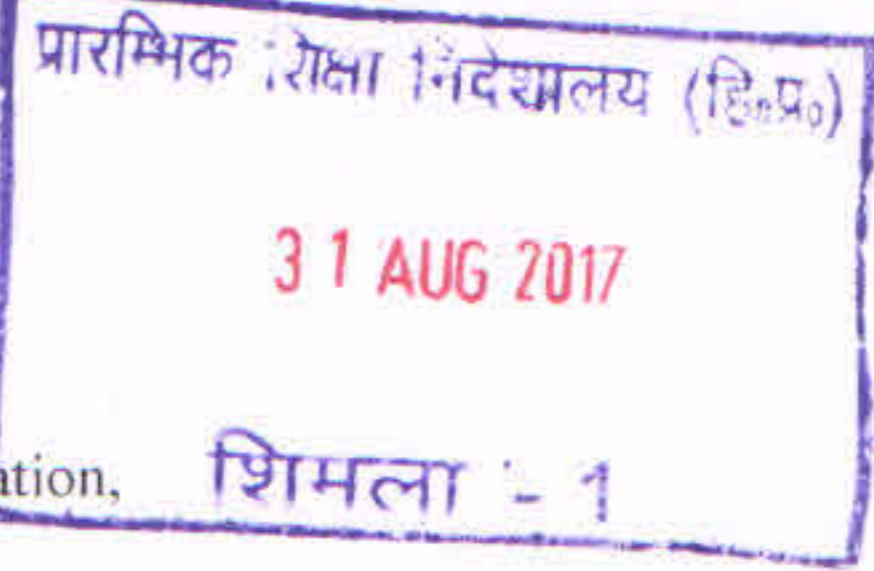


No:EDN-H (2) B (2)-34/2017-Regularisation(contract)
Directorate of Elementary Education
Himachal Pradesh Lalpani Shimla-1.

Dated Shimla-171001 the 2017.

To

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




Sub: Regularisation of contract appointees in Government Departments-----
Instructions thereof.

Sir,

This is with reference to the Additional Chief Secretary(Personnel) to the Govt. of Himachal Pradesh office letter No:PER(AP)C-B(2)-2/2015 dated 04.05.2017 and in continuation to this Directorate letter of even No: dated 08.05.2017 on the subject cited above.

In this regard you are requested to collect the information on proforma (Annexure-A) from the Principals/Headmasters of the Govt Senior Secondary Schools/High Schools under your control in r/o those TGTs who will complete three years continuous service on contract basis as on 30.09.2017 and forward the same to this Directorate on the proforma "B" enclosed in a consolidated form positively **in the first week of October** alongwith required essential academic/professional qualification certificates/degrees /character certificate/work and conduct certificates (pen drive also). In case there is no eligible candidate in your Distt., nil report to this effect be sent.

Yours faithfully,


Director Elementary Education,
Himachal Pradesh.

Endst No:Even dated 2017:

Copy forwarded for information and further n/a:-

1. The Additional Chief Secretary(Education) to the Govt. of H.P. for kind information.
2. The Principal/Headmasters GSSS/GHS H.P. with the directions to send the cases alongwith required essential and professional qualification certificates /degrees character certificate/work and conduct certificate to the concerned Dy. Director of Elementary Education.No direct correspondence to this effect will be entertained in this Directorate.
3. Incharge Monitoring Cell to upload these instructions on departmental website.
4. Guard file.

Director Elementary Education,
Himachal Pradesh.

PROFORMA-"A"

SUBMISSION OF PARTICULARS IN R/O CONTRACT TEACHER FOR REGULARIATION AFTER COMPLETION OF 3 YEARS CONTINUOUS SERVICE ON CONTRACT BASIS AS ON 30.09.2017.

1.	Name of the Contract Teachers				I.P. No.	
2.	Subject					
3.	Father's Name					
4.	Address of Present place of posting with contact No.					
		Phone No with STD code or Mob. No of Principal				
5.	Name of institution where initially joined. Also mention Distt. Mob. No./ phone No. of the institution					
		Phone No with STD code or Mob. No. of Principal/Headmaster				
6.	Permanent Address of candidate (Mob. No.)					
		Mob. No of teacher				
7.	Date of Birth			Male/Female		
8.	Date of joining				Appointment order No & date (Also attach the copy of same)	
9.	Category (Gen/SC/ST/OBC/PHH/EXM/BPL/WFF/Sports etc.) as per initial appointment on contract basis					
10.	Detail of un-authorized absence period, if any till 30.09.2017 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11.	Total length of service as on 30.09.2017 after excluding the period as mentioned in column No 10. In case E.O.L. on medical grounds in that event medical certificate be also attached					
12.	Educational Qualification (Please attach copy of relevant certificates):-					
	Qualification	Name of Uni./Board	Year of Passing	Total Marks	Marks Obtained	Percentage
	BA/BSc/B.Com					
	Professional (i.e B.Ed.)					

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

- 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).
- His/her work and conduct is _____ during the period w.e.f _____ till date.
- 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:-

- Whether all columns have been filled correctly. Don't make any alteration in the above Proforma.
- Whether Mobile No./phone No in r/o teacher and institution is mentioned.
- 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.

Proforma-“B”

Proforma for regularisation in r/o those contract TGTs who are going to complete three years continuous contract service as on 30.09.2017.

	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 30.09.2017.	Category SC/ST/OBC/ PHH/EXM/ etc. as show in his/her appointment order	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.