

NOTICE

Subject: Submission of information/representation regarding deemed/notional dates of appointment or promotion of TGTs, ESHM and PRTs/HT/C&V.

Some representations have been received from employees (TGTs, ESHM and PRTs/HT/C&V) claiming for the notional appointment/promotion.

In view of the above, an opportunity is accorded to such left-out employees (TGTs, ESHM and PRTs/HT/C&V) to submit their claims for grant of notional appointment/promotion. An employee should submit his/her claim in the prescribed format (annexed herewith) duly verified by the concerned D.D.O along with relevant particulars/documents on MIS portal till dated 16.10.2026.

If no claim for updation of his/her service record is received within the stipulated period, it shall be presumed that the employee has no claim to make for this purpose.


9/10/2026

Administrative Officer
O/o Director Elementary Education
Haryana, Panchkula

Performa for Notional benefits of TGTs (Direct Recruitment only)

Name of Employee	
Employee ID No.	
Subject as TGT	
Present place of posting [School Code]	
Category (GEN/SC/BC) & Gender	
Date of Birth & Date of Retirement	
Advertisement No. and category	
Order no. of Appointment	
Date of Order of appointment	
Date of actual joining as TGT	
Merit no. as per appointment orders	

Details of junior employees

Name (Employee ID) of Junior in same advertisement (concerned subject)	
Merit No. of Junior	
Reason for delay in appointment	
Detail of documents be attached if available	1. Appointment orders 2. Appointment orders of junior 3. Copy of notional benefits given to junior
Details/Remarks	

Signature of Applicant

Signature and stamp of Principal/DDO concerned

Performa for Notional benefits of PRTs/C&V (Direct Recruitment only)

Name of Employee	
Employee ID No.	
Subject	
Present place of posting [School Code]	
Category (GEN/SC/BC) & Gender	
Date of Birth & Date of Retirement	
Advertisement No. and category	
Order no. of Appointment	
Date of Order of appointment	
Date of actual joining as PRT/C&V	
Merit no. as per appointment orders	

Details of junior employees

Name (Employee ID) of Junior in same advertisement (concerned subject)	
Merit No. of Junior	
Reason for delay in appointment	
Detail of documents be attached if available	1. Appointment orders 2. Appointment orders of junior 3. Copy of notional benefits given to junior
Details/Remarks	

Signature of Applicant

Signature and stamp of Principal/DDO concerned

Performa for Notional benefits of TGTs (Promotion only)

Name of Employee	
Employee ID No.	
Details of existing/actual promotion as TGT [Order No & Date]	
Subject as TGT	
State Level Seniority of PRT/C&V (on the basis of which notional promotion as TGT is claimed/date of appointment in case of C&V)	
Present place of posting & School Code	
Category (GEN/SC/BC) & Gender	
Date of Birth & Date of Retirement	
Order No. and Date of Promotion as TGT	
Details of junior employees	
Name and Employee ID of Junior in the same subject who was promoted earlier	
State Level Seniority of PRT/C&V (in same seniority list/Date of appointment of C&V)	
Order No. and date of promotion of junior as TGT	
Reason for non-grant/delay in promotion	
Detail of documents be attached if available	1. Promotion orders of self 2. Promotion orders of junior 3. Copy of relevant seniority highlighting both candidates
Details/Remarks regarding admissibility of notional benefit	

Signature of Applicant

Signature and stamp of Principal/DDO concerned

Performa for Notional benefits of ESHM (Promotion only)

Name of Employee	
Employee ID No.	
Details of existing/actual promotion as ESHM [Order No & Date]	
Subject	
Seniority as TGT/C&V (on the basis of which notional promotion as ESHM is claimed)	
Present place of posting & School Code	
Category (GEN/SC/BC) & Gender	
Date of Birth & Date of Retirement	
Order No. and Date of Promotion as ESHM	
Details of junior employees	
Name and Employee ID of Junior in the same subject who was promoted earlier	
Seniority as TGT/C&V (in same seniority list)	
Order No. and date of promotion of junior as ESHM	
Reason for non-grant/delay in promotion	
Detail of documents be attached if available	1. Promotion orders of self 2. Promotion orders of junior 3. Copy of relevant seniority highlighting both candidates
Details/Remarks regarding admissibility of notional benefit	

Signature of Applicant

Signature and stamp of Principal/DDO concerned