

HIMACHAL PRADESH
PUBLIC WORKS DEPARTMENT

No.PWE-119-1-JDM-contract basis/ESI- 13822-13942 Dated: - 6/3/2019


To

The Engineer-in-Chief (Project),
The Architect-in-Chief,
All the Chief Engineers,
All the Superintending Engineers,
In HP.PWD.

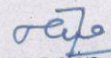
Subject: - Regularization of contract appointees in the Government Departments-Instructions thereof.

This is with reference to the Additional Chief Secretary (Personnel) to the Government of Himachal Pradesh office letter No.PER(AP)C-B(2)-1/2019 dated 21.02.2019 on the subject cited above.

In this regard, you are requested to collect and compile the documents from the fields offices under your control in respect of Junior Draughtsman who have completed three years of service on contract basis as on 31.03.2019 on the proforma-A attached along-with the required documents and forward the same to this office on the proforma-B enclosed herewith in consolidated form positively.


Engineer-in-Chief,
HP.PWD., Shimla-2

Copy to the all Executive Engineer, in HPPWD with the directions to send the regularization case of the contractual Junior Draughtsman those who have completed three years service as on 31.03.2019 on the proforma-A along-with the documents required to the concerned Superintending Engineer.


Engineer-in-Chief,
HP.PWD., Shimla-2

Annexure-A

SUBMISSION OF PARTICULARS IN R/O CONTRACT JUNIOR DRAUGHTSMAN FOR REGULARIZATION AS JUNIOR DRAUGHTSMAN.

1	Name of Contract Junior Draughtsman		IP No. PMIS No.
2	Father's Name		
3	Address of Present place of posting with contract No.	Phone No. with STD Code	
4	Permanent Address of the official.		
5	Date of Birth		Male/Female
6	Date of Joining		Appointment order No. & date (Also attach the copy of same)
7	Category (Gen /SC/ST/OBC) Attach copy in case of SC/ST/OBC		
8	Detail of un-authorized absence period, if any till date for which salary not drawn.		
	From (Date)	To (Date)	No of days
			Reason of un-authorized absence
9	Total length of service as on date after excluding the period as mentioned in column No.9		
10	Educational Qualification (Please attach copy of relevant certificates):-		
	Qualification	Name of Uni./Board	Year of Passing
			Total Marks
			Marks Obtained
			Percentage
	Matric		
	Technical Qualification Certificates, if any.		

Signature of Contract Employee
Name _____

1. It is certified that Sh./Smt./Miss.....is working as contract Junior Draughtsman in.....subject who was initially appointed as such vide E-in-C order No.....Dated (Copy attached).
2. His/her work and conduct isduring the period w.e.f.till date.
3. Certified that the information as mentioned above is correct as per the relevant record.

Signature of Controlling Officer

(Name of signing officer.....)

Annexure-B

LIST OF CONTRACT JUNIOR DRAUGHTSMAN

Sr. No	Name of Junior Draughtsman Sh./Smt	Name of Office	D.O.B	D.O.A	Actual Date of Joining	Cate-gory	Break in service if any with date	Reason for break	Any Deptt. Inquiry pending or not	Work and conduct Certificate
1										
2										
3										
4										
Certified that all the certificate /documents have been checked and information supplied above is correct in all respect as per record.										
Signature & Stamp of Controlling Officer										