

Dy. Director of
Higher Education
05 AUG 2024
Dispat
Kangra
4352-54

No. EDN-HE(1)B(2)-03/2022-Prom. Class-IV
Directorate of Higher Education
Himachal Pradesh.

To

All the Deputy Director of Higher Education
Himachal Pradesh.

02 AUG 2024

Dated: Shimla-171001, the

July, 2022

Subject:

Regarding supplying the documents/information and work and conduct of
previous five years in r/o +2 pass class-IV employees of Education
Department for promotion to the post of clerk.

Memo:

Department is going to promote Class-IV employees to the post of clerk
of Education Department who have completed five year regular service as on 31.12.2023.
Therefore, you are requested to compile and send the information of class-IV employees posted
in your district including Colleges, Libraries, NCC units etc. as per proforma Annexure "A" as
per seniority list circulated vide this Directorate Memo No. EDN-H(1)B(6)1/2024-Snty.C-IV-
Clk dated 22.07.2024. If any official in the above referred seniority list stands already promoted
as Clerk/Lab attendant and Retired/Expired may also be intimated to this Directorate.

This information should reach in this Directorate within 10 days, so that
further action in the matter may be taken accordingly.

Encls. Annexure "A"
(Proforma)

(Dr. Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh Shimla-1

Office of the Deputy Director of Higher Education
Kangra at Dharamshala

dated: Dharamshala-176215 the

August, 2024

Endst. No. Even

Copy forwarded to: -

- 1) All the Principals/Headmasters of Govt. Sen. Sec. School's and Govt. High School's of Distt. Kangra for further necessary compliance as per above direction.
- 2) I.T.incharge(internal) to upload this on website.
- 3) Guard file.

Deputy Director of Higher Education
Kangra at Dharamshala.
05/08/2024

Annexure "A"

Proforma for Class-IV employees for promotion to the post of Clerks who have completed 05 years of regular services as on 31.12.2023.

Sr. No.		
1	Seniority No.	
2	Name of employee with mobile number/Father name/ Designation	
3	Present place of posting	
4	Date of Birth as per metric certificate (Certificate be enclosed)	
5	Date of Joining as regular class-IV	
6	Category	
7	Length of service as on 31.03.2024 as regular Class-IV employee	
8	Qualification along with attested photocopies of all certificates i.e. 10 th , +2 etc.	
9	Previous five year Work and Conduct certificate (Certificate be enclosed)	
10	Remarks	

Dated:

(Name and Signature of employee)

It is certified that above information Sr. No. 1 to 10 is found correct as per record.

(Name and signature of DDO concerned)

Dated:

Place: