

No. Shiksha-Shimla(1-4)B-17/2006-Confirmation
O/O the Dy. Director Higher Education,
Shimla, Distt.Shimla,H.P.



Dated-Shimla-171001,

To

1. The Dy. Director Elementary Education, Shimla Distt,Shimla-04
2. All the Principals of Govt. Colleges in Distt.Shimla.
3. All the Principals of Govt.Sen.Sec.Schools in Distt.Shimla.
4. All the Headmasters of Govt. High Schools in Distt.Shimla.
5. The Group Commander, NCC Group H/Q Shimla.
6. All the Commanding Officers, NCC Coy in Distt.Shimla.
7. All the Block Elementary Education Officers in Distt.Shimla.
8. Incharge,State Library Shimla-01.
9. Incharge, Distt.Library Theog, Distt.Shimla.
10. Incharge, Tehsil Library Kotkhai Distt.Shimla.

Subject:- Regarding confirmation of Class-IV appointed/ promoted during the period 01.01.2013 to 31.12.2015, submission of Work & Conduct Certificate thereof.


Memo,

Your attention is invited on the above cited subject. As you are aware that confirmation of regular Class-IV appointed/ promoted up to 31.12.2012 has already been made by this office. Now the matter regarding confirmation of all those regular Class-IV employees who has been appointed/ promoted during the period 01.01.2013 to 31.12.2015 is under active consideration of this office. For the said purpose service particulars of the concerned employees are urgently required in this office. You are therefore, requested to kindly go through your office record and if there is any regular Class-IV under your establishment who has been appointed/ promoted during the aforesaid period, verify his/her service particulars from your office record and send the same to this office immediately within TEN DAYS from the receipt of this correspondence as per PROFORMA appended below.

Apart from this it is also submitted, if there is any class-IV under your establishment who has been appointed/ promoted prior to above mentioned period and he/ she has not been confirmed so far, in such case also send his/ her particulars to this office so that necessary action could be initiated accordingly. Submission of wrong/ false information will be the sole responsibility of the head of institution. Being time bound this needs your personal attention. If any Deptt. Inquiry/ Proceeding is pending against any Class-IV, same may also be brought in the notice of undersigned.

PROFORMA

Sr. No	Seniority Number	Name of Class-IV with <u>PMIS CODE</u>	Present place of posting	D.O.B	D.O.Joining- as regular peon	Work & Conduct Certificate for the years, 2014-15, 2015-16, 2016-17.


Dy. Director Higher Education,
Shimla, Distt.Shimla-01.