

No: EDN-U(E-V) Elem/Regularization/-2021 3523
Office of the,
Deputy Director Elementary Education Una Distt Una (H.P.)
Dated: 14 September/2021

To,

All the Principals /Headmasters
Of GSSS /GHS Distt. Una (HP)

Subject:- Regularization of C&V teachers appointed on Contract Basis.

Memo,

This is with reference to the additional Chief Secretary Personal to the Govt. of HP letter Number PER(AP)C-B(2)-1/2019 dated 30.03.2021 and further endorsed by the Director of Elementary Education H.P. Shimla letter Number EDN-H(Ele)A-1/2005-08(128)Vol-1(Personnel) dated 31.03.2021 on the subject cited above.

In this regard , You are directed that the particulars of those C&V Contract Teachers working under your control (including Complex schools) ,whose three years service is to be completed on 30.09.2021 without any break may be supplied to this office on or before 30.09.2021 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.

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

**SUBMISSION OF PARTICULARS IN R/O CONTRACT TEACHER(C&V) FOR REGULARIATION
AFTER COMPLETION OF 3 YEARS SERVICE AS ON 30.09.2021 WITHOUT ANY BREAK.**

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 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.....)

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

- His/her work and conduct is _____ during the period w.e.f _____ to till date (to be attached 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)

Date: _____

(Name of signing officer _____)