

(31)

TIME BOUND

No: EDN-H(8)B(15)-1/2008-Contract  
Directorate of Higher Education  
Himachal Pradesh  
Email.dir.edu@rediffmail.com , college\_branch@rediffmail.com  
Phone No.0177-2653120,2653575,Ext.221 Fax:0177-2812882

Dated: Shimla-1 Jan, 2016

To  
All the Principals of Govt. Colleges  
Himachal Pradesh

**Subject: Regularisation of contract appointees in the Government Departments.**

In pursuance to the instructions issued by the Govt. vide Letter No. PER(AP)C-B (2)-2/2015 dated 7.5.2015 on the subject cited above.

In this regard, you are hereby directed to supply information in respect of all Contract Assistant Professors working in your college on the proforma attached alongwith all relevant documents on or before 10.02.2016 through special messenger who have completed 05 years service as on 31.03.2016.

*Sharma*  
14-01-2016  
Jt. Director of Higher Education  
Himachal Pradesh

Endst.No. Even Dated: Shimla-1  
Copy for information to:-

1. The Addl. Chief Secretary (Edu.) to the Govt. of H.P.
2. Incharge I.T. Cell with the direction to put up this letter on the departmental website.

*Sharma*  
14-01-2016  
Director of Higher Education  
Himachal Pradesh

**SUBMISSION OF PARTICULARS IN R/O CONTRACT ASSISTANT PROFESSOR (COLLEGE) FOR  
REGULARIZATION AS ASSISTANT PROFESSOR AFTER COMPLETION OF 5 YEARS SERVICE  
AS ON 31.03.2016**

1.	Name of Contract Assistant Professor	IP No.	
		PMIS 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	
6.	Permanent Address of candidate (Mob. No. mandatory)	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) Attach copy in case of SC/ST/OBC		
10.	Detail of un-authorized absence period, if any till 31.03.2016 for which salary not drawn:		
	From (Date)	To (Date)	No of days
11.	Total length of service as on 31.03.2016 after excluding the period as mentioned in column No 10		



12.	<b>Educational Qualification (Please attach copy of relevant certificates):-</b>					
	<b>Qualification</b>	<b>Name of Uni./Board</b>	<b>Year of Passing</b>	<b>Total Marks</b>	<b>Marks Obtained</b>	<b>Percentage</b>
	Matric					
	10+2					
	BA/BSc/B.Com					
	MA/MSc/M.Com					
	M.Phil					
	Ph.D					
	NET/SET					
13.	Himachali domicile, specify Yes or No , if Yes attach copy of certificate					

14. **Work and conduct certificates for last five years (attested copies) be sent to this Directorate alongwith information.**

15. Any Departmental Inquiry pending or not. If yes detail be given.

1. It is certified that Sh/ Smt/Miss..... is working as contract Assistant Professor in.....subject who was initially appointed as such vide Govt. Notification No.....dated.....

(Copy attached).

- His/her work and conduct is .....during the period w.e.f..... till date.
- Certified that separate character certificate of the above contract Lecturer is enclosed with the case.
- Certified that the information as mentioned above is correct as per the school/relevant record.
- Certified that all entries pertaining to individuals joining and leave etc. has been made in his/her service book.

Date:.....

Signature of Principal (official seal)

(Name of signing officer.....)

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

- Whether all columns have been filled correctly. Don't make any alteration in the above Proforma.
- Whether Mobile No./phone No in r/o teacher and institution is mentioned.
- Whether all the documents have been attached in order i.e. Appointment order, Academic qualification certificate Martic, PG, M.Phil, Ph.D, NET/SET, Category certificate if any, character certificate and Domicile Himachali.

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

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

.....  
 .....  
 .....

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