

No. EDN-U(E-IV)TGT-Regular/03-2025/ 899
Office of the,
Dy. Director Elementary Education Una Distt. Una(HP)
Dated:- Una,the 15-03-2025


To

**All the Principal/Headmaster,
GSSS/GHS Distt. Una(HP)**

**Subject:- Regarding regularization of contract appointees in the
Govt. Department instructions thereof. (TGTs)**

Sir/Madam,


Please find enclosed herewith a letter received from Director Elementary Education, HP Shimla, letter No. EDN-H(2)B(2)34/2025 regularization dated 13-03-2025 on the subject cited above. In this connection you are requested to send the cases of those TGTs who are going to complete two years continuous service on contract basis as on 31-03-2025 on the Proforma "A" of your school as well as your complex school on or before 25-03-2025 to this office.


**Dy. Director Elementary Education,
Una Distt. Una(H.P.)**

Endst. No. Even.
Copy to:-

Dated: the Una,

The Director of Elementary Education, HP Shimla for information please.


**Dy. Director Elementary Education,
Una Distt. Una(H.P.)**

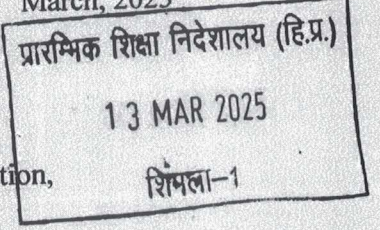
No: EDN-H(2)B(2)34/2025-Regularisation
Directorate of Elementary Education
Himachal Pradesh, Lalpani, Shimla-1

Dated Shimla-171001 the

March, 2025

To

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



Subject:

Regularization of contract Appointees in the Government
Departments- Instructions thereof.

Sir,

On the subject cited above, you are hereby directed to collect the information of contractual employees working as TGT (Arts/NM/Med) on proforma given below from the Principals/Headmasters of the Govt. Senior Secondary Schools/High Schools/Middle Schools under your control in respect of those TGTs who are going to complete two years continuous service on contract basis as on 31.03.2025 on the Proforma-"A" and forward the same to this Directorate on the Proforma-"B" enclosed herewith in consolidated manner at the earliest along with required essential academic/professional qualification certificates/Degrees/character certificate/ work and conduct certificates (soft copy of data through e-mail/pen drive may also be provided). 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
the, March, 2025

Endst No: Even dated: Shimla-171001

Copy forwarded for information and further necessary action to:-

1. The 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) with the direction to upload these instructions on department website of this Directorate.
4. Guard file.

Director Elementary Education
Himachal Pradesh, Shimla-1

DDEE

15/03/25
E-IV

PROFORMA "A"

Affix latest
passport size
photograph
(Self
Attested)

**PARTICULARS IN R/O CONTRACT TGT (Arts/NM/Med) FOR
REGULARIATION AFTER COMPLETION OF 2 YEARS CONTINUOUS
SERVICE ON CONTRACT BASIS AS ON 31.03.2025.**

1.	Name of the Contract (TGT) (In Capital Letter)				I.P. No.	
2.	Subject TGT (Arts/NM/Med)					
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 with Contact No. of the institution	Phone No with STD code or Mob. No. of Principal/Headmaster			
6.	Permanent Address of candidate along with (Mob. No.)				Mob. No of teacher	
7.		Date of Birth	DD/MM/YYYY	Male/Female		
8.	Date of joining	Appointment order No. & date (Also attach the copy of same) No.				
9.	Category (Gen/SC/ST/OBC/PHH/EXM/EBPL/WFF/Sports etc.) as per initial appointment on contract basis (Also attach copy of the same)					
10.	Detail of un-authorized absence period, if any till 31.03.2025 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11.	Whether any court case/inquiry is pending	Case No. Status of case				
12.	Total length of service as on 31.03.205 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					
13.	Educational Qualification (Please attach copy of relevant certificates):-					
	Qualification	Name of Uni./Board	Year of Passing	Total Marks	Marks Obtained	%age
	BA/BSc/B.Com					
	Professional (i.e B.Ed.)					
	TET					

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

CERTIFICATE

1. It is certified that Sh./Smt/Miss..... is working as TGT (.....) on contract who was initially appointed as such vide Directorate of Elementary Education order No..... dated(Copy attached).
2. His/her work and conduct isduring 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.