

No. EDN(SE)-H(5)B(1)-8/2025-Cont-Regl.  
Directorate of School Education  
Himachal Pradesh Shimla-1

Directorate of School Education  
02 APR 2026  
Himachal Pradesh, Shimla-171001

To


All the Deputy Directors of School Education (Secondary),  
in Districts of Himachal Pradesh.

Dated: Shimla-171001 the April, 2026

Subject: Regularization of contract appointees in the Government Departments-  
Instructions thereof.

Sir/Madam,


On the subject cited above, you are hereby directed to collect the information of contractual Lecturers (School-New) who have completed two years of continuous services as on 31.03.2026 on the proforma-"A" from the Principal of Senior Secondary Schools under your control. Thereafter, information may be compiled on proforma "B" in consolidated manner in the office of Deputy Director concerned and same be sent to this Directorate on 06-04-2026 along with appointment order, work and conduct and medical fitness certificate. In case, there is no eligible candidate in your District, NIL report may be sent to this Directorate at the earliest.

  
Director School Education  
Himachal Pradesh Shimla-1

Encls. Proforma "A" & "B".  
Endst. No. Even Dated: Shimla-171001 the April, 2026

Copy to:

1. All the Principal Govt. Sr. Sec. Schools in Himachal Pradesh with the directions to send the regularization proforma of those contractual Lecturer who have completed two year service as on 31.03.2026 on the proforma-"A" along with work and conduct, medical fitness certificate and others documents, to the concerned Deputy Director of School Education(Secondary) at the earliest. No direct correspondence to this effect will be entertained in this Directorate.
2. In-charge IT Cell (Internal) to upload these instructions on departmental website.
3. Guard file.

  
Deputy Director of  
School Education (Sec)  
Himachal Pradesh Shimla-1

Office of the Deputy Director of School Education (Sec.)  
Kangra at Dharamshala.

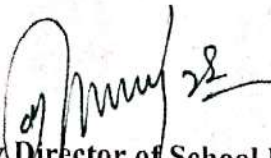
04 APR 2026  
Dispatch No. 197-98  
Kangra at Dharamshala

Endst.No.EDN-KGR-E(7) 2024-25

Dated: 04<sup>th</sup> April, 2026

Copy forwarded to: -

- 1) All the concerned Principals. of Govt. Sen. Sec. School's of Distt. Kangra are directed the submit the case of regularization of Lectures and DPE's of their school on annexure A and B along with appointment order, work and conduct and Medical fitness Certificate with in two days to this office through special messenger.
- 2) I.T.in-charge(internal) to upload this on website. *and mail also*

  
Deputy Director of School Education (Sec.)  
Kangra at Dharamshala.

Proforma-"A"  
(School-New) FOR

**SUBMISSION OF PARTICULARS IN R/O CONTRACT LECTURER REGULARIZATION AFTER COMPLETION OF 2 YEARS SERVICE AS ON 31.03.2026**

1.	Name of Contract Lecturer (School-New)					
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 31.03.2026 for which salary not drawn:					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11.	Total length of service as on 31.03.2026 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 (School-New)  
(Name.....)

Contd. 2/-

1. It is certified that Sh/ Smt/Miss..... is working as contract Lecturer(School-New) 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 is .....during 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

Proforma-"B"

Proforma for regularization of contract Lecturers (School-New) those who have completed two years as on 31.03.2026

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 <sup>st</sup> apptt.	Period of un-authorized absence (mention the dates)	No. of days of un-authorized absence	Total Length of service as 31.03.2026	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.

Deputy Director School Education(Secondary)  
 Distt.....  
 Himachal Pradesh