



No. EDN.KGR.E-9(C&V) Contract-Regular/2023  
Office of the Dy. Director of elementary Education  
Kangra at Dharamshala

Dated: Dharamshala 176215

September 2023.

To

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

**Subject: Regularization of C&V Teachers who have completed two years contract service as on 30-09-2023.**

Sir,

Reference to the Addl. Chief Secretary (Personal) to the Government of Himachal Pradesh office letter. No. PER(AP)C-B(2)-1/2014-V-II dated 11-05-2023, on the subject cited above.

In this context, you are hereby directed to provide the requisite information in respect of C&V contract teachers appointed in your institutions, who have completed 2 years service on contract basis in Education Department as on 30-09-2023, on the enclosed proforma alongwith academic and professional qualification certificates, character certificate, work and conduct certificate, two years continuous service certificate, bonafide certificate, category certificate & copy of appointment order on contract basis on or before 25<sup>th</sup> September 2023. Failing which whole responsibility for non regularization of any C&V teacher shall lie upon you.

Encls: Proforma "A"

*V. Jha* 11/09/2023  
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 30-09-2023.**

1.	Name of the Contract C&V Teacher					
2.	Designation					
3.	Father's Name					
4.	Address of present place of posting with contact No.					
5.	Name of institution where initially joined. Also mention station, Mob. No./Phone No. of the Institution					
6.	Permanent Address of teacher (Mobile No. mandatory)					
7.	Date of Birth			Male/ Female		
8.	Date of Joining			Mode of appointment (batch wise/ Commission)		
9.	Appointment Order No. & Date (Also attach the copy of same)					
10.	Category (Gen./SC/ST/OBC/PHH/EXM etc.) photo copy be attached					
11.	Detail of un-authorized absence period, if any till 30-09-2023 for which salary not drawn.					
	From (Date)	To (Date)	No. of days	Reason of un-authorized absence.		
12.	Total length of service as on 30-09-2023 after excluding the period as mentioned in column 11. In case EOL on medical ground in that event medical certificate be also attached.					
13.	Education qualification (Please attached attested 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					
14.	Remarks					

Signature of Contract C&V Teacher  
Name :-  
Contact Number :-

1. It is certified that Sh/Smt/Miss. \_\_\_\_\_ is working as on contract basis who was initially appointed as \_\_\_\_\_ vide this office order No. \_\_\_\_\_ Dated \_\_\_\_\_ (Copy Attached).
2. His/ her work and conduct is \_\_\_\_\_ during the period w.e.f. \_\_\_\_\_ to \_\_\_\_\_ year wise is attached separately.
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  
Name \_\_\_\_\_  
Office Stamp