

**URGENT/PERSONAL ATTENTION**

No.Shiksha-Shimla(1-4)B-18/2014-Misc-Loose-119696-120196  
O/O the Dy. Director Higher Education,  
Shimla, Distt. Shimla. H.P.  
Tel/fax No. 0177-2804710, e-mail: ddheshimla@rediffmail.com  
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 H/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.
10. All the Block Elementary Education Officers in Distt. Shimla.

Subject:- **Regarding submission of Establishment Return in r/o Lab. Attendants and Class-IV employees including complex Middle school as on 20.08.2016 alongwith latest vacancy position.**

Memo,

Your attention is invited on the above cited subject. As you are aware that submission of quarterly establishment return to the O/O undersigned in r/o teaching as well as non-teaching staff including Class-IV working under your control/ establishment including complex Middle schools is regular process. But past some times it is found that the said establishment return is not being submitted to this office by most of the schools/ institutions, due to which this office feels un-ability to supply any correct information before the higher authorities well in time.

Now, this has been decided that proper monitoring/ checking of establishment return will be done in the office and the list of such schools/ institutions from where Quarterly Establishment Return will not receive in the office regularly well in time will be supplied to the higher authorities for further action.

Hence, all the heads of educational institutions/ offices are once again requested that the **Establishment Return including latest vacancy position in r/o Lab. Attendants and all types of Class-IV employees including complex Middle schools as on 20.08.2016 (alongwith PMIS CODE)** working under your control/ establishment return must reach in the O/O undersigned through e mail as well as hardcopy latest **by 31.08.2016**, failing which heads of the institutions/ office will be held responsible for any adverse orders from the higher authorities as explained above.

**THIS NEEDS YOUR PERSONAL ATTENTION**

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