

No.EDN-H(Ele)H(I)B(6)8/2022-I-Pro/Sen/Regu
Directorate of Elementary Education
Himachal Pradesh, Lalpani, Shimla-1

Dated Shimla-171001, the October, 2021

To

All the Dy. Director of Elem. Education
in Districts of Himachal Pradesh.


Subject: - Regarding regularization of Clerk appointed on daily waged basis-information thereof.

Sir,

Please find enclosed herewith copy of letter No. EDN-HE(1)B(2)-01/22-regu. of D/W.clk, dated 07.10.2022, addressed to all the DDHEs in Districts of H.P. and copy thereof endorsed to this Directorate, on the subject cited above.

In this context, you are directed to supply the particulars of all those clerks, presently working under your control in the district, who have completed four years of continuous service on daily wage basis as on 30.09.2022 and are eligible for regularization. The particulars be sent on the prescribed proforma alongwith relevant documents to this Directorate, in consolidated manner, **within five days positively**, so that the same could be sent to the Directorate of Higher Education Himachal Pradesh. 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:- 02 Pages



**Joint Director (Admn)
Elementary Education, H.P.**

Endst No. even, dated Shimla-171001 the October, 2022

Copy to:-

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




**Joint Director (Admn)
Elementary Education, H.P.**

No.- EDN-HE(1)B(2)-01/22-regu. of D/W. clk
Directorate of Higher Education
Himachal Pradesh
Dated: Shimla-171001 2022

To


All the Deputy Director of Hr. Education,
In Districts of Himachal Pradesh.

Subject: Regarding regularization of clerk appointed on daily waged basis-
information thereof.

Memo:

With reference to the subject cited above.

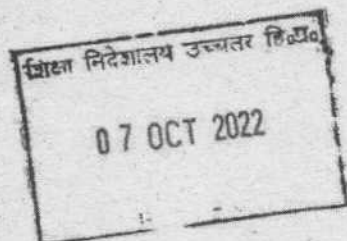
In this context, it is informed that some clerk/JOA(IT) have completed four years of continuous service on Daily wages basis as on 30.09. 2022 and are eligible for regularization. Hence, it is directed to collect and compile the information on prescribed proforma from the offices/ institutions working under your kind control (including colleges, NCC Units, Library etc.) in respect of those clerks/JOA(IT) who have completed four years of continuous service on daily wages basis as on 30.09.22 and forward the same along-with all relevant certificates i.e. DOB, Educational Qualification, latest medical fitness certificate, Bonafide Himachali, Character & Work and Conduct etc. to this directorate in consolidated form **immediately**. In case, there is no eligible candidate or left the job in your District, report to this effect be also sent to this Directorate. It is also ensured that information for regularization of clerks and JOA(IT) be submitted separately.

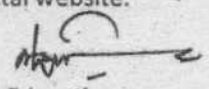

Director Higher Education
Himachal Pradesh

Endst. No. Even Dated : Shimla-171001 2022

Copy to:-

1. The Principal Secretary (Education) to the Govt. of H.P. for information please.
2. The Director Elementary Education Himachal Pradesh, Shimla -I with the request to send the particulars as per proforma attached along with all relevant certificates & Work and Conduct certificates of those daily waged clerks/JOA(IT) who are appointed/working under your kind control in Himachal Pradesh will complete four years continuous services as on 30.09.22 to this directorate in consolidated form immediately.
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 the Daily waged clerks who had completed four year continuous service as on 30.09.22 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. D.A. dealing with service book internal for similar action.
5. Incharge, IT Cell (Internal) to upload these instructions on departmental website.
6. Guard file.




Director Higher Education
Himachal Pradesh.

Proforma for regularization of Daily Waged clerks/JOA(IT) who have completed four years continuous service as on 30.09. 22

Sr. No.	Name of the clerk	Father's name	Qualification (Copy enclosed)		Name of the School /office presently posted	Date of Birth (Copy enclosed)	Date of joining on 1 st apptt. (Appointment orders be also enclosed)	Mode of recruitment.	Date of qualifying the type test (Copy enclosed)	No. of working days in each calendar Years be shown (year-wise information be supplied)	Total Length of continuous service as on 30.09.22	Category (in case reservation , Copy enclosed)	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