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No. EDN-HE(1)B(2)2/2025(Sr. Asstt.)
Directorate of Higher Education
Himachal Pradesh Shimla-1

To

All the Principal Govt. Colleges
Himachal Pradesh.

All the Deputy Director School Education,
Himachal Pradesh.

Dated: Shimla-171001, the **19, May, 2025**

Subject: - Regarding submission of particulars of Clerks for promotion to the post
of Senior Assistants.


Memo:

On the subject cited above, it is informed that particulars of Clerks are required for promotion to the post of Senior Assistant who are going to complete 07 years regular service as Clerk as on 31.12.2025. It will be the personal responsibility of the Head of the Office/Institution that the desired particulars of the concerned officials should be checked properly from the service book as well as from original record and same information should be sent to this Directorate on prescribed proforma enclosed herewith through proper channel well in time.

Therefore, you are hereby directed to circulate the said letter to all the institutions/offices situated under your control for strict compliance and supply the particulars of the concerned officials who have completed 7 years regular service or going to be completed 7 years as on 31.12.2025 as well as left out cases to this Directorate on prescribed proforma along with photo copies of the documents, **within 20 days** from the issuance of this letter so that promotion process could be started accordingly.

The said letter is also available on the departmental web site
<https://education.hp.gov.in>


Encls: Proforma & List.


Director Higher Education
Himachal Pradesh Shimla-1
the **19, May, 2025**

Endst. No. Even Dated Shimla-171001,
Copy forwarded for information and necessary action to:-

1. The Director School Education, Himachal Pradesh for similar action please.
2. The Superintendent ACR branch, Directorate of Higher Education with the directions to complete the ACR dossiers of the concerned officials.
- ✓ 3. In-charge IT Cell, Directorate of Higher Education to upload the same on departmental website.
4. Guard file.




Director Higher Education
Himachal Pradesh Shimla-1
Email: dhe-sml-hp@gov.in
Tel. No. 0177-2653120

PROFORMA

To be submitted by Head of institutions /Offices through concerned Deputy Directors in duplicate
(Mandatory to all for future promotion as Senior Assistant as per instruction given below:-)

1	Name of the candidate with mobile No.	
2	Father's Name	
3	Date of Birth	
4	Mode of Recruitment (LDR/Promotion/Direct)	
5	Date of regular appointment as Clerk	
6	Date of joining as Clerk in the Department	
7	Date of placement as Junior Assistant (If placement given on notional basis then photo copy enclosed).	
8	Total length of regular service as Clerk 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 Clerk	
10	Present place of posting with Tel. No.	
11	Previous all places of posting with period	
12	Education qualifications (Attach photo copies)	
13	Type test qualified yes or no, if yes attach photo copy	
14	Category (Gen./SC/ST/Ex-Servicemen/OBC etc.) Attach Photo copy.	
15	Permanent 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 concerned official

