

**Most Urgent**  
**Time Bound**

No. EDN-H(8)B(2)1/88-02-II-SLA Prom.  
Directorate of Higher Education  
Himachal Pradesh.  
Email: dhe-sml-hp@gmail.com  
Phone No.0177-2653120, 2653575, Ext.221 fax: 0177-2812882.

Dated: Shimla the, April, 2023

To

All The Principals,  
Govt. Degree Colleges,  
Himachal Pradesh.




**Subject: - Regarding submission of particulars for the promotion as JLA.**

Sir,

On the subject cited above, you are directed to furnish the requisite information in r/o LAs working under your control for the promotion from the post of JLAs to SLAs on the prescribed proforma (Annexure- "A") from the seniority no. 38, 40 to 60 along with the particulars of left out cases (if any) mentioning their respective seniority number within 15 days from the receipt of this letter. The Department will not be responsible for the delay of the promotion due to not received the information well in time.

In case the concerned is transferred to other station, the previous institute will inform personally to the concerned for the above same reason.

**This may be given personal attention.**

  
Director Higher Education (C)  
Himachal Pradesh.

## PROFORMA

To be submitted by Head of Institutions/Offices through concerned Principals of College in duplicate (Mandatory) to all for future promotion as JLA as per instruction given below:-

1	Name of the candidate with mobile No.	
2	Father's Name	
3	Date of Birth	
4	Date of regular appointment as LA	
5	Date of Joining as LA in the Deptt.	
6	Total length of regular service as JLA	
7	Final seniority No. as JLA	
8	Present place of Posting with Tel.No.	
9	Education Qualification i.e.Matric /+2 etc.(attach copy)	
10	Category(Gen/SC/ST/Ex.-serviceman/OBC etc.)attach copy	
11	Permanent Address	
12	If Persons with Benchmark Disability then specify the percentage (Attach copy)	
13	Appointment Orders (Attach copy)	
14	Integrity Vigilance/Departmental Enquiry if any status thereof	
15	PMIS Code	
16	Whether served Tribal/Hard Area, yes or no(if yes then indicate the station/institution with dated	

I do certify that all particulars Sr. No.01 to 16 are correct.

Signature of concerned official

Certified that all particulars shown at Sr. No. 01 to 17 are true and correct, hence verified.

Signature of Head of office with seal