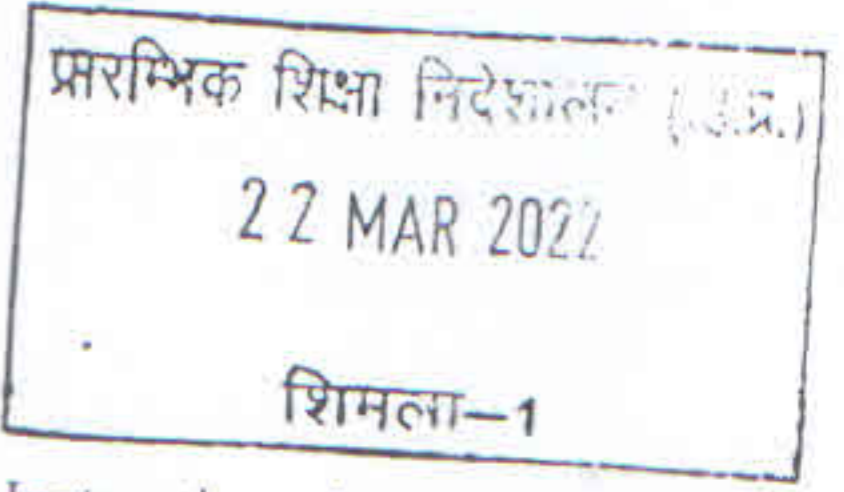


No: EDN-H(2)B(2)34/2022-regularisation
Directorate of Elementary Education,
Himachal Pradesh Lal Pani Shimla-1

Dated Shimla-171001 the

March, 2022



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 requested to collect the information 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 31.03.2022 on the proforma-"A" and forward the same to this Directorate on the Performa-"B" enclosed herewith in consolidated manner latest by 05.04.2022 positively alongwith required essential academic/professional qualification certificates/Degrees/character certificate/ work and conduct certificates (soft copy of data in 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"

Endst No: Even dated: Shimla-171001 the,
Copy forwarded for information and further n/a 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) to upload these instructions on department website.
4. Guard file.


Director Elementary Education,
Himachal Pradesh, Shimla-1
March, 2022

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Director Elementary Education,
Himachal Pradesh, Shimla-1

O/o Dy. Director of Elementary Education,
Kangra t Dharamshala.

Endst.No.EDN-KGR(E-1)TGT contract-Regularization/2021-22- Dated. 22.03.2022

Copy to :- All the Principal/Headmaster of GSSS/GHS of Distt. Kangra with the direction to send the case of contract TGTs who have completed their 2 year services as on 31.03.2020 on the proforma mentioned above alongwith the relevant documents to this office within a week. So that the consolidated information may be submitted to the higher authorities.

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Dy. Director of Elementary Education,
Kangra at Dharamshala.

PARTICULARS IN R/O CONTRACT TEACHER FOR REGULARIATION AFTER COMPLETION OF TWO YEARS CONTINUOUS SERVICE ON CONTRACT BASIS AS ON 31.03.2022.

| | | | | | | |
|-----|--|---|-----------------|---------------------------------|----------------|------------|
| 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 31.03.2022 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 31.03.2022 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 | Percentage |
| | BA/BSc/B.Com | | | | | |
| | Professional (i.e B.Ed.) | | | | | |

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

CERTIFICATE

- It is certified that Sh/ Smt/Miss _____ is working as contract w _____ 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 Principal/Headmaster/DDO

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.

Proforma-"B"

Proforma for regularization in r/o those contract TGTs who are going to complete Two years continuous contract service as on 31.03.2022.

| Sr. No. | 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 31.03.2022 | 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.