

No. EDN-U(E-V)Elem.-Regularization -2021/-----⁵²⁴⁸⁻⁵²⁴⁹
Office of the
Deputy Director of Elementary Education Una, Distt. Una (H.P)
Dated:- 31/12/2021 Una,

To

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

Subject :- Regularization of C&V teachers appointed on contract basis.

Memo,

This is with reference to the additional Chief Secretary Personnel to the Govt. of H.P. letter no. PER(AP)C-B(2)-1/2019 dated 28.12.2021 and further endorsed by the Director of Elementary Education H.P. Shimla letter no. EDN-H(2)B(2)34/2021-Regularization/- dated 30.12.2021 on subject cited above.

In this regard , you are directed that the particular of those C&V Contract Teachers working under your control (including Complex Schools), whose two years services have been completed as on 30.09.2021 without any break may be supplied to this office on or before 10.01.2022 on Proforma-A alongwith supporting documents, failing which the individual concerned as well as the Principal /Headmaster concerned will be held personally responsible for the same.

1. Attested copy of appointment orders.
2. Attested copy of Academic/Professional Qualification/TET where applicable
3. Work& Conduct/VCC Certificate from the date of initial engagement to till date .
4. Character certificate issued by the Principal/ Headmaster Concerned .
5. Category certificate.(SC/ST/OBC and Sub Category if any).
6. Latest Medical Fitness Certificate issued by the Competent authority.
7. Himachali Bonafide Certificate .

Dy. Director Elementary Education,
Una, Distt- Una(HP)

Endst. No. Even

Dated Even

Copy to:-

The Chief Medical Officer Una, Distt. Una for information and necessary action please.

Dy. Director Elementary Education,
Una, Distt- Una(HP)

**SUBMISSION OF PARTICULARS IN R/O CONTRACT C&V TEACHER FOR REGULARIATION
AFTER COMPLETION OF 2 YEARS SERVICE AS ON 30.09.2021**

1	Name of the Contract Teachers			I.P. No.		
2	Subject					
3	Father's Name					
4	Address of Present place of posting with contract No					
		Phone No with STD code or Mob. No. of Principal				
5	Name of the institution where initially joined. Also mention Distt, Mobile 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/W.EXM /IRDP etc.) attach copy	Attach Certificate produced at the time of initial appointment.				
10	Detail of un-authorized absence period. If any till 30.09.2021 for which salary not drawn					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11	Total length of service as on 30.09.2021 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 relevent certificates)					
	Qualification	Name of Uni/Board	Year of Passing	Total Marks	Marks Obtained	Percentage
	Matric					
	10+2					
	BA/BSc/B.Com					
	Professional qualification					
	TET (where applicable)					

Signature of Contract (C&V)

(Name.....)

1 It is certified that Sh. /Smt./Mrs. _____ is working as contract Teacher who was initially appointed as such vide Deputy Director Elementary Education Una vide Letter No _____ dated _____ (Copy attached)

2 His/her work and conduct is _____ during the period w.e.f _____ to _____ till date.(To be attach separately, from the date of initial appointment to 30.09.2021)

3 Certified that the information as mentioned above is correct as per the school relevant record.

Signature of Principal/Headmaster/DDO (official seal)

(Name of signing officer _____)

Date: _____