

Dy. Director of
Elementary Education
23 MAR 2023
Dispacr no. 12522
Kangra at Dharamshala

No. EDN.KGR.E-IX-(C&V) Contract/reg/2023
Office of the Dy. Director of elementary Education
Kangra at Dharamshala

Dated: Dharamshala 176215

March 2023.

To

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

Subject:

Regularization of Contract appointee C&V Teachers who have completed 2 years
Services in Education Department as on 31.03.2023

Sir,

Reference to the Government letter. No. PER(AP)C-B(2)-1/2014-V-II dated
28.03.2022 on the subject Cited above.

In this context you are hereby directed to provide the requisite information
alongwith supporting documents in r/o C&V Teachers of your institutions, who have completed 2 years
service on contract basis in Education Department as on 31.03.2023 on proforma given below latest by
28.03.2023. The requisite documents are academic and professional qualification certificates/character
certificate/work and conduct certificate/two years continuous certificate/bonafide certificate/category
certificate & copy of appointment order on contract basis

Encls: Proforma "A" and "B"

✓
Dy. Director of elementary Education
Kangra at Dharamshala

Proforma "A"

Submission of particulars in r/o Contract C&V Teacher for regularization after completion of two (2) years continuous service as on 31-03-2023.

1.	Name of Block					
2.	Name of the Contract C&V Teacher					
3.	Father's Name					
4.	Address of present place of posting with contact No.					
5.	Name of institution where initially joined					
6.	Permanent Address 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.) photo copy be attached					
10.	Detail of un-authorized absence period, if any till 31-03-2023 for which salary not drawn.					
	From (Date)	To (Date)	No. of days	Reason of un-authorized absence.		
11.	Total length of service as on 31.03.2023 after excluding the period as mentioned in column 10. In case EOL on medical ground in that event medical certificate be also attached.					
12.	Education qualification (Please attach copy of relevant certificate):-					
	Qualification	Name of Uni./Board	Year of passing	Total marks	Marks obtained	Percentage
	Matric					
	10+2					
	Shastri/LT/A&CT/PET					
	B.Ed					
	TET					

Signature of Contract C&V Teacher

(Name.....)

1. 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).
2. His/ her work and conduct is _____ during the period w.e.f. _____ till date.
3. Certified that separate character certificate of the above contract C&V Teacher is enclosed with the case.
4. 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:-

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 Matric, 10+2, Graduation, Professional Shastri, L.T, A&CT, PET, Category certificate if any, character certificate.

For office use only (at Directorate level):

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Whether Recommended for regularization or Not.....

If not mention the reason.....

Signature of Member

Signature of Member

Signature of Member

Signature of Chairman

PROFORMA "B"

Proforma for regularization in r/o those contract C&V who are going to complete Two Years continuous service as on 31.03.2023

Sr. No	Name of C&V Teachers	IP No.	PMIS	Designation	Qualification		Name of school where presently posted	DOB	Name of school where joined on 1 st Apptt.	Total Length of service as 31.03.2023	Category	Remarks
					Academic	Prof.						

Certificate

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