

16 MAR 2018

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19/3/18

No. EDN-HE(1)B(2)1/2015(Supdt.)
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001, the

16-03-2018

To

Shimla

The Deputy Director of Hr. Education,
Shimla/Solan/Sirmour/Kinnaur/Kaza/Keylong/Kullu/Bilaspur/
Hamirpur/Una/Mandi/Kangra/Chamba(HP)

Subject:-

Particulars of Senior Assistant for promotion to the post of Supdt.
Grade-II.

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./Ele. both) situated in your distt. for strict compliance and supply the particulars of the concerned officials shown in the list as well as leftout cases, if any, to this Directorate on prescribed proforma alongwith 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 i.e., www.educationhp.org.

Encl: 1. Proforma
2. List of Supdt. Grade-II



Director Hr. Education
Himachal Pradesh

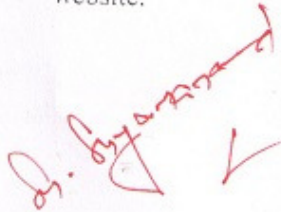
16-03-2018

Endst No. Even Dated Shimla-171001, the
Copy to:-

1. The Director of Elementary Education 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.



Director Hr. Education
Himachal Pradesh



PROFORMA

To be submitted by Head of institutions /Offices through concerned Deputy Directors in duplicate(Mandatory to all for future promotion as Supdt. Grade-II 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 promotion/joining as Sr.Asstt.(if promotion given on notional basis then photo copy enclosed).	
7	Total length of regular service as Sr.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 & Senior Assistant(Both)	
9	Present place of posting with Tel. No.	
10	Previous all 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