

No. EDN-HE(19)B(1)-8/2023-Cont-Regl.
Directorate of Higher Education
Himachal Pradesh Shimla-1

To

All the Deputy Director of Higher Education,
Himachal Pradesh.

Dated: Shimla-171001 the

22 FEB 2024
Feb. 2024


Subject:

Regularization of contract appointees in the Government Departments in
Financial Year 2024-25 -Instructions thereof.

Sir/Madam,

This is in reference to the Chief Secretary to the Govt. of Himachal Pradesh
office letter No. PER(AP)C-B(2)-1/2015 dated 02.12.2023 on the subject cited above.

In this regard, you are directed to collect the information of contractual
Lecturer (School-New) who have completed two years of continuous services as on 31.03.2024
on the proforma-"A" from the Principal of Senior Secondary Schools under your control and the
said information may be compiled on proforma "B" in consolidated manner in the office of
Deputy Director concerned and same be sent to this Directorate at the earliest along with
appointment order, work and conduct and medical fitness certificate. In case, there is no eligible
candidate in your District, NIL report may be sent to this Directorate at the earliest.



(Dr. Amarjeet K. Sharma)
Director of Higher Education
Himachal Pradesh Shimla-1

Encls. Proforma "A" & "B".

Endst. No. Even Dated: Shimla-171001 the Feb. 2024

Copy to:

1. All the Principal Govt. Sr. Sec. Schools in Himachal Pradesh with the directions to send the regularization proforma of those contractual Lecturer who have completed two year service as on 31.03.2024 on the proforma-"A" along with work and conduct, medical fitness certificate and others documents, to the concerned Deputy Director of Higher Education at the earliest. **No direct correspondence to this effect will be entertained in this Directorate.**
2. In-charge IT Cell (Internal) to upload these instructions on departmental website.
3. Guard file.


Director of Higher Education
Himachal Pradesh Shimla-1
E-mail: dhe-sml-hp@gov.in
Tel. No. 0177-2653120

**SUBMISSION OF PARTICULARS IN R/O CONTRACT LECTURER (School-New) FOR
REGULARIZATION AFTER COMPLETION OF 2 YEARS SERVICE AS ON 31.03.2024**

1.	Name of Contract Lecturer (School-New)					
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 31.03.2024 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11.	Total length of service as on 31.03.2024 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.					

Signature of contract Lecturer (School-New)
(Name.....)

Contd. 2/-

1. It is certified that Sh/ Smt/Miss..... is working as contract Lecturer(School-New) 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 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 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

Proforma-“B”

Proforma for regularization of contract Lecturers (School-New) those who have complete two years as on 31.03.2024

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 st apptt.	Period of un-authorized absence (mention the dates)	No. of days of un-authorized absence	Total Length of service as 31.03.2024	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.

Deputy Director Higher Education
Distt.....
Himachal Pradesh