

URGENT/TIME BOUND

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

Dated: Shimla-171001, the February, 2023

To

1. All the Deputy Director of Higher Education in Himachal Pradesh.
2. All the Principal in GSSS's/ Sanskrit Colleges in HP.
3. All the Principal in DIET's in Himachal Pradesh.

Subject: - Regarding preparation of seniority of Lecturer (School New).

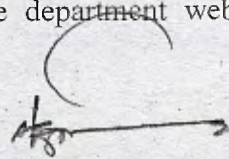
Memo:

It is informed that the final seniority list of lecturers (School Cadre) as on 31-12-2013 has already been circulated vide this Directorate office order of Even No. dated 31-10-2017 and tentative Seniority list of lecturers (School Cadre) as on 01-01-2014 to 31-12-2017 was circulated vide this Directorate office order of even No. dated:-13-01-2021 to all the concerned Principals. Now, the Department intends to draw the tentative seniority list in r/o Lecturers (School Cadre) from 01-01-2018 till 31-12-2021.

You are, therefore, directed that the service particulars in r/o lecturers appointed /promoted after 01-01-2018 till 31-12-2021 may be verified from their service book and same be sent to the concerned Deputy Director of Higher Education on the prescribed performa as per **Appendix 'A'** alongwith the requisite enclosures on or before 20th March, 2023 positively.

All the Deputy Directors of Higher Education are directed to supply the consolidated information alongwith prescribed performa received from the various Principals of their District to this Directorate on or before 31-03-2023 positively through special messenger as per **Appendix 'B' & 'C'** so that further action could be taken accordingly.

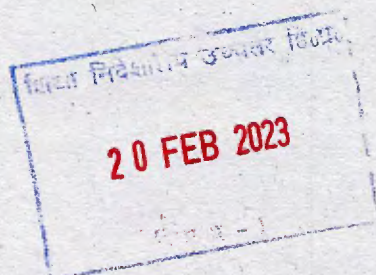
The prescribed performas are also available on the department website:
www.educationhp.gov.in

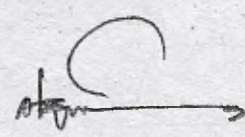

Director of Higher Education
Himachal Pradesh

Endst No. even Dated Shimla-171001 the Feb, 2023

Copy forwarded form information and necessary action to:-

1. Technical officer I.T Cell (Internal) with the direction to upload the same on the departmental website.
3. Guard File




Director of Higher Education
Himachal Pradesh

Ref. No.....

**PROFORMA FOR INCLUSION OF NAME IN THE TENTATIVE SENIORITY LIST IN R/O
LECTURER(School New) from 01.01.2018 till 31-12-2021**

1.	Category of Lecturer (Please Tick)	GENERAL	SC (Attach Copy)	ST (Attach Copy)		
		Whether Specially abled	Yes/No	If Yes, Type of Disability (Attach Certificate)		
2.	Whether Direct or Promotee. (Please Tick)	DIRECT	Date of issue of promotion/appointment			
			DIRECT		PROMOTEE	
		PROMOTEE	Through Commission	Service taken over	Contract service Regularized	Promoted
3.	If notionally promoted (attach order)	Notional benefit w.e.f.....				
4.	In case of promotee Seniority No as TGT.					
5.	Name of Lecturer (In capital letters)			PMIS Code		
6.	Subject					
7.	Date of Birth (Attach Copy of Matriculation certificate)					
8.	Date of joining as Lecturer					
9.	Name of School where joined as Lecturer.			Phone:		
10.	Name of Present school.			Phone:		
11.	Mobile No of Lect.					

Sign of Lecturer

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 Dy Director of Higher Education.....
alongwith.....enclosures duly attested.*

Principal (With Seal)

APPENDIX 'B'

**CONSOLIDATED PROFORMA OF "Promotee Lecturer (School New)" FOR
INCLUSION OF NAME IN THE TENTATIVE SENIORITY LIST IN R/O LECTURER (School
New) from 01.01.2018 till 31-12-2021.**

Sr. No.	TGT Sty. No. in case of promotee	Category Whether GEN/SC / ST	Name of Lecturer	Subject	Date of Birth	Date of Joining	For Promotee use 'P'	Remarks if any Regarding Retd/Death /left the Deptt/Any notional benefit etc.
1	2	3	4	5	6	8	9	10

APPENDIX 'C'

**CONSOLIDATED PROFORMA OF "Direct Lecturer (School New)" FOR
INCLUSION OF NAME IN THE TENTATIVE SENIORITY LIST IN R/O LECTURER
(School New) from 01.01.2018 till 31-12-2021.**

Sr. No.	Category Whether GEN/SC / ST	Name of Lecturer	Subject	Date of Birth	Date of Joining	For Direct use 'D'	Remarks if any Regarding Retd/Death/left the Deptt/Any notional benefit etc.
1	2	3	4	5	6	8	9

Note: All DHEs are directed to prepare the Appendix 'B' & 'C' on "Excel Sheet" only.