

(B)

No. EDN-HE(15)B(3)-5/2008-Apptt.-Lib. Cont-Regl.
Directorate of Higher Education
Himachal Pradesh

Dated: Shimla-171001 the March, 2021

To

All the Deputy Director of Higher 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 24-09-2020,
on the subject cited above.

In this regard, you are directed to collect and compile the documents from
the Principals of Govt. Degree Colleges, and 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 Assistant Librarians who
have completed three years of continuous service on contract basis as on 31.03.2021 on the
proforma-"A" attached along with 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.

शिक्षा निदेशालय उच्चतर शिक्षा

22 MAR 2021

Director of Higher Education
Himachal Pradesh, Shimla-1
March, 2021

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 regularization case of those contractual Assistant Librarians who have completed three years continuous service as on 31.03.2021 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, Directorate of Higher Education, HP Shimla-I 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
AS Asstt. Librarian AFTER COMPLETION OF 3 YEARS SERVICE AS ON 31.03.2021**

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 31.03.2021 for which salary not drawn:				
	From (Date)	To (Date)	No of days	Reason of un-authorized absence	
10.	Total length of service as on 31.03.2021 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
	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:.....

Signature of Member

Signature of member

Signature Convener

Proforma for regularization of Asstt. Librarians those who have completed three years as on 31.03.2021

Sr. No.	Name of the Asstt. Lib.	PMIS 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 31.03.2021	Category	Remarks
			Matric onwards	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