

No:- EDN-U(E-IV) Elem-Appointment - 25731-25920
Office of The Deputy Director Elementary Education,
Una Distt Una (H.P)
Dated 04 September / 2017

To,

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

Subject:-


Regularization of Contract appointees (TGT) in the Government
Departments instructions thereof.

Memo,

It is to inform you , that the Director of Elementary Education H.P. Shimla has required the documents of all the Contract TGTs in the state who are going to complete their 3 years of Contract service as on 30.09.17 without any break vide their letter No EDN-H(2) B(2)-34/2017- Regularisation(Contract) dated 31.08.17 .

You are therefore , directed that the particulars of those TGT Contract Teachers working under your control , who are going to complete their 3 years of service as on 30.09.17 without any break may be supplied to this office on Proforma-A, alongwith supporting documents (essential academic / Professional qualification certificates/ degrees/ Character certificate / Work& Conduct Photocopy of appointment order and category certificate) , so that the consolidated information could be supplied to the Directorate on Proforma -B ,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 CONTINUOUS SERVICE ON CONTRACT BASIS AS ON 30.09.2017.

1.	Name of the Contract Teachers	LP. 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				
6.	Permanent Address of candidate (Mob. No.)	Phone No with STD code or Mob. No. of Principal/Headmaster				
7.		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 30.09.2017 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11.	Total length of service as on 30.09.2017 after excluding the period as mentioned in column No. 10. In case E.O.I. 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	Percentage
	BA/BSc/B.Com					
	Professional (i.e B.Ed.)					

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

- 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).
- His/her work and conduct is _____ during the period w.e.f _____ till date.
- 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:-

- Whether all columns have been filled correctly. Don't make any alteration in the above Proforma.
- Whether Mobile No./phone No in r/o teacher and institution is mentioned.
- 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.