

Reminder

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

Dated: Shimla-171001 the 25.04. 2016

To

Deputy Director of Hr. Education Kullu/Kinnour/Sirmour,  
of Himachal Pradesh.


Subject:

Regularization of contract clerks in Education Departments-Information  
thereof.

Memo,

Reference to this directorate letter of even no. dated 18.03.2016 vide which information on the subject cited above were sought, but same has yet not received from you..


In this regard, you are once again directed to collect and compile the information on the proforma given below from the offices/ institutions under your control (including colleges, NCC Units, Library etc.) in respect of those clerks who are going to complete five years of service on contract basis as on 31.3.2016 on the proforma-"A" and forward the same to this Directorate on the proforma-B enclosed herewith in consolidated with in two days positively and any certificates/ documents are not required except work and conduct certificate. In case, there is no eligible candidate in your District, NIL report to this effect be also sent to this Directorate.

  
Supdt E-I Branch  
Directorate of Higher Education  
Himachal Pradesh.

Endst. No. Even Dated : Shimla-171001 the 25.04., 2016

Copy to:-

1. The Additional Chief 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 Work and Conduct certificate of those contract clerks who are appointed/working under your kind control in Himachal Pradesh and who are going to complete five years services as on 31.03.2016 to this directorate 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 (without certificate except work and conduct certificate) of the contractual clerks who are going to complete five year service as on 31.03.2016 on the proforma-A alongwith work and conduct certificate, to the concerned Deputy Director of Higher Education. No direct correspondence to this effect will be entertained in this Directorate.
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.

  
Supdt E-I Branch  
Directorate of Higher Education  
Himachal Pradesh.

**SUBMISSION OF PARTICULARS IN R/O CONTRACT CLERK FOR  
REGULARIZATION AFTER COMPLETION OF 5 YEARS SERVICE AS ON 31.03.2016**

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.	<b>Detail of un-authorized absence period, if any till 31.03.2016 for which salary not drawn:</b>					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11.	Total length of service as on 31.03.2016 after excluding the period as mentioned in column No 10					
12.	<b>Educational Qualification:-</b>					
	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 year  
(attach copy).
3. Certified that the information as mentioned above is correct as per the school/relevant  
record.

Date:.....  
seal)

Signature of Principal/DDO (official

(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 contract clerks who are going to complete five years as on 31.03.2016

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 service as 31.03.16	Category	Remark
			+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