

No. EDN-HE(1)B(2)-1/13-Regu.of Cont.Clk.  
Directorate of Higher Education  
Himachal Pradesh

Dated: Shimla- 171001 — 17.08.16

To

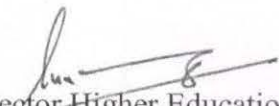
All the Deputy Directors of Hr. Education,  
in Districts of Himachal Pradesh

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

Memo,

Reference to letter No. PER(AP)C-B(2)-2/2015 dated 22.04.16 on the  
subject cited above.

In this regard, you are directed to collect and compile the proforma  
given below from the offices/ institutions under your control (including colleges, NCC Units,  
Library etc.) in respect of those clerks 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 along-with all  
relevant certificates & work and conduct certificates to this Directorate on the proforma-B  
enclosed herewith in consolidated form by **15.09.2016 positively**. In case, there is no eligible  
candidate in your District, **NIL** report to this effect be also sent to this Directorate.


  
Jt. Director Higher Education (A)  
Himachal Pradesh

Endst. No. Even Dated Shimla-171001

Copy to:-

Dated: 17.08.16

1. The Principal Secretary (Education) to the Govt. of H.P. for information please.
2. The Director Elementary Education H.P Shimla-1 with the request to send the particulars as per proformas attached along with all relevant certificates & Work and conduct certificates of those contract clerks who are appointed/ working under your kind control in Himachal Pradesh and who are going to complete five years services as on 30.09.2016 to this Directorate by **15.09.2016** positively.
3. All the head of offices/ institutions ( including colleges, NCC Units, Library etc.) working in the district concerned with the directions to send the regularisation proforma along with all relevant Documents & work and Conduct certificates of the contractual clerks who are going to complete five year 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.
4. D.A.dealing with service book internal for similar action.
5. Incharge IT Cell (Internal) to upload these instructions on departmental website.
6. Guard file.

  
Jt. Director Higher Education (A)  
Himachal Pradesh

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

1.	Name of Contract Clerk					
2.	Father's Name					
3.	Category					
4.	Address of Present place of posting with contact No					
5.	Name of institution where initially joined.					
6.	Permanent Address of candidate (Mob. No mandatory)		Mob. No of Clerk			
7.	Date of Birth		Male/Female			
8.	Date of joining		Appointment order No. & date			
9.	Date of qualifying the type test with order No.					
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.	Total length of service as on 30.09.2016 after excluding the period as mentioned in column No 10					
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>
	Matric					
	10+2					
	BA/BSc/B.Com					
	MA/MSc/M.Com					
	B.Ed.					

Signature of Contract Clerk  
(Name.....)

1. It is certified that Sh/ Smt/Miss.....  
is working as contract clerk 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 five  
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 clerk and institution is mentioned.
3. Whether all relevant documents & 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 for regularization of contract Clerks who are going to complete five years as on 30.09.2016

Proforma-“B”

Sr. No.	Name of the Clerk	Father's name	Qualification		Name of the School/ office presently posted	Date of Birth	Date of joining on 1 <sup>st</sup> apptt.	Date of qualifying the type test	Period of un-authorized absence (mention the dates)	No. of days of un-authorized absence	Total Length of service as 30.09.16	Category	Remarks
			+2	Other Higher									
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.....