

TIME BOUND

No: EDN-H(8)B(15)-1/2021-Contract Regularisation
Directorate of Higher Education
Himachal Pradesh

Dated: Shimla-1

06 March, 2021

To

✓ All the Principals of Govt. Degree Colleges
Himachal Pradesh

Subject: Regularisation of contract appointees in the Government Departments.

On the subject cited above, it is directed to supply information in respect of all Contract Assistant Professors who have completed 03 years of service as on 31.03.2021 working in your college on the proforma attached alongwith work and conduct of last three years and all relevant documents on or before 02.04.2021 .



Director of Higher Education
Himachal Pradesh

Endst.No. Even Dated: Shimla-1

06 March, 2021

Copy for information to:-

1. The Secretary (Edu.) to the Govt. of H.P.
2. Incharge I.T.Cell with the direction to put up this letter on the departmental website.

Director of Higher Education
Himachal Pradesh

PROFORMA-"A"

**SUBMISSION OF PARTICULARS IN R/O CONTRACT ASSISTANT PROFESSOR (COLLEGE) FOR
REGULARIZATION AS ASSISTANT PROFESSOR**

| | | | | |
|-----|---|---|------------------------|---------------------------------|
| 1. | Name of Contract Assistant Professor | | | IP No. |
| | | | | PMIS No. |
| 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 (Also attach the copy of same) | | |
| | | | | |
| 9. | Category (Gen/SC/ST/OBC) Attach copy in case of SC/ST/OBC | | | |
| 10. | Detail of un-authorized absence period, if any till 31.03.2021 for which salary not drawn: | | | |
| | From (Date) | To (Date) | No of days | Reason of un-authorized absence |
| | | | | |
| | | | | |
| | | | | |

| | | | | | | |
|-----|--|--------------------|-----------------|-------------|----------------|------------|
| 11. | Total length of service as on 31.03.2021 after excluding the period as mentioned in column No 10 | | | | | |
| 12. | Educational Qualification (Please attach copy of relevant certificates):- | | | | | |
| | Qualification | Name of Uni./Board | Year of Passing | Total Marks | Marks Obtained | Percentage |
| | Matric | | | | | |
| | 10+2 | | | | | |
| | BA/BSc/B.Com | | | | | |
| | MA/MSc/M.Com | | | | | |
| | M.Phil | | | | | |
| | Ph.D | | | | | |
| | NET/SET | | | | | |
| 13. | Himachali domicile, specify Yes or No , if Yes attach copy of certificate | | | | | |

14. **Work and conduct certificates upto 31.03.2021 (attested copies) be sent to this Directorate alongwith information.**

1. It is certified that Sh/ Smt/Miss..... is working as contract Assistant Professor in.....subject who was initially appointed as such vide Govt.Notification No.....dated..... (Copy attached).

2. His/her work and conduct isduring the period w.e.f..... till date.

3. Certified that separate character certificate of the above contract Lecturer is enclosed with the case.

4. Certified that the information as mentioned above is correct as per the school/relevant record.

5. Certified that all entries pertaining to individuals joining and leave etc. has been made in his/her service book.

Date:.....

Signature of Principal (official seal)
(Name of signing Officer.....)