

From

The Director-cum-Special Secretary School Education,
Haryana, Panchkula

To

1. All the District Education Officers
2. All the District Elementary Education Officers

Memo No. KW 4/33-2011 SE(4)

Dated: 13/08/2022

Sub: Rationalization/Re-distribution/Normalization of PGTs (Lecturers) and ESHM/ TGT/ C&V Masters of Secondary Education and Elementary Education Department respectively – Academic session 2022-23.

Refer to the subject cited above.

Various relevant parameters (subjects, number of periods, sections) to be adopted for rationalization/redistribution of Posts of PGTs for classes 9th to 12th classes in High and Senior Secondary Schools and ESHM/TGT/C&V Masters for 6th to 8th classes in Middle, High and Senior Secondary Schools are approved by Government as under:-

A. Section Norms:

There will be maximum of 45 students in a section for classes from 6th to 12th. Following Table elaborates the rationalization formula for the purpose of allocation of teachers.

Table (Classes 6th to 12th)

Section	Students from	To
1	1	50
2	51	90
3	91	130
4	131	170
and so on		

B. School Duration & Period Norms:

- o Total duration of school is 6 ½ Hours.
- o Morning assembly 20 minutes and recess 30 minutes.
- o According to school calendar 8 periods per day.
- o First four periods of 45 minutes each and last four period of 40 minutes each.
- o For PGTs, ESHM, TGTs, C&V and DPE, it is proposed that they shall be given Maximum 6 periods in a day i.e. total 36 periods per week.
- o Second post will be provided after 40 periods.

C. Norms for Subject wise weekly periods:

I. For classes 6th to 8th

S. No.	Subject in 6 th to8 th	Number of Weekly periods	To be taught by which category of masters and in which ratio	Remarks
(A)	(B)	(C)	(D)	(E)
1.	English	6	TGT Social Studies /English	
2.	Mathematics	6	TGT Science/Mathematics	
3.	Science	6	TGT Science	
4.	Hindi	6	TGT Sanskrit/ Hindi	
5.	Social Studies	6	TGT Social Studies	
6.	Sanskrit	5	• TGT Sanskrit	
	Punjabi		• TGT Punjabi	
	Urdu		• TGT Urdu	
	Drawing		• TGT Fine Arts/Drawing Teachers	
	Music		• TGT Music	
	Home Science		• TGT Home Science	
	PT Periods		• PTI/DPE	

II. For classes 9th and 10th

S. No.	Subject in 9 th and 10 th	Number of Weekly period	To be taught by which category of PGT and in which ratio	Remarks
(A)	(B)	(C)	(D)	(E)
1.	English	8	English/OSS English/ Vocational Lecturer English	
2.	Mathematics	8	Mathematics	
3.	Science	6	Science	One PGT out of Physics, Chemistry, Biology will be allotted for teaching 9 th and 10 th classes.

4.	Hindi	6	Hindi/Sanskrit/OSS Hindi/Vocational Lecturer Hindi	
5.	Social Studies	5	1. Social Studies	One post of PGT out of History, Pol. Science, Geography, Economics, Sociology, Psychology will be allocated.
6.	Sanskrit	5	• Sanskrit	
	Punjabi		• Punjabi	
	Urdu		• Urdu	
	Drawing		• Fine Arts	
	Music		• Music	
	Home Science		• Home Science	
	Physical Education		• DPE (B.P.Ed.) (Master Cadre)/ PGT Physical Education subject to availability	
7.	Information Technology	6	• Computer Science/ (Outsourced faculty under ICT Scheme)	PGT Computer Science
8.	EDUSAT/Library/Sports/Life Skill/Shram Dan/Yoga/TP	4		

II. For 11th and 12th classes:

Arts Stream

Subject	No. of periods	To be taught by which category of PGT and in which ratio	Remarks
English	8	English/ PGT Vocational English	
Hindi	6	Hindi/ PGT Vocational Hindi	
Three elective subjects out of following:- 1. Skt/Urdu/Pbi	8x3=24	PGT of respective subject or PGT Vocational of	

