

Through e-mail/Post

No.EDN-H(1)B(6)1/2019-Snty.C-IV
Directorate of Higher Education
Himachal Pradesh.

Dated : Shimla -171001, the Feb., 2019
20 FEB 2019

To

All the Dy.Directors of Higher Education
At District level in Himachal Pradesh.

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,

On the subject cited above, approximately 25 posts of Clerks are likely to be filled by the Deptt. by way of promotion amongst the eligible Class-IV. So fresh seniority list of plus two pass or its equivalent pass class-IV employees who are willing to promote to the post of clerk having continue regular service of five year service and posted in different institutions of Education Department in HP is required.

The information as per prescribed format i.e. Annexure-A may be supplied to this Directorate within a week time positively. Information/representation with supporting documents received from quarter concerned may be kept in your office record. Consolidated list be prepared in excel worksheet as per prescribed format after scrutinizing / verifying the same and thereafter hard as well as soft copy of same may be supplied to this Directorate through e-mail.

It is brought to your notice that peon-cum -Chowkidar as well as heads of institutions in your Distt. used to send the representation directly for inclusion/correction of name in the seniority list to this Directorate bypassing the Appointing and disciplinary authority of Distt. Cadre posts, which is very unbecoming on their part and violation of CCS (Conduct) Rules, 1964 and para 8.5.1 of Office Manual. Instruction in this regard has also been issued vide this Directorate letter dated 15-11-2016 and 5-2-2018 in view of Govt. direction to make correspondence through proper channel. Copy of this instruction is also available on Deptt. web site. Any case received directly by passing the appointing authority shall not be entertained.

The prescribed format is annexed as Annexure-A.

Encls:as above.

Endt No.EDN-U (E.H) Promotion clerk /2019-

Office of the Deputy Director of Hr Education Una,Distt Una (HP)

(Dr. Amarjeet K. Sharma)
Feb 2019
Director Higher Education
Himachal Pradesh.

1.All the Principals/Headmaster GSSS/ High schools in Una Distt for information and necessary action with the remarks that information on the presecibed proformat be sent to this office with within 07 days .

Deputy Director
Hr.Edu.Una (H.P.)

Annexure-A

Detail of willing & eligible Class-IV employees having five years regular service for preparing the Seniority List for the promotion as Clerk at the level of Directorate of Higher Education, HP in respect of all Districts.

(Only Plus Two pass Class-IV who joined on regular basis up to 31-01-2015)

Sr. No.	Snty. No. as Peon	District Name	Name of Employee	Present place of Posting	DOB DD-MM-YYYY	DOJ as Peon on regular basis DD-MM-YYYY	Category	Qualification	Year of Qualification
1									
2									
3									
4									
5									

Certified that the List of Class-IV posted in this District for the promotion to the post of Clerk has been prepared on the basis of office record and received from institutions concerned and all the above information is correct.

Signature

(Name of DDHE)

Dy. Director of Hr. Education

Distt.....H.P.