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

Signature of Head of office with seal

Countersigned by
Deputy Director concerned

Panel of Clerk for promotion to the post of Senior Assistant for the year 2025

Sr. No.	Snty. No.	Name of Official	Place of Posting	Distt.	DOB	Mode of Apptt.	DOR	Category	Remarks
1	4264	Bikram Singh	GDC Shahpur	KGR	14.5.60	EXM	30.05.2018	Gen	Retired
2	4265	Lucky Kumari	GSSS Bari Kandrori	KGR	21.11.84	Comp	30.05.2018	Gen	
3	4266	Rohit Sharma	DEE H.P.	SML	06.09.92	Comp	30.05.2018	Gen	
4	4267	Navjot Sharma	DDEE Chamba	CBA	02.02.89	Comp	30.05.2018	Gen	
5	4268	Ajay Kumar	BEEO Kangra	KGR	22-11-1990	LDR	02-11-2018	OBC	
6	4269	Hitender	GSSS Jhagtan	SML	15.01.88	Comp	30.05.2018	Gen	
7	4270	Pawan Kumar	GHS Pingla	SML	06.09.86	Comp	30.05.2018	Gen	
8	4271	Rahul Kumar	DHE H.P.	SML	16.09.95	Comp	30.05.2018	Gen	
9	4272	Bihari Lal	BEEO Dharampur	SLN	28-06-1977	LDR	02-11-2018	Gen	
10	4273	Sunita Kumari	GDC Jhandutta	BLP	24-11-1971	EXM	06-10-2018	Gen	
11	4274	Shivani	DDEE Bilaspur	BLP	10.10.71	Comp	06.10.2018	Gen	
12	4275	Uttra Devi	BEEO Rampur	SML	10.12.75	Comp	06.10.2018	Gen	
13	4276	Sonu	BEEO Drang-I	MND	20.10.84	Comp	06.10.2018	SC	
14	4277	Mohinder Kumar	GSSS Gehra	CBA	21-04-1988	LDR	02-11-2018	ST	
15	4278	Rajeev Kumar	DDEE Mandi	MND	13.02.93	Comp	06.10.2018	Gen	
16	4279	Rahul Thakur	BEEO Anni	KLU	25.02.92	Comp	06.10.2018	Gen	
17	4280	Jitender Chandel	BEEO Deha	SML	26.12.86	Comp	06.10.2018	Gen	
18	4281	Garbh Singh	GSSS Dainkwan	KGR	04-09-1979	LDR	02-11-2018	ST	
19	4282	Parveen Kumar	DDHE Kangra	KGR	11-04-1973	Comp	06-10-2018	OBC	
20	4283	Mohan Lal	GSSS Tyali	SML	18-09-1989	Comp	06-10-2018	SC	
21	4284	Ranveer	GSSS Tikkari Newal	SML	14-10-1989	Comp	06-10-2018	SC	
22	4285	Rajat Sharma	GSSS Khaneti Sadoch	SML	03-08-1991	Comp	06-10-2018	Gen	
23	4286	Sandeep Kumar	NCC D/Shala	KGR	01-10-1979	LDR	02-11-2018	Gen	
24	4287	Avtar Singh	NCC Hq. Una	UNA	24-05-1995	Comp	06-10-2018	Gen	
25	4288	Rahul	GDC Kaffota	SMR	16-10-1992	Comp	06-10-2018	OBC	
26	4289	Sukh Ram	DDHE Kelong	L&S	11-11-1978	Comp	06-10-2018	ST	
27	4290	Sanjay Kumar	GBSSS Hamirpur	HMR	08-07-1981	LDR	02-11-2018	Gen	
28	4291	Kamlender	DHE HP	SML	12-10-1988	Comp	06-10-2018	Gen	
29	4292	Desh Raj	GSSS Sarni	MND	14-03-1994	Comp	06-10-2018	OBC	
30	4293	Manoj Kumar	GSSS Paral	KGR	12-11-1994	Comp	06-10-2018	SC	
31	4294	Manjeet Kumar	DHE HP	SML	08-10-1988	Comp	06-10-2018	Gen	
32	4295	Hari Singh	GDC Gadagusain	KLU	31-03-1969	LDR	02-11-2018	Gen	
33	4296	Avinash Chauhan	DDHE Bilaspur	BLP	03-09-1979	Comp	06-10-2018	Gen	
34	4297	Rohit Rana	BEEO Haroli	UNA	16-08-1991	Comp	06-10-2018	Gen	
35	4298	Arun Kumar	BEEO Jawali	KGR	08-04-1992	Comp	06-10-2018	OBC	
36	4299	Devinder Kumar	GSSS Sansal	KGR	20-10-1976	LDR	02-11-2018	Gen	
37	4300	Kushma Devi	GSSS Devdhar (B)	MND	07-04-1982	Comp	06-10-2018	Gen	
38	4301	Neelam Kumari	1 HP(G) Bn NCC Solan	SLN	21-07-1988	Comp	06-10-2018	SC	

