

No.EDN-H(19)B(1)-8/2012-Cont-Regl.
Directorate of Higher Education
Himachal Pradesh

Dated: Shimla-171001 the 15th May, 2018

To

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


Subject:

Regularization of contract appointees in the Government Departments- PGTs.

Memo,

This is in reference to the Principal Secretary (Personal) to the Govt. of Himachal Pradesh office letter No. PER (AP)C-B(2)-1/2018 dated 11th May 2018 on the subject cited above.

On the subject cited above, you are directed to collect and compile the proforma given below from the Principals of Senior Secondary Schools under your control in respect of those lecturers/PGT (school cadre) who have continuously completed three years of service on contract basis (except taken over from PTA-GIA) as on 31.3.2018 on the proforma-"A" and forward the same to this Directorate on the proforma-B enclosed herewith in consolidated by 18.05.2018 positively along with appointment order and work & conduct certificate. In case, there is no eligible candidate in your District, NIL report to this effect be sent to this Directorate.


Addl. Director of Higher Education (J)
Himachal Pradesh


Endst. No. Even

Dated : Shimla-171001

the 15th May, 2018

Copy to:-

1. The Principal Govt. Sr. Sec. Schools in Himachal Pradesh with the directions to send the regularization proforma (along with appointment order and work & conduct certificate) of the contractual PGT/Lecturer those who have continuously completed three year service as on 31.03.2018 (except taken over from PTA-GIA) on the proforma-A to the concerned Deputy Director of Higher Education. Direct correspondence to this effect will not be entertained in this Directorate.
2. Incharge IT Cell (Internal) to upload these instructions on departmental website.
3. Guard file.


Addl. Director of Higher Education (S)
Himachal Pradesh.

Proforma for regularization of contract Lecturers/PGT those who have continuously completed five years as on 31.03.2018 (except taken over from PTA-GIA)

Proforma-“B”

Sr. No.	Name of the lect.	Father's name	Subject	Qualification		Name of the School presently posted	Date of Birth	Date of joining on 1 st appt.	Period of un-authorized absence (mention the dates)	No. of days of un-authorized absence	Total Length of service as 31.03.18	Category	Remarks
				%age in Master Degree	B.Ed. %age								
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

PRAFORMA-"A"

**SUBMISSION OF PARTICULARS IN R/O CONTRACT LECTURER (SCHOOL) FOR
REGULARIZATION AS PGT AFTER COMPLETION OF 3 YEARS SERVICE AS ON
31.03.2018 (except taken over form PTA-GIA)**

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 31.03.2018 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11.	Total length of service as on 31.03.2018 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.....)

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