

From

Director
Secondary Education Haryana
Panchkula

To

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

Memo. No. KW 4/1-2025 SE (4)
Dated, Panchkula:- 07.05.2025

Subject:- Norms of rationalization/Re-distribution of PGTs (Lecturers) and ESHM/TGT/C&V Masters of Secondary Education and Elementary Education Department respectively for the academic session 2025-26.

Reference to the subject cited above.

It is submitted that Teacher transfer policy envisages the rationalization of allocation of posts of PGTs (Lecturers) and ESHM/TGT/C&V Masters needs to be carried out once a year before launch of the transfer drive for a new academic session.

Now, for implementation of online teacher transfers during academic session 2025-26, fresh rationalization exercise is to be carried out for which following key factors are proposed to be followed:-

- (a) Existing subject-wise sanctioned strength of PGTs and ESHM/TGT/C&V Masters.(By FD)
- (b) Students enrolment data available with the IT Cell on MIS (One School Portal) as on 18.03.2025.

After detailed discussion with W/DGEE, W/DSE, team SCERT, representative School Education Board Bhiwani and DD (IT), various relevant parameters (subject wise number of periods, sections) to be adopted for rationalization/redistribution of PGTs for 9th to 12th classes and ESHM/TGT/C&V Masters for 6th to 10th classes are proposed as under:-

A. Section Norms:

First section in classes 6th to 12th shall be of 50 students. Subsequent sections of each class shall be created with additional 40 students (Table I).

Table-I (6th to 12th classes)

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

B. (1) School Duration & Period Norms for single shift schools:

- Total duration of school is 6 ½ Hours.
- Prayer 20 minutes and recess 30 minutes.
- According to school calendar 8 periods per day.
- First four periods of 45 minutes each and last four period of 40 minutes each.
- For PGTs, ESHM, TGTs, C&V and DPE, it is proposed that they shall be given 6 periods in a day i.e. total 36 periods per week but not more than 40 periods in a week.
- Second post will be provided only when workload is more than 40 periods.

(2) School Duration & Period Norms for Double Shift schools:

(i) For Summer :-

- Prayer 20 minutes and recess 30 minutes for morning shift.
- All 8 periods of 35 minutes each for morning shift that is from 7.00 AM to 12.30 PM
- All 8 periods of 30 minutes each for evening shift that is from 12.45 PM to 6.15 PM
- Recess 15 minutes for evening shift.

For Winter: –

- (ii) Prayer 20 minutes and recess 15 minutes for morning shift
- All 8 periods of 30 minutes each for morning shift that is from 7.55 AM to 12.30 PM
- All 8 periods of 30 minutes each for evening shift that is from 12.40 PM to 5.15 PM
- Recess 15 minutes for evening shift.

C. (I) Weekly Subject wise period norms for 6th to 8th classes.

Sr. No	Subject in 6 th to 8 th	Number of Weekly periods	To be taught by which category of TGT and in which ratio	Remarks
(A)	(B)	(C)	(D)	(E)
1.	English	5	TGT SS/English	
2.	Mathematics	7	TGT Science/Mathematics	
3.	Science	6	TGT Science/ Mathematics	
4.	Hindi	5	TGT Sanskrit/Hindi	
5.	Social Studies	7	TGT Social Studies/English	
6.	Sanskrit	5	TGT Sanskrit	
	Punjabi		TGT Punjabi	
	Urdu		TGT Urdu	
7	Drawing	5	TGT Fine Arts/Drawing Teachers	TGT of concerned subject
	Music		TGT Music	
	Home Science		TGT Home Science	
	Agriculture / (Any other)		-----	
8	PT Period	2	PTI/DPE/TGT Phy. Edu.	
9	Communication Skill/Library	1	TGT Sanskrit/Hindi/English	
10	Computer Education/Vocational Education/Bagless/Yoga/work experience/ Moral Education/Remedial/Shram Daan	5	Computer Teacher (Outsourced faculty under ICT Scheme)/ Any TGT	

(II) For 9th class:

As per NEP guidelines, Three Language Formula has been implemented after approval of Hon'ble C.M., there after a meeting was held under the Chairmanship of W/PSSE to decide the distribution of the periods in consonance of the implementation of three language formula.

Therefore, period distribution decided for class 9th shall be as under:

Weekly Subject Wise Time Table for class 9th.

S.N.	Subject in 9 th	Number of Weekly period	To be taught by which category of TGT/PGT/ lecturers and in which ratio	Remarks
(A)	(B)	(C)	(D)	(E)
1.	English	8	English/OSS English/Vocational Lecturer.	
2.	Mathematics	8	Mathematics	

3.	Science	8	Science	
4.	Hindi	6	Hindi/Sanskrit	
5.	Social Studies	6	Social Studies	
6	Sanskrit	5	• Sanskrit	
	Punjabi		• Punjabi	
	Urdu		• Urdu	
7	Drawing	5	• Fine Arts/Drawing	
	Music		• Music	
	Home Science		• Home Science	
	Physical Education		• Physical Education	
	Agriculture/ (Any other)		• Concerned subject teacher	
	Vocational Education		• Vocational Education Teacher of concerned subject • Computer Science (Outsourced faculty under ICT Scheme)	
8	Computer Education/EDUSAT/ Library /Sports /Life Skill/ Shram Daan/Yoga/Shram Daan	2	To be decided by the Head of the School Computer Science (Outsourced faculty under ICT Scheme)	

(III) For 10th class:

S. N.	Subject in 10 th	Number of Weekly period	To be taught by which category of TGT/PGT/ lecturers and in which ratio	Remarks
(A)	(B)	(C)	(D)	(E)
1.	English	8	English/OSS English/Vocational Lecturer.	
2.	Mathematics	8	Mathematics	
3.	Science	8	Science	
4.	Hindi	6	Hindi/Sanskrit	
5.	Social Studies	6	Social Studies	
6.	Sanskrit	5	• Sanskrit	
	Punjabi		• Punjabi	
	Urdu		• Urdu	
	Drawing		• Fine Arts/Drawing	
	Music		• Music	
	Home Science		• Home Science	
	Physical Education		• Physical Education	
	Agriculture/ (Any other)		• Concerned subject teacher	
	Vocational Education Subjects		• Vocational Education Teacher of concerned subject/ Outsourced faculty under ICT Scheme	
7.	Computer Education	3	• Computer Science (Outsourced faculty under ICT Scheme)	
8.	EDUSAT/ Library /Sports /Life Skill/ Shram Daan/Yoga	4	To be decided by the Head of the School	

IV for 11th and 12th classes

Arts Stream

S. No	Subject in 11 th and 12 th	Number of Weekly period	To be taught by which category of PGT/ lecturers and in which ratio	Remarks
(A)	(B)	(C)	(D)	(E)
1.	English	8	English/OSS English/Vocational Lecturer.	
2.	Hindi	6	Hindi/Vocational Lecturer Hindi	
3.	Three optional subjects out of following:- 1. Sanskrit/Urdu/ Punjabi 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, Health Care Assistance 18. Any other	8x3=24	PGT of respective subject/Vocational Lecturer of concerned subject	
4.	ICT/Computer Edu/ Shram Daan	4	Computer Science (Outsourced faculty under ICT Scheme)	
5.	General Awareness/Life Skills	4	To be decided by the head of school	
6.	Co-curricular Activities (a) Sports & Games (b) Cultural/Literacy/Scientific Activities/Yoga/Library	2	Any faculty as per workload or to be decided by the head of school	

Commerce Stream

S.N.	Subject in 11 th and 12 th	Number of Weekly period	To be taught by which category of PGT/ lecturers and in which ratio	Remarks
(A)	(B)	(C)	(D)	(E)
1.	English	8	English/OSS	
2.	Hindi Core/Sanskrit	6	English/Vocational Lecturer. Hindi/Vocational Lecturer Hindi	
3.	Business Studies & Accountancy	8x2=16	PGT of respective subject/Vocational Lecturer of concerned subject	
4.	Economics/ Mathematics/ Physical Education/ Entrepreneurship/Com puter Science O.S. Stenography (English/ Hindi) ITES/ Automobile/ Security Service/Retail Industry/Health Care /Beauty & wellness/any other	8	PGT of respective subject/Vocational Teacher of concerned subject	
5.	ICT/Computer Edu.	4	Computer Science (Outsourced faculty under ICT Scheme)	
6.	General Awareness/Life Skills/ Sharm Daan	4	To be decided by the head of school	
7.	Co-curricular Activities (a) Sports & Games (b) Cultural / Literacy/Scientific Activities/ Yoga/ Library	2	Any faculty as per workload or to be decided by the head of school	

Medical Stream:

Subject	No. of periods	To be taught by which category of PGT and in which ratio	Remarks
English	6	English/OSS English/Vocational Lecturer.	
Physics	10	PGT Physics	
Chemistry	10	PGT Chemistry	
Biology	10	PGT Biology	
Any one out of the following:- Hindi (Core/elective)/Skt./ Urdu/Punjabi Mathematics Home-Science Agriculture Geography Bio-Technology Computer Science Physical Education ITeS, Automobile, Security Services, Retail Industry Business, Beauty & Wellness, Patient Care Assistance/Any other	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/ Sharm Daan	2	To be decided by the head of school	
Co-curricular Activities (a) Sports & Games (b) Cultural/Literary/ Scientific Activities/ Yoga/ Library	2	Any faculty as per workload or to be decided by the head of school	
Total	48		

Non Medical Stream:-

Subject	No. of periods	To be taught by which category of PGT and in which ratio	Remarks
English	6	English/OSS English/Vocational Lecturer.	
Physics	10	PGT Physics	
Chemistry	10	PGT Chemistry	
Mathematics	10	PGT Mathematics	
Any one out of the following:- Hindi (Core/elective)/Skt./ Urdu/Punjabi Biology Home-Science Agriculture Geography Physical Education Bio-Technology Computer Science ITeS, Automobile, Security Services, Retail Industry Business, Beauty & Wellness, Patient Care Assistance/Any other	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/ Sharm Daan	2	To be decided by the head of school	
Co-curricular Activities (a) Sports & Games (b) Cultural/Literary/ Scientific Activities/ Yoga/ Library	2	Any faculty as per workload or to be decided by the head of school	
Total	48		

Standalone Middle School

Table – I

Sr. No.	Name of the Post	No. of Post	Remarks
1	TGT SS	1	<ul style="list-style-type: none"> Minimum five posts of TGTs will be provided to teach 6th to 8th classes - firstly, one post each out of TGT SS/English/ESHM (Preferably TGT SS) (Science/Mathematics /ESHM(Preferably TGT Science) and Sanskrit /ESHM would be provided. TGT SS/English will be responsible to teach SS and English & vice-
2	TGT Science	1	
3	TGT Sanskrit/Punjabi/Urdu	1	

			<p>versa, TGT Science/Maths will be responsible to teach Science and Maths and vice-versa, TGT Sanskrit will be responsible to teach Sanskrit and Hindi to the students of 6th to 8th classes.</p> <ul style="list-style-type: none"> • 2nd post to teach 6th to 8th classes the subjects SS and English, Science and Maths, Hindi and Sanskrit, will be of TGT English, TGT Math & TGT Hindi respectively and vice-versa. • Post of TGT Punjabi and Urdu as per workload. • ESHM of respective subject will act as subject teacher with full workload. • If ESHM allotted is of Hindi subject then post of TGT Sanskrit will be given.
4	TGT Drawing/ Home Science/Music/ Any other	1	2nd post will be as per workload and as per requirement.
5	TGT Physical Education	1	2nd post will be if number of students in classes 6th to 8th is more than 1000.
<ul style="list-style-type: none"> • Post of ESHM will be given to all independent middle schools irrespective of student's strength. However, ESHM will teach his respective subject. Post of Home Science/Music/ Any other will be given according to student strength. • TGT SST and TGT English post may be equally divided in the standalone middle schools. 			

In the Govt. Middle Schools running independent and as part of the double shift schools the post of TGTs will be allocated as per the Table-II.

Table - II

Sr. No.	Name of the Post	No. of Post	Remarks
1	TGT SS	1	<ul style="list-style-type: none"> • Minimum five posts of TGTs will be provided in every Middle school to teach 6th to 8th classes - firstly, one post each out of TGT SS/English /ESHM (Preferably TGT SS), Science/Mathematics /ESHM (Preferably TGT Science) and TGT Sanskrit, /ESHM would be provided. TGT SS/English will be responsible to teach SS and English & vice versa TGT Science/Mathematics will be responsible to teach Science and Maths and vice-versa, TGT Sanskrit will be responsible to teach Sanskrit and Hindi to the students of 6th to 8th classes. • Post of TGT Punjabi and Urdu as per workload. • 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 and vice-versa. Punjabi/Urdu will be provided according to strength of students. • In case where work load of TGT Hindi is more than TGT Sanskrit, then second and third post will go to TGT Hindi thereafter post of TGT Hindi would be allocated.
2	TGT Science	1	
3	TGT Sanskrit/Punjabi/Urdu	1	
4	TGT Drawing	1	
5	TGT Physical Education	1	

1. To be judicious, in a newly upgraded school minimum posts required will be allocated/retained for two years even if the students enrollment in a particular subject is not available in the following manner:-

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Middle Schools: One post each of TGT Social Studies/English, Science, Sanskrit, Drawing and TGT Physical Education. The Additional post will be allocated as per the conditions mentioned above in Table-I and II.

2. Posts of ESHM would be allocated to every independent Middle School irrespective of student strength.

Posts to be allocated in Government High School

If the requirement of High School does not meet out with the TGT's working then post of PGT will be allocated as per Table-III

Table-III

Sr. No.	Name of the Post	No. of Post	Remarks
1	TGT Hindi	1	Minimum 8 posts of TGT will be provided in all High Schools to teach 6 th to 10 th classes.
2	TGT English	1	
3	TGT Math	1	
4	TGT SST	1	
5	TGT Science	1	
6	TGT for teaching third language (Sanskrit, Punjabi and Urdu)	1	TGT for concerned language subjects will be allocated as per the new student strength happen due to implementation of third language in 9 th and 10 th class Note:- (For 2025-26 as per students strength of class 8 th in language subject (Punjabi, Sanskrit and Urdu) one post of TGT/PGT(Preferably TGT) for the concerned subject will be allocated by counting the workload of other classes. Posts will be allocated as per decreasing strength)
7	TGTs Physical Education/PTI,	1	1 post of TGT Physical Education/DPE for teaching 6 th to 10 th classes. One additional post of TGT Physical Education will be given if the total student strength of High School is more than 1000.
8	Drawing, Music, Home Science Vocational Subjects/ Any other	1	For teaching Fine Arts, Drawing, Music, Home Science etc. TGT will be provided in High Schools as per requirement.

To be judicious, in a newly upgraded school minimum posts required will be allocated/retained for two years even if the students enrollment in a particular subject is not available in the following manner:-

High School: One Post each of TGT Social Studies, English, Science, Mathematics, Sanskrit, Hindi, Drawing, TGT Physical Education. Will be allotted as per Table – III above.

In the Govt. Sr. Sec. Schools following posts of PGTs and TGTs will be given: -

Table – IV

Sr. No.	Name of the Post	No. of Post	Remarks
1.	PGT English	1	● One post in every school additional post will be given as per workload norms.
2.	PGT Hindi	1	● One post in every school additional post will be given as per workload norms.
3.	PGT History	1	As per workload norms.
4.	PGT Political Science	1	As per workload norms.
5.	PGT Economics	1	As per workload norms.
6.	PGT Sanskrit /Punjabi/Urdu	1	● As per students enrolled in class 8 th in session 2024-25 to teach Punjabi, Sanskrit and Urdu. One post of PGT for the concerned subject will be allocated by

			counting the workload of other classes also. • PGT Punjabi preferably in Senior Secondary Schools of Districts Panchkula, Ambala, Yamunanagar, Kurukshetra, Sirsa, Fatehabad as per workload and in remaining districts as per workload, Urdu in Sr. Sec. Schools of Nuh District and Urdu speaking areas as per student strength of 9th to 12th classes. • Additional post will be given as per workload norms.
7.	PGT Sociology / Psychology / Music/ Home Science/Geography/any other	1	• As per workload.
8.	PGT Physical Education	1	As per workload norms
9.	PGT Physics	1	As per workload norms.
10.	PGT Chemistry	1	As per workload norms.
11.	PGT Biology	1	As per workload norms.
12.	PGT Mathematics	1	As per workload norms
13.	PGT Commerce	1	As per workload norms
14.	PGT Fine Arts	1	As per workload norms
15.	PGT Computer Science	1	As per workload norms
16.	TGT English	1	One each as per workload of 6 th to 10 th classes.
17.	TGT Maths	1	One each as per workload of 6 th to 10 th classes.
18.	TGT SS	1	Minimum five posts of TGTs will be provided to teach 6 th to 8 th classes in each school. Firstly, one post each out of TGT SS/English, Science/Math, Sanskrit, TGT Drawing (Optional subject) and TGT Physical education would be provided. TGT SS/English will be responsible to teach SS and English and vice-versa, TGT Science/Math will be responsible to teach Science and Maths, and vice-versa. • 2nd post to teach 6 th to 10 th classes, the subjects of (SS and English), (Science and Maths) and (Hindi and Sanskrit), will be of TGT English, TGT Math & TGT Hindi respectively, if the requirement of additional post arises as per workload norms. • Fourth post of TGT English will be replaced by TGT SS.
19.	TGT Science	1	
20.	TGT Sanskrit/Punjabi/Urdu	1	
21.	TGT Drawing	1	
22.	TGT Physical Education	1	

To be judicious, in a newly upgraded senior secondary school minimum posts required will be allocated/retained for two years even if the students enrollment in a particular subject is not available. One post each of TGT Social Studies/English, Science, Math Sanskrit, Drawing and TGT Physical Education. One post each of PGT English, Hindi, besides, PGTs of three optional subjects on the basis of higher number of students to be taught in the stream allocated to such school.

2. One post of PGT Computer Science will be given in preference as mentioned below:-

- Schools with students of computer science subject in 11th and 12th.
- Model Sanskriti and PM Shri Schools.

- c. Cluster schools with science stream.
- d. Cluster schools with Humanity stream or Humanity and commerce stream.
- e. To the remaining schools as per decreasing strength of the students.
3. One post of PGT Fine Arts will be given in preference as mentioned below:-
 - a. Schools with students of Fine Arts subject in 11th and 12th.
 - b. Model Sanskriti and PM Shri Schools.
 - c. Cluster schools with as per decreasing strength of the students.
4. One post of PGT Physical Education will be given in preference as mentioned below:-
 - a. Schools with students of Physical Education subject in 11th and 12th. As per decreasing strength of the students.
 - b. PM Shri and Model Sanskriti schools.
 - c. Cluster schools with science stream.
5. PGT (Physics/Chemistry/Biology)
 - a. The complete set of posts of Science PGT will be allocated in the school having students in Science Stream.
 - b. Complete set of all science PGT will be given in all PM Shri and Model Sanskriti schools
 - c. One post of PGT Physics/Chemistry/Biology will be given in cluster schools
 - d. In Senior Secondary Schools without Science Stream, one PGT (Physics or Chemistry or Biology) will be provided to teach Science in 9th and 10th classes if there are at least total three sections in 9th and 10th.
6. In Senior Secondary Schools with Humanities or Humanities and Commerce stream having one section each in 6th to 10th classes one post of TGT Math and one post of TGT Science will be given to teach their respective subjects from class 6th to 10th.
7. PGT Commerce will be allocated to all PM Shri and Model Sanskriti schools and other schools as per workload.
8. There are subjects like Psychology, Sociology, Fine Arts and Music which have very few posts in their respective cadres. These posts need to be continued in the Senior Secondary/High Schools where they already exist, since there is limited scope of opting these subjects in the absence of faculty.
9. In any Senior Secondary School if science stream or commerce stream has been allotted before 2022-23 session and there is no student for science or commerce in that school during this period 2022-2023 to 2024-2025, those posts will be withdrawn from schools other than Model Sanskriti, PM Shri schools.
10. In Govt. 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.
11. Similarly in a Senior Secondary School, if the PGT is not available 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. Fractional workload will be considered for shifting from PGT to TGT and vice versa. However, the post of PGT/TGT will be allocated separately as per workload in double shift schools as the common workload cannot be shared among them in such schools.
12. Rationalization of PM Shri schools and Model Sanskriti Schools will be done as per the CBSE norms.
13. Irrespective of the demand created by schools/D.E.O's and D.E.E.O during rationalization, posts allocation will not exceed the number of posts approved by finance department.
14. If the number of required posts are more than the posts approved by Finance Department, then posts will be given as per the decreasing number of students.

Workload of ESHMs/Headmaster/Principals in Govt. Middle, High & Senior Secondary Schools:-

1. 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 separate transfer drive for ESHM.
2. It will be mandatory for all ESHM to participate in transfer drive specially run for ESHM.
3. If the post of ESHM is not allotted to any ESHM then those ESHMs will be eligible to apply against 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 subjects against the vacancies of that subject in High and Senior Secondary Schools based on their choice.

4. 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 or any other provided he/she fulfills the qualifications/experience of teaching that subject.
5. 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.
6. The weekly workload of PGTs, ESHM, TGT/ C&V and DPE would be 36 period however the additional 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.
7. Subject wise allocation of PGT's, ESHM, TGTs, C&Vs under Core and Non-Core categories have been done on the basis of student strength in the Middle, High and Sr. Sec. Schools as per MIS Portal data of enrollment of the session 2024-25.
8. In all schools, if the required number of posts of any subject are more than the working teachers then teachers will be allocated according to strength in decreasing order.
9. Although ample number of sanctioned posts of PGTs and TGTs exist only requisite number of posts may be allocated to the school based on the criteria proposed on previous pages, limiting the number of sanctioned posts equal to the rationalized/required posts. However, in case the requirement of posts increases, the department may be at liberty to add such posts to its cadre from the total sanctioned posts by Finance Department, and the Administrative Secretary of the School Education Department may be competent for the same. However, the total numbers of post allocated to schools shall not increase the total sanctioned strength by Finance Department in any case. The posts of PGTs and TGTs allocated to schools currently have been freezed on the e-posting system, however, the number of posts may increase or decrease in the schools after rationalization on the basis of actual work load, the need may arise to update latest allocation in the schools on HRMS. For the purpose, it would be appropriate to request the Finance Department for directing NIC to prepare a module in e-posting system for the Education Department because allocation of posts in the schools is a dynamic process. The updation of the posts on e-posting shall not exceed the actual number of the total sanctioned posts in any case

Vocational Teachers of Diminishing cadre

The department has also a separate cadre of vocational lecturers/PGTs/Instructors. The cadre of Vocational Teacher is a diminishing cadre. Therefore while calculating the requirement on basis of workload these PGTs will be treated at par with the other PGTs however they will not be included in General Online Transfer Drive 2025-26. So, that no misunderstanding could be arise regarding their cadre and the promotional opportunities of other regular PGTs.

Transfer and deputation of surplus teachers:-

1. During rationalization if any post declared surplus then teacher posted against that post will be liable to participate in General Transfer Drive.

2. If after General Transfer Drive, any teacher become surplus due to not having sufficient work load then: -

(a) He will be transferred to any vacant station due to non availability of teacher on that station at the time of transfer drive, vacant due to retirement, death, VRS and foreign deputation as per the provisions of teacher transfer policy.

(b) He can be deputed temporarily at any station where post is vacant due to teacher on CCL.

This adjustment process will be done every month or as schedule decided by Administrative Secretary.

a. Draft of rationalization has been prepared as per data available on MIS Portal on 18.03.2025. Distribution of posts will be done on the basis of norms proposed at NP.1 to NP.13. IT Cell will develop the software according to the norms.

Further, if any norm contained in this draft happens to be contrary to any provision of the Teacher Transfer Policy in effect at any stage, the provision of the Teacher Transfer Policy would supersede.

o/c
an
**Superintendent (S.E.)
for Director Secondary Education
Haryana, Panchkula**