

No:- EDN-U(E-IV) Elem-Appointment - 10938 - 11116
Office of The Deputy Director Elementary Education,
Una Distt Una (H.P)
Dated 6 May/2017

To,

All the Principals /Headmasters ,
GSSS/GHS Distt Una (H.P.)

Subject:-


Regularization of Contract appointees in the Government Departments
instructions thereof.

Memo,

It is to inform you that the H.P Govt is going to regularise the services all
the Contract employees in the state who have completed 3 years of Contract service as on 31.03.2017
without any break in near future .

You are therefore , directed that the particulars of those **TGT** Contract
Teachers working under your control ,who have completed their 3 years of service as on 31.03.17
without any break may be supplied to this office on Proforma-A, alongwith supporting documents
immediately , so that the consolidated information could be supplied to the Directorate on Proforma -B .as
and when the same is required by the Directorate ,failing which the individual concerned as well as the
Principal / Headmaster Concerned will held responsible for the same. .

DA:- Proforma -A


Deputy Director Elementary Education,
Una Distt Una (H.P.)

PROFORMA-"A"

**SUBMISSION OF PARTICULARS IN R/O CONTRACT TEACHER FOR REGULARIATION
AFTER COMPLETION OF 3 YEARS SERVICE AS ON 30.03.2017**

1.	Name of the Contract Teachers		I.P.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/Headmaster			
6.	Permanent Address of candidate (Mob. No.)				
		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/PHH/EXM etc.) Attach copy				
10.	Detail of un-authorized absence period, if any till 31.03.2017 for which salary not drawn:				
	From (Date)	To (Date)	No of days		
			Reason of un-authorized absence		
11.	Total length of service as on 30.03.2017 after excluding the period as mentioned in column No 10. In case E.O.L. on medical grounds in that event medical certificate be also attached				
12.	Educational Qualification (Please attach copy of relevant certificates):-				
	Qualification	Name of Uni./Board	Year of Passing	Total Marks	Marks Obtained
	BA/BSc/B.Com				Percentage
	Professional (i.e B.Ed.)				

**Signature of Contract TGT
(Name.....)**

1. It is certified that Sh/ Smt/Miss _____ is working as contract who was initially appointed as such vide Directorate of Elementary Education order No _____ dated _____ (Copy attached).
2. His/her work and conduct is _____ during the period w.e.f _____ till date.
3. Certified that the information as mentioned above is correct as per the school relevant record.

Date:.....

**Signature of Principal/Headmaster/DDO (official seal)
(Name of signing officer.....)**

- Check list for Principal/Headmaster 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 all the documents have been attached in order i.e. Appointment order, Academic qualification certificate Martic. 10+2, Graduation, Professional (B.Ed.), Category certificate if any, character certificate.

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 of Chairman