

No: EDN-U (E-III)Elem /Ministerial staff/- 9073 - 9079
Office of the Dy Director Elementary Education Una
Distt. Una (H.P.)
Dated: 20/4/17

To,

- (1) The Principal DIET Una at Dehlan
Distt.Una(HP)
- (2)All the Block Elementary Education Officers
In Distt.Una(HP)

Subject:- Regarding regularization of clerks appointed on contract basis.

Sir/Madam,

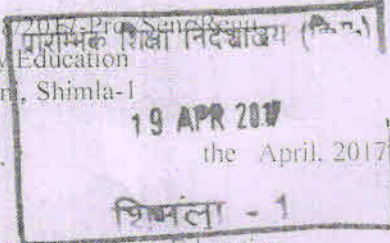
This is with reference to the Director Elementary Education Himachal Pradesh vide letter No. EDN-H(Ele)(1)B(6)8/2017-Pro/Sen/Regu dated 19th April,2017 on the subject cited above.

In this context, you are directed to submit the documents of those clerks who have completed three years of service on contract basis as on 31.03.2017 on the enclosed proforma by 21/04/2017 positively as the same is to be submitted to the Directorate by 22/04/2017.In case there is no eligible candidate in your office then NIL report be sent to this office. Further it is also directed that work and conduct may be submitted on the enclosed performa as well as one set separately for the whole period.

Encls:- 5 Pages.

BK 20/4/17
Dy. Director Elementary Education
Una Distt.Una(H.P.)

No.EDN-H (Ele) (1)B(6) 2017-Prd-Sam-Regu
 Directorate of Elementary Education
 Himachal Pradesh, Lalpari, Shimla-1



Dated: Shimla-171001.

the April, 2017

To

✓ All the Deputy Directors of Elementary Education,
 in Districts of Himachal.

Subject: - Regarding regularization of clerks appointed on contract basis.

Sir/Madam,

Please find enclosed herewith copy of letter No.EDN-HE(1)B(2)-01/13-regu. of cont. clk. dated 17.04.2017 received from the Director of Higher Education H.P. which is addressed to all the DDHE in the Districts of H.P with a copy to this office. on the subject cited above.

In this context, you are directed to collect the documents from BEEO offices/DIETs of your Districts in respect of those clerks who have completed three years of service on contract basis as on 31.03.2017 and forward the compiled information alongwith required documents in respect of your district on the enclosed proforma within 02 days positively so that the same could be sent to the Directorate of Higher Education by 25.04.2017. In case there is no eligible candidate in your office/BEEO offices/DIETs in the District, NIL report to this effect be sent to this office.
 Encls: As Above

Treat is as "Most Urgent."

B. An
 Joint Director

Endst. No. Even
 Copy for information to:-

Dated: Shimla, the

April, 2017

1. The Director of Higher Education H.P. Shimla w.r.t. their letter referred to above for information please.
2. Guard File.

cd/-
 Joint Director

E-3
BB
19/4/17
1074
20/4/17
DDBB

No.- EDN-HE(1)B(2)-01/13-regu. of Cont. clk.
Directorate of Higher Education
Himachal Pradesh

Dated: Shimla-171001

17.04.17

To All the Deputy Director of Hr. Education,
in Districts of Himachal Pradesh.

Subject: Regarding regularization of clerk appointed on contract basis-
information thereof.

Memo.

Department of Higher Education Himachal Pradesh is going to regularized the services of clerks appointed on contract basis in near future for which information from all the concerned head of offices/ institutions are required. Hence, you are directed to collect and compile the proforma given below from the offices/ institutions under your control (including colleges, NCC Units, Library etc.) in respect of those clerks who have completed three years of service on contract basis as on 31.03.2017 on the proforma-"A" and forward the same along-with all relevant certificates & Work and Conduct certificates to this Directorate on the proforma-B enclosed herewith in consolidated form by **25.04.17 positively**. In case, there is no eligible candidate in your District, **NIL** report to this effect be also sent to this Directorate.


Director Higher Education
Himachal Pradesh

Endst. No. Even Dated : Shimla-171001

17.04.17

Copy to:-

1. The Principal Secretary (Education) to the Govt. of H.P. for information please.
2. The Director Elementary Education Himachal Pradesh, Shimla -I with the request to send the particulars as per proformas attached along with all relevant certificates & Work and Conduct certificates of those contract clerks who are appointed/working under your kind control in Himachal Pradesh and who have completed three years services as on 31.03.17 to this directorate by **25.04.17** positively.
3. All the head of offices/ institutions (including colleges, NCC units, Library etc.) working in the district concerned with the directions to send the regularization proforma along with all relevant Documents & Work and Conduct Certificates. of the contractual clerks who have completed three year service as on 31.03.2017 on the proforma-A to the concerned Deputy Director of Higher Education. No direct correspondence to this effect will be entertained in this regard.
4. D.A. dealing with service book internal for similar action.
5. Incharge IT Cell (Internal) to upload these instructions on departmental website.
6. Guard file.


Director Higher Education
Himachal Pradesh.

PRAFORMA-"A"

SUBMISSION OF PARTICULARS IN R/O CONTRACT CLERK FOR
REGULARIZATION AFTER COMPLETION OF 3 YEARS SERVICE AS ON
31.03.2017

1.	Name of Contract Clerk					
2.	Father's Name					
3.	Category (Gen/SC/ST/OBC) (Copy enclosed)					
4.	Address of Present place of posting with contact No					
5.	Name of institution where initially joined.					
6.	Permanent Address of candidate (Mob. No mandatory)				Mob. No of clerk	
7.	Date of Birth (Copy enclosed)		Male/Female			
8.	Date of joining		Appointment order No & date			
9.	Date of qualifying the type test with order no (Copy enclosed)					
10.	Mode of recruitment (Comp., Service Takeover, Commission etc.)					
11.	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		
12.	Total length of service as on 31.03.2017 after excluding the period as mentioned in column No 11					
13.	Educational Qualification:-					
	Qualification	Name of Uni./Board	Year of Passing	Total Marks	Marks Obtained	Percentage
	Matric					
	10+2					
	BA/BSc/B.Com					
	MA/MSc/M.Com					
	Other					

Signature of Contract clerk
(Name _____)

1. It is certified that Sh/ Smt/Miss..... is working as contract clerk who was initially appointed as such vide Directorate of Hr Education order No..... dated..... at serial number during the last
2. His/her work and conduct is five/three year (attach copy).
3. Certified that the information as mentioned above is correct as per the school/relevant record.

Date:.....

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

Check list for Principal/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 no clerk and institution is mentioned.
3. Whether all relevant documents & work and conduct certificate has been attached.

For office use only (at Directorate level):

Remarks of Screening committee if any

.....

Whether Recommended for regularization or Not:.....

If Not mention the reason

Signature of Member

Signature of member*

Signature Convener

Proforma - "B"

Proforma for regularization of contract clerks who have completed three years as on 31.03.2017

Sl. No.	Name of the clerk	Father's name	Qualification (Copy enclosed)		Name of the School (office presently posted)	Date of Birth (Copy enclosed)	Date of joining on 1 st appn.	Mode of recruit ment	Date of qualifying the type test (Copy enclosed)	Period of un-authorized absence (mention the dates)	No. of days of un-authorized absence	Total length of service as 31.03.17	Category (in case reservation (Copy enclosed)	Remarks
			+2	(other Higher)										
1														
2														
3														
4														
5														
6														
7														
8														

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

Dy. Director of the Education
 Distt. IEP