No.EDN-H(Ele)H(I)B(6)8/2020-Pro/Sen/Regu
Directorate of Elementary Education
Himachal Pradesh, Lalpani, Shimla-1

Dated Shimla-171001, the March, 2021

To

All the Deputy Director of Elementary 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)-01/18-regu. of D/W.clk, dated 20.03.2021, addressed to all the DDHE 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, working in the offices/institutions under your control in the district, who have completed five years of continuous service and are eligible for regularization as on 31.03.2021, on the prescribed proforma alongwith relevant documents to this Directorate, in consolidated manner, **within in 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

sd/-

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

Endst No. even, dated Shimla-171001 the March, 2021
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, with the direction to upload this letter on departmental website.
3. Guard File.

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)
20 MAR 2021
शिमला-1

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

No.- EDN-HE(1)B(2)-01/18-regu. of D/W. clk
Directorate of Higher Education
Himachal Pradesh
Dated: Shimla-171001 20-03-2021

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 regard, it is informed that some clerk who have completed five years of continuous service on daily wages basis as on 31.03.2021 and eligible for regularization. Therefore, you are directed to collect and compile the information on following proforma from the offices/ institutions working under your kind control (including colleges, NCC Units, Library etc.) in respect of those clerks who have completed five years of continuous service on daily wages basis as on 31.03.2021 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 within in **Seven days positively**. In case, there is no eligible candidate or left the job in your District, report to this effect be also sent to this Directorate.

Addl. Director Higher Education (A)
Himachal Pradesh

Endst. No. Even Dated : Shimla-171001 20-03-2021

Copy to:-

1. The 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 who are appointed/working under your kind control in Himachal Pradesh and have completed five years continuous services as on 31.03.21 to this directorate in consolidated form **within Seven days positively.**
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 have completed five year continuous service as on 31.03.21 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.

Addl. Director Higher Education (A)
Himachal Pradesh.

Proforma for regularization of Daily Waged Clerk who have completed five years continuous service as on 31.03.2021													
Sr. No.	Name of Clerk Sh/Smt/Ms.	Father's Name Sh/Smt/MS	Qualification		Name of the School/office presently posted	Date of Birth (copy enclosed)	Date of Joining on 1st Apptt (Appointment orders be also enclosed)	Mode of Recruitment	Date of qualifying the type test (copy enclosed)	No. of working days in each calendar year be shown (year wise information be supplied)	Total length of continuous Service as on 31.03.2021	Catgegory (in case reservation Copy enclosed)	Remarks
			10+2	Other Higher									

Certificate

Certified that all the information supplied above is corect in all respect as per available record

Dy. Director of Ele. Education

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