

No. EDN-H(19) B (1)-2022- 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.

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 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-I (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 16.04.2022 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 candidates claiming promotion in SC/ST category may submit 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	7700
2.	Scheduled Caste	7700
3.	Scheduled Tribe	11500

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

Endst. No. Even Dated, Shimla-171001 the March, 2022  
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. 7700 in General category, SC up to 7700 and ST up to 11500 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.		Mobile No.
4	Father Name		
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.