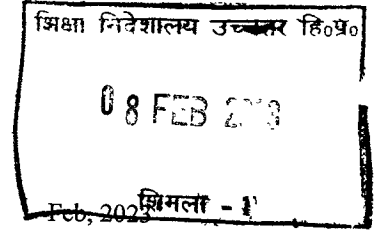


No. EDN-H(19) B (1)-2023- H.M. Promotion  
Directorate of Higher Education  
Himachal Pradesh

To



Dated : Shimla-171001 the,

All the Principal Govt. Sr. Sec. School in H.P.  
All the Headmaster Govt. High School in H.P.

**Subject: - Regarding promotion to the post of Headmaster promotion amongst TGT's /Promotee Lecturers for the year 2023.**

Memo,

The Department is desirous to fill up the vacant posts of Headmasters in near future. Since there are two channel of promotion for Headmaster i.e. TGT Cadre and Lecturer Cadre, therefore in the light of instructions issued by Department of Personnel of HP on dated 03.12.2014 a fresh cases are being called amongst TGT's/Promotee Lecturers on prescribed proforma-1 (Mandatory for all eligible TGT's/Promotee Lecturer willing for promotion in Headmaster cadre) duly verified and recommended by the Principal/Headmaster concerned and submit the same to this Directorate on or before 20.02.2023 along with all relevant documents. Any correspondence through fax or email will not be entertained. Those TGT's who have been promoted as Lecturer prior to 26.04.2010 without option will be considered for promotion as Headmaster. It is informed that once a candidate is promoted as per the option exercised such candidate will neither be entitled for consideration for promotion in the other channel nor will be allowed to withdraw the option, so exercised option shall be treated as final and irrevocable for entire service career. The incumbents claiming promotion in SC/ST category may enclose category certificate to justify their candidature. The range of seniority number for panel is as under:-

Sr. No.	Category	Up to TGT seniority number
1.	General	8050
2.	Scheduled Caste	8050
3.	Scheduled Tribe	12000
4.	Specially abled	12000

This letter is also available on Departmental website i.e. [www.education.hp.gov.in](http://www.education.hp.gov.in)

(Dr. Amarjeet K. Sharma)  
Director Higher Education  
Himachal Pradesh Shimla-1  
the Feb, 2023

Endst. No. Even Dated, Shimla-171001

Copy forwarded for information to:-

1. The Director Elementary Education, Directorate of Elementary Education Himachal Pradesh.
2. All the Deputy Director of Higher/Elementary Education in Himachal Pradesh.
3. In-charge IT Cell, upload the same on departmental website.(Internal)
4. Guard File.

Director Higher Education  
Himachal Pradesh Shimla-1  
Email: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in)  
Tel. No. 0177-2656621

**Proforma -1**

To be submitted by an individual through the Principal/Headmaster concerned in duplicate (Mandatory to all for future promotion as Headmaster) up to the Seniority No. 8050 in General category, SC up to 8050 and ST up to 12000 and Specially abled person upto seniority number 12000 as per instruction given below: -

1	Final Seniority No. as TGT		Please tick TGT Arts/Medical/Non Medical
2	Category ( Gen./SC/ST)	Attach category certificate	
3	Name of TGT/Promotee Lecturer (As per service record) and contact No.		Mobile No.
4	Type of disabilities	(Attach copy of certificate issued by Medical Board/Competent Authority)	
5	Present place of posting and District with telephone No.		Phone No.
6	Post held at present (Lecturer/TGT) In case of promotee Lecturer subject must be mentioned		
7	Date of Birth		
8	Date of regular Appointment as TGT		
9	Date of promotion as Lecturer		
10	Previous three place of postings		
11	Integrity (Vigilances/ Departmental enquiry if any status thereof		
12	Whether Ex-Servicemen (Yes/No)		
13	Whether served Tribal/Hard Area		
14	Permanent Address		
15	PMIS Code		

**I do certify that:-**

1. All particular Sr. No. 01 to 15 are correct and
2. I do opt for promotion as Headmaster.
3. I have earlier not opted for Lecturer/PGT.
4. I Promotee Lecturer do hereby opt for fixation of pay on promotion as Headmaster on the basis of presumptive pay as T.G.T.
5. I have not been promoted to the post of Lecturer/PGT after 26-04-2010.

Signature of TGT/Lecturer School

**Certified that:-**

1. All the particulars shown from Sr. No. 01 to 15 are true and correct hence verified.
2. The TGT concerned has completed probation period i.e. Eight year regular service as TGT and not opted for promotion as Lecturer/ PGT.
3. The promotee Lecturer concerned has not earlier exercised option for promotion to the post of Lecturer/PGT.
4. The final TGT Seniority Number shown in the case is verified.
5. Certified that above promotee Lecturer have been promoted to the post of Lecturer/PGT prior to 26-04-2010.

Signature of Principal/Headmaster  
GSSS/GHS.....  
District.....H.P.