

No.EDN-H(Ele)H(I)B(6)8/2024-Pro/Sen/Regu  
Directorate of Elementary Education  
Himachal Pradesh, Lalpani, Shimla-1

Dated Shimla-171001, the March, 2025

To

All the Deputy Director of Elementary Education  
in Districts of Himachal Pradesh.


Subject:- Regarding **Seniority/regularization** of Clerk/JOA(IT) appointed on contract basis.

Sir,

Please find enclosed herewith copy of letter No.EDN-HE(1)B(2)-01/25-regu. of cont.clk, dated 04.03.2025, addressed to all the DDHE in Districts of H.P. and copy thereof endorsed to this Department, on the subject cited above.

In this context, you are directed to supply the particulars on prescribed proformas, alongwith required documents, in r/o all those contract clerks/JOA(IT) working in the offices/institutions under your control in the district who are going to complete two years of continuous service on contract basis as on 31.03.2025 and will be eligible for regularization, to this Directorate in consolidated manner **within in ten days positively** so that the consolidated information in respect of Elementary Education Department could be sent to the Director Higher Education. In case there is no eligible candidate in the offices under your control in the district, NIL report to this effect be sent to this Directorate.

Encls:-04 Pages


  
Additional Director (Admn)  
Elementary Education,  
Himachal Pradesh, Shimla-1.

Endst No. even, dated Shimla-171001 the March, 2025

Copy to:-

1. The Director Higher Education, Himachal Pradesh, Shimla w.r.t. the letter referred above for infomatipn please.
2. The Supdt.(IT) Branch, with the direction to upload this letter on departmental website.
3. Guard File.



  
Additional Director (Admn)  
Elementary Education,  
Himachal Pradesh, Shimla-1.

(6)

No.- EDN-HE(1)B(2)-01/25-regu. of cont. clk  
Directorate of Higher Education  
Himachal Pradesh.

Dated: Shimla-171001, the

4<sup>th</sup> March, 2025

04 MAR 2025

To

All the Deputy Director of Higher Education,  
in Districts of Himachal Pradesh.

**Subject: Regarding Seniority/regularization of clerk/JOA(IT) appointed on contract basis.**  
**Memo:**


With reference to the subject cited above.

In this context, it is informed that some clerk/JOA(IT) will complete two years of continuous service on contract basis as on 31.03.2025 and are eligible for regularization. Therefore, you are directed to collect the documents from the educational institutions/offices including colleges/ NCC offices/Library etc. working in your districts in respect of those clerks/JOA(IT) who will complete two years of continuous service on contract basis as on 31.03.2025 on Proforma "B" and forward the same to this directorate after compiling/verifying as per information/documents required below immediately on Proforma- "A". In case, there is no eligible candidate in your district, NIL report to this effect be also sent to this Directorate. It is also directed that a certificate may also be given to the effect that no clerk/JOA(IT) of above category of your districts is left out in the said compilation/verification. **It is also ensured that information for regularization of clerks and JOA(IT) be submitted separately.**

List of documents which are required to be submitted to this directorate is as under:-

1. Attested copy of Appointment orders.
2. Mode of recruitment.
3. Attested copy of Termination orders, if any.
4. Attested copy of re-engagement orders, if any.
5. Attested copy of academic qualification (from matric onwards)
6. Attested copy of Bonafide (Himachali) certificate.
7. Whether type test qualified or not.
8. Character certificate.
9. Work and Conduct certificate.
10. Attested copy of category/ caste certificate, if any .
11. Certificate of two year continuous service as on 31.03.2025
12. Photocopy of latest medical fitness certificate which should be in accordance with the provisions contained in FR 10 and SR 4(1),4(2) and 4(3).

This information is also available on the departmental website [www.education.hp.gov.in](http://www.education.hp.gov.in)


  
(Dr. Amarjeet K. Sharma)  
Director Higher Education  
Himachal Pradesh.

Endst. No. Even      Dated: Shimla, the

4<sup>th</sup> March, 2025

Copy to the following for information and necessary action please:-

1. The Secretary (Education) to the Government of Himachal Pradesh for information.
2. The Director of Elementary Education Himachal Pradesh with the request that information with regard to the officials presently working under his kind control may be supplied to this Directorate in consolidated manner at earliest please.
3. All the head of offices/institutions (including Colleges, NCC units, Library etc.) working in the district concerned with the directions to send the regularization proforma along with all relevant Documents & Work and Conduct certificates of clerks/JOAs(IT) who will complete tow year continuous service as on 31.03.2025 on the proforma to the concerned Deputy Director of Higher Education in Himachal Pradesh. **No direct correspondence to this effect will be entertained in this regard**
4. DA dealing with the establishment of directorate of Higher Education HP internal for similar action.
5. Incharge IT Cell (Internal) to upload these instructions on departmental website.
6. Guard file.

  
Director Higher Education  
Himachal Pradesh.



**SUBMISSION OF PARTICULARS IN R/O CONTRACT CLERK/JOA(IT) FOR  
REGULARIZATION AFTER COMPLETION OF 2 YEARS CONTINUOUS SERVICE AS ON  
31.03.2025**

1.	Name of Contract Clerk/JOA(IT)					
2.	Father's Name					
3.	Category (Gen/SC/ST/OBC)					
4.	Address of Present place of posting with contact No					
5.	Name of institution where initially joined.					
6.	Permanent Address of candidate (Mob. No mandatory)		Mob. No of clerk/JOA(IT)			
7.	Date of Birth		Male/Female			
8.	Date of joining		Appointment order No & date			
9.	Date of qualifying the type test with order no.					
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.	Total length of CONTINEOUS service as on 31.03.2025 after excluding the period as mentioned in column No 10					
12.	Educational Qualification:-					
	Qualification	Name of Uni./Board	Year of Passing	Total Marks	Marks Obtained	Percentage
	Matric					
	10+2					
	BA/BSc/B.Com					
	MA/MSc/M.Com					
	Other					

Signature of Contract clerk/JOA(IT)  
(Name.....)

1. It is certified that Sh/ Smt/Miss..... is working as contract clerk/JOA(IT) who was initially appointed as such vide Directorate of Hr Education order No.....dated..... at serial number .....
2. His/her work and conduct is .....during the last two years (attach copy).
3. Certified that the information as mentioned above is correct as per the school/relevant record.

Date:.....

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

**Check list for Principal/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 work and conduct certificate has been attached.

**For office use only (at Directorate level):**

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

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

**If Not mention the reason .....**

Signature of Member

Signature of member

Signature Convener

Proforma for regularization of contract clerk/JOA(IT) who are going to complete two years continuous service as on 31.03.2025.

Proforma-"B"

Sr. No.	Name of the clerk	Father's name	Qualification		Name of the School /office presently posted	Date of Birth	Date of joining on 1 <sup>st</sup> apptt.	Date of qualifying the type test	Period of un-authorized absence (mention the dates)	No. of days of un-authorized absence	Total Length of continuous service as 31.03.2025	Category	Remarks
			+2	Other Higher									
1													
2													
3													
4													
5													
6													
7													
8													

**Certificate**

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

Dy. Director of Hr. Education

.....Distt.....H.P