

No.- EDN-HE(1)B(2)-01/13-regu. of D/W. clk.

Directorate of Higher Education  
Himachal Pradesh

Dated: Shimla-171001

शिक्षण विभाग  
15 MAY 2018

15 MAY 2018

To

All the Deputy Director of Hr. Education,  
in Districts of Himachal Pradesh.

Subject:

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

Memo,

With reference to letter No. PER (AP)C-B(2)-1/2014 dated 11.05.18 on  
the subject cited above.

In this regard, you are directed to collect and compile the information  
on following proforma from the offices/ institutions working under your kind control  
(including colleges, NCC Units, Library etc.) in respect of those clerks who have completed  
five years of continuous service on daily wages basis as on 31.03.2018 and forward the same  
along-with all relevant certificates & Work and Conduct certificates to this Directorate in  
consolidated form within in **Seven days positively**. In case, there is no eligible candidates or  
left the job in your District, report to this effect be also sent to this Directorate.

Jr. Director Higher Education (A)  
Himachal Pradesh

Endst. No. Even

Dated : Shimla-171001

2018

Copy to:-

1. The Principal Secretary (Education) to the Govt. of H.P. for information please.
2. The Director Elementary Education Himachal Pradesh, Shimla -I with the request to  
send the particulars as per proforma attached along with all relevant certificates &  
Work and Conduct certificates of those daily waged clerks who are  
appointed/working under your kind control in Himachal Pradesh and have  
completed five years services as on 31.03.18 to this directorate in consolidated  
form **within Seven days positively**.
3. All the head of offices/institutions (including colleges , NCC units, Library etc.)  
working in the district concerned with the directions to send the regularization  
proforma along with all relevant Documents & Work and Conduct Certificates of  
the Daily waged clerks who have completed five year service as on 31.03.2018 on  
the proforma to the concerned Deputy Director of Higher Education in Himachal  
Pradesh. **No direct correspondence to this effect will be entertained in this regard.**
4. D.A. dealing with service book internal for similar action.
5. Incharge, IT Cell (Internal) to upload these instructions on departmental website.
6. Guard file.

Jt. Director Higher Education(A)  
Himachal Pradesh.

Proforma for regularization of Daily Waged clerks who have completed five years continuous service as on 31.03.2018

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> appt. (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 31.03.18	Category (in case reservation, Copy enclosed)	Remarks
			+2	Other Higher									
1													
2													
3													
4													
5													
6													
7													
8													

Certificate

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

Dy. Director of Hr. Education  
 .....Dist.....H.P