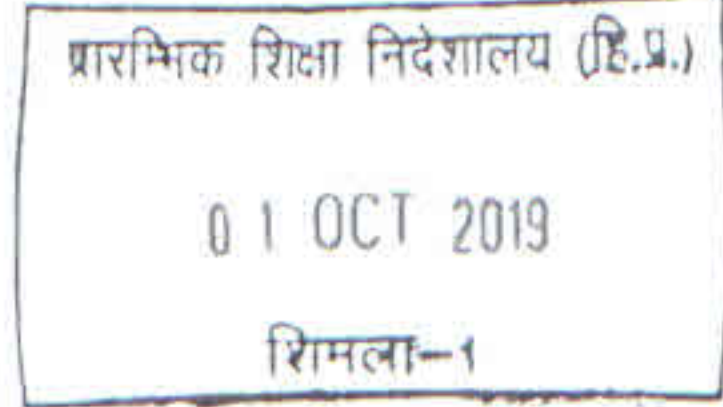


No: EDN-H(2)B(2)34/2019-regularisation  
Directorate of Elementary Education,  
Himachal Pradesh Lal Pani Shimla.

Dated Shimla-171001 the October, 2019.



To

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

Subject: Regularization of contract Appointees in the Government Departments Instructions thereof.

Sir,

This is reference to the Additional Chief Secretary (Personnel) to the Govt. of Himachal Pradesh office letter No. PER(AP)C-B(2)-1/2019 dated 21.02.2019 on the subject cited above.

In this regard, you are directed to collect the information on proforma given below from the Principals/Headmasters of the Govt. Senior Secondary Schools/High Schools under your control in respect of those TGTs who have completed three years continuous service on contract basis as on 30.09.2019 except those contract TGTs whose services were taken over from PTA/GIA/SMC/Para/etc. on the proforma-"A" and forward the same to this Directorate on the proforma-"B" enclosed herewith in consolidated within 7 days positively alongwith required essential academic/professional qualification certificates/Degrees/character certificate/ work and conduct certificates (pen drive also). In case, there is no eligible candidate in your District, nil report to this effect be sent to this Directorate.

Encls Performa-  
"A" and "B"

Director Elementary Education,  
Himachal Pradesh Shimla.

Endst No: Even dated:- October, 2019.

Copy forwarded for information and further n/a to:-

1. The Principal 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 regularisation proforma alongwith 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. Incharge Monitoring Cell (Internal) to upload these instructions on department website.
4. Guard file.

Director Elementary Education,  
Himachal Pradesh Shimla.

O/o Deputy Director of Elementary Education,  
Kangra at Dharamshala

Endst No: EDN-KGR (E-1) TGT Regularization(Contract)-2019- Dated Dharmshala-176215

03/10/2019

Copy to:-

- ✓ All the Principals/Headmasters of GSSS/GHS of District Kangra with the direction to send the regularization case of **TGTs** working under your jurisdiction, who have completed the 3 years continuous service on contract basis as on **30/09/2019 except those contract TGTs whose services were taken over from PTA/GIS/SMC/PARA/Etc.** on the **proforma "A"** uploaded from the Director of Elementary Education HP Shimla website along with essential academic/professional qualification certificates/Degree, Character certificate/Work and conduct certificates to this office by **07-10-2019 positively** so that the consolidated information may be submitted to the higher authorities.

Deputy Director of Elementary Education,  
Kangra at Dharamshala



PROFORMA-"A"

SUBMISSION OF PARTICULARS IN R/O CONTRACT TEACHER FOR REGULARISATION AFTER COMPLETION OF 3 YEARS CONTINUOUS SERVICE ON CONTRACT BASIS AS ON 30.09.2019.

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/BPL/WFF/Sports etc.) as per initial appointment on contract basis				
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. In case E.O.L. 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
	BA/BSc/B.Com				
	Professional (i.e B.Ed.)				

Signature of Contract TGT  
(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.



Proforma-"B"

Proforma for regularisation in r/o those contract TGTs who are going to complete three years continuous contract service as on 30.09.2019.

	Name of the teacher. Name of the School where presently posted	Subject	Qualification		D.O.B	Date of joining on first appointment on contract basis	Period of un-authorized absence (Mention the dates)	No. of days of un-authorized absence	Total length of service as on 30.09.2019.	Category SC/ST/OBC/PHH/EXM/ etc. as show in his/her appointment order	Remarks
			Academic	Professional							
1											
2											
3											
4											
5											
6											
7											

Certificate

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

Dy. Director of Elementary Education.  
H.P.  
Dist. \_\_\_\_\_