

No.EDN-U (E-7)Contract Lect. Regularization./- 44819
Office of the
Dy. Director of Higher Education,
Una Distt. Una (HP)

Dated:- 07, Sep. 2016

To

All The Principals
Govt. Sen. Sec. Schools in Una
District Una

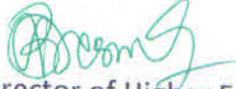
Subject:- Regularization of Contract Lecturers/PGTs in r/o Una District.

Sir,

With refer to the Directorate of Higher Education H.P. Shimla letter No.EDN-H(19)B(1)-8/2012-Cont-Regi dated 06 Sept. 2016, on the subject cited above.

In this regard, you are directed to submit the information of those Lect.s/PGTs working under your control who are going to complete five years of service on contract basis as on 30.09.2016 on the proforma-A along with work and conduct certificate of the concerned lect./PGT to this office before 15.09.2016 positively .

Enclos:- Proforma-A
Work and conduct


Deputy Director of Higher Education
Una District Una H.P.

PRAFORMA-"A"

SUBMISSION OF PARTICULARS IN R/O CONTRACT LECTURER (SCHOOL) FOR
REGULARIZATION AS PGT AFTER COMPLETION OF 5 YEARS SERVICE AS ON
31.03.2016

1.	Name of Contract Lecturer/PGT					
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				
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 31.03.2016 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11.	Total length of service as on 31.03.2016 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
(Name.....)

C/S
By Head of Institutions.

1. It is certified that Sh/ Smt/Miss..... is working as contract Lecturer/PGT 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 :.....

Whether Recommended for regularization or Not:.....

If Not mention the reason

Signature of Member

Signature of member

Signature Convener