

No.- EDN-HE(1)B(2)-01/13-regu. of Cont. clk.
Directorate of Higher Education
Himachal Pradesh

Dated: Shimla-171001

05.05.17

To

All the Deputy Director of Hr. Education,
in Districts of Himachal Pradesh.

Subject:

Regarding regularization of clerk appointed on contract basis-
information thereof.

Memo,

Reference to Govt.letter No.PER (AP)C-B(2)-2/2015-L dated 04.05.17
on the subject cited above.

In this regard, you are directed to collect and compile the information on proformas given below from the offices/ institutions working under your kind control (including colleges, NCC Units, Library etc.) in respect of those clerks who have completed three years of continuous service on contract basis as on 31.03.2017 and forward the same along-with all relevant certificates & Work and Conduct certificates to this Directorate in consolidated form within in **two 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.

Onash
Addl. Director Higher Education
Himachal Pradesh

Endst. No. Even

Dated : Shimla-171001

05.05.17

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 proformas attached along with all relevant certificates & Work and Conduct certificates of those contract clerks who are appointed/working under your kind control in Himachal Pradesh and who have completed three years services as on 31.03.17 to this directorate in consolidated form **within two 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 contractual clerks who have completed three year service as on 31.03.2017 on the proforma-A 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.

Onash
Addl. Director Higher Education
Himachal Pradesh.

**SUBMISSION OF PARTICULARS IN R/O CONTRACT CLERK FOR
REGULARIZATION AFTER COMPLETION OF 3 YEARS SERVICE AS ON
31.03.2017**

1.	Name of Contract Clerk.					
2.	Father's Name					
3.	Category (Gen/SC/ST/OBC) (Copy enclosed)					
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 (Copy enclosed)	Male/Female				
8.	Date of joining	Appointment order No & date				
9.	Date of qualifying the type test with order no. (Copy enclosed)					
10.	Mode of recruitment (Comp., Service Takeover, Commission etc.)					
11.	Detail of un-authorized absence period, if any till 31.03.2017 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
12.	Total length of continuous service as on 31.03.2017 after excluding the period as mentioned in column No 11					
13.	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 isduring 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 clerk and institution is mentioned.
3. Whether all relevant documents & 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-“B”

Proforma for regularization of contract clerks who have completed three years as on 31.03.2017

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.	Mode of recruitment	Date of qualifying the type test (Copy enclosed)	Period of un-authorized absence (mention the dates)	No. of days of un-authorized absence	Total Length of continuous service as 31.03.17	Category (in case reservation , Copy enclosed)	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