

Dated: Shimla-171001

the 06, Sept., 2017

To

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


Subject:

Regularization of contract appointees in the Government Department- instruction  
thereof.

Memo,

This is in reference to the Addl. Chief Secretary (Personal) to n the Govt. of  
Himachal Pradesh office letter No. Per (AP)C-B(2)-2/2015-L dated 04<sup>th</sup> May 2017 on the subject cited  
above.

In the 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 have completed three years of service on contract basis as on 30.09.2017 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. 2017** along with appointment order and work & conduct  
certificate. 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

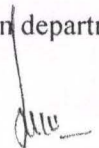
Endst. No. Even

Dated : Shimla-171001

the 06, Sept., 2017

Copy to:-

1. The Principal Govt. Sr. Sec. Schools in Himachal Pradesh with the directions to send the  
regularization proforma (along with appointment order and work & conduct certificate) of the  
contractual PGT/Lecturer those who have completed three year service as on 30.09.2017 on the  
proforma-A to the concerned Deputy Director of Higher Education. Direct correspondence to this  
effect will not be entertained in this Directorate.
- ✓ 2. Incharge IT Cell (Internal) to upload these instructions on departmental website.
3. Guard file.

  
Director of Higher Education  
Himachal Pradesh.

**SUBMISSION OF PARTICULARS IN R/O CONTRACT LECTURER (SCHOOL) FOR  
REGULARIZATION AS PGT AFTER COMPLETION OF 3 YEARS SERVICE AS ON 30.09.2017**

1.	Name of Contract Lecturer/PGT					
2.	Subject					
3.	Father's Name					
4.	Address of Present place of posting with contact No		Phone No with STD code or Mob. No of Principal			
5.	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			
6.	Permanent Address of candidate (Mob. No mandatory)		Mob. No of teacher			
7.	Date of Birth		Male/Female			
8.	Date of joining		Appointment order No & date			
9.	Category (Gen/SC/ST/OBC)					
10.	Detail of un-authorized absence period, if any till 30.09.2017 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11.	Total length of service as on 30.09.2017 after excluding the period as mentioned in column No 10					
12.	Educational Qualification:-					
	Qualification	Name of Uni./Board	Year of Passing	Total Marks	Marks Obtained	Percentage
	Matric					
	10+2					
	BA/BSc/B.Com					
	MA/MSc/M.Com					
	B.Ed.					
	Any professional qualification					

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



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 appointment orders have been attached.
4. 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-"B"

Proforma for regularization of contract Lecturers/PGT those who have completed three years as on 30.09.2017

Sr. No.	Name of the lect.	Father's name	Subject	Qualification		Name of the School presently posted	Date of Birth	Date of joining on 1 <sup>st</sup> apptt.	Period of un-authorized absence (mention the dates)	No. of days of un-authorized absence	Total Length of service as 30.09.17	Category	Remarks
				%age in Master Degree	B.Ed. /professional %age								
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