

No: EDN-H(2)B(2)34/2018-regularisation  
Directorate of Elementary Education,  
Himachal Pradesh Lal Pani Shimla.

प्रारम्भिक शिक्षा निदेशालय

Dated Shimla-171001 the 14<sup>th</sup> May, 2018

15 MAY 2018

To

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

शिमला - 1

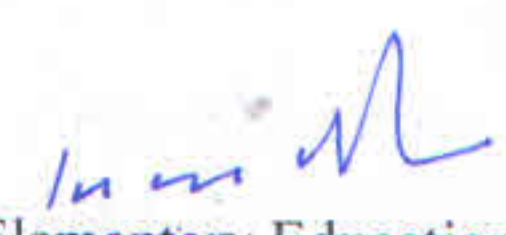
Subject: Regularization of contract Appointees in the Government Departments Instructions thereof.

Sir,

This is reference to the Additional Chief Secretary (Personnel) to the Govt. of Himachal Pradesh office letter No. PER(AP)C-B(2)-1/2018 dated 11.05.2018 on the subject cited above.

In this regard, you are directed to collect the information on proforma given below from the Principals/Headmasters of the Govt. Senior Secondary Schools//High Schools under your control in respect of those TGTs who have completed three years continuous service on contract basis as on 31.03.2018 **except those contract TGTs whose services were taken over from PTA/GIA/SMC** on the proforma-"A" and forward the same to this Directorate on the proforma-"B" enclosed herewith in consolidated by 31.05.2018 positively along with 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 District, nil report to this effect be sent to this Directorate.


Encls. Performa-  
"A" and "B"

  
Director Elementary Education,  
Himachal Pradesh Shimla.

Endst No: Even dated:- 14<sup>th</sup> May, 2018.

Copy forwarded for information and further n/a 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 Monitoring Cell (Internal) to upload these instructions on department website.
4. Guard file.

  
Director Elementary Education,  
Himachal Pradesh Shimla.

**PROFORMA-"A"**

SUBMISSION OF PARTICULARS IN R/O CONTRACT TEACHER FOR REGULARIATION AFTER COMPLETION OF 3 YEARS CONTINOUS SERVICE ON CONTRACT BASIS AS ON 31.03.2018 **except those contract TGTs whose services were taken over from PTA/GIA/SMC**

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 31.03.2018 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11.	Total length of service as on 31.03.2018 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 regularization in r/o those contract TGTs who are going to complete three years continuous contract service as on 31.03.2018 except those contract TGTs whose services were taken over from PTA/GIA/SML

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 31.03.2018.	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.