

**Time Bound**

No. Shiksha-Shimla(1-5)B(2)-1/2015-Estt./Vacancy  
O/O the Dy. Director Higher Education,  
Shimla, Distt. Shimla-01.

Dated- Shimla-171001,



To

All The Principal,  
GSSS in Shimla. Distt


Subject:-

Regarding supply of Establishment Check Register in r/o  
Lecturers/PGTs/DPEs along with Vacancy Position.

Memo,

With reference to Director of Higher Education office letter bearing No.EDN-HE(26)B(1)1/2015-Estt.Register dated 14/02/2017 on the subject cited above. You are hereby directed to supply **latest establishment return alongwith clearcut vacancy postion of Lecturers/PGT's and DPEs** to this office on soft copy as well as hard copy immediately through special messenger **strictly as per Proforma** within two days time positively, so that the matter could be taken up with the higher authorities.It is required in every quarter of the year.You shall be personally responsible for any kind of delay in submitting this information.

**Please treat it most urgent**

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

Endst. No : Even Dated : Shimla-171001

Copy to:-

1. The Director Higher Education H.P. w.r.t. their letter no. as above dated 14/02/2017 for information please.
2. Guard file.

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

**Proforma**

<b>Sr. No.</b>	<b>Name of School</b>	<b>Name of Lecturer/DPE</b>	<b>Subject</b>	<b>PMIS CODE</b>	<b>Father/Husband Name</b>	<b>Date of Birth</b>	<b>Date of First Appointment</b>	<b>Date Since working at present Place of posting</b>	<b>Previous Three Stations with Date/Distance in Kms.</b>	<b>Whether Couple case or not</b>	<b>Permanent Home Address</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>

<b>Whether served Tribal/Hard area</b>	<b>Whether physically disabled/ANO etc.</b>	<b>Whether Regular/Contract/Para/'PTA</b>	<b>Mode of Appointment</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>