

No. EDN-H (19) B (1)-2014- H.M. Promotion  
Directorate of Higher Education  
Himachal Pradesh

Dated Shimla-171001

31<sup>st</sup> October, 2014

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 Headmaster by promotion amongst TGT/Promotee Lecturer in near future. The bio-data of TGT who opts for promotion to the post of Headmaster and promotee Lecturers who have not exercised option for promotion to the post of Lecturer/PGT are being called on prescribed proforma-1 (Mandatory for all eligible TGT/Promotee Lecturer) from eligible candidates duly verified and recommended by the Principal/ Headmaster concerned and submit the same to this Directorate on or before 15-12-2014 alongwith all relevant documents. It is further clarified that option once exercised can not be changed and no correspondence with regard to change of option will be entertained by the Department. 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).**



Director Higher Education  
Himachal Pradesh

Endst. No. even dated, Shimla-171001 the 31<sup>st</sup> October, 2014  
Copy forwarded for information

1. The Director Elementary Education Himachal Pradesh.
2. All the Deputy Director of Higher Education in H.P.
3. All the Deputy Director of Elementary Education in H.P.
4. Guard File.



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. 3500 in General Category, SC up to 5500 & ST up to 7500 as per instruction given below:-

			<b>Please tick</b>
1	<b>Final Seniority No. as TGT</b>		<b>TGT Arts/Medical/ Non Medical</b>
2	<b>Category ( Gen./SC/ST)</b>		
3	<b>Name of TGT/Promotee Lecturer (As per service record) and contact No.</b>		<b>Mob. No.</b>
4	<b>Father Name</b>		
5	<b>Present place of posting and District with telephone No.</b>		<b>Tele. No.</b>
6	<b>Post held at present (Lecturer/TGT)</b>		
7	<b>Date of Birth</b>		
8	<b>Date of regular Appointment as TGT</b>		
9	<b>Date of promotion as Lecturer</b>		
10	<b>Previous three place of postings</b>		
11	<b>Integrity (Vigilances/ Departmental enquiry if any status thereof</b>		
12	<b>Whether Ex-Servicemen (Yes/No)</b>		
13	<b>Whether served Tribal/Hard Area</b>		
14	<b>Permanent Address</b>		
15	<b>PMIS Code</b>		

**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