

No. EDN-HE(15)B (3)/2020-Apptt.- Asstt. Lib.

Directorate of Higher Education

Himachal Pradesh

शिक्षा निदेशालय उच्चतर शिक्षा

24 SEP 2020

Dated: Shimla-171001

the September, 2020

To

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

Subject:

Regularization of contract appointees in the Government
Departments-Instructions thereof.

Memo,

In continuation of this Directorate letter of even number dated
09-05-2020 , on the subject cited above.

In this regard, you are directed to collect and compile the
documents from the Principals of Govt. Degree Colleges, Senior Secondary Schools
and others Public Libraries including Central State Lib., Distt. Libraries, Community
Centre Lib. State Libraries, Tehsil Libraries & Tribal Libraries under your control in
respect of those Asstt. Librarians who have completed three years of continuous
service on contract basis as on 30.09.2020 on the proforma-"A" attached alongwith
the required documents and forward the same to this Directorate on the proforma-"B"
enclosed herewith in consolidated form within ten days positively. 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, Shimla-1
September, 2020

Endst. No. Even Dated : Shimla-171001 the

Copy to:-

1. The Principal Secretary (Education) to the Govt. of H.P. for information please.
2. The Principal Govt. Degree College/ Govt. Sr. Sec. Schools and Librarians
Central State Library Solan, State Library Shimla and all Distt. Libraries in
Himachal Pradesh with the directions to send the case for regularization of
those contractual Asstt. Lib. who have completed three years continuous
service as on 30.09.2020 on the proforma-A along with the documents
required, to the concerned Deputy Director of Higher Education within seven
days. No direct correspondence to this effect will be entertained in this
Directorate.
3. The Incharge, IT Cell, Dte. Shimla to upload this page on Departmental
Website.
4. Guard file.

Director of Higher Education
Himachal Pradesh, Shimla-1.

**SUBMISSION OF PARTICULARS IN R/O CONTRACT ASSTT. LIB. FOR
REGULARIZATION ON COMPLETION OF 3 YEARS OF CONTINUS SERVICE AS ON
30.09.2020**

1.	Name of Asstt. Librarians Contract basis					IP No.
						PMIS No.
2.	Father's/Husband Name					
3.	Address of Present place of posting with contact No					
		Phone No with STD code or Mob. No of Principal				
4.	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				
5.	Permanent Address of candidate (Mob. No mandatory)					
				Mob. No of candidate		
6.	Date of Birth			Male/Female		
7.	Date of joining					
		Appointment order No & date				
8.	Category (Gen/SC/ST/OBC)					
9.	Detail of un-authorized absence period, if any till 30.09.2020 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
10.	Total length of service as on 30.09.2020 after excluding the period as mentioned in column No. 10					
11.	Educational Qualification:-					
	Qualification	Name of Uni./Board	Year of Passing	Total Marks	Marks Obtained	Percentage
	Matric and Hr. Edu. if any					
	Diploma/Degree in Library Science					
12.	Himachali domicile, specify Yes or No					

Signature of Contract Asstt. Lib.

(Name.....)

1. It is certified that Sh/ Smt/Miss..... is working as contract Asstt. Lib. in..... who was initially appointed as such vide Directorate of Higher Education order No.....dated.....
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 Asstt. Lib. and institution is mentioned.
3. Whether work and conduct certificate has been attached
4. Whether all the the documents of

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 Asstt. Librarians those who have completed three years as on 30.09.2020

Sr. No	Name of the Asstt. Lib.	PMI S No.	Qualification		Name of the School presently posted	Date of Birth	Date of joining on 1 st apptt. on contract basis	Name of Institution/ Library where joined on 1st Apptt.	Permanent home address	Total Length of service as 30.09.2020	Category	Remarks
			Matric onwars	Diploma/ Degree in Library Science and Hr. Education if any								
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