

No: EDN-H(2)B(2)34/2023-regularisation  
Directorate of Elementary Education,  
Himachal Pradesh Lal Pani Shimla-1

Dated Shimla-171001 the

April, 2023

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 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 31.03.2023 on the proforma-"A" and forward the same to this Directorate on the Performa-"B" enclosed herewith in consolidated manner latest by 20.04.2023 positively along with 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"

Director Elementary Education,  
Himachal Pradesh, Shimla-1  
April, 2023

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

Order No EDN. KGR- E-I dated 3haramshala the April 23  
Copy to All the Principals of GSS/GMS/GMS of dist Kangra  
are requested to send the information on proforma given  
along with this letter in respect of TGTs who are going to  
complete two years continuous service on contract basis  
as on 31/03/2023. If no candidate is eligible in any of  
the school, nil report also required to reach this office.

Dy. Director of Elementary Edu.  
Kangra at Dharamshala  
(H.P.)-176215

124  
12/04/23

E-I  
H.P.  
Send it today  
11/4/2023

**PROFORMA "A"**

**PARTICULARS IN R/O CONTRACT TEACHER FOR REGULARIATION AFTER COMPLETION OF 2 YEARS CONTINUOUS SERVICE ON CONTRACT BASIS AS ON 31.03.2023.**

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 Dist. 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 31.03.2023 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 31.03.2023 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
	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 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 enure before sending the case from institutions-

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<sup>+</sup>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 31.03.2023.

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 31.03.2023	Category SC/ST/OBC/PH/E/M/ 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.