

शिक्षा निदेशालय, उच्चतर शिक्षा  
21 JUL 2023  
2023 - 1

No. EDN-HE(1)B(2)1/2022-Supdt. G-II  
Directorate of Higher Education  
Himachal Pradesh

Dated: Shimla-171001, the

To

The Deputy Director of Higher Education,  
Shimla/ Solan/ Sirmour/ Kinnour/ Kaza/ Keylong /Kullu /Bilaspur / Hamirpur/  
Una/ Mandi/ Kangra/ Chamba (HP).

Subject:- Regarding submission of particulars of eligible Sr. Asstt. for promotion to the post  
of Supdt Gr-II.

Memo:

With reference to the subject cited above .

In this context, it is informed that in future before making promotion, it will be  
the personal responsibility of the Head of the office/institution that the desired particulars of the  
concerned officials should be checked properly from the service book as well as from original  
record and same information should be forwarded to this Directorate on prescribed Proforma  
enclosed herewith through proper channel as and when required by the department, failing which  
no promotion orders will be issued of the concerned officials.

You are, therefore, directed to circulate the said letter to all the institutions/offices  
(Hr./Ele. Both) situated in your distt. for strict compliance and supply the particulars of the  
concerned officials shown in the list (i.e Gen. Category upto 1600, SC and ST categories  
upto 1705) as well as left out/forgo cases, if any, to this directorate on prescribed Proforma  
within seven days from issuance of this letter, so that promotion could be made well in time.

The said letter is also available on the departmental website  
i.e. www.educationhp.org.

Encl: 1. Proforma  
2. List of Sr. Assistants.

(Dr. Amarjeet K. Sharma)  
Director Higher Education  
Himachal Pradesh.  
2023.

Endst. No. Even. Dated Shimla-171001, the  
Copy to:-

1. The Director Elementary Education Himachal Pradesh for similar action please.
2. DA dealing with the service book (internal) for similar action.
3. The Supdt. ACR branch, Dte. of Hr. Education HP with the directions to complete the ACR  
dossiers of the concerned officials.
4. I/C IT/Computer Cell, Dte. of Higher Education HP for uploading on the departmental  
website.
5. Guard file.

Endst No-  
EDN-U-(E-II)/Misc- 1892  
Even

Dated:-22-07-2023

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

Office of the, Deputy Director of Higher Education Una, District Una (H.P)

Forwarded in original to all the Principal, GSSS in District Una for information and with the direction to submit the particular of the  
eligible Sr Asstt for the promotion to the post of Supdt Gr-II on the enclosed to this office on or before 25-07-2023.

Deputy Director of higher Education  
Una District Una (H.P)

PROFORMA

To be submitted in duplicate by Head of Institutions/Offices through concerned Deputy Directors (Mandatory to all for future promotion as Supdt Grade-II) as per instruction given below:-

1.	Name of Sr. Asstt. with Mobile No.	
2.	Father Name	
3.	Date of Birth	
4.	Date of regular appointment as Clerk	
5.	Date of Joining as clerk in the Deptt.	
6.	Date of promotion/Joining as Sr. Asstt. (if promotion given on notional basis then photocopy be enclosed)	
7.	Total length of regular service as Sr. Asstt. excluding Dies Non/EOL & also give full detail of Dies-non period/EOL/Penalty etc. with period, if any be given (Photocopy of orders of Dies-non period/EOL/Penalty etc. be enclosed).	
8.	Final Seniority no. as Sr. Asstt.	
9.	Present place of posting with Tel. No.	
10.	Previous all posting station with period.	
11.	Education qualification i.e. Matric/ +2/ Graduation etc.(Attach photocopies)	
12.	Type Test qualified yes or no, if yes attach photocopy.	
13.	Category (Gen./SC/ST/Ex-servicemen/OBC/ Physical Handicapped etc.) Attached Photocopy except General category	
14.	Permanent home address.	
15.	Integrity Vigilance/ Departmental enquiry if any status thereof.	
16.	PMIS Code	
17.	Whether served Tribal/Hard Area, yes or no, (if yes then indicate the station/institution with date).	

I do certify that all particulars from sr. No. 01 to 17 are correct.

Signature of Concerned official.

Certified that all particulars shown at Sr. No. 1 to 17 are true and correct, hence verified.

Signature of Head of office with seal.

Countersigned by DDHE