

No. EDN-HE(1)B(2)1/2018(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 / Jr. Assistant for
promotion to the post.of Senior Assistants.

Memo:


Refer to this office letter of even no. dated 16/08/2021 on the subject cited
above.

In this context, it is stated that the name of the some Jr. Asstts. are not
mentioned in that list and the same is enclosed herewith for further necessary action at your end
please.

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 shown in the list enclosed **as well as left out cases, if
any**, to this Directorate on prescribed proforma along with photo copies of other 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 web site
<https://education.hp.gov.in>

Encls: Proforma & List.


Addl. Director Higher Education (A)
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.


Addl. Director Higher Education (A)
Himachal Pradesh

List of Jr. Asstt. For promotion to the post of Sr. Asstt.

Sr. No.	Sty. No.	Name		Place of posting	DOB	DOA	Category
			Sh/Smt.				
1	3223-A	Bhagat Ram		DDHE Shimla	03-05-1974	13-09-2011	General
2	3236-A	Rajesh Kumar		GSSS Sujampur Tihra	28-07-1973	06-09-2011	General
3	3245-A	Jagat Ram		BEEO Kupvi	12-10-1971	15-09-2011	General
4	3274-A	Ugam Ram		GSSS Lagauti, KLU	15-04-1969	15-09-2011	
5	3275-A	Kunj Lal		GHS Rawa	27-01-1967	27-09-2011	SC
6	3279-A	Pyare Lal		GSSS Khun	10-03-1964	17-09-2011	General
7	3294-A	Ramesh Kumar		GDC Rampur Bushahr	23-04-1979	15-09-2011	General
8	3297-A	Nehar Singh		GHS Todsa	19-06-1976	15-09-2011	General
9	3305-A	Suresh Chand		GSSS Nanahar	20-03-1973	16-09-2011	
10	3309-A	Devender		Distt. Lib. Kullu	02-09-1985	15-09-2011	
11	3309-A(i)	Jia Ram		GSSS Tatiana, SMR	27-09-1979	15-09-2011	OBC
12	3309-A(ii)	Basti Ram		GSSS Ronhat, Smr	18-05-1976	15-09-2011	SC
13	3309-B	Babu Ram		GSSS Millah	08-05-1969	15-09-2011	OBC
14	3311-A	Tota Ram		GSSS Mandhorghat	01-09-1969	22-04-2011	General

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 i.e. Matric/+2/Graduation etc. (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