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शिक्षण निदेशालय उच्चतर शिक्षण

No. EDN-HE (15) B /2022-Confm. Asstt. Lib.  
Directorate of Higher Education  
Himachal Pradesh Shimla-I  
Dated Shimla-1 the January, 2022

19 JAN 2022

To

1. All the Principals Govt. Degree College in H.P.
2. All the Dy. Directors of Higher Education in H.P.
3. The Chief Librarian, Central State Library Solan.
4. All the Librarian , Govt. Distt. Libraries in H.P.
5. The Librarian, H.P State Library Shimla-1.

Subject:- Regarding of particulars of the Assistant Librarians appointed before 31-12-2019 for conformation on the prescribed proforma.

Memo: Please find enclosed herewith the proforma for submitting the particulars of the Assistant Librarians working in the institutions under your control for confirmation. All the controlling officers are hereby directed to collect and control and send the same to this Directorate in consolidated manner through mail i.e. [librarybranchdhe@gmail.com](mailto:librarybranchdhe@gmail.com) at the earliest, so that the said officials can be confirmed in time.

Encls:- As above.

Director of Higher Education,  
Himachal Pradesh Shimla-1.

Endst. No. Even Dated: Shimla -171001 the January, 2022  
Copy forwarded for information and necessary action to:-

- ✓ 1. The Incarge, IT Cell, Directorate of Higher Education, H.P. Shimla-I to upload the above letter in the Departmental Website.
2. Guard File

Director of Higher Education,  
Himachal Pradesh Shimla-1.

Proforma for confirmation of Librarians/ Assistant Librarians.

1. Name of the Official
2. Father's Name
3. Designation
4. Tentative Seniority No. as Asstt. Librarians:
5. Date of Birth
6. Date of Appointment as Asstt. Librarians
7. Previous three places of posting :
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
8. Permanent Home Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Inquiry/ Vigilance report pending against  
The official alongwith period mentioning  
Date of Suspension/ Charge sheet / Final  
Penalties etc. if any.
10. Work and Conduct Certificate of previous  
three Years (2019-20, 2020-21 & 2021-22)
11. Remarks.

Head of the Institution/ DDO

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