

TOP PRIORITY
PERSONAL ATTENTION

No. Shiksha Shimla(1-5)B(2)09/2014-Contract
O/O Dy. Director(Higher) Education,
Shimla District, Shimla-171001.
Dated Shimla-171001 the



To

All the Principal,
Govt. Sen.Sec.School
Distt. Shimla H.P.

Subject:- Regularization of contract post graduate teachers

Memo,

Your attention is invited to Director Higher Education, H.P., Shimla-1 letter No. EDN-H (19)B(1)-8/2012-Cont. Regl. dated 18/04/2017 and in continuation to this office letter No. Shiksha-Shimla(1-5)B(2)09/2014-Contract-1514-1766 dated 17/04/2017 on the subject cited above.

In this regard, you are directed to furnish the information/documents in respect of those lecturers (School cadre) who have been completed three years of service on contract basis as on **31/3/2017** and forward the same to this office on the **Proforma "A"** alongwith appointment order and work & conduct certificate within two days time positively, so that the matter could be taken up with the higher authorities. You shall be personally responsible for any kind of delay in submitting this information.

Dy. Director (Higher) Education,
Shimla District, Shimla-171001.

Endst. No. Even Shimla Dated
Copy to

1. The Director Higher Education Himachal Pradesh Shimla-1 for information please.
2. Incharge IT (Internal) to upload these instructions on website
3. Guard file.

Dy. Director (Higher) Education,
Shimla District, Shimla-171001

PRAFORMA-"A"
SUBMISSION OF PARTICULARS IN R/O CONTRACT LECTURER (SCHOOL) FOR
REGULARIZATION AS PGT AFTER COMPLETION OF 3 YEARS SERVICE AS ON 31.03.2017

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 Distr., 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)				
7.	Date of Birth	Mob. No of teacher			
		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 31.03.2017 for which salary not drawn:				
	From (Date)	To (Date)	No of days	Reason of un-authorized absence	
11.	Total length of service as on 31.03.2017 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
	Matric				
	10+2				
	BA/BSc/B.Com				
	MA/MSc/M.Com				
	B.Ed.				

Signature of Contract lecturer
(Name.....)

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 appointment orders have been attached.
4. 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