2. History 3. Pol. Sci. 4. Economics 5. Sociology 6. Philosophy 7. Mathematics 8. Public Admn. 9. Geography 10. Psychology 11. Physical Education 12. Home Science 13. Computer Science 14. Music 15. Fine Arts 16. O.S. Stenography (Hindi or English) 17. Any one of the following ITES, Automobile Security Services, Retail Industry, Beauty & Wellness, Patient Care Assistance		respective subject, if available/ VT of concerned subject	
ICT/Computer Edu.	4		
General Awareness/Life Skills	4		
Co-curricular Activities (a) Sports & Games (b) Cultural/ Literacy/ Scientific Activities	2		
Total	48		

Commerce Stream:

Subject	No. of periods	To be taught by which category of PGT and in which ratio	Remarks
English	8	English/PGT Vocational English	
Any four subjects out of the following:- Hindi (Core/Elective)/Skt./Urdu/Pbi. Business Studies	8x4 =32	PGT/ Vocational PGT of respective subject/ VT of respective	

Economics Mathematics Accountancy Entrepreneurship Computer Science O.S. Stenography (English/Hindi) ITES/Automobile/Security Services/Retail Industry/Health Care/Beauty & wellness		Vocational subject as the case may be	
ICT/Computer Edu.	3	PGT Computer Science/ Vocational Faculty	
General Awareness/Life Skills	3		
Co-curricular Activities (c) Sports & Games (d) Cultural/Literacy/Scientific Activities	2		
Total	48		

Medical Stream:

Subjects	No. of periods	To be taught by which category of PGT and in which ratio	Remarks
English	6	PGT English/ PGT Vocational English	
Physics	10	Physics	
Chemistry	10	Chemistry	
Biology	10	Biology	
Any one out of the following:- Hindi (core/ elective)/ Skt./Urdu/ Punjabi Mathematics Home-Science Agriculture Geography Bio-technology Computer Science ITES, Automobile, Security Services, Retail Industry Business, Beauty & Wellness, Patient Care Assistance	6	PGT of concerned subject/ PGT Vocational of respective subject/ VT of respective Vocational subject	
ICT/ Computer Edu.	2	PGT Computer Science/ Computer Faculty	

General Awareness/Life Skills	2		
Co-curricular Activities (e) Sports & Games (f) Cultural/ Literacy/ Scientific Activities	2		
Total	48		

Non-Medical Stream:-

Subject	No. of periods	To be taught by which category of PGT and in which ratio	
English	6	PGT English/ PGT Vocational English	
Physics	10	Physics	
Chemistry	10	Chemistry	
Mathematics	10	Mathematics	
Any one out of the following:- Hindi (core/elective)/Skt./Urdu/ Punjabi Biology Home-Science Agriculture Geography Bio-technology Computer Science ITES, Automobile, Security Services, Retail Industry Business, Beauty & Wellness, Patient Care Assistance	6	PGT of concerned subject/ PGT Vocational of respective subject/ VT of respective Vocational subject	
ICT/ Computer Edu.	2	PGT Computer Science/ Computer faculty/ VT of ITES	
General Awareness/ Life Skills	2		
Co-curricular Activities (a) Sports & Games (b) Cultural/ Literacy/ Scientific Activities	2		
Total	48		

D. Subject to the condition mentioned in the note below the Table -I, the minimum number of posts of PGTs will be allocated to every Govt. High School irrespective of the number of students from 9th to 10th class (Table-I) and minimum

number of posts of TGTs will be allocated to every Govt. Middle School irrespective of the number of students from 6th to 8th class (Table-II): -

Table-I

S. No.	Name of the Post	No. of Post	Remarks
1.	PGT Hindi	1	
2.	PGT English	1	
3.	PGT Math	1	
4.	PGT for teaching SS to 9 th and 10 th classes	1	Out of the PGTs for History, Pol. Science, Geography, Economics, Sociology, Psychology, only one PGT post will be allocated.
5.	PGT for teaching Science	1	Out of the PGTs for Physics, Chemistry, Biology only one post will be allocated.

Note: In a High School Post of PGT of a subject will be allocated only if it has a minimum workload of 30 periods in classes 9th and 10th. For fractional workload of 9th and 10th classes, post of TGT of respective subject shall be added on the basis of cumulative workload of classes 6th to 10th.

