

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

URGENT/TIME BOUND

Dated: Shimla-171001, the 24th Aug., 2011

To

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

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 31-12-2001 has already been circulated vide this Directorate office order of Even No. dated 20-06-2003 to all the concerned Principals. Now, the Department intends to draw the tentative seniority list in r/o Lecturers (School Cadre) from 01-01-2002 onwards.

You are, therefore, directed that the service particulars in r/o lecturers appointed /promoted after 01-01-2002 onwards 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 10th Sept.,2011 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 20-09-2011 positively through special messenger as per **Appendix 'B' & 'C'** so that further action could be taken accordingly. In case any lecturer appointed before 31-12-2001 has not been assigned seniority No. as lecturer their cases be made available to this Directorate separately. It may be ensured that names of all lecturers 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.

The prescribed performas are available on the department website:

www.educationhp.org.



Director of Higher Education
Himachal Pradesh

APPENDIX 'A'

Ref. No.....

**PROFORMA FOR INCLUSION OF NAME IN THE TENTATIVE SENIORITY LIST IN
R/O LECTURER/PGT (School Cadre) from 01.01.2002 Onward.**

1.	Category of Lecturer (Please Tick)	GENERAL	SC (Attach Copy)	ST (Attach Copy)		
2.	Whether Direct or Promotee. (Please Tick)	DIRECT	Date of issue of order(Attach Copy)			
			DIRECT			
		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)					
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/PGT" FOR
INCLUSION OF NAME IN THE TENTATIVE SENIORITY LIST IN R/O LECTURER/PGT
(School Cadre) from 01.01.2002 Onward.**

Sr. No.	TGT Sty. No. in case of promotee	Category Whether GEN/SC / ST	Name of Lecturer	Subject	Date of Birth	Date of Joining	Direct/ Promotee (For Direct use 'D' and for Promotee '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/PGT" FOR INCLUSION OF
NAME IN THE TENTATIVE SENIORITY LIST IN R/O LECTURER/PGT (School Cadre)
from 01.01.2002 Onward.**

Sr. No.	Category Whether GEN/SC / ST	Name of Lecturer	Subject	Date of Birth	Date of Joining	Direct/ Promotee (For Direct use 'D' and for Promotee 'P')	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.