

No: EDN-U(E-V)Regularization-2017- 5823-5498
Office of the
Dy Director Elementary Education Una
Dated: 23 March 2017

To


All the Principals/Headmasters,
GSSS/GHS Distt. Una HP

Subject: Regularization of contract appointees in the Government
Department.

Sir,

This is in reference to the Additional Chief Secretary (Education) to the Govt. of Himachal Pradesh office letter No. EDN-Kha(2)12/2016 dated 18.3.16 on the subject cited above.

In this regard, you are directed to send the information on the proforma given below under your control in respect of those C&V who are going to complete five years of service on contract basis as on 31.03.2017 on the proforma-"A" by 29.03.17 positively alongwith required essential academic /professional qualification certificates/degrees and work and conduct certificates.


Dy Director Elementary Education,
Una Distt Una(HP)

SUBMISSION OF PARTICULARS IN R/O CONTRACT TEACHER FOR REGULARIZATION AFTER COMPLETION OF 5 YEARS SERVICE AS ON 31.03.2017.

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 etc.) Attach copy					
10.	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		
11.	Total length of service as on 31.03.2017 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 **CEV**
(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.

For office use only (at Directorate level):
Remarks of screening committee if any: _____
Whether Recommended for regularization or Not: _____

Signature of Member Signature of member Signature of Chairman