

No: EDN-H(2)B(2)34/2019-regularisation
Directorate of Elementary Education,
Himachal Pradesh Lal Pani Shimla-1

Dated Shimla-171001 the 27th April, 2020

To

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

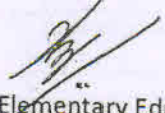
Subject: Regularization of contract Appointees in the Government Departments Instructions thereof.

Jai Hind,

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 22.04.2020 on the subject cited above.

In this regard, you are directed to collect the information on Proforma given below from the Principals/Headmasters of the Govt. Senior Secondary Schools/High Schools under your control in respect of those TGTs who have completed three years continuous service on contract basis as on 31.03.2020 (except those contract TGTs whose services were taken over from PTA/GIA etc.) on the Proforma-"A" and forward the same to this Directorate on the Proforma-"B" enclosed herewith in consolidated form by 08.05.2020 positively along with required essential academic/professional qualification certificates/Degrees/character certificate/ work and conduct certificates (alongwith soft copy in pen drive also). In case, there is no eligible candidate in your District, nil report to this effect be sent to this Directorate.

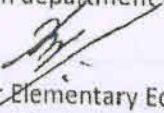
Encls. Proforma-
"A" and "B"


Director Elementary Education,
Himachal Pradesh, Shimla-1

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

27th April, 2020

1. The Principal 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"

WITH WORK IN R/T/C CONTRACT TEACHER FOR REGULARIZATION AFTER COMPLETION OF 3 YEARS CONTINUOUS SERVICE ON CONTRACT BASIS AS ON 31.03.2020 except those contract TGTs whose services were taken over from PTA/GIA etc.

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 Dist. 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 31.03.2020 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
	Total length of service as on 31.03.2020 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	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)

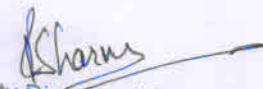
(Name of signing officer.....)

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

No. EDN-U(E-W) Elem-TGT/2020-21/1223
Office of the SDEE Una Distt. Una (H.P.) dt. 28/4/20

Forwarded to the Principal/Headmaster of Una Distt. for information and directed to submit the case immediately to the undersigned.


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