Table-II

S. No.	Name of the Post	No. of Post	Remarks
1.	TGT SS	1	<ul style="list-style-type: none"> • Minimum three posts of TGTs will be provided in every Middle, High and Senior Secondary school to teach 6th to 8th classes— firstly, one post each out of TGT SS, Science and Sanskrit/Punjabi would be provided. TGT SS will be responsible to teach SS and English, TGT Science will be responsible to teach Science and Maths, TGT Sanskrit will be responsible to teach Sanskrit and Hindi to the students of 6th to 8th classes. • 2nd post to teach 6th to 8th classes the subjects of (SS and English), (Science and Maths) and (Hindi and Sanskrit), will be of TGT English, TGT Math& TGT Hindi respectively. • Posts of ESHM would be allocated to every independent Middle School irrespective of student strength. However, ESHM will teach his respective subject by sharing the workload of other TGTs.
2.	TGT Science	1	
3.	TGT Sanskrit/ Punjabi	1	

Note:- In Govt. High or Senior Secondary Schools if Post of TGT of a particular subject remains vacant then available PGT capable of teaching

that subject will be assigned the workload of classes 6th to 8th provided his/her total weekly workload does not exceed to 36 periods.

Similarly in a High or Senior Secondary School, if the post of PGT is not sanctioned due to less workload or remains vacant due to any reason, TGT/C&V of respective subject will be liable to teach 9th and 10th Classes, provided his/her total weekly workload does not exceed **36 periods**.

E. Principals in Govt. Middle, High & Senior Secondary Schools:-

- Posts of ESHM have been withdrawn from High and Senior Secondary Schools. Since the post of ESHM is sanctioned with full workload, all the eligible vacancies of ESHM in independent Middle Schools shall be opened for ESHMs during transfer drive. Simultaneously, these ESHMs will be offered eligible vacancies of TGT of their respective subjects in High and Senior Secondary Schools. At the time of allocation, all eligible ESHMs will contest for the post of ESHM based on their choice and Merit Criteria as per transfer policy. Remaining ESHMs will share their merit with TGTs of respective subject against the vacancies of that subject in High and Senior Secondary Schools based on their choice.
- IT has been decided that while formulating work allocation plan/Time Table in a school, the Principal/Headmaster will take minimum 2 periods daily of Senior Class/ Classes of their teaching subject or any other main subject of his/her interest provided he/she fulfills the qualifications/experience of teaching that subject.
- Further, for the flexibility of additional qualification of subjects acquired by the teachers, liberty is being given to the school head to formulate the realistic Work Allocation Plan/Time Table for the institution.
- **The weekly workload of PGTs, ESHM, TGT/ C&V and DPE would be 36 period however the next post will be allocated after a workload of 40 periods of a particular subject.** Accordingly the requirement of number of subject wise teaching faculty will be calculated.
- Subject wise allocation of PGT's, ESHM, TGTs, C&Vs under Core and Non-Core categories have been taken on the basis of MIS Portal data as on 31.07.2022.
- To be **judicious** to a newly upgraded school for two years even if the students' enrolment in a particular subject are not available in the particular school minimum posts required will be allocated in a following manner:-

1. Middle Schools: On post each of TGT Social Studies, Science and Sanskrit (where the students are available to study Sanskrit and/or Punjabi where minimum 15 students are available to learn Punjabi). In case of non-availability of students studying Sanskrit, One of Post of TGT Hindi will be allotted.
2. High School: One Post each of TGT Social Studies, English, Science, Mathematics, Sanskrit (where the students are available to study Sanskrit and/or Punjabi where minimum 15 students are available to learn Punjabi). In case of non-availability of students studying Sanskrit, One of Post of TGT Hindi will be allotted.
3. Senior Secondary School: One post each of TGT Social Studies, Science, Sanskrit/Punjabi, and DPE, one post each of PGT English, Hindi. Besides, PGTs of three optional subjects on the basis of higher number of students to teach. **Fourth post of optional subject shall be allocated only if minimum 20 students are available in 11th and 12th cumulatively.**
4. However, in view of shortfall of required posts as compared to incumbents, calculation of posts of PGT and TGT will be as mentioned below:
 - a. In High and Senior Secondary Schools, where there is workload of more than one post of TGT Science (classes 6-10) first post will be allocated to TGT Science. Remaining workload will be divided between PGT Biology and PGT Chemistry sequentially by giving first post to PGT Biology and the next to PGT Chemistry and so on.
 - b. In High and Senior Secondary Schools, where workload of Social Science allows four or more posts of Social Science as per approved criteria, two posts will be assigned to TGT Social Science and remaining workload will be divided between PGT Economics and PGT Geography sequentially by giving first post to PGT Economics and the next to Geography and so on.
 - c. For assigning post of PGT Punjabi and TGT Punjabi criteria of minimum Students will be minimum 15 students in respective classes.
 - d. In High and Senior Secondary Schools where workload allows more than two posts of TGT Mathematics, workload of one TGT Mathematics will be assigned to PGT Mathematics.
- I. The department has also a separate cadre of vocational lecturers and some of them have been treated by the Court orders as equivalent to other

