

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

To Dated Shimla-171001, the October, 2022

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


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

Sir,

Please find enclosed herewith copy of letter No.EDN-HE(1)B(2)-  
01/22-regu.of cont.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 on  
prescribed proformas, alongwith requied documents, in r/o all those contract  
Clerks/JOA(IT) who are presently working in the offices/institutions under your  
control in the district and have completed two years of continuous service on  
contract basis as on 30.09.2022. The particulars and documents be sent to this  
Directorate in consolidated manner, separately in respect of Clerks/JOA(IT), **within  
five days positively**, so that the same could be sent to the Directorate of 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

  
**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 cont. clk

Directorate of Higher Education

Himachal Pradesh.

Dated: Shimla-171001, the

2022

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) have completed two years of continuous service on contract basis as on 30.09.2022 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 have completed two years of continuous service on contract basis as on 30.09.22 on Proforma "B" and forward the same to this directorate after compiling/verifying as per information/documents required below within two days positively 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 30.09.22.
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).

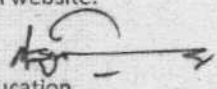
This information is also available on the departmental website [www.education.hp.gov.in](http://www.education.hp.gov.in)

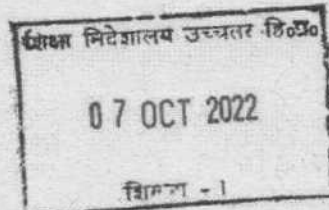
  
(Dr. Amarjeet K. Sharma)  
Director Higher Education  
Himachal Pradesh.

Endst. No. Even Dated: Shimla, the 2022

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

1. The Principal 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. DA dealing with the establishment of directorate of Higher Education HP internal for similar action.
4. Incharge IT Cell (Internal) to upload these instructions on departmental website.
5. JOA(IT) regularization file.
6. Guard file.

  
Director Higher Education  
Himachal Pradesh.



Proforma for regularization of contract clerk/JOA(IT) who are going to complete two years continuous service as on 30.09.2022

| 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 30.09.22 | 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

**SUBMISSION OF PARTICULARS IN R/O CONTRACT CLERK/JOA(IT) FOR REGULARIZATION AFTER COMPLETION OF 2 YEARS CONTINEOUS SERVICE AS ON 30.09.2022**

|     |   |                             |                          |                                 |
|-----|---|-----------------------------|--------------------------|---------------------------------|
| 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 30.09.2022 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 30.09.2022 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                  |
|     | Matric  |                             |                          |                                 |
|     | 10+2  |                             |                          |                                 |
|     | BA/BSc/B.Com  |                             |                          |                                 |
|     | MA/MSc/M.Com  |                             |                          |                                 |
|     | Other   |                             |                          |                                 |
|     |   |                             |                          |                                 |

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