

MOST URGENT
TIME BOUND
PERSONAL ATTENTION

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

Dated: Shimla-171001 the 19th March, 2016

Email: dir.edu@rediffmail.com, Ph.No.0177-2653120(Extn.239), FaxNo2812882

To


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

Subject: Regularization of contract appointees in the Government
Departments-Instructions thereof.

Memo,

This is in reference to the Additional Chief Secretary (Education) to the Govt. of Himachal Pradesh office letter No.EDN-A-Kha(2)12/2016 dated 18th March, 2016, on the subject cited above.

In this regard, you are directed to collect and compile the proforma from the Principals of Govt. Degree Colleges, Senior Secondary Schools, others Public Libraries including Central State Library Solan, H.P. State Library Shimla, Distt. Libraries, Community Centre Libraries, Tehsil Libraries & Tribal Libraries under your control in respect of those Asstt. Librarians who have completed 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 manner and any certificates / documents are not required except work and conduct certificate to this Directorate by 23rd March, 2016 through special messenger, Fax or E-mail positively. In case, there is no eligible candidate in your District, report as Nil be sent to this Directorate by same date.

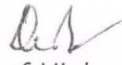

Director of Higher Education
Himachal Pradesh, Shimla-1

Endst. No. Even Dated : Shimla-171001

the 19th March, 2016

Copy to:-

1. The Principal Secretary (Education) to th-e 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 the contractual Asstt. Lib. those who have completed five year service as on 31.03.2016 on the proforma-A (without certificate except work and conduct certificate), 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.


Director of Higher Education
Himachal Pradesh, Shimla-1.

**SUBMISSION OF PARTICULARS IN R/O CONTRACT Asstt. Lib. FOR REGULARIZATION AS Asstt.
Librarian AFTER COMPLETION OF 5 YEARS SERVICE AS ON 31.03.2016**

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 31.03.2015 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
10.	Total length of service as on 31.03.2016 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	Percentage
	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 Hr 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.

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

Proforma for regularization of Asstt. Librarians those who have completed five years as on 31.03.2016

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 31.03.16	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