

No. EDN-H (19) B (1)-2016-H.M. Promotion  
Directorate of Higher Education  
Himachal Pradesh

Dated Shimla-171001 11, January, 2016

To

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

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

Memo:


The Department is desirous to fill up the vacant post of Headmasters in near future. Since there are two channel of promotion for TGT i.e. Headmaster Cadre and PGT 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 who have not exercised option for promotion to the post of Lecturer/PGT on prescribed proforma-1 (Mandatory for eligible TGT/Promotee Lecturer willing for promotion in Headmaster cadre) from eligible candidates duly verified and recommended by the Principal/ Headmaster concerned and submit the same to this Directorate on or before 10-02-2016 alongwith all relevant documents. Any correspondence through fax or email will not be entertained. Only those TGT's who have been promoted as Lecturer prior to 26-04-2010 without obtaining option will be considered for promotion as Headmaster. It is informed that once a candidate is promoted as per the option exercised such 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 candidates claiming promotion in SC/ST category may submit category certificate to justify their candidature.

This letter is also available on Departmental website  
[www.educationhp.org](http://www.educationhp.org).

  
Addl. Director Higher Education  
Himachal Pradesh

Endst. No. even dated, Shimla-171001 the 11, January, 2016  
Copy forwarded for information

1. The Director Elementary Education Himachal Pradesh.
2. All the Deputy Director of Higher/Elementary Education in H.P.

  
Addl. Director of Higher Education  
Himachal Pradesh

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. 3600 in General Category, SC up to 5500 & ST up to 9000 as per instruction given below:-

1	Final Seniority No. as TGT		Please tick TGT Arts/Medical/ Non Medical
2	Category ( Gen./SC/ST)		
3	Name of TGT/Promotee Lecturer (As per service record) and contact No.		Mob. No.
4	Father Name		
5	Present place of posting and District with telephone No.		Tele. No.
6	Post held at present (Lecturer/TGT)		
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 have not been promoted to the post of Lecturer/PGT after 26-04-2010.

Signature of TGT/Lecturer/PGT

**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