

URGENT/TIME BOUND

No. EDN-H(19)B(5)-06/10
Directorate of Hr Education
Himachal Pradesh

To Dated Shimla-171001 the October, 2018

All the Dy Directors of Higher Education in HP
All the Principals Govt. Sr. Sec .Schools in HP
All the Principals, DIETs in HP./ Sanskrit Colleges in HP

Subject: - Regarding preparation of seniority of PGTs (School Cadre).

Memo:

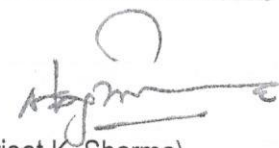
It is informed that the final seniority list of lecturers (School Cadre) upto 31-12-2013 has already been circulated on 31-10-2017. Now, the Department intends to draw the tentative seniority list in r/o PGTs promoted/regularized w.e.f. 01.01.2014 to 31.12.2017.

You are, therefore, directed that the service particulars in r/o PGTs appointed on regular basis/promoted w.e.f. 01.01.2014 to 31.12.2017 may be verified from their service books and same be sent to the this Directorate on the prescribed proforma as per Appendix 'A' alongwith promotion/regularization/regular appointment order, Matric certificate, proof of category, any orders with respect to notional benefit if any, requisite enclosures on or before 31th December, 2018 positively.

All the Deputy Directors of Higher Education are directed to intimate all the Principals under their control to send the cases of all the PGTs appointed on regular basis/promoted w.e.f. 01.01.2014 to 31.12.2017 to this Directorate at the earliest and it may be ensured that names of all PGT be included in the seniority list whether presently holding the post or retired /promoted to higher post/expired/selected to any other post. For any left out cases Principal concerned /Deputy Director of Higher Education concerned will be held responsible.

These instructions are available on the department website: www.educationhp.org.




(Dr. Amarjeet K. Sharma)
Director of Higher Education
Himachal Pradesh
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Tel. no. 0177-2656621

PROFORMA FOR INCLUSION OF NAME IN THE SENIORITY LIST IN R/O PGTs (School Cadre)
APPOINTED/PROMOTED upto 31.12 2017.

1.	Category of PGT (Please Tick)	GENERAL	SC (Attach Copy)	ST (Attach Copy)	
2.	Mention against which quota promoted/appointed to the post PGT i.e. Gen/SC/ST/ OBC and others				
3.	Whether Direct or Promotee. (Please Tick)	DIRECT	Date of issue of order (Attach Copy)		
		PROMOTEE	DIRECT	PROMOTEE	
			Contract service Regularized	Para PGTs Regularized	Service taken over Regularized
4.	If appointed under Ex-service-men/ Sports Cell / Handicapped please mentioned the category				
5.	If notionally promoted (attach order)		Notional benefit w.e.f.....		
6.	In case of promotee Seniority No as TGT.				
7.	Name of PGT (In capital letters)		PMIS Code		
8.	Subject				
9.	Date of Birth (Attach Copy)				
10.	Date of joining as PGT				
11.	Name of School where joined as PGT		Phone:		
12.	Name of Present school.		Phone:		
13.	Mobile No of PGT				
14.	Remarks & summary of the case if any				

Signature of PGT

It is certified that above information in r/o of Sh/Smt/Ms.....is correct as per the service record of the above official concerned.

Principal (With seal)

Dated.....

Endst No.....

Copy forwarded for necessary action to the Director of Higher Education HP Shimla-1 alongwith following documents duly attested:- (1) Matric Certificate, (2) Promotion/Appointment order (3)SC/ST certificate (4) Representation of concerned if any (5) Any other documents.

Principal (With Seal)

Note: Head of institution are directed not write any letter, just send above Proforma alongwith the requisite documents and