

**No:EDN-H(2)B(2)34/2016-regularisation  
Directorate of Elementary Education,  
Himachal Pradesh Lal Pani Shimla.**

**Dated Shimla-171001 the 19<sup>th</sup> March, 2016.**

**To**

**All the Dy. Directors of Elementary Education,  
Himachal Pradesh.**

**Subject: Regularization of contract appointments in the Government Departments Instructions thereof.**

**Memo:**

**This is reference to the Additional Chief Secretary (Education) to the Govt. of Himachal Pradesh office letter No. EDN-A-Kha(2)12/2016 dated 18.03.2016 on the subject cited above.**

**In this regard, you are directed to collect the information on proforma given below from the Principals of Govt. Senior Secondary Schools, Headmasters, Block Elementary Education Officers under your control in respect of those TGTs/ C&VS/JBTs who are going to complete five years of service on contract basis as on 31.03.2016 on the proforma-“A” and forward the same to this Directorate in respect of TGTs category on the proforma-“B” enclosed herewith in consolidated by 26.03.2016 positively alongwith required essential academic/professional qualification certificates/Degrees and work and conduct certificates. The same process in r/o C&V Teachers and JBTs may be completed at your level. In case, there is no eligible candidates in your district nil report to this effect be sent to this Directorate.**



**Director Elementary Education,  
Himachal Pradesh Shimla.**

**Endst No: Even dated:- 19<sup>th</sup> March, 2016.**

**Copy forwarded for information and further n/a to:-**

- 1. The Additional Chief Secretary (Education) to the Govt. of H.P. for kind information please.**

2. The Principals/Headmasters **Block Elementary Education Officers** in Himachal Pradesh with the directions to send the regularisation proforma **alongwith required essential academic/professional qualification certificates/Degrees and work and conduct certificates to the concerned Deputy Director of Elementary Education. No direct correspondence to this effect will be entertained in this Directorate.**
3. Incharge Monitoring Cell (Internal) to upload these instructions on department website.

A handwritten signature in blue ink, consisting of stylized initials and a long horizontal stroke extending to the right.

4. Guard file.

**Director Elementary Education,  
Himachal Pradesh Shimla.**

**Proforma-“B”**

**Proforma for regularisation in r/o those contract TGTs/C&V Teachers/ JBTs who are going to complete five years contract service as on 31.03.2016.**

Sr.No	Name of the teacher, Name of the School where presently posted	Subject	Qualification		D.O.B	Date of Joining on first appointment on contract basis	Period of un-authorized absence (Mention the dates	No. of days of un-authorized absence	Total length of service as on 31.03.2016	Category SC/ST/OBC/ PHH/EXM/ etc.	Remarks
			Academic	Professional							
1											
2											
3											
4											
5											
6											
7											

**Certificate**

Certified that above information is correct in all respect as per record.

**Dy. Director of Elementary Education,**

\_\_\_\_\_Distt.\_\_\_\_\_H.P.

## PROFORMA-“A”

**SUBMISSION OF PARTICULARS IN R/O CONTRACT TEACHERS FOR REGULARIATION AFTER COMPLETION OF 5 YEARS SERVICE AS ON 31.03.2016.**

1.	<b>Name of the Contract Teachers</b>		I.P.No.
2.	<b>Subject</b>		
3.	<b>Father's Name</b>		
4.	<b>Address of Present place of posting with contact No</b>		
		<b>Phone No with STD code or Mob. No of Principal</b>	
5.	<b>Name of institution where initially joined. Also mention Distt., Mob. No./ phone No. of the institution</b>		
		<b>Phone No with STD code or Mob. No. of Principal/Headmaster</b>	
6.	<b>Permanent Address of candidate (Mob. No)</b>		
		<b>Mob. No of teacher</b>	
7.	<b>Date of Birth</b>		<b>Male/Female</b>
8.	<b>Date of joining</b>	<b>Appointment order No &amp; date (Also attach the copy of same)</b>	
9.	<b>Category (Gen/SC/ST/OBC/PHH/EXM etc.) Attach copy</b>		
10.	<b>Detail of un-authorized absence period, if any till 31.03.2016 for which salary not drawn:</b>		
	<b>From (Date)</b>	<b>To (Date)</b>	<b>No of days</b>
11.	<b>Total length of service as on 31.03.2016 after excluding</b>		

	<b>the period as mentioned in column No 10</b>					
12.	<b>Educational Qualification (Please attach copy of relevant certificates):-</b>					
	<b>Qualification</b>	<b>Name of Uni./Board</b>	<b>Year of Passing</b>	<b>Total Marks</b>	<b>Marks Obtained</b>	<b>Percentage</b>
	<b>Matric</b>					
	<b>10+2</b>					
	<b>BA/BSc/B.Com</b>					
	<b>Professional (i.e B.Ed. /JBT/LT/OT/DM/PET (C&amp;V) etc.</b>					

Signature of Contract TGT  
(Name.....)

1. It is certified that Sh/ Smt/Miss..... is working as contract \_\_\_\_\_ who was initially appointed as such vide Directorate of Elementary Education order No.....dated.....  
**(Copy attached).**
2. His/her work and conduct is .....during the period w.e.f..... till date.
3. Certified that separate character certificate of the above contract Teacher is enclosed with the case.
4. Certified that the information as mentioned above is correct as per the school/relevant record.

Date:.....

Signature of Principal/Headmaster/DDO (official seal)  
(Name of signing officer.....)

**Check list for Principal/Headmaster DDO to ensure before sending the case from institution:-**

1. Whether all columns have been filled correctly. Don't make any alteration in the above Proforma.
  2. Whether Mobile No./phone No in r/o teacher and institution is mentioned.
  3. Whether all the documents have been attached in order i.e. Appointment order, Academic qualification certificate Martic,10+2, Graduation, Professional (B.Ed.), Category certificate if any, character certificate.
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***For office use only (at Directorate level):***

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Remarks of Screening committee if any :.....

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**Whether Recommended for regularization or Not:.....**

Signature of Member

Signature of member

Signature of member

Signature of Chairman