

Most Urgent/Time Bound

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

Dated: Shimla -171001, the January, 2023

To

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 Clerks working on regular basis w.e.f. 01.01.18 to 31.12.2022 for preparation of tentative Seniority list.

Memo,

As you are aware that final seniority list of Clerks who were promoted/regularized upto 31.12.2017 has been circulated vide this Directorate memo of even number dated: 26.02.2019 for information of all concerned. Now department is going to preparation the tentative seniority list of those clerks who have been appointed on regular basis w.e.f. 01.01.2018 to 31.12.2022 in the department.

Therefore, all the Heads of institutions and Offices are directed to submit the particulars of the Clerks working on regular basis in your control between 01.01.18 to 31.12.2022 through concerned Deputy Director of Higher Education, who may further supplied the particulars in consolidated manner after duly 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 clerk. 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.

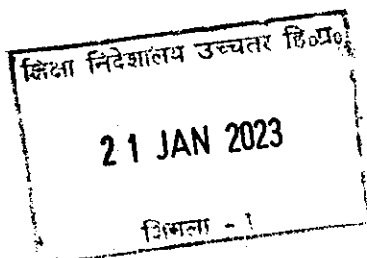

Director Higher Education
Himachal Pradesh

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 Clerks working on regular basis in your control i.e. DDEE/BEEEO 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 Clerks(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 Clerk	Date of joining as Clerk 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: