

No.- EDN-HE(1)B(2)-01/13-regu. of D/W- clk.

Directorate of Higher Education

Himachal Pradesh

Dated: Shimla-171001

शिक्षा निदेशालय उच्चतर शिक्षा

15 MAY 2018

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 letter No. PER (AP)C-B(2)-1/2014 dated 11.05.18 on
the subject cited above.

In this regard, 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 31.03.2018 and forward the same along-with all relevant certificates & Work and Conduct certificates to this Directorate in consolidated form within in **Seven days positively**. In case, there is no eligible candidates or left the job in your District, report to this effect be also sent to this Directorate.


Jr. Director Higher Education (A)
Himachal Pradesh


Endst. No. Even

Dated : Shimla-171001

2018

Copy to:-

1. The Principal 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 services as on 31.03.18 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 service as on 31.03.2018 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.


Jt. Director Higher Education(A)
Himachal Pradesh.

Proforma for regularization of Daily Waged clerks who have completed five years continuous service as on 31.03.2018

| Sr. No. | Name of the clerk | Father's name | Qualification (Copy enclosed) | | Name of the School /office presently posted | Date of Birth (Copy enclosed) | Date of joining on 1 st apptt. (Appointment orders be also enclosed) | Mode of recruit ment. | Date of qualifying the type test (Copy enclosed) | No. of working days in each calendar Years be shown (year-wise information be supplied) | Total Length of continuous service as on 31.03.18 | Category (in case reservation , Copy enclosed) | Remarks |
|---------|-------------------|---------------|--------------------------------|--------------|---|--------------------------------|---|-----------------------|---|--|---|--|---------|
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Certificate

Certified that all the information supplied above is correct in all respect as per record.

Dy. Director of Hr. Education
Distt.....H.P