

No. Shiksha-SML-Estt./2018-19-D/W.clk  
O/o Dy. Director Higher Education,  
Shimla District Shimla-171001  
Dated Shimla-171001



To

All the Principals/Headmasters/NCC/College/Library,  
Govt. Senior Secondary Schools  
Shimla District Shimla.

Subject:- Regarding regularization of clerk appointed on daily waged basis information thereof.

Sir,


With reference to the Director of Higher Education office order No. EDN-HE (1)B(2)-01/13-regu. Of D/W. clk dated 17/04/2019 on the subject cited above.

In this regard, you are directed to send the information on following proforma attached from your school/ institution in respect of those clerks who have completed five years of continuous service on daily wages basis as on 31.03.2019 and forward the same along-with all relevant certificates i.e. DOB, Educational Qualification, latest medical fitness certificate, Bonafide Himachali, Character & Work and Conduct etc. to this office within **Three days positively**. In case, there is no eligible candidate or left the job in your institutions, report to this effect be also sent to this office.

  
Dy. Director of Higher Education,  
Shimla District Shimla-171001

Copy for information to:-

1. The Director of Hr. Education Distt. Shimla HP.
2. Incharge, IT Cell (Internal) to upload these instructions on departmental website.
3. Guard file.

  
Dy. Director of Higher Education  
Shimla District Shimla-171001

Proforma for regularization of Daily Waged clerks who have completed five years continuous service as on 31.03.2019

Sr. No.	Name of the clerk	Father's name	Qualification (Copy enclosed)		Name of the School /office presently posted	Date of Birth (Copy enclosed)	Date of joining on 1 <sup>st</sup> apppt. (Appoint ment orders be also enclosed)	Mode of recruit ment.	Date of qualifying the type test (Copy enclosed)	No. of working days in each calendar Years be shown ( year-wise information be supplied)	Total Length of continuous service as on 31.03.19	Category (in case reservation, Copy enclosed)	Remarks
			+	or									
1													
2													
3													
4													
5													
6													
7													
8													

Certificate

Certified that all the information supplied above is correct in all respects as per record.

Dy. Director of Hr. Education  
 .....Dist. ....HF