

No.: EDN-HE(1)B(2)-2/2019 (Sr. Asstt.)
Directorate of Higher Education
Himachal Pradesh



Dated Shimla-171001, the

November, 2020

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:

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 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 www.education.hp.gov.in. शिक्षा निदेशालय उच्चतर (2020)
Encls: Proforma & List.

19 NOV 2020

(Neeraj Gupta, HAS)
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

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

List of Jr. Assistants who are likely to be promoted to the post of Sr. Assistants in near future

Sr. No.	Sty. No.	Name	Place of posting	DOB	DOA	Category
		Sh/Smt.				
1	1865	Dinesh Kumar	GHS Dhamrol (HMR)	21-07-76	15-09-97	General
2	2783-A	Rameshwar Dass	GSSS Palthori (SMR)	22-12-70	11-10-02	SC
3	3130-A	Iqbal Singh	GSSS Dagoh (KLU)		30-04-07	General
4	3144	Meera Sharma	GSSS Dhadirawat (SML)	13-08-68	12-11-07	General
5	3154-A	Sandeep Singh	BEEO Chauntra (CBA)	12-11-80	17-03-08	General
6	3169	Devender Singh	GSSS Ogl (SML)	26-06-70	06-01-09	General
7	3174	Nek Ram	GSSS Himri (SML)	14-11-66		General
8	3175	Uttam Ram	GSSS Majholi Tippar (SML)	28-04-65	03-01-09	General
9	3176	Balbir Singh	GSSS Chirgaon (SML)	31-05-63		General
10	3177	Tek Chand	GSSS Dharpur Madhan (SML)	17-06-72		General
11	3182	Bal Krishan	GSSS Sissu (L&S)	17-10-74	07-01-09	General
12	3184	Hari Bhagat	GSSS Reckong Peo (KNR)	09-06-76		General
13	3186	Roshan Lal	GSSS Buchher (KLU)	16-03-66	14-01-09	General