

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

16/09/2017

To

All Principals of Govt./ Skt. Colleges,  
Himachal Pradesh.

Subject: Information regarding contract employee-regularisation thereof.

Memo:

In this regard, you are hereby directed to supply informations in respect of all Contract Assistant Professors working in your college on or before 10.09.2017 on the proforma attached alongwith all relevant documents who have completed 03 years service except those whose services were taken over from PTA (GIA) to contract.

Director of Higher Education  
Himachal Pradesh

Endst.No. Even Dated: Shimla-1

16/09/2017

Copy for information to:-

1. Incharge I.T.Cell with the direction to put up this letter on the Departmental website.

Director of Higher Education  
Himachal Pradesh

**PRoFORMA-“A”**

**SUBMISSION OF PARTICULARS IN R/O CONTRACT ASSISTANT PROFESSOR (COLLEGE) FOR  
REGULARIZATION AS ASSISTANT PROFESSOR AFTER COMPLETION OF 03 YEARS SERVICE**

**AS ON 30.09.2017**

1.	<b>Name of Contract Assistant Professor</b>			IP No.
				PMIS No.
2.	<b>Subject</b>			
3.	<b>Father's Name</b>			
4.	<b>Address of Present place of posting with contact No</b>			
		<b>Phone No. with STD code or Mob. No of Principal</b>		
5.	<b>Name of institution where initially joined. Also mention Distt., Mob. No./ phone No. of the institution</b>			
		<b>Phone No. with STD code or Mob. No. of Principal</b>		
6.	<b>Permanent Address of candidate (Mob. No. mandatory)</b>			
		<b>Mob. No .of teacher</b>		
7.	<b>Date of Birth</b>		<b>Male/Female</b>	
8.	<b>Date of joining</b>	<b>Appointment order No &amp; date (Also attach the copy of same)</b>		
9.	<b>Category (Gen/SC/ST/OBC) Attach copy in case of SC/ST/OBC</b>			
10.	<b>Detail of un-authorized absence period, if any till 30.09.2017 for which salary not drawn:</b>			
	<b>From (Date)</b>	<b>To (Date)</b>	<b>No of days</b>	<b>Reason of un-authorized absence</b>
11.	<b>Total length of service as on 30.09.2017 after excluding the period as mentioned in column No 10</b>			

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.	<b>Himachali domicile, specify Yes or No , if Yes attach copy of certificate</b>					

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

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).**
2. His/her work and conduct is .....during the period w.e.f..... till date.
3. Certified that separate character certificate of the above contract Lecturer is enclosed with the case.
4. Certified that the information as mentioned above is correct as per the school/relevant record.
5. 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:-**

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 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.