

**Most Urgent**  
**Time Bound**

No. EDN-11 (8JLA/SLA/2019  
Directorate of Higher Education  
Himachal Pradesh.  
Email: dhe-sml-hp@gmail.com  
Phone No.0177-2653120, 2653575, Ext.221 fax: 0177-2812882.

Dated Shimla the August, 2019.

To

All the Dy. Director of Higher Education in Himachal Pradesh  
All the College Principals of H.P.

Subject: -- Regarding submission of performa for future promotion as JLA.

You are directed to send the information as per prescribed Performa enclosed herewith for promotion from LAs to JLAs under your control within two days from the receipt of this letter, which is essential required for the purpose. The Department will not be responsible for the delay of the promotion due to not received the information well in time.

In case the concerned is transferred to other station, the previous institute will inform personally to the concerned for the above same reason.

**This may be given personal attention.**

*R. Bhadwal*  
Jt. Director of Higher Education  
Himachal Pradesh.

**Office of The Deputy Director Higher Education, District Shimla, Shimla-1**  
Website: ddheshimla.com | Tel (Fax) 0177-2804710 | Email : ddheshimla@rediffmail.com

No. Shiksha-Shimla- (1-4)-B-28/14-

Dated 06-08-2019

**Endorsement No. Even, Dated: Shimla, the, \_\_\_\_\_**  
**Copy to the following for information & necessary action:-**

- 1 The Director of Higher Education ,HP. Shimla -1
- 2 The All Principals/Headmasters with the directions to provide desired information (in duplicates) on prescribed proforma attached here with immediately.

*[Signature]*  
Deputy Director of Higher Education,  
District Shimla, US Club, Shimla-1



**PROFORMA**

To be submitted by Head of Institutions/Offices through concerned Deputy Directors in duplicate (Mandatory) to all for future promotion as JLA 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 LA	
5	Date of Joining as LA in the Deptt.	
6	Total length of regular service as LA	
7	Final seniority No.as LA	
8	Present place of Posting with Tel.No.	
9	Previous all places of posting with period	
10	Previous all places of posting with period	
11	Education qualification i.e matric 7+2etc.(attach copy)	
12	category(gen/SC/ST/Ex.-serviceman/OBC etc.)attach copy	
13	permanent address	
14	Integrity Vigilance/Departmental Enquiry if any status thereof	
15	PMIS Code	
16	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 16 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