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No.: EDN-HE(1)B(2)2/2022(Sr.Asstt.)
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001, the

To

The Deputy Director Higher Education,
Shimla/Solan/Sirmour/Kinnaur/Kaza/Keylong/Kullu/Bilaspur/Hamirpur/ Una/Mandi/Kangra/Chamba, Himachal Pradesh.

Subject:-

Regarding submission of particulars of Clerks / Junior Assistant for promotion to the post of Senior Assistants.

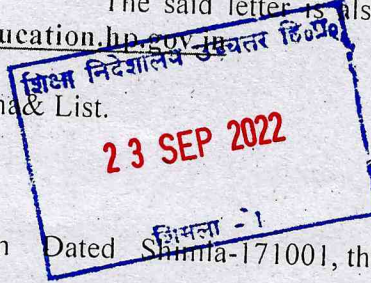
Memo:

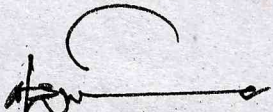
On the subject cited above, it is informed that particulars of Clerks/ Jr. Asstt. is required for promotion to the post of Sr. Asstt. who have completed 7 years regular service as Clerk/ JOA (IT)/ Jr. Asstt. on 31/12/2022. It will be the personal responsibility of the Head of the office/institution that the desired particulars of the concerned officials should be checked properly from the service book as well as from original record and same information should be sent to this Directorate on prescribed proforma enclosed herewith through proper channel well in time.

You are, therefore, directed to circulate the said letter to all the institutions/offices (Hr. and Ele. both) situated in your district for strict compliance and supply the particulars of the concerned officials who have completed 7 years regular service as on 31/12/2022 as well as left out cases to this Directorate on prescribed proforma along with photo copies of the documents, **within 20 days from the issuance of this letter** so that promotion process could be started accordingly.

The said letter is also available on the departmental website <https://education.hp.gov.in>

Encls: Proforma & List.





Director Higher Education
Himachal Pradesh

Endst No. Even Dated Shimla-171001, the

Copy to:-

1. The Director Elementary Education, Himachal Pradesh for similar action please.
2. DA dealing with the service books(internal) for similar action.
3. The Supdt. ACR branch, Dte. of Hr. with the directions to complete the ACR dossiers of the concerned officials.
4. ✓ I/C Computer Cell, Dte. of Hr. Edu. for uploading on the departmental website.


Director Higher Education
Himachal Pradesh

Phone No. 0177-2656621, Fax No. 0177-2811247, 2812882 Email Address: dhe-sml-hp@gov.in

PROFORMA

To be submitted by Head of institutions /Offices through concerned Deputy Directors in duplicate(Mandatory to all for future promotion as Senior Assistant as per instruction given below:-

1	Name of the candidate with mobile No.	
2	Father's Name	
3	Date of birth	
4	Mode of Recruitment (LDR/Promotion/Direct)	
5	Date of regular appointment as Clerk	
6	Date of joining as Clerk in the Deptt.	
7	Date of placement as Jr. Asstt. (if placement given on notional basis then photo copy enclosed).	
8	Total length of regular service as Clerk/Jr. Asstt except Dies-Non/EOL & also give the full detail of Dies-non period/EOL/penalty etc. with period, if any.	
9	Final Seniority No. as Clerk & Junior Assistant (Both)	
10	Present place of posting with Tel. No.	
11	Previous all places of posting with period	
12	Education qualifications (Attach photo copies)	
13	Type test qualified yes or no, if yes attach photo copy	
14	Category (Gen./SC/ST/Ex-Servicemen/OBC etc.) Attach Photo copy.	
15	Permanent address	
16	Integrity Vigilance/Departmental enquiry if any status thereof.	
17	PMIS Code	
18	Whether served Tribal/Hard Area, yes or no, (if yes then indicate the station/institution with date).	

I do certify that all particulars Sr. No. 01 to 18 are correct.

Signature of concerned official

Certified that all particulars shown at Sr. No. 01 to 18 are true and correct, hence verified.

Signature of Head of office with seal

Countersigned by DDHE