

**URGENT/TIME BOUND**

NO.EDN-H(19)B(5)-06/10  
Directorate of Hr Education  
Himachal Pradesh

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Dated Shimla-171001 the 01<sup>st</sup> Dec, 2015

To

All the Dy Directors of Higher Education in HP  
All the Principals Govt. Sr. Sec. Schools in HP  
All the Principals, DIETs in HP./ Sanskrit Colleges in HP

**Subject: - Regarding preparation of seniority of Lecturer/PGT (School Cadre).**

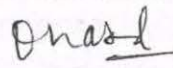
Memo:

It is informed that the final seniority list of lecturers (School Cadre) as on 31-12-2010 has already been circulated on 20-06-2003 & 04.02.2012. Now, the Department intends to draw the tentative seniority list in r/o Lecturers (School Cadre)/PGTs promoted/regularized w.e.f. 01.01.2011 to 31.12.2013.

You are, therefore, directed that the service particulars in r/o lecturers/PGT appointed on regular basis/promoted w.e.f. 01.01.2011 to 31.12.2013 may be verified from their service books and same be sent to the this Directorate on the prescribed proforma as per **Appendix 'A'** alongwith promotion/regularization/regular appointment order, Matric certificate, proof of category, any orders with respect to notional benefit if any, requisite enclosures on or before 10<sup>th</sup> Dec.,2015 positively.

All the Deputy Directors of Higher Education are directed to intimate all the Principals under their control to send the cases of all the lecturers/PGTs appointed on regular basis/promoted w.e.f. 01.01.2011 to 31.12.2013 to this Directorate at the earliest and it may be ensured that names of all lecturers/PGT be included in the seniority list whether presently holding the post or retired /promoted to higher post/expired/selected to any other post. For any left out cases Principal concerned /Deputy Director of Higher Education concerned will be held responsible.

These instructions are available on the department website:  
[www.educationhp.org](http://www.educationhp.org).

  
Anand, Director of Higher Education  
Himachal Pradesh

Ref. No.....

**APPENDIX 'A'**

**PROFORMA FOR INCLUSION OF NAME IN THE SENIORITY LIST IN R/O LECTURER/PGT  
(School Cadre) APPOINTED/PROMOTED upto 31.12 2013.**

1.	Category of Lecturer/PGT (Please Tick)	GENERAL	SC (Attach Copy)	ST (Attach Copy)	
2.	Mention against which quota promoted/appointed to the post lecturer/PGT i.e. Gen/SC/ST and others				
3.	Whether Direct or Promotee. (Please Tick)	DIRECT	Date of issue of order (Attach Copy)		
		PROMOTEE	DIRECT	PROMOTEE	
			through Commission	Service taken over	Contract service Regularized
4.	Whether Ex-Serviceman or not				
5.	If notionally promoted (attach order)		Notional benefit w.e.f.....		
6.	In case of promotee Seniority No as TGT.				
7.	Name of Lecturer/PGT (In capital letters)			PMIS Code	
8.	Subject				
9.	Date of Birth (Attach Copy)				
10.	Date of joining as Lecturer/PGT				
11.	Name of School where joined as Lecturer/PGT			Phone:	
12.	Name of Present school.			Phone:	
13.	Mobile No of Lect./PGT				
14.	Remarks & summary of the case if any				

*Sign of Lecturer/PGT*

*It is certified that above information in r/o of Sh/Smt/Ms..... is correct as per the service record of the above official concerned.*

*Principal (With seal)*

*Endst No.....*

*Dated.....*

*Copy forwarded for necessary action to the Director of Higher Education HP Shimla-1 along with following documents duly attested:- (1) Matric Certificate, (2) Promotion/Appointment order (3)SC/ST certificate (4) Representation of concerned if any (5) Any other documents.*

*Principal (With Seal)*

**Note:** Head of institution are directed not write any letter, just send above Proforma alongwith the requisite documents and mention his institution endorsement No & date.