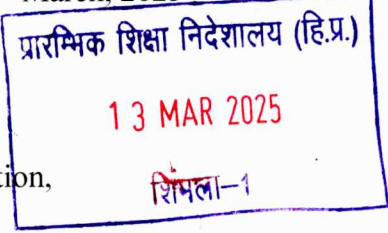


**No: EDN-H(2)B(2)34/2025-Regularisation  
Directorate of Elementary Education  
Himachal Pradesh, Lalpani, Shimla-1**

Dated Shimla-171001 the March, 2025

To

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




Subject: Regularization of contract Appointees in the Government  
Departments- Instructions thereof.

Sir,

On the subject cited above, you are hereby directed to collect the information of contractual employees working as TGT (Arts/NM/Med) on proforma given below from the Principals/Headmasters of the Govt. Senior Secondary Schools/High Schools/Middle Schools under your control in respect of those TGTs who are going to complete two years continuous service on contract basis as on 31.03.2025 on the Proforma-"A" and forward the same to this Directorate on the Proforma-"B" enclosed herewith in consolidated manner at the earliest along with required essential academic/professional qualification certificates/Degrees/character certificate/ work and conduct certificates (soft copy of data through e-mail/pen drive may also be provided). In case, there is no eligible candidate in your District, nil report to this effect be sent to this Directorate.


**Encls. Proforma- "A" and "B"**

  
**Director Elementary Education  
Himachal Pradesh, Shimla-1**

Endst No: Even dated: Shimla-171001 the, March, 2025

Copy forwarded for information and further necessary action to:-

1. The Secretary (Education) to the Govt. of H.P. for kind information please.
2. The Principals/Headmasters in Himachal Pradesh with the directions to send the regularization Proforma along with required essential academic/professional qualification certificates/ Degrees character certificate/ 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. In-charge IT Cell (Internal) with the direction to upload these instructions on department website of this Directorate.
4. Guard file.

  
**Director Elementary Education  
Himachal Pradesh, Shimla-1**

**PROFORMA "A"**

Affix latest  
passport size  
photograph  
(Self  
Attested)

**PARTICULARS IN R/O CONTRACT TGT (Arts/NM/Med) FOR  
REGULARIATION AFTER COMPLETION OF 2 YEARS CONTINUOUS  
SERVICE ON CONTRACT BASIS AS ON 31.03.2025.**

1.	Name of the Contract (TGT) (In Capital Letter)		I.P. No.
2.	Subject TGT (Arts/NM/Med)		
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 with Contact No. of the institution	Phone No with STD code or Mob. No. of Principal/Headmaster	
6.	Permanent Address of candidate along with (Mob. No.)		Mob. No of teacher
7.	Date of Birth	DD/MM/YYYY	Male/Female
8.	Date of joining		Appointment order No. & date (Also attach the copy of same) No.
9.	Category (Gen/SC/ST/OBC/PHH/EXM/EBPL/WFF/Sports etc.) as per initial appointment on contract basis (Also attach copy of the same)		
10.	Detail of un-authorized absence period, if any till 31.03.2025 for which salary not drawn:		
	From (Date)	To (Date)	No of days
			Reason of un-authorized absence
11.	Whether any court case/inquiry is pending	Case No. Status of case	
12.	Total length of service as on 31.03.2025 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		
13.	Educational Qualification (Please attach copy of relevant certificates):-		
	Qualification	Name of Uni./Board	Year of Passing
	BA/BSc/B.Com		Total Marks
	Professional (i.e B.Ed.)		Marks Obtained
	TET		%age

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

**CERTIFICATE**

1. It is certified that Sh./Smt/Miss..... is working as TGT (.....) on 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 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.

**Proforma-“B”**

Proforma for regularization in r/o those contract TGTs who are going to complete two years continuous contract service as on 31.03.2025.

Sr. No.	Name of the teacher, & 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 31.03.2025	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.