

No.- EDN-HE(1)B(2)-01/18-regu. of D/W. clk
Directorate of Higher Education
Himachal Pradesh
Dated: Shimla-171001



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 Department of Personnel Government of Himachal Pradesh letter no. PER(AP)-C_B(2)-1/2014-V.II dated 30.03.2021 on the subject cited above.

In this regard, it is informed that some clerk who will complete five years of continuous service on daily wages basis as on 30.09.21 and will eligible for regularization. Therefore, 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 will complete five years of continuous service on daily wages basis as on 30.09.2021 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 directorate in consolidated form within in **fifteen days**. In case, there is no eligible candidate or left the job in your District, report to this effect be also sent to this Directorate.

Addl. Director Higher Education (A)
Himachal Pradesh
2021

Endst. No. Even Dated : Shimla-171001

Copy to:-

1. The 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 will complete five years continuous services as on 30.09.21 to this directorate in consolidated form **within fifteen days**.
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 will complete five year continuous service as on 30.09.21 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.

Addl. Director Higher Education (A)
Himachal Pradesh.

Endst. No. EDN-CHM(E-1)B(15)05/2021 — 2194-97 8th September, 2021
O/O Dy. Director of Higher Education Chamba Distt. Chamba(H.P.)

Copy forwarded to:-

1. Dy. Director of Elementary Education Chamba Distt. Chamba for information and further necessary action pl.
2. All the Principal/Headmaster GDCs/ GSSSs/GHSs of Distt. Chamba for information and further necessary action .
3. All the BEEOs in Distt. Chamba for information and further necessary action.
4. NCC Dalhousie for information and further necessary action please.

Dy. Director of Hr. Education,
Chamba Distt. Chamba (H.P.)

Proforma for regularization of Daily Waged clerks who have completed five years continuous service as on 30.09.2021

St. 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 st apptt. (Appointment 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 30.09.21	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
Distt.....H.P

1. It is certified that Sh/ Smt/Miss..... is working as contract clerk/JOA(IT) 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 three 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 :.....

.....

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Whether Recommended for regularization or Not:.....

If Not mention the reason

Signature of Member

Signature of member

Signature Convener