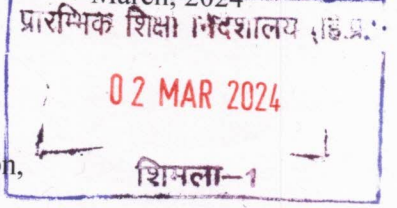


No: EDN-H(2)B(2)34/2024-regularisation  
Directorate of Elementary Education,  
Himachal Pradesh Lal Pani Shimla-1

Dated Shimla-171001 the

March, 2024



To

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

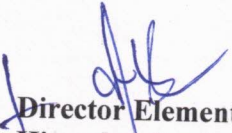
Subject:

Regularization of contract Appointees in the Government Departments  
Instructions thereof.

Sir,


On the subject cited above, you are requested to collect the information 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 31.03.2024 on the proforma-"A" and forward the same to this Directorate on the Performa-"B" enclosed herewith in consolidated manner latest by 20.03.2024 positively along with required essential academic/professional qualification certificates/Degrees/character certificate/ work and conduct certificates (soft copy of data in 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  
March, 2024

Endst No: Even dated: Shimla-171001 the,  
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 IT Cell (Internal) to upload these instructions on department website.
4. Guard file.

  
Director Elementary Education,  
Himachal Pradesh, Shimla-1

**PROFORMA "A"**

**PARTICULARS IN R/O CONTRACT TEACHER FOR REGULARIATION AFTER COMPLETION OF 2 YEARS CONTINUOUS SERVICE ON CONTRACT BASIS AS ON 31.03.2024.**

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 31.03.2024 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 31.03.2024 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		
	Professional (i.e B.Ed.)		
		Total Marks	Marks Obtained
			Percentage

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

**CERTIFICATE**

1. 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).
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.....)

**Proforma-"B"**

Proforma for regularization in r/o those contract TGTs who are going to complete two years continuous contract service as on 31.03.2024.

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 unauthorized absence (Mention the dates)	No. of days of unauthorized absence	Total length of service as on 31.03.2023	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.