

Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001, the

171001 Shimla-171001

To

02 DEC 2019

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:

On the subject cited above, it is informed that in future before making promotion, 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 forward to this Directorate on prescribed proforma enclosed herewith through proper channel as and when required by the department, failing which no promotion orders will be issued of the concerned officials.

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 leftout 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

www.educationhp.org.

Encls: Proforma & List.



(Dr. Amarjeet K. Sharma)
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

PARTICULAR OF CLERK/JR. ASSISTANTS FOR PROMOTION TO THE POST OF SENIOR ASSISTANT

Sr. No.	Sty.No.	Name	Place of posting	DOB	DOJ as Clerk	Remarks
Left out cases						
1	2716	Gitika Sharma	BEEO Nalagarh	11.03.77	19.08.02	
2	2870-A	Rajesh Kumar	GSSS Jaunta(KGR)	02.08.76	31.07.03	
3	3118	Paras Ram	GSSS Kashapat(Sml)	27.06.74	29.03.06	
4	3155-A	Naveen Prakash	GDC Chaura Maidan (SML)	04.03.84	28.06.08	
5	3161	Balvir Singh	GSSS Kangal(SML)	16.03.65		
6	3163	Keshav Ram	GSSS Kungal Balti(SML)	18.03.78		
7	3169	Devinder Singh	GSSS Thaila(SML)	26.06.70	06.01.09	
8	3174	Nek Ram	GSSS HIMri(SML)	14.11.66		
9	3175	Uttam Ram	GSSS Majholi Tippar(SML)	28.04.65	03.01.09	
10	3181	Rakesh Kumar	GSSS Malang(L&S)	20.09.74	23.01.09	
11	3182	Bal Krishan	GSSS Sissu(L&S)	17.10.74	07.01.09	
12	3183	Devi Lal	BEEO Udaipur(L&S)	22.05.78	16.01.09	
New cases						
Sr. No.	Sty.No.	Name	Place of posting	DOB	DOJ as Clerk	Remarks
1	3189-A	Sunita Kumari	GSSS Pirsaluhi(KGR)	04.02.65	19.06.09	
2	3189-B	Yashwani Kumar	GHS Kasholi(KLU)	25.02.78	24.07.09	
3	3190	Vinod Kumar	GHS KumarParmar(CBA)	02.08.76	11.12.09	
4	3191	Kanta Kumari	GSSS Sechunala(CBA)	19.12.73		
5	3192	Amar Singh	GSSS Sach(CBA)	05.05.77	10.12.09	
6	3193	Yoginder Kumar	GHS Shiva Kuthar(MND)	20.11.69	21.12.09	
7	3194	Amar Chand	GSSS Sheel(SML)	15.04.72	11.12.09	
8	3195	Ravinder Kumar	GHS Kotla(KLU)	15.08.74		
9	3196	Sher Singh	GSSS Bathara(MND)	21.11.72	14.12.09	
10	3197	Tilak Raj	GHS Shansher(KLU)	08.09.77	10.12.09	
11	3198	Yash Pal	GSSS Behani(MND)	10.01.64	28.08.10	
12	3199	Beli Ram	GSSSS Sari(SML)	25.07.64	10.12.09	
13	3200	Baldev Chand	GSSS Kolang(L&S)	04.12.67	11.12.09	
14	3201	Bimla Devi	GHS Deohari(KLU)	01.09.69	30.08.10	
15	3202	Pankaj Kumar	GSSS Chachoit(MND)	02.07.73	10.12.09	
16	3203	Poonam Devi	GSSS Jhungi(MND)	25.12.73	11.12.09	
17	3204	Kashmira Chandel	GHS Pulbahal(SML)	11.02.68	11.12.09	
18	3205	Bhoop Singh	GHS Kholanal(MND)	27.06.64		
19	3206	Diwan Chand	GSSS Paban(SML)	09.06.69	28.08.10	
20	3207	Devi Singh	GSSS Arhal(SML)	20.10.63	11.12.09	
21	3208	Damyanti	GSSS Nerwa(SML)	05.04.71	10.12.09	
22	3209	Prakash Chand	GHS Kharot(SML)	18.07.71	11.12.09	
23	3210	Chaman Lal	GHS Ropa(MND)	29.08.64	10.12.09	
24	3211	Pawan Kumar	GSSSS Kaloti(SML)	13.11.69	30.08.10	
25	3212	Kamal Netra	GSSS Shikhawari(MND)	16.03.70	11.12.09	
26	3213	Krishan Dev	GSSS Dalash(KLU)	01.02.65	31.08.10	

27	3214	Jagat Ram	GHS Ghandoori(SMR)	22.02.69	31.08.10	
28	3215	Mohan Lal	GSSS Bhumti(SLN)	20.03.62	11.12.09	
29	3216	Jagdish Ram	GHS Bugar(SLN)	03.11.65	11.12.09	
30	3217	Seema Sharma	GSSS Rajhana(SMR)	03.01.70	15.12.09	
31	3218	Sunita Chouhan	GSSSS Nauradhar(SMR)	02.11.67	11.12.09	
32	3219	Chet Ram	GHS Shanhar(KLU)	16.04.61	09.09.10	
33	3220	Nand Kishor	GHS Dhar(MND)	19.11.62	06.09.10	
34	3221	Mahender Singh	GSSS Pahar(MND)	11.08.69	11.12.09	
35	3222	Rajender Singh	GSSSS Thathibir(KLU)	04.03.65	11.12.09	

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	Date of regular appointment as Clerk	
5	Date of joining as Clerk in the Deptt.	
6.	Date of placement as Jr. Asstt. (if placement given on notional basis then photo copy enclosed).	
7	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.	
8	Final Seniority No. as Clerk & Junior Assistant(Both)	
9	Present place of posting with Tel. No.	
10	Previous all places of posting with period	
11	Education qualifications i.e. Matric/+2/Graduation etc. (Attach photo copies)	
12	Type test qualified yes or no, if yes attach photo copy	
13	Category (Gen./SC/ST/Ex-Servicemen/OBC etc.) Attach Photo copy.	
14	Permanent address	
15	Integrity Vigilance/Departmental enquiry if any status thereof.	
16	PMIS Code	
17	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 17 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

Countersigned by DDHE