

No.EDN-H(19)B(1)-8/2012-Cont-Regl.  
Directorate of Higher Education  
Himachal Pradesh

Dated: Shimla-171001 the 06 Sept., 2016

To

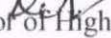
All the Deputy Director of Hr. Education,  
In Districts of Himachal Pradesh.

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 18.03.2016 on the subject cited above.

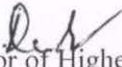
In this regard, you are directed to collect and compile the proforma given below from the Principals of Senior Secondary Schools under your control in respect of those lecturers/PGT (school cadre) who are going to complete five years of service on contract basis as on 30.09.2016 on the proforma-"A" and forward the same to this Directorate on the proforma-B enclosed herewith in consolidated in the first week of Oct. 2016 positively alongwith work and conduct certificate as on 30.09.2016. In case, there is no eligible candidate in your District, NIL report to this effect be sent to this Directorate.

  
Director of Higher Education  
Himachal Pradesh

Endst. No. Even Dated : Shimla-171001 the 06 Sept., 2016

Copy to:-

1. The Principal Secretary (Education) to the Govt. of H.P. for information please.
2. The Principal Govt. Sr. Sec. Schools in Himachal Pradesh with the directions to send the regularization proforma alongwith appointment order and work and conduct certificate as on 30.09.2016 of the contractual PGT/Lecturer those who are going to complete five year continuous service as on 30.09.2016 on the proforma-A, to the concerned Deputy Director of Higher Education. No direct correspondence to this effect will be entertained in this Directorate.
3. Incharge IT Cell (Internal) to upload these instructions on departmental website.
4. Guard file.

  
Director of Higher Education  
Himachal Pradesh.

## Proforma for regularization of contract Lecturers/PC

Sr. No.	Name of the lect.	Father's name	Subject	Qualification		Na Sc pr po.
				%age in Master Degree	B.Ed. %age	
1						
2						
3						
4						
5						
6						
7						
8						

Certified that all the information supplied above is correct in :

1. It is certified that Sh/ Smt/Miss..... is working as contract Lecturer/PGT in.....subject 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:.....

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 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

**SUBMISSION OF PARTICULARS IN R/O CONTRACT LECTURER (SCHOOL) FOR  
REGULARIZATION AS PGT AFTER COMPLETION OF 5 YEARS SERVICE AS ON 30.09.2016**

1.	<b>Name of Contract Lecturer/PGT</b>					
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</b>			
9.	<b>Category (Gen/SC/ST/OBC)</b>					
10.	<b>Detail of un-authorized absence period, if any till 30.09.2016 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 30.09.2016 after excluding the period as mentioned in column No 10</b>					
12.	<b>Educational Qualification:-</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>
	<b>Matric</b>					
	<b>10+2</b>					
	<b>BA/BSc/B.Com</b>					
	<b>MA/MSc/M.Com</b>					
	<b>B.Ed.</b>					

Signature of Contract lecturer  
(Name.....)