

**TIME BOUND**

**No. EDN-HE(1)B(2)-03/2022-Prom. Class-IV**

Directorate of Higher Education

Himachal Pradesh.

To

All the Deputy Director of Higher Education  
Himachal Pradesh.

02 AUG 2024

Dated: Shimla-171001, the July, 2022

Subject: Regarding supplying the documents/information and work and conduct of previous five years in r/o +2 pass class-IV employees of Education Department for promotion to the post of clerk.

Memo:

Department is going to promote Class-IV employees to the post of clerk of Education Department who have completed five year regular service as on 31.12.2023. Therefore, you are requested to compile and send the information of class-IV employees posted in your district including Colleges, Libraries, NCC units etc. as per proforma **Annexure "A"** as per seniority list circulated vide this Directorate Memo No. EDN-H(1)B(6)1/2024-Snty.C-IV-Clk dated 22.07.2024. If any official in the above referred seniority list stands already promoted as Clerk/Lab attendant and Retired/Expired may also be intimated to this Directorate.

This information should reach in this Directorate **within 10 days**, so that further action in the matter may be taken accordingly.

**Encls. Annexure "A"**

(Proforma)



(Dr. Amarjeet K. Sharma)  
Director Higher Education  
Himachal Pradesh Shimla-1

Endst. No. Even. Dated: Shimla-171001, the July, 2022

Copy to the:-

1. The Director Elementary Education Himachal Pradesh Shimla-171001 with the request that information/documents regarding officials posted under your kind control may also be send to this Directorate accordingly.
2. All the Head of Offices / Institutions concerned.
3. DA dealing with class-IV/Driver seat internal for similar action.
4. In-charge IT cell with the request to upload the above letter on the departmental website.
5. DA dealing with Sty. list (internal).
6. Guard file.



Director Higher Education  
Himachal Pradesh Shimla-1  
e-mail: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in)  
Tel. No. 0177-2653120

Proforma for Class-IV employees for promotion to the post of Clerks who have completed 05 years of regular services as on 31.12.2023.

Sr. No.		
1	Seniority No.	
2	Name of employee with mobile number/Father name/ Designation	
3	Present place of posting	
4	Date of Birth as per metric certificate (Certificate be enclosed)	
5	Date of Joining as regular class-IV	
6	Category	
7	Length of service as on 31.03.2024 as regular Class-IV employee	
8	Qualification along with attested photocopies of all certificates i.e. 10 <sup>th</sup> , +2 etc.	
9	Previous five year Work and Conduct certificate (Certificate be enclosed)	
10	Remarks	

Dated:

(Name and Signature of employee)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

It is certified that above information Sr. No. 1 to 10 is found correct as per record.

(Name and signature of DDO concerned)

Dated:

Place:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_