

No.EDN-HE(15)B(3)-5/2008-Appntt.-Lib. Cont-Regl.
Directorate of Higher Education
Himachal Pradesh

Dated: Shimla-171001

the ^{DS} May, 2017

To

✓ All the Deputy Director (Higher Education),
Himachal Pradesh.

Subject:

Regularization of contract appointees in the Government
Departments-Instructions thereof. — *Assistant Librarian*

Memo,

This is in reference to the Principal Secretary (Personnel) to the Govt. of Himachal Pradesh office letter No.PER(AP)-C-B(2)-2/2015-L dated 5th May, 2017, on the subject cited above.

In this regard, you are hereby directed to collect and compile the information / documents from the Principals of Govt. Degree Colleges, and Senior Secondary Schools and others Public Libraries including Central State Lib., Distt. Libraries, Community Centre Lib. State Libraries, Tehsil Libraries & Tribal Libraries under your control in respect of those Assistant Librarians who have completed three years of continuous service on contract basis as on 31.3.2017 on the Proforma-"A" attached along with the required documents and forward the same to this Directorate on the Proforma- "B" enclosed herewith in consolidated form on or before 11th May, 2017 positively. In case, there is no eligible candidate in your District, NIL report to this effect be sent to this Directorate.

Wesme
A Director of Higher Education
Himachal Pradesh, Shimla-1
May, 2017

Endst. No. Even Dated : Shimla-171001 the ^{DS}
Copy to:-

1. The Principal Secretary (Education) to the Govt. of H.P. for information please.
2. The Principal Govt. Degree College/ Govt. Sr. Sec. Schools and Librarians Central State Library Solan, State Library Shimla and all Distt. Libraries in Himachal Pradesh with the directions to send the regularization case of those contractual Assistant Librarians who have completed three years continuous service as on 31.03.2017 on the proforma-A along with the documents required, to the concerned Deputy Director of Higher Education within two days. No direct correspondence in this effect will be entertained in this Directorate.
- ✓ 3. The Incharge, IT Cell, Dte. Shimla to upload this page on Departmental Website.
4. Guard file.

Wesme
A Director of Higher Education
Himachal Pradesh, Shimla-1.

Proforma-"B"

Proforma for regularization of Asstt. Librarians those who have completed three years as on 30.03.2017

| Sr. No. | Name of the Asstt. Lib. | PMIS No. | Qualification | | Name of the School presently posted | Date of Birth | Date of joining on 1 st apptt. on contract basis | Name of Institution/ Library where joined on 1st Apptt. | Permanent home address | Total Length of service as 31.03.17 | Category | Remarks |
|---------|-------------------------|----------|----------------|---|-------------------------------------|---------------|---|---|------------------------|-------------------------------------|----------|---------|
| | | | Matric onwards | Diploma/ Degree in Library Science and Hr. Education if any | | | | | | | | |
| 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

PRAFORMA-"A"

**SUBMISSION OF PARTICULARS IN R/O CONTRACT Asstt. Lib. FOR REGULARIZATION
AS Asstt. Librarian AFTER COMPLETION OF 3 YEARS SERVICE AS ON 31.03.2017**

| | | | | | |
|-----|--|--|--|--|-----------------------|
| 1. | Name of Asstt. Librarians Contract basis | | | IP No. | |
| | | | | PMIS No. | |
| 2. | Father's/Husband Name | | | | |
| 3. | Address of Present place of posting with contact No | | | | |
| | | Phone No with STD code or Mob. No of Principal | | | |
| 4. | 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 | | | |
| 5. | Permanent Address of candidate (Mob. No mandatory) | | | | |
| | | Mob. No of candidate | | | |
| 6. | Date of Birth | | Male/Female | | |
| 7. | Date of joining | | Appointment order No & date | | |
| 8. | Category (Gen/SC/ST/OBC) | | | | |
| 9. | 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 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 10. | Total length of service as on 31.03.2017 after excluding the period as mentioned in column No. 10 | | | | |
| 11. | Educational Qualification:- | | | | |
| | Qualification | Name of Uni./Board | Year of Passing | Total Marks | Marks Obtained |
| | Matric and Hr. Edu. if any | | | | |
| | Diploma/Degree in Library Science | | | | |
| | | | | | |
| 12. | Himachali domicile, specify Yes or No | | | | |

Signature of Contract Asstt. Lib.
(Name.....)

1. It is certified that Sh/ Smt/Miss..... is working as contract Asstt. Lib. in..... who was initially appointed as such vide Directorate of Higher Education order No.....dated.....
2. His/her work and conduct isduring the last 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 Asstt. Lib. and institution is mentioned.
3. Whether work and conduct certificate has been attached
4. Whether all the the documents of

For office use only (at Directorate level):

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

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

Signature of Member

Signature of member

Signature Convener