

**No. EDN-HE(19)B(1)-8/2012-Cont-Regl.**

Directorate of Higher Education

Himachal Pradesh Shimla-1

To

All the Deputy Director Higher Education,  
in District Himachal Pradesh.

Dated: Shimla-171001 the **31<sup>st</sup>, March 2021**

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

Sir/Madam,

This is in reference to the Additional Chief Secretary (Personnel) to the Govt. of Himachal Pradesh office letter No. PER(AP)C-B(2)-1/2019 dated 30.03.2021 on the subject cited above.

In this regard, you are hereby directed to collect information of contractual Lecturer (School-New) who have completed three years of continuous services as on 31.03.2021 on the proforma-"A" from the Principal of Senior Secondary Schools under your control. Thereafter 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 and work and conduct certificate. In case, there is no eligible candidate in your District, NIL report may be sent to this Directorate.



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

**Encls. Proforma "A" & "B".**

Endst. No. Even Dated: Shimla-171001 the **31<sup>st</sup>, March 2021**

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 are going to complete three year service as on 31.03.2021 on the proforma-"A" along with work and conduct certificate, 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](mailto:dhe-sml-hp@gov.in)  
Tel. No. 0177-2653120

**SUBMISSION OF PARTICULARS IN R/O CONTRACT LECTURER (School-New) FOR  
REGULARIZATION AFTER COMPLETION OF 3 YEARS SERVICE AS ON 31.03.2021.**

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 31.03.2021 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:-					
	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 is .....during 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 are going to complete three years as on 31.03.2021.**

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 <sup>st</sup> apptt.	Period of un-authorized absence (mention the dates)	No. of days of un-authorized absence	Total Length of service as 31.03.2021	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