

**TIME BOUND**

No. EDN-H(1)B(2)-01/2008-prom.Vol-III  
Directorate of Higher Education  
Himachal Pradesh.

Dated: Shimla, the 21-04- 2011

To

The Principal/ Headmaster,  
GDC/GSSS/HS/MS.....  
.....  
Distt.....

Subject: Regarding Information/ Supply of work and conduct of previous three years in r/o Matriculate Class-IV employees of Education Department.

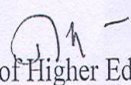
Memo:

Department is going to promote matriculate Class-IV employees of Education Department **who have completed five year regular service as peon/Class-IV as on 31.03.2011**, to the post of clerk in near future. Therefore you are requested to send the information regarding work and conduct of previous three years in r/o matriculate Class-IV employees of your institution upto the **Seniority No. 294**, as per Seniority list circulated vide this Directorate Memo No.-EDN-H(1)B(6)01/2008-Sty(Class-IV) dated 07.03.2011.

If any official in the above referred seniority list stands already promoted as Clerk/Lab attendant may also be intimated to this Directorate.

This information should reach in this Directorate within 15 days, so that further action in the matter may be taken accordingly.

**Kindly treat it most urgent**

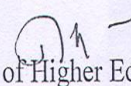
  
Joint Director of Higher Education (A)  
Himachal Pradesh

Ends No. Even.

Dated: Shimla, the 2011.

Copy to the:-

1. Director of Elementary Education Himachal Pradesh Shimla-171001 with the request that offices under your kind control may be directed accordingly.
2. All the Deputy Director of Higher Education/Elementary Education HP.
3. Principal, SCERT Solan HP.
4. Commanding Officer, NCC Group Headquarter Shimla 171004.
5. All the Officer Commanding, NCC Battalion/ Coy. in HP.
6. Chief Librarian, Central State Library Solan HP.
7. All the Librarian of Distt. Libraries of Education Department in HP.
8. DA dealing with Sty. list (internal).
9. Guard file.

  
Joint Director of Higher Education (A)  
Himachal Pradesh