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No.- EDN-HE(1)B(2)-01/25-regu. of D/W. clk
Directorate of Higher Education
Himachal Pradesh

To

Dated: Shimla-171001

4th March, 2025

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

04 MAR 2025

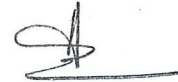
Subject:

Regarding regularization of clerk/JOA(IT) appointed on daily waged basis-information thereof.

Memo:

With reference to the subject cited above.

In this context, it is informed that some clerk/JOA(IT) will complete four years of continuous service on Daily wages basis as on 31.03.2025 and will eligible for regularization. Hence, it is directed to collect and compile the information on prescribed proforma from the offices/institutions working under your kind control (including colleges, NCC Units, Library etc.) in respect of those clerks/JOA(IT) who will complete four years of continuous service on daily wages basis as on 31.03.2024 and forward the same along-with all relevant certificates i.e. DOB, Educational Qualification, latest medical fitness certificate, Bonafide Himachali, Character & Work and Conduct etc. to this directorate in consolidated manner **Immediately**. In case, there is no eligible candidate or left the job in your District, report to this effect be also sent to this Directorate. **It is also ensured that information for regularization of clerks and JOA(IT) be submitted separately.**



(Dr. Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh

Endst. No. Even Dated : Shimla-171001

Copy to:-

4th March, 2025

1. The Secretary (Education) to the Govt. of H.P. for information please.
2. The Director Elementary Education Himachal Pradesh, Shimla -I with the request to send the particulars as per proforma attached along with all relevant certificates & Work and Conduct certificates of those daily waged clerks/JOA(IT) who are appointed/working under your kind control in Himachal Pradesh will complete four years continuous services as on 31.03.2025 to this directorate in consolidated manner immediately.
3. All the head of offices/institutions (including Colleges, NCC units, Library etc.) working in the district concerned with the directions to send the regularization proforma along with all relevant Documents & Work and Conduct certificates of the Daily waged clerks who will complete four year continuous service as on 31.03.2025 on the proforma to the concerned Deputy Director of Higher Education in Himachal Pradesh. **No direct correspondence to this effect will be entertained in this regard.**
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.



Director Higher Education
Himachal Pradesh.

Proforma for regularization of Daily Waged clerks/JOA(IT) who have completed four years continuous service as on 31.03.2025

Sr. No.	Name of the clerk	Father's name	Qualification (Copy enclosed)		Name of the School /office presently posted	Date of Birth (Copy enclosed)	Date of joining on 1 st apptt. (Appoint ment orders be also enclosed)	Mode of recruit ment.	Date of qualifying the type test (Copy enclosed)	No. of working days in each calendar Years be shown (year-wise information be supplied)	Total Length of continuous service as on 31.03.2025	Category (in case reservation , Copy enclosed)	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.....H.P