lecturers/PGTs of the department for the purpose of salary structure. These teachers are competent to teach the academic subjects of Hindi, English and Commerce like other lecturers. Not only this, such incumbents have also been given the pay scale equivalent to the PGTs. **Therefore, to utilize the services of these vocational lecturers, they will be transferred against the post of concerned subject by including them into the Transfer Drive along with PGTs.** For the sake of optimum utilization of their services, the vocational lecturers shall participate in the transfer drive compulsorily keeping them at par with PGT of respective subject and offering them posting against the eligible vacancy of PGT of respective subject during transfer drive.

- II. There are subjects like Psychology, Sociology, Computer Science, Fine Arts and Music which have very few posts in their respective cadres. These posts need to be continued in the Senior Secondary Schools where they already exist, since there is limited scope of opting these subjects in the absence of faculty.

Regarding staff posted in Government Model Sanskriti Senior Secondary Schools:

Staff posted in Model Sanskriti Senior Secondary Schools shall be treated as per approved criteria.

However, Model Sanskriti schools shall be kept out of the purview of Rationalization of posts.

2. Criteria for proportional distribution of teachers (Normalization) among all schools except Government Model Sanskriti Senior Secondary Schools:

Teachers Transfer Policy provides for proportional redistribution of teachers. Due to large number of vacancies of Principals/Headmasters/PGTs/TGTs we need to identify the schools, which need to be given priority. For this purpose ***the number of vacancies equal to PGTs (regular + guest), TGT (regular + guest), C&V (regular + guest) etc. eligible for transfer + 5% (approximate) has been decided to be opened keeping rest of the vacancies vacant for subsequent induction of teachers through promotion or direct recruitment as the case may be. Similarly, in case of Principals/Headmasters vacancies equal to eligible Principals/ Headmasters+5% would be opened in high student strength schools. Rest of the vacancies would be kept vacant for subsequent induction.***

Principals, Headmasters, PGTs, ESHMs, TGTs, C&V availing long leave (CCL, EL, EOL) more than 89 days /suspended will be identified and their posts are being

treated as vacancy and they will be deployed afresh against vacancy on return from the leave/ on reinstatement.

Criteria for declaring a Principal/Headmaster/ PGT/TGT/C&V as surplus:

No Principal/ Headmaster/ PGT/TGT will be declared surplus due to normalization of posts. However, in case the demand of any post is reduced in rationalization process on the basis of student strength and the criteria of rationalization mentioned above, the PGT/TGT occupying such surplus post will be declared surplus and liable to be transferred.

On the basis of policy provisions and the technical deliveries, the following steps will be followed broadly for declaring a teacher surplus:-

1. First of all, clear vacant post/deemed vacant post will be marked as surplus. Since the posts occupied by guest teachers are being considered as vacant, such posts will also be considered as a deemed vacancy. Other deemed vacancies will be:
 - a) Post occupied by an employee who is deemed eligible (who have completed 5 years stay in zone).
 - b) Post occupied by an Employee who is newly promoted to higher post or posting given but not yet relieved, or awaiting posting orders.
 - c) If still count does not satisfy **In case of tie, the employee having longest stay in the school will be considered as surplus and so on, since the rationalization is school and subject specific depending upon the student strength in a particular school and subject only.**
 - d) Posts occupied by the employees who have voluntarily/forcefully participated in the drive. This shall also include employees who are Assistant NCC Officer (ANO), suffering from 100% vision loss, 100% Locomotor disability for any reason, currently suffering from cancer and other diseases approved in transfer policy and who have voluntarily participated.
 - e) Still, if count is not satisfied then zone wise school wise stay is calculated and employee who is not otherwise eligible for transfer (except employees who are Assistant NCC Officer (ANO), suffering from 100% vision loss, 100% Locomotor disability for any reason, currently suffering from cancer and other diseases approved in transfer policy) and whose stay at present school is higher is considered for surplus.
 - f) Still, if count is not satisfied then only such protected employees are marked as surplus in the following sequence:-