39	4302	Deepak Kumar	GDC Nahan	SMR	03-12-1991	Comp	06-10-2018	SC	
40	4303	Naresh	GSSS Hawani	MND	15-09-1979	LDR	02-11-2018	Gen	
41	4304	Rajinder Singh	GSSS Kupvi	SML	09-12-1983	Comp	06-10-2018	SC	
42	4305	Ajeet Kumar	GDC Kukumseri	L&S	16-11-1983	Comp	06-10-2018	ST	
43	4306	Kulbhushan	GSSS Sarah	KGR	08-11-1987	Comp	06-10-2018	OBC	
44	4307	Kamlesh Kumar	GSSS Nathan	KLU	02-01-1986	Comp	06-10-2018	Gen	
45	4308	Sanjay Kumar	GSSS Multhan	KGR	15-07-1974	LDR	02-11-2018	Gen	
46	4309	Shakti Chand	GSSS Salehra	KGR	12-03-1973	Comp	06-10-2018	SC	
47	4310	Hari Singh	GDC Gadagusain	KLU	31-03-1969	LDR	02-11-2018	Gen	
48	4311	Davinder Kumar	GSSS Sansal	KGR	20-10-1976	LDR	02-11-2018	Gen	
49	4312	Naresh	GSSS Hawani	MND	15-09-1979	LDR	02-11-2018	Gen	
50	4313	Vijay Kumar	GSSS Darbiar	HMR	13-06-1970	LDR	02-11-2018	Gen	
51	4314	Uttam Chand	GSSS Katindi	MND	08-12-1973	LDR	02-11-2018	Gen	
52	4315	Sandeep Kumar	GSSS Dadhal	SML	03-06-1973	LDR	02-11-2018	Gen	
53	4316	Tek Singh	DDHE Mandi	MND	31-01-1980	LDR	02-11-2018	Gen	
54	4317	Gurcharan Singh	GSSS Heeran	UNA	16-10-1975	LDR	02-11-2018	ST	
55	4318	Balbinder Kumar	GSSS Tikkar Khatrian	HMR	25-11-1978	LDR	02-11-2018	Gen	
56	4319	Prem Lal	GHS Mooring	L&S	10-03-1977	LDR	02-11-2018	ST	
57	4320	Ugar Dev	GSSS Peej	KLU	30-12-1972	LDR	02-11-2018	Gen	
58	4321	Ashok Kumar	GHS Simus	MND	24-02-1973	LDR	02-11-2018	Gen	
59	4322	Vijay Kumar	GSSS Bohni	HMR	13-01-1969	LDR	02-11-2018	Gen	
60	4323	Inder Singh	BEE0 Darang-I	MND	03-01-1980	LDR	02-11-2018	Gen	
61	4324	Chander Mohan	DDEE Shimla	SML	14-07-1978	LDR	02-11-2018	Gen	
62	4325	Atul Kumar	GSSS Lambagaon	KGR	08-09-1989	LDR	02-11-2018	Gen	
63	4326	Santosh Kumar	GSSS Tihra	MND	19-03-1973	LDR	02-11-2018	Gen	
64	4327	Ajay Kumar	GSSS Kuneran	UNA	22-03-1980	LDR	02-11-2018	Gen	
65	4328	Manoj Kumar	NCC Hamirpur	HMR	26-07-1984	LDR	02-11-2018	Gen	
66	4329	Tara Chand	GSSS Pokhi	MND	04-05-1981	LDR	02-11-2018	Gen	
67	4330	Bhagat Ram Sharma	DHE HP	SML	30-05-1972	LDR	02-11-2018	Gen	
68	4331	Rajender Kumar	GSSS Pabiana	SMR	15-08-1986	LDR	02-11-2018	Gen	
69	4332	Raman Kumar	GSSS Gharwasra	MND	01-07-1987	LDR	02-11-2018	Gen	
70	4333	Surender Kumar	DDHE Hamirpur	HMR	06-06-1980	LDR	02-11-2018	Gen	
71	4334	Hemawati	DHE HP	SML	17-03-1987	LDR	02-11-2018	Gen	
72	4335	Chet Ram	NCC Mandi	MND	24-11-1974	LDR	02-11-2018	Gen	
73	4336	Kesang Dolma	BEE0 Kaza	L&S	18-10-1980	LDR	02-11-2018	ST	
74	4337	Kashmir Singh	GDC Bharmour	CBA	03-09-1974	LDR	02-11-2018	ST	
75	4338	Rajesh Kumar	GDC Nagrota Surian	KGR	24-05-1970	EXM	15-12-2018	Gen	
76	4339	Janak Raj	DHE HP	SML	23-08-1991	LDR	18-12-2018	Gen	
77	4340	Maya Devi	DDEE Bilaspur	BLP	15-10-1984	LDR	18-12-2018	Gen	
78	4341	Lalit Kumar	GSSS Mahog	MND	02-02-1971	LDR	18-12-2018	Gen	
79	4342	Rakesh Kumar	GSSS Boni	HMR	11-04-1977	LDR	18-12-2018	Gen	