

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

Dated: Shimla-171001 the 18<sup>th</sup> March, 2016

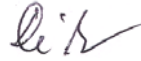
To

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

Subject: Regularization of contract appointees  
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 31.3.2016 on the proforma-"A" and forward the same to this Directorate on the proforma-B enclosed herewith in consolidated by 23.03.2016 positively and any certificates/ documents are not required except work and conduct certificate. In case, there is no eligible candidate in your District, NIL report to this effect be sent to this Directorate.

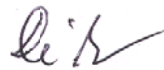


Director of Higher Education  
Himachal Pradesh

Endst. No. Even Dated : Shimla-171001 the 18<sup>th</sup> March, 2016

Copy to:-

1. The Additional Chief 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 (without certificate except work and conduct certificate) of the contractual Lecturer those who are going to complete five year service as on 31.03.2016 on the proforma-A alongwith work and conduct certificate, 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-“B”

Proforma for regularization of contract Lecturers/PGT those who are going to complete five years as on 31.03.2016

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 31.03.16	Category	Remarks
				%age in Master Degree	B.Ed. %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

**SUBMISSION OF PARTICULARS IN R/O CONTRACT LECTURER (SCHOOL) FOR  
REGULARIZATION AS PGT AFTER COMPLETION OF 5 YEARS SERVICE AS ON  
31.03.2016**

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 31.03.2016 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 31.03.2016 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.....)

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