- a. Employees who are Assistant NCC Officer (ANO).
- b. Employees who are retiring in next one year.
- c. Employees who are suffering from 100% vision loss, 100% Locomotor disability for any reason, currently suffering from cancer and other diseases approved in transfer policy)
- g) In case of tie in period of stay in school and same tenure in zone:
 - a. First tie-breaker: Gender-Male should be counted as surplus before Female employees.
 - b. Second tie-breaker: Age-Younger person should be counted as surplus before older employee.

Specific issues to be handled during online Transfer process:-

- (a) As there is a separate Mewat Cadre of all Cadres the transfer drive would be run first for the regular Mewat Cadre Teachers against the vacancies opened in Nuh District and thereafter transfer drive would be run against the remaining vacancies of Mewat Cadre for applicants belonging to Rest of Haryana Cadre, who opted schools of Nuh district in their choice.
- (b) For protecting C&V Teachers within their District over TGTs coming from other district, process of allocation of an eligible vacancy to the C&Vs and TGTs working in the said District will be completed first before offering the vacancies to the TGTs of other districts since C&V and TGTs are sharing the same post and C&Vs are declared as diminishing cadre.
- (c) To increase satisfaction level teachers who fail to win a posting of their choice, will be asked to re-fill their choice of school in order of preference out of unallocated eligible vacancies. This exercise shall be repeated twice only. After that unsuccessful teachers shall be posted anywhere using 21x21 districts metrics.
- (d) After completing the transfer drive of Mewat Cadre and Rest of the Haryana Cadre option for filling up of choices by guest faculty PGTs/TGTs would be opened against the eligible remaining vacancies after the above transfer drive as per Teachers Transfer Policy. For the guest faculty PGTs/TGTs, transfer drive would be run first for the District Nuh and then for the guest faculty PGTs of Rest of Haryana.
- (e) Guest faculty belonging to C&V Category will also be eligible to opt a school out of district of their posting to give equal opportunity and liberty to all guest teachers.

The above process would be carried out as per the Teacher Transfer Policy 2016 amended from time to time.

You are requested to bring this to the notice of all the concerned for taking necessary action accordingly.

This has been issued with the approval of the competent authority.

9/13/18/22
Director cum Special Secretary
School Education, Government of Haryana
Panchkula

Endst. No. Even

Dated:

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

1. Director Elementary Education, Haryana, Panchkula.
2. State Project Director, HSSPP, Panchkula.
3. Director SCERT, Haryana, Gurugram.
4. Secretary Board of School Education, Haryana, Bhiwani.
5. All Officers/Superintendents/incharges of cells at the Directorate of Secondary and Elementary Education.
6. Joint Director IT Cell for uploading on the website.

-sd-
Director cum Special Secretary
School Education, Government of Haryana
Panchkula

Endst. No. Even

Dated:

A copy is forwarded to the following for information:-

1. Sr. Secy/Education Minister, Haryana
2. Additional Principal Secretary to Chief Minister, Haryana
3. PS/Additional Chief Secretary School Education for kind information of Additional Chief Secretary School Education.

-sd-
Director cum Special Secretary
School Education, Government of Haryana
Panchkula

Endst. No. Even

Dated:

A copy is forwarded to the Principal Accountant General (A&E), Haryana, Chandigarh for information.

-sd-
Director cum Special Secretary
School Education, Government of Haryana
Panchkula

Endst. No. Even

Dated:

A copy is forwarded to the Additional Chief Secretary Finance Department, Haryana.

-sd-
Director cum Special Secretary
School Education, Government of Haryana
Panchkula