

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

11 FEB 2019

Dated : Shimla -171001, the Feb., 2019

To

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

UNA

Subject:-

Preparation of Seniority List of Matriculate Laboratory Attendants for the promotion of JLA

Memo,

On the subject cited above, approximately 60 vacant posts of JLAs are likely to be filled by the Deptt. by way of promotion amongst the eligible Lab. Attendants. So fresh seniority list of eligible matriculate Laboratory Attendants who joined as such up to 31-12-2001 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 Lab Attendants 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.

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DDHE
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OS
18/2/19

(Dr. Anjeet K. Sharma)
Director Higher Education
Himachal Pradesh.

Endt No.EDN-U (E-II) Promotion JLA /2019- 10025 Dt. 20-2-19

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

- 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 Lab. Attendants for preparing the Seniority List at the level of Directorate of Higher Education, HP in respect of all Districts for the promotion as JLA
(Only LAs who joined up to 31-12-2001)**

Sr. No.	Snty. No. as LA	District Name	Name of Employee	Present place of Posting	DOB DD-MM-YYYY	DOJ As LA DD-MM-YYYY	Cate gory	Qualif ication	Year of Quali ficati on
1									
2									
3									
4									
5									

Certified that the List of Lab Attendants posted in this District for the promotion to the post of JLA 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.