

11 Oct. 2019

To

All the Principal/Headmasters,  
GSSS/GHS Distt. Kangra  
Himachal Pradesh.


Subject:- Regularization of contract appointee C&V Teachers who are going to complete Three( 3) years services in Education Department as on 30.09.2019.

Sir,

Reference to the Directorate of Elementary Education, office Endst.No. EDN-H(2)B(2)34/2019-regularization dated.01-10-2019, on the subject cited above.

In this context you are directed to provide the requisite information in r/o C&V Teachers of your institution, who have completed Three(3) years services on contract basis(except PTA to contract) in Education Department as on 30-09-2019, on the prescribed proforma alongwith, work and conduct certificate, academic & professional qualification certificates, category certificate, copy of appointment order, with in a week.

Encls: Proforma.

  
Dy. Director of Elementary Education  
Kangra at Dharamshala





**SUBMISSION OF PARTICULARS IN R/O CONTRACT C&V TEACHERS FOR REGUALRIZATION  
AFTER COMPLETION OF 3 YEARS SERVICES AS ON 30-09-2019.**

1	Name of Contract C&V Teacher					
2	Subject/Designation					
3	Father's Name					
4	Address of Present place of posting with contract No.		Phone No with STD code or Mob.No.of Principal/Headmaster			
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 Mobile No mandatory				Mob. No. of Teacher	
					Male/Female	
7	Date of Birth					
8	Date of Joining		Appointment order No. & date (Also attach the copy of same)			
9	Category (Gen/SC/ST/OBC/PHH etc.) Attach copy					
10	Detail of un-authorized absence period, if any till 30-09-2019 for which salary not drawn					
	From (Date)	To (Date)	No. of days	Reason of un-authorized absence		
11	Total length of service as on 30-09-2019 after excluding the period as mentioned in column No.10					
12	Educational Qualification (Please attach copy of relevant certificates):-					
	Qualification	Name of Uni/Board	Year of Passing	Total Marks	Marks obtained	Percentage
	Matric					
	10+2					
	Shastri/LT/A&CT/PET					
B.Ed						

Signature of Contract C&V Teacher  
(Name .....)



5. It is certified that Sh/Smt./Miss.....is working as contract C&V Teacher in .....subject who was initially appointed as such vide Directorate of Elementary Education order No.....dated.....  
(Copy Attached)
6. His /her work and conduct us .....during the period w.e.f. ....till date.
7. Certified that separate character certificate of the above contract C&V Teacher is enclosed with the case.
8. 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/Headmaster DDO to ensure before sending the case from institution:-**

4. Whether all columns have been filled correctly. Don't make any alteration in the above Proforma.
5. Whether Mobile No./phone No in r/o teacher and institution is mentioned.
6. Whether all the documents have been attached in order i.e. Appointment order, Academic qualification certificate Matric,10+2, Graduation, Professional Shastri, LT, A&CT, PET, Category certificate if any, character certificate.

**For office use only (at Dy. 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 of Member

Signature of Chairman.