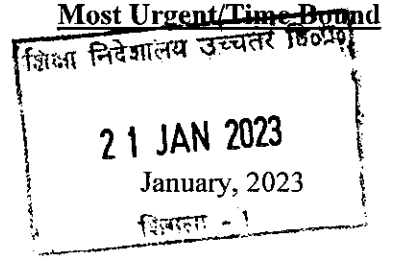


No. EDN-HE(1)B(9)4/2014-Snty. JOA(IT)  
Directorate of Higher Education  
Himachal Pradesh.



To

Dated: Shimla -171001, the

1. All the Deputy Directors of Higher Education in H.P.
2. All the Principals Govt. Colleges, Sanskrit Colleges, SCERT Solan & G.C.T.E. Dharamshala in H.P.
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/ Headmasters GSSS/GHS in H.P.

Subject: Regarding submission of particulars of JOA (IT) working on regular basis upto 31.12.2022 for preparation of tentative Seniority list.

Memo,

On the subject cited above, all the Heads of institutions and Offices are directed to submit the particulars of the JOA (IT) working on regular basis in your control between upto 31.12.2022 through concerned Deputy Director of Higher Education, who may further supplied the particulars in consolidated manner after countersigned. The concerned Deputy Directors may also call for the photocopy of appointment/promotion order and joining letter for satisfaction/authenticity about the particulars/bio-data of each and every JOA (IT). It may be ensured that only consolidated lists duly verified be sent to this Directorate. The prescribed proforma is attached herewith as per ANNEXURE-A.

This may be given personal attention and top priority and ensure that requisite information is made available upto 20.02.2023 positively.

Director Higher Education  
Himachal Pradesh

January, 2023

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 JOA (IT)s working on regular basis in your control i.e. DDEE/BEE0 office between 01.01.2018 to 31.12.2022 to this Directorate on prescribed proforma as per ANNEXURE-A for preparation of tentative Seniority list.
2. D.A. dealing with service books of JOA (IT) (internal) with the request to submit the bio-data of Clerks working in this Directorate for Seniority list.
3. Guard file.

Director Higher Education  
Himachal Pradesh

**PROFORMA-I**

Sr. No.	Name of official	Present place of posting	Date of birth	Date of appointment/ Promotion/ regularization as JOA (IT)	Date of joining as JOA (IT) on regular basis	Mode of Apptt.	Category	Remarks
1	2	3	4	5	6	7	8	9

**Certified that the aforesaid particulars are given  
from the official record are true.**

Sd/-  
Name & Signature of DDO

Countersigned by: