

Reminder
Urgent/Time Bound

No: EDN-H(1)B(2)-04/2010-Secondment basis
Directorate of Higher Education
Himachal Pradesh, Shimla-171001
Dated: Shimla, the



To

Deputy Director of Higher Education
Shimla, Solan, Kangra, Kullu & Mandi
of Himachal Pradesh.

Subject: Regarding posting/adjustment of surplus staff against vacant posts of clerk/Assistants.

Memo:

With reference to this directorate letter of even no dated 01.06.2016 dated 07.05.2016 vide which information/ willing of the officials concerned presently working on Secondment basis in your Districts on following format, as to whether he/she wants to absorb on permanent basis or not in Education Department was sought but same has yet not received from you.

Hence, in this regard, you are once again directed to collect the information/ willing of the officials concerned presently working on Secondment basis in your Districts on following format, as to whether he/she wants to absorb on permanent basis or not in Education Department:-

1. Name of the Employee.
2. Father name.
3. Date of Birth (Photocopy of Matric Certificate be attached)
4. Qualification (Photocopy of Qualification Certificates be attached).
5. Post/ Designation held in Parental Department.
6. Pay/ Pay Scale held in Parental Department.
7. Name of the Institution where presently working
8. Date since working on Secondment basis .
9. Name of the lending office/ organization.
10. Consent of the employee concerned for permanent absorption on the terms and conditions specified vide H.P. Govt. letter no.- Fin (C)F(1)2/2012 dated 11.05.12.
11. Work and Conduct during the service on Secondment from the Head of office/Institution concerned

Above information should reach to this Directorate **within Seven days positively** please.

Letter is available on Department website: www.educationhp.org

- Sd/-
Director Higher Education
Himachal Pradesh.

Endst. No. Even.

Dated:- Shimla, the

Copy to the following for information/ necessary action please:-

1. The Principal Secretary(Education) to the Government of Himachal Pradesh w
2. The Director Elementary Education Himachal Pradesh with the request that information with regard to the officials presently working under his kind control may be supplied to this Directorate at earliest please.
3. In-charge, IT Cell internal with the request to upload the said letter on the Official website please.
4. Guard file

- Sd/-
Director Higher Education
Himachal Pradesh