

No. EDN-HE(19)B(1)-8/2022-Cont-Regl.
Directorate of Higher Education
Himachal Pradesh Shimla-1

6

शिक्षा निदेशालय जम्मू-उत्तराखण्ड

To

All the Deputy Director Higher Education,
in District Himachal Pradesh.

14 SEP 2022

Dated: Shimla-171001 the 14, September, 2022

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

Sir/Madam,

This is in reference to the Additional Chief Secretary (Personnel) to the
Govt. of Himachal Pradesh office letter No. PER(AP)C-B(2)-1/2014-V.II dated 28.03.2022 on
the subject cited above.

In this regard, you are hereby directed to collect information of contractual
Lecturer (School-New) who are going to completed two years of continuous services as on
30.09.2022 on the proforma-"A" from the Principal of Senior Secondary Schools under your
control. Thereafter information may be compiled on proforma "B" in consolidated manner in the
office of Deputy Director concerned and same be sent to this Directorate at the earliest along
with appointment order, work and conduct and medical fitness certificate. In case, there is no
eligible candidate in your District, NIL report may be sent to this Directorate at the earliest.

(Dr. Amarjeet K. Sharma)
Director of Higher Education
Himachal Pradesh Shimla-1

Encls. Proforma "A" & "B".

Endst. No. Even Dated: Shimla-171001 the 14, September, 2022

Copy to:

1. All the Principal Govt. Sr. Sec. Schools in Himachal Pradesh with the directions to send
the regularization proforma of those contractual Lecturer who are going to complete two
year service as on 30.09.2022 on the proforma-"A" along with work and conduct,
medical fitness certificate and others documents, to the concerned Deputy Director of
Higher Education at the earliest. No direct correspondence to this effect will be
entertained in this Directorate.
2. In-charge IT Cell (Internal) to upload these instructions on departmental website.
3. Guard file.

661
15/9/22

E-7 - proforma
B
15/9/2022

Director of Higher Education
Himachal Pradesh Shimla-1
E-mail: dhe-sml-hp@gov.in
Tel. No. 0177-2653120

Dated: 16-09-22

Endst No: 2287 Even

EDN-U-(E-7)/Cont-Regl- 2287

Office of the, Dy. Director of Hr. Education - Una
Forwarded in original to all the Principal Asss
in Una Distt with the direction to submit the
information on Proforma A" by along with work & conduct
& medical certificate by 20-09-22.

Dy. Director Hr. Edu
Una Distt Una

SUBMISSION OF PARTICULARS IN R/O CONTRACT LECTURER (School-New) FOR REGULARIZATION AFTER COMPLETION OF 2 YEARS SERVICE AS ON 30.09.2022.

1.	Name of Contract Lecturer (School-New)					
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			
6.	Permanent Address of candidate (Mob. No mandatory)		Mob. No of teacher			
7.	Date of Birth		Male/Female			
8.	Date of joining		Appointment order No & date			
9.	Category (Gen/SC/ST/OBC)					
10.	Detail of un-authorized absence period, if any till 30.09.2022 for which salary not drawn:					
	From (Date)		To (Date)		No of days	Reason of un-authorized absence
11.	Total length of service as on 30.09.2022 after excluding the period as mentioned in column No 10.					
12.	Educational Qualification:-					
	Qualification	Name of Uni./Board	Year of Passing	Total Marks	Marks Obtained	Percentage
	Matric					
	10+2					
	BA/BSc/B.Com					
	MA/MSc/M.Com					
	B.Ed.					

Signature of contract Lecturer (School-New)
(Name.....)

Contd. 2/-

1. It is certified that Sh/ Smt/Miss..... is working as contract Lecturer(School-New) in.....subject who was initially appointed as such vide Directorate of Hr Education order No..... dated..... at serial number
2. His/her work and conduct isduring the last year (attach copy).
3. 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/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 work and conduct certificate has been attached.

For office use only (at Directorate level):

Remarks of Screening committee if any

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Whether Recommended for regularization or Not:

.....
.....

If Not mention the reason

.....

Signature of Member

Signature of Member

Signature Convener