

NO. EDN-II(19)B(1)-8/2012-Cont-Regl.
Directorate of Higher Education
Himachal Pradesh Shimla-1

To

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

Dated: Shimla-171001 the 21st, September, 2020

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

Sir/Madam,

This is in reference to the Additional Chief Secretary (Personal) to the
Govt. of Himachal Pradesh office letter No. PER(AP)C-B(2)-1/2019 dated 22.04.2020 on the
subject cited above.

In this regard, you are hereby directed to collect information of contractual
Lecturer (School-New) who have completed three years of continuous services as on 30.09.2020
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 before 05.10.2020 positively
along with appointment order and work and conduct certificate. In case, there is no eligible
candidate in your District, NIE report may be sent to this Directorate.

Director of Higher Education
Himachal Pradesh Shimla-1

Encls. Proforma "A" & "B".

Endst. No. Even Dated: Shimla-171001 the 21st, September, 2020

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 three
year service as on 30.09.2020 on the proforma-"A" alongwith work and conduct
certificate, to the concerned Deputy Director of Higher Education on or before
03.10.2020. No direct correspondence to this effect will be entertained in this Directorate.
2. Incharge IT Cell (Internal) to upload these instructions on departmental website.
3. Guard file.

Encl. No. EDN-KAR-Reg/E-7/2019-7972

O/o DDHE

Kangra at Dharamshala

21/09/2020

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

Memo:- All the principals Distt
Kangra are directed to submit the cases of
lecturers (cs) who have completed three years
continuous service as on 30.09.20 up to 3rd oct
20. So the information could be submitted to
the DHE Shimla up to 05 oct 20.

Deputy Director of Higher Education,
Kangra at Dharamshala.

PRAFORMA-A

SUBMISSION OF PARTICULARS IN R/O CONTRACT LECTURER (School-New) FOR REGULARIZATION AFTER COMPLETION OF 3 YEARS SERVICE AS ON 30.09.2020.

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 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 31.03.2019 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11.	Total length of service as on 30.09.2020 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/-

It is certified that Mr/Ms/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