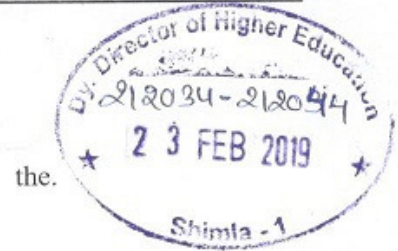


**URGENT/PERSONAL ATTENTION**

**No.Shiksha-Shimla(1-4)B-18/2011-Misc-  
O/O the Dy. Director Higher Education,  
Shimla, Distt. Shimla. H.P.**



Dated-Shimla-171001,

the.

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:-**

**Preparation/ Updation of Seniority List of eligible, willing Plus Two pass Class-IV employees for the promotion of Clerk, who joined on regular basis up to 31.01.2015.**


Memo,

With reference to the Director of Higher Education HP Shimla-1 letter No. EDN-H(1)B(6)1/2019-Snty. C-IV, dated 20.02.2019 on the subject cited above. The Department is going to prepare the seniority of **eligible, willing Plus Two pass Class-IV employees for the promotion of Clerk**. Hence, you are requested to supply the bio-data of Plus Two pass Class-IV who joined as such up to 31.01.2015 on the prescribed proforma given below within three days to this office positively. You are also directed to enclose all relevant records of the officials i.e. date of birth certificate/ qualification certificate/ caste certificate etc.

**THIS NEEDS YOUR PERSONAL ATTENTION**

**PROFORMA**

S r. No	Snty .No as Peon	Distt. Name	Name of Employee	Present place of posting	DOBirth DD/MM/ YYYY	DO Joining as regular basis DD/MM/ YYYY	Categ ory	Qual ifica tion	Year of qualific ation

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