No. EDN-HE(1)B(6)1/2008-Panel (EO)
Directorate of School Education,
Himachal Pradesh

Dated Shimla-171001 September, 2025

शिक्षा निदेशालय उच्चतर हि0प्र0
16 SEP 2025
शिमला–1

To

1. All the Principals of Govt. Colleges
2. All the Deputy Directors of Higher Education in Himachal Pradesh.

Subject: Regarding promotion/placement to the post of Establishment Officer.

With reference to the Principal Secretary (Education) to the Govt. of Himachal Pradesh letter No.EDUA-B002/2/2025-EDU-A/275656, dated 02.06.2025 vide which particulars of Supdt. Gr. I for promotion/placement to the post of Establishment Officer has been desired.

In this regard, you are directed to supply the particulars of Supdt. Gr.I posted in your institution/office on proforma enclosed as Ann. - A to this Directorate alongwith photocopies of documents within a week from the issuance of this letter.

It is further intimated that it will be the responsibility of the Head of institution/office that desired particulars of the officers concerned should be checked properly from the service-book as well as from the original record and should be forwarded to this Directorate on prescribed proforma, failing which no promotion orders will be issued of the officer concerned if otherwise eligible.

In view of above, you are requested to take further immediate action in the matter please.

Director Higher Education,
Himachal Pradesh

Endst. No. Even dated Shimla-171001 the September, 2025
Copy for information to:-

1. The Director of School Education, Himachal Pradesh with the request to supply the above information in r/o Supdt. Gr. I posted under your kind control at the earliest please.
2. The Superintendent, ACR Cell, DHE, HP, Shimla - 1 with the direction to complete the ACR dossiers of the concerned Supdt. Gr. I.
3. The Incharge, IT Cell, Directorate of Higher Education, HP for uploading on departmental website.
4. Guard file.

शिक्षा निदेशालय उच्चतर हि0प्र0
16 SEP 2025
शिमला–1

Director Higher Education,
Himachal Pradesh

Ann. – A

PROFORMA

To be submitted by Head of Officers Mandatory for future promotion to the post of Establishment Officer

1.	Name of the Supdt. Gr. I with mobile number	
2	Father's Name	
3.	Date of Birth	
4.	Date of regular appointment as Clerk	
5.	Date of promotion and joining as Sr. Asstt.	
6.	Date of promotion and joining as Supdt. Gr. II	
7.	Date of promotion and joining as Supdt. Gr. I	
8.	Total length of regular service as Supdt. Gr. I except Dies-Non/EOL/penalty etc. with period, if any.	
9.	Final Seniority Number as Supdt. Gr. I	
10.	Present place of posting with Tel No.	
11.	Previous three places of postings with period	
12.	Educational Qualification i.e. Matric/+2/Graduation etc. (attach photocopies)	
13.	Whether Departmental Examination passed or not, if passed, attach photocopy	
14.	Category (Gen./SC/ST/PwD), attach photocopy	
15.	Permanent Home Address	
16.	Integrity Vigilance/Departmental enquiry, if any (status thereof)	
17.	PMIS Code	
18.	Whether IPR for the year 2024-25 has been submitted	

I do hereby certify that all particulars Sr. No. 01 to 18 are correct.

Signature of Supdt. Gr. I

Certified that all the particulars shown at Sr. No. 1 to 18 are true and correct, hence verified.

Signature of Head of Office with seal