

Most urgent/Time bound/Last Opportunity

From

Director Elementary Education
Haryana, Panchkula.

To

1. All District Elementary Education Officers Haryana.
2. All District Education Officers Haryana.
3. DPI/DSE UT Chandigarh.
4. SCERT Gurugram.

Memo No. KW 05/25-2024 TGT Pro(2)

Dated : 16.09.2026

Sub: Regarding sending promotion cases of deprived senior employees to the post to TGT Math, English, Hindi, Punjabi, Science, Home Science, Sanskrit and TGT Urdu from JBT/C&V (ROH Cadre Only) as per their entitlement.

Kindly refer to the subject cited above.

You are hereby directed to send the promotion cases of all eligible deprived senior (teachers who fulfilled the educational criteria as on **31.03.2026 i.e. "cut of date"**) JBT/C&V who are entitled for promotion at par with their juniors to the post of TGT Math, English, Hindi, Punjabi, Science, Home Science, Sanskrit and TGT Urdu (ROH Cadre Only) upto their seniority position alongwith attested copies of academic qualification certificates (along with HTET certificate) and updated Summary Sheet/ACR's/Spl.ACR's/NOC of teachers duly countersigned by DEEO concerned in prescribed proforma (copy attached) **within 10 days i.e. upto 30.09.2026** positively as per Haryana School Group-C revised service rules 2021 (for English only), 2023 (for other TGT subjects) **(teachers who fulfilled the education criteria as on 31.03.2026).**

The promotion cases must be sent manually/by hand as above **upto 30.09.2026 without fail** in hard copy as well as soft copy with following details on branch email **Id tgtpromotion2023@gmail.com**.

Sr. No.	Name of Employee (JBT/C&V) with Emp ID	State level Seniority Number/ Date of appointment in case of C&V	Date of regular appointment	Present Place of posting & District	% age of relevant subject at Graduation level	Higher Qualification in same line	Categ	PwD Certificate %	DEEO Recommendation/ Remarks for promotion

All DEEO's must ensure the following Point strictly :-

1. Teachers who do not want to take promotion obtain their consent alongwith their affidavit and Send their forgo case to this Office within stipulated time period.

2. That no promotion cases of eligible teachers are remaining in their respective Districts.
3. That no single teacher is remained in their respective Districts who has not been considered for the purpose of promotion/forgo to the post of TGT in relevant subject as per his/her seniority. **DEEO must provide the undertaking in this regard and in future, if any teacher claims for the same then the concerned DEEO will be solely responsible.**

Note:-

1. If any DEEO fails to comply with the above said three points he/she is fully responsible for any litigation/adverse order in future.
2. It is also directed that there is no need to send the promotion cases again of such teachers whose cases were forwarded by you in the Year 2025-2026 only. However, if any teacher has send the promotion case before the Year 2025, then there is requirement to send the promotion case of said employee as above along with updated summary sheet of ACR and latest NOC.
3. It is further directed here that ensure to send Spl.ACR and latest NOC only (alongwith counter signed by DEEO) of those teachers whose promotion cases already been sent from your good office except complete promotion case.
4. It is applicable only for RoH Cadre.
5. The case of a teacher who have not passed any level of HTET shall not be forwarded.
6. This is a last opportunity, no case shall be accepted after stipulated time period and if any delay or negligene is found at any level for sending the promotion cases, shall be viewed seriously and action shall be taken against the erroring official/officers.

D.A-1. Proforma

2. State Level Seniority List of 1 to 40773 teachers is hereby mailed to you, also available on Departmental website. Kindly consider all the teachers as per their eligibility criteria on the basis of said seniority accordingly in accordance with service rules.

Treat it as most urgent.


Administrative Officer
for Director Elementary Education
Haryana, Panckula

Endst.No. Even

Dated:- 16.09.2026

A copy is the forwarded to the following for necessary action:-

1. Joint Director (IT Cell) for uploading on website.
2. PA staff//WPSSE/WDEE.
3. PA staff/Additional Director Admn.


Dy. Superintendent TGT Promotion
for Director Elementary Education
Haryana, Panckula

DETAILED SUMMARY SHEET FOR PROMOTION OF TGT

Name of Employee			
Employee ID			
Current Designation			
Date of Birth		Mobile No.	
Date of Retirement			
Present place of posting with school code			
Date of Joining as JBT/C&V		State Level Seniority No.	
HTET/STET Roll No. of 2011 Batch employee (for advt.No. 4/2009 only.)		Category	

1. Qualification Details

Name of Degree	University/Institute Name	Subject	Year and Month of passing	Marks (Obtained in degree)	Marks and %age in relevant subject
Graduation with name of degree					
B.Ed. (Mentioned teaching subjects)					
D.Ed./D.El.Ed./BTC(Mentioned teaching subjects)					
Post Graduation with name of degree or Higher Qualification, if any					
HTET					

Details of Marks in concerned subject in Graduation (Obtained/Total)		Whether employee is PwD or Not if Yes mentioned Category (VH/HH/OH/MD)	
% age in concerned subject in Graduation		Percentage of disability	

2. Three years teaching experience in relevant subject (as per Service Rule)	Yes	No
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[illegible]

Complaint/Enquiry is pending against the employee (Y/N)	Judicial/Departmental Proceedings is pending against the employee (Y/N)	Work & conduct of employee remained satisfactory (Y/N)	Remarks

Detail of initial appointment as JBT/PRT by way of Direct/Adhoc appointment.

Date of initial appointment as JBT Teacher	Mode of Recruitment (Regular/Adhoc/Contract)	Date of Regularization (if initially appointed on Adhoc/contract)	Seniority No.	Remarks (if any)

Whether if any court case filed for above subject promotion		Details of CWP/COCP etc	

- (i) Certified that the facts & figures disclosed above are correct to the best of my knowledge and belief. On finding any misstatement at any later stage, I may be debarred from promotion, taking disciplinary action.
- (ii) It is further certified that I fulfill all the requirements and have essential academic qualifications required for promotional post.

Employee Signature_____

Place:

Date:

DDO
(with Stamp)

BEO/BEOO
(With Stamp)

DEEO
(with Stamp)