

No. EDN-U(E-IV)Elem-TGT/Estb. 2018-19// 917  
 Office of the,  
 Dy. Director Elementary Education Una Distt. Una(HP)  
 Dated:- Una,the 14.03.2019

To

**All the Principal/Headmaster,  
 GSSS/ GHS Distt. Una(HP)**

**Subject:- Regarding submission Establishment Return of TGT Category.**

Memo,

In compliance with the Director of Elementary Education, HP Shimla letter No. EDN-H(2)B(6)1-18/Arts dated 12.03.2019 on the subject cited above. You are therefore directed that send the latest Establishment Return of TGT category of your school as well as your complex school to this office within three days through special messenger in **Excel format only** (hard & soft copy). You will be held responsible for any delay.

**Proforma**

Name of School	Category of post	Name of TGT	DOB	Date of Apptt.	Date since working in this school	Seniority No	PMIS No	Whether SC/ST/OB C/ EXM/ Handicapped
	Arts /Med /NM			As Contract = As Regular = As SMC = As Cont from SMC Regular =				
1	2	3	4	5	6	7	8	9

Whether Couple Case or Not	Regular/ Contract	Three Previous Place of posting with Period	Permanent Home Address	Phone No	Mode of Appointment i.e. appointed through Department /promoted from JBT/C&V /through Commission
10	11	12	13	14	15

*Sanyal, no*  
 Deputy Director Elementary Education,  
 Una Distt Una(HP) *Ps*  
 Dated: the Una

Endst. No. Even.  
 Copy to :

1. The Director Elementary Education HP Shimla for information please.
2. The BRCC(UP) are also directed to collect the information of your block and send the consolidate report within a week to the undersigned.

*Sol*  
 Deputy Director Elementary Education,  
 Una Distt Una(HP)