

EDN-U(E-IV)TGT-Regular/12-2022/ 4049  
Office of the,  
Dy. Director Elementary Education Una Distt. Una(HP)  
Dated:- Una,the 19.09.2022

To

✓ All the Principal/Headmaster,  
GSSS/GHS Distt. Una(HP)

**Subject:- Regarding regularization of contract appointees in the  
Govt. Department instructions thereof. (TGTs)**

Memo:

Please find enclosed herewith a letter received from Director Elementary Education, HP Shimla, letter No. EDN-H(2)B(2)34/2022 regularization dated 19.09.2022 on the subject cited above. In this connection you are directed to send the cases of those TGTs who are going to complete two years continuous service on contract basis as on 30.09.2022 on the Proforma "A" of your school as well as your complex school on or before 23.09.2022 through the special messenger to this office.

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

Endst. No. Even.

Dated: the Una,

Copy to:-

The Director of Elementary Education, HP Shimla for information please.

Sd  
Dy. Director Elementary Education,  
Una Distt. Una(H.P.)

Dated Shimla-171001 the

September, 2022



To

✓ All the Dy. Directors of Elementary Education,  
Himachal Pradesh.


Subject: Regularization of contract Appointees in the Government Departments Instructions thereof.

Sir,

In reference to the Government letter No. PER(AP) C-B(2)-1/2014-V-II dated 28.03.2022 on the subject cited above.

In this context, you are requested to collect the information on proforma given below from the Principals/Headmasters of the Govt. Senior Secondary Schools/High Schools/Middle Schools under your control in respect of those TGTs who are going to complete two years<sup>of</sup> continuous service on contract basis as on 30.09.2022 on the proforma-"A" and forward the same to this Directorate on the Performa-"B" enclosed herewith in consolidated manner latest by 25.09.2022 positively alongwith required essential academic/professional qualification certificates/Degrees/character certificate/ work and conduct certificates (soft copy of data in pen drive may also be provided). In case, there is no eligible candidate in your District, nil report to this effect be sent to this Directorate.

Encls. Proforma- "A" and "B"

  
Director Elementary Education,  
Himachal Pradesh, Shimla-1  
September, 2022

Endst No: Even dated: Shimla-171001 the,  
Copy forwarded for information and further n/a to:-

1. The Secretary (Education) to the Govt. of H.P. for kind information please.
2. The Principals/Headmasters in Himachal Pradesh with the directions to send, the regularization Proforma along with required essential academic/professional qualification certificates/ Degrees character certificate/ work and conduct certificates **to the concerned Deputy Director of Elementary Education. No direct correspondence to this effect will be entertained in this Directorate.**
3. In charge IT Cell (Internal) to upload these instructions on department website.
4. Guard file.

  
Director Elementary Education,  
Himachal Pradesh, Shimla-1

**PROFORMA "A"**

**PARTICULARS IN R/O CONTRACT TEACHER FOR REGULARIATION AFTER COMPLETION OF TWO YEARS CONTINUOUS SERVICE ON CONTRACT BASIS AS ON 30.09.2022.**

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/BPL/WFF/Sports etc.) as per initial appointment on contract basis					
10.	Detail of un-authorized absence period, if any till 30.09.2022 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11.	Whether any court case/inquiry is pending	Case No. Status of case				
12.	Total length of service as on 30.09.2022 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					
13.	Educational Qualification (Please attach copy of relevant certificates):-					
	Qualification	Name of Uni./Board	Year of Passing	Total Marks	Marks Obtained	Percentage
	BA/BSc/B.Com					
	Professional (i.e B.Ed.)					

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

**CERTIFICATE**

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 Matric, 10+2, Graduation, Professional (B.Ed.), Category certificate if any, character certificate.

**Proforma-"B"**

Proforma for regularization in r/o those contract TGTs who are going to complete Two years continuous contract service as on 30.09.2022.

Sr. No.	Name of the teacher, Name of the School where presently posted	Subject	Qualification		D.O.B	Date of Joining on first appointment on contract basis	Period of un-authorized absence (Mention the dates)	No. of days of un-authorized absence	Total length of service as on 30.09.2022	Category SC/ST/OBC/PHH/EXM/ etc. as show in his/her appointment order	Remarks
			Academic	Professional							
1											
2											
3											
4											
5											
6											
7											

**Certificate**

Certified that above information is correct in all respect as per record.