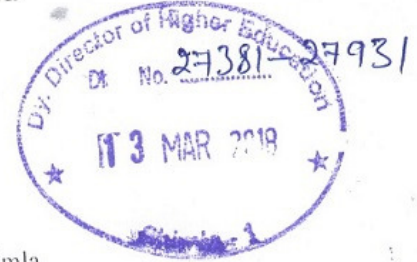


No.Shiksha-Shimla(1-4)B-11/2012-Promotion.L.A.  
O/o the Dy.Director Higher Education,  
Shimla,Distt.Shimla,H.P.  
Dated-Shimla-171001, the.



To

1. The Deputy Director Elementary Education, Shimla,Distt.Shimla-04.
2. All the Principals, Govt.Degree Colleges in Distt.Shimla.
3. The Group Commander,NCC Group 11/Q Shimla.
4. All the Commanding Officers,NCC Coy. In Distt.Shimla.
5. All the Principals of Govt.Sen.Sec.Schools in Distt.Shimla.
6. All the Headmasters of Govt. High Schools in Distt.Shimla.
7. Incharge, State Library Shimla-01.
8. Incharge, Distt.Library Theog,Distt.Shimla.
9. Incharge, Tehsil Library Kotkhai,Distt.Shimla.

Subject:- Regarding submission of service particulars in r/o Matriculate regular Peon who have completed five or more than five years of regular service as peon for further promotion as Lab.Attendant.

Memo,

Your attention is invited on the above cited subject. The matter regarding promotion of such Matriculate regular peon (who have completed FIVE OR MORE THAN FIVE YEARS service as regular peon) to the post of Lab.Attendant is under active consideration of this office. In this context, you are requested to get the same noticed from all matriculate regular peon working under your establishment. If any matriculate regular peon willing to get the promotion to the post of Lab.Attendant, submit his/her complete particulars to this office immediately as per PROFORMA appended below alongwith his/her written option for promotion to the post of Lab.Attendant. Before submitting the service particulars to this office, same must be got verified thoroughly/properly by the Head of institution. Employee who have opted for promotion as Lab.Attendant must have passed his/ her matriculation or its equivalent examination with Science subject from recognised Board/University. Submission of wrong/ false information/particulars will be the sole responsibility of the head of institution.

APART FROM THIS, HEAD OF INSTITUTION IS ALSO DIRECTED TO SUBMIT LATEST ESTABLISHMENT RETURN ALONGWITH SANCTIONED POST OF LAB.ATTENDANT AND CLASS-IV OF THEIR SCHOOL.

BEING TIME BOUND THIS NEEDS YOUR PERSONAL ATTENTION. DESIRED INFORMATION MUST REACH THIS OFFICE WITHIN SEVEN DAYS FROM THE RECEIPT OF THIS CORRESPONDENCE.

**PROFORMA**

| Sr.No. | Name of Class-IV | Present place of posting | D.O.B. | D.O.Joining as regular peon | Category | Copy of Educational qualification certificate | Work & Conduct certificate of previous three years. |
|--------|------------------|--------------------------|--------|-----------------------------|----------|---|---|
|        |                  |                          |        |                             |          |   |   |

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