

**EDN-HE(PS-DHE)-3/2020-Misc-68  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1**

Dated: Shimla-1, the 23<sup>rd</sup> April 2020

To

**All the Deputy Directors of Higher Education  
in Himachal Pradesh**

**Subject:- Regularization of contract appointees (Clerks)**

Sir

In continuation to this Directorate letter No. EDN-HE(1)(B(2)-01/18-regu. of cont. clk, dated: the 21<sup>st</sup> September 2019, on the subject cited above.

In this context, you are hereby directed to collect the information of such Clerks in prescribed proforma on Annexure-A, who are serving the department on Contractual Basis and completed 3 years of continuous service as on 31.03.2020. The compiled information be provide to the department immediately on Annexure-B.

2. The said information in respect of those incumbents who are going to complete 3 years of continuous service as on 30.09.2020, may also be provided to the department, on 03.10.2020 or up to 06.10..2020.

The following documents are required to be submit along with the cases of regularization: -

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 copies of academic qualification
6. Attested copy of certificate of Bonafide Himachali
7. Attested copy of orders of qualifying of type test
8. Character certificate
9. Work and conduct certificate
10. Attested copy of category/case certificate, if any
11. Certificate of three years continuous service
12. Photocopy of latest medical certificate which should be in accordance with the provisions contained in FR-10 and SR-4(1), 4(2) & 4(3)

It is pertinent to mention here that if there is no eligible candidate in your district, NIL information may be sent to the Directorate.



**(Dr. Amarjeet K. Sharma)  
Director of Higher Education  
Himachal Pradesh, Shimla-1**

Endorsement No. Even, Dated: Shimla-1, the 23<sup>rd</sup> April 2020

**Copy for information and further necessary action to:**

1. The Director of Elementary Education, HP, with the request that the information with regard to the officials presently working under your kind control may be provided in consolidated manner, immediately please



**Director of Higher Education  
Himachal Pradesh, Shimla-1**

**SUBMISSION OF PARTICULARS IN R/O CLERKS WORKING ON CONTRACTUAL BASIS  
FOR REGULARISATION ON COMPLETION OF 3 YEARS OF CONTINUOUS SERVICE AS ON  
30.03.2020 OR 30.09.2020**

1.	Name of Contract Clerk					
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			
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 30.09.2019 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 30.09.2019 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	Percentage
	Matric					
	10+2					
	BA/BSc/B.Com					
	MA/MSc/M.Com					
	Other					

Signature of Contract clerk  
(Name.....)

1. It is certified that Sh/ Smt/Miss..... is working as contract clerk who was initially appointed as such vide Directorate of Hr Education order No.....dated..... at serial number .....
2. His/her work and conduct is .....during the last three year (attach copy).
3. Certified that the information as mentioned above is correct as per the school/relevant record.

Date:.....

Signature of Principal/DDO (official seal)  
(Name of signing officer.....)

**Check list for Principal/DDO to ensure before sending the case from institution:-**

1. Whether all columns have been filled correctly. Don't make any alteration in the above Proforma.
2. Whether Mobile No./phone No in r/o teacher and institution is mentioned.
3. Whether work and conduct certificate has been attached.

**For office use only (at Directorate level):**

Remarks of Screening committee if any :.....  
.....  
.....

**Whether Recommended for regularization or Not:.....**

**If Not mention the reason .....**

Signature of Member

Signature of member

Signature Convener

**PROFORMA FOR REGULARIZATION OF CLERKS WORKING ON CONTRACTUAL  
BASIS ON COMPLETION OF 3 YEARS OF CONTINUOUS SERVICE  
AS ON 30.03.2020 OR 30.09.2020**

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 30.09.19	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