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**MOST URGENT**  
**PERSONAL ATTENTION**

**No.EDN-A-Kha(15)-11/2015.**  
**Government of Himachal Pradesh,**  
**Department of Higher Education.**

From

The Addl. Cheif Secretary (Hr. Education) to the  
Government of Himachal Pradesh.

To

The Principal,  
Govt. Degree College .....,  
District....., (H.P.)

Dated Shimla-171002, the 11<sup>th</sup> July, 2017

**Subject:-** **Regarding supplying of Establishment reports in respect of Principal (College Cadre), Pracharya (Sanskrit College Cadre), Assistant/Associate Professor (College Cadre), Acharya (Sanskrit College Cadre) and non teaching categories regularly alongwith students enrolment(Sem-I, II & III) subject wise and updating of PMIS.**

Sir/ Madan,

I am directed to refer to the subject noted above and to say that the establishment reports send by the Principal(s)/ Officiating Principal(s) (College Cadre), Assistant/Associate Professors(College Cadre) and Pracharya(s)/ Principal(s) (Sanskrit College Cadre) are required to be updated by including the following:-

- 1 The new semester have been started (i.e. Semester-1, III & V), hence information in respect of students enrolment (Major + Minor + Compulsory = Total enrolment) in each subject is required to be updated as per **Annexure-B**.
2. On 21<sup>st</sup> December, 2015 some posts in the subject of English throughout the State (copy enclosed), after reationalization, have been shifted to some other College and remaining to surplus pool of DHE. But in the information received from some Colleges the posts have not been shown as per notification dated 21<sup>st</sup> December, 2015. In addition to this, numbers of posts have been shifted in



other subjects to other Colleges and surplus pool of Director of Higher Education as per requirement. Accordingly such updation also is required to be done in Establishment reports (Column No. 3 & 4 of **Annexure-A**).

3. In number of College(s), Assistant Professor are working on local (PTA) which are not shown in the establishment reports received from the concerned College(s), which is required to be mentioned in Column No. 9 of Annexure-A.
4. The information in respect of Assistant/ Associate Professor(s) who have served in tribal area/ difficult/ hard area with period they have actually served, is required to be clearly mentioned in the column No. 13 of **Annexure-A**.
5. The information relating to ANO NCC working in the College(s) is also required to be mentioned in the column No. 16 of **Annexure-A**.
6. Recently Commerce Classes have been started in all Colleges of state and the post of A.P.s Commerce have been shifted from surplus pool/created. Thus the information is required to be updated. In addition to this, in some Colleges, recently Science classes have been started and posts of A.P.s in Science stream have been shifted from such Colleges, where there Science stream is not running or from such Colleges where were extra posts. Thus, the information in respect of such posts is required to be updated.
7. The students enrolment is required to be sent subject wise as per Annexure-B. Thus, all the Principal(s) are strictly directed to send the information i.e. students enrolment as per performa enclosed herewith.
8. The rationalization in respect of Commerce and Science Streams (College Cadre) have been issued vide this department's notification No. EDN-A-Kha(1)-2/2013-Loose, dated 30<sup>th</sup> July, 2016. But later on vide this department's notification of even No. dated 12<sup>th</sup> August, 2016 the said orders were put in abeyance till further order. In view of above, the status of the posts in Commerce and Science Streams as was before 30<sup>th</sup> July, 2016 be updated.
9. In addition to this many posts have been shifted from surplus pool of DHE and College(s) to other Colleges(s) time to time as per requirement, which is required is required to be updated.
10. Recently various Associate Professors(College Cadre) have been promoted to the post of Principals(College Cadre) the establishment required to be updated.



11. In many Colleges Music(Vocal) and Instrumental both are running. In such Colleges, the information in respect of enrolment is required to be sent separately alongwith designation i.e. A.P. in Music(Instrumental) or A.P. Music(Vocal).
12. All the Principal/Officiating Principal(College Cadre) are directed to send the e-mail of the college, pin code, land line number as well as mobile number alongwith above information.

All the Principals/ Officiating Principals of Government Degree Colleges/Government Sanskrit Colleges are hereby, once again directed to comply with these orders/ instructions in letter and spirit and update the PMIS data regularly in respect of above mentioned categories immediately working under their control and also send the establishment report regularly on the format enclosed at **Annexure-A** and **Annexue-B** respectively through(**only pdf format**) **email** i.e. **collegeeducationhp@gmail.com** and also a hard copy of the same be also sent regularly to the undersinged i.e. **Joint Secretary(Higher Education) to the Govt. of Himachal Pradesh, H.P. Sectariate Shimla-2** as well as to the Director of Higher Education, Shimla-171001. Non adherence of these instructions/ directions shall be viewed seriously.

**The receipt of these instructions be acknowledged.**

Yours sincerely,

*Naresh*

(Naresh Thakur)

**Joint Secretary (Hr. Edu.) to the  
Government of Himachal Pradesh.**

Endst. No. **EDN-A-Kha(15)-11/2015** dated: Shimla-171002, 11<sup>th</sup> July, 2017.  
Copy to:-

1. **The Director of Higher Education, Himachal Pradesh, Shimla-171001. He is requested to direct all the concerned to send updated information regularly without any delay.**
2. **The under signed for information.**
3. **The PS to W/Addl.Chief Secretary(Education) to the Government of Himachal Pradesh.**

*Naresh*

(Naresh Thakur)

**Joint Secretary (Hr. Edu.) to the  
Government of Himachal Pradesh  
e-mail: collegeeducationhp@gmail.com  
Phone No. 0177-2628501.**

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**ANNEXURE-B**

**Performa for sending enrolment in r/o all subjects**

Sr. No.	Subect	Sanctioned posts	Vacant posts	Class/ Cours	Major	Minor	Compulsory	Grand Total
1	English	-	-	Sem. II	-	-	-	Sem-II+ Sem-IV + Sem-VI + enrolment of PG Classes if any.
				Sem-IV	-	-	-	
				Sem-VI	-	-	-	
				PG Sem-II	If any	-	-	
				PG Sem-IV	If any	-	-	
				Sem-VI	If any	-	-	
2	Hindi	-	-	Sem. II				-----
				Sem-IV				
				Sem-VI				
				PG Sem-II	If any			
				PG Sem-IV	If any			
				Sem-VI	If any			
3	<b>Similarly in respect of all subjects</b>							
Total students enroment in Art+ Commerce+Science Stream=.....								

(Name of Principal)  
 Govt. Degree College-----  
 Tehsil---, Distt.-----H.P.  
 (Pin Code-----)  
 e-mail:-----  
 Phone No.----- (Mobile---)

**Note:- In case of starting of fresh semester the change is required to be done in fifth column accordingly.**  
**The information in respect of copies mentioned in the letter and in respect of latest appointment of Assistant Professors(College Cadre)/shifting of posts is available on website [www.himachal.nic.in](http://www.himachal.nic.in) (Education) link i.e. [http://himachal.nic.in/index.php?lang=1&dpt\\_id=239](http://himachal.nic.in/index.php?lang=1&dpt_id=239)**

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