST
22	2978	Ashok Kumar	GC, Beetan(Una)	23.11.77	23.08.04	ST
23	2979	Megh Singh	GHS, Alipabo(Mnd)	15.03.62	08.10.04	
24	2980	Rakhi Verma	DDEE, Kinnaur	21.12.81	04.11.04	
25	2980-A	Anjana Parmar	BEE0, Sarahan(Smr)	16.12.69	05.11.04	
26	2981	Ritesh Kumar	GHS, Sharontha(Sml)	14.04.79	08.11.04	
27	2982	Angdui Norbu	DDEE, Kaza	27.07.82	09.11.04	ST

28	2983	Sunil Kumar	SSS, Bhawai(Smr)	19.10.84	10.11.04	
29	2984	Kalpana	DEE,HP Shimla	11.05.75	11.11.04	
30	2985	Promil Chandel	GC, Sanjauli	15.05.70	17.11.04	
31	2986	Devi	BEE0, Salooni(CBA)	02.02.80	20.11.04	
32	2986-A	Bhanu Pratap	GHS, Manoh	01.03.81	23.11.04	SC
33	2987	Door Singh	GHS, Jibhi(Kullu)	10.11.80	24.11.04	
34	2988	Varun Pathak	DDHE, Una	22.02.84	24.11.04	
35	2989	Pushpinder	SSS, Manjhu(SIn)	18.07.80	25.11.04	
36	2990	Urmila Devi	GHS, Kuthera(Blp)	26.01.68	29.11.04	
37	2991	Parveen Kumar	SSS, Bhareri(Hmr)	28.12.83	29.11.04	SC
38	2992	Rahul Kanwar	SSS, Jadli(SIn)	02.11.84	29.11.04	
39	2993	Reena Devi	SSS(B),D/Sala	01.12.84	02.12.04	
40	2993-A	Shani Kumar	GHS, Dadriara	26.05.84	03.12.04	
41	2994	Surekha Devi	GHS, Shlpurvahai(Mnd)	20.12.61	06.12.04	
42	2995	Meena Sharma	GHS(G),Subathu(SIn)	02.12.77	07.12.04	
43	2996	Anjana Kumari	GHS, Behin(Kgr)	26.04.73	08.12.04	
44	2996-A	Sohan Lal	GHS,Chikar(Sml)	07.05.84	08.12.04	