

No.EDN-HE(1)B(6)1/2008-Panel (Supdt.G-I)
Directorate of Higher Education
Himachal Pradesh
Dated Shimla-171001, the

शिक्षा निदेशालय उच्चतर शिक्षा

31 AUG 2019

August, 2019

To

The Deputy Director Higher Education,
Shimla/ Solan/Sirmour / Kinnaur/ Kaza/ Keylong/
Kullu/ Bilaspur/ Hamirpur/ Una/ Mandi/ Kangra/ Chamba,
Himachal Pradesh.

Subject:- Regarding submission of particulars of Superintendent Grade-I for promotion to the post of Registrar/Establishment Officer.

Memo;

With reference to the Principal Secretary (Hr.Education) to the Govt. of Himachal Pradesh letter No.EDN-A-Kha(3)-2/2019 dated 19.08.2019 vide which panel for promotion of Supdt. G-I to the post of Registrar/Establishment Officer has been desired.

In this regard, it is intimated that it will be the responsibility of the Head of the Office/institution that desired particulars of the officials should be checked properly from the service book as well as from the original record and same information should be forwarded to this Directorate on prescribed proforma through proper channel failing which no promotion orders will be issued of the concerned officials.

You are, therefore directed to supply the particulars of Supdt. G-I posted in your office on enclosed proforma to this Directorate along with photocopies of the documents within 10 days from the issuance of this letter, so that panel could be sent to the Govt. well in time.

Encl: As above.

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

Endst. No. Even Dated Shimla-171001, the
Copy for information is forwarded to:-

1. The Pr. Secretary (Hr.Education) to the Govt. of Himachal Pradesh Shimla-2 w.r.to their letter referred above..
2. The Director Elementary Education, Himachal Pradesh with the request to supply the same information of the officers posted under the kind control of the Department of Elementary Education HP.
3. The Supdt., ACR Cell, Directorate of Higher Education, HP with the direction to complete the ACR dossiers of the concerned officers.
4. Incharge, IT Cell, Directorate of Higher Education, HP for uploading on the departmental website.

Director Higher Education
Himachal Pradesh

PROFORMA

To be submitted by Head of Offices Mandatory to all for future promotion to the post of
Registrar/Establishment Officer

| | | |
|-----|---|--|
| 1. | Name of the Supdt.G-I with mobile No. | |
| 2. | Father's Name | |
| 3. | Date of birth | |
| 4. | Date of regular appointment as Clerk | |
| 5. | Date of promotion and joining as Sr. Asstt. | |
| 6. | Date of promotion and joining as Supdt. G-II | |
| 7. | Date of promotion and joining as Supdt. G-I | |
| 8. | Total length of regular service as Supdt. G-I except Dies-Non/EOL & also give the full detail of Dies-non period/ EOL/penalty etc. with period, if any. | |
| 9. | Final Seniority No. as Supdt. G-I | |
| 10. | Present place of posting with Tel. No. | |
| 11. | Previous three places of postings with period | |
| 12. | Education qualifications i.e. Matric/+2/Graduation etc. (Attach photo copies) | |
| 13. | Whether Departmental Exam passed or not, if passed attach photocopy. | |
| 14. | Category (Gen./SC/ST/Ex-Servicemen/OBC etc.) Attach Photo copy. | |
| 15. | Permanent Home Address | |
| 16. | Integrity Vigilance/Departmental enquiry if any status thereof. | |
| 17. | PMIS Code | |
| 18. | Whether served Tribal/Hard Area, yes or no,(if yes then indicate the station/institution with date). | |

I do certify that all particulars Sr. No. 01 to 18 are correct.

Signature of official

Certified that all particulars shown at Sr. No. 01 to 18 are true and correct, hence verified.

Signature of Head of office with seal