

From

Director
Secondary Education Haryana
Panchkula

To

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

Memo No: 1/10-2025 MSS/TPMC
Dated, Panchkula:- 09.05.2025

Subject: Norms of rationalization/ Re-distribution of PGTs (Lecturers) and TGT/ESHM/C&V Masters of Secondary Education and Elementary Education Department, respectively for PM Shri and Model Sanskriti Schools.

As per the approval of the Hon'ble Chief Minister of Haryana, the norms for rationalization for the posts of PGT, TGT/ESHM/C&V in PM Shri and Model Sanskriti Schools are as under:-

A. Norms for Sections: For classes 9th to 12th, each section will be of 40 students and the second section will be allowed after 40 students. For classes 6th to 8th, each section will be of 35 students, the second section will be allowed after 40 students.

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

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

C. School Duration & Period Norms for Double Shift schools:

(i) For summer:-

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

(ii) For winter:-

- Prayer 20 minutes and recess 15 minutes for the morning shift
- All 8 periods of 30 minutes each for the morning shift, that is from 07.55 AM to 12.30 PM
- All 8 periods of 30 minutes each for the evening shift, that is from 12.40 PM to 05.15 PM
- Recess 15 minutes for evening shift.

D. School may make different sections if a sufficient number of students is available in both English and Hindi medium in any class or subject, provided it has sufficient teachers.

E. Weekly Subject-wise period norms for 6th to 8th classes.

Sr. No.	Subject in 6 th to 8 th	No of Weekly period	To be taught by	Remarks
(A)	(B)	(C)	(D)	(E)
1.	English	7	TGT, SS/English	In case there is no TGT for a subject and the workload is more than prescribed, the PGT of the same/similar subject will take that class.
2.	Mathematics	7	TGT Science/Mathematics	
3.	Science	7	TGT Science/ Mathematics	
4.	Hindi	5	TGT Sanskrit/Hindi	
5.	Social Science	7	TGT Social Sciences/English	
6.	Additional 3 rd Language (Punjabi/Sanskrit/Urdu)	5	TGT Sanskrit	
			TGT Punjabi	
			TGT Urdu	
7.	Art Education:- Drawing	5	TGT Fine Arts/Drawing Teachers/Art Edu Assistant.	
	Music		TGT Music	
	Home Science		TGT Home Science	
8.	Computer Education	3	Computer Teacher/ Outsourced Faculty under ICT scheme	
9.	PE/VE/WE/ID A/AEP/ Moral Education	2	PTI/DPE/TGT Physical. Edu.	
	Total	48		

F. For 9th & 10th classes:

As during the next academic session, CBSE may implement the Three Language Formula, therefore, period distribution for classes 9th & 10th shall be as under:

S. N.	Subject in 9 th & 10 th	Number of Weekly Periods	To be taught by	Remarks
(A)	(B)	(C)	(D)	(E)
1.	L-1 / English	8	TGT/PGT English	
2.	Mathematics	8	TGT/PGT Mathematics	
3.	Science	8 Theory 5 Practical 3	TGT/PGT Science	One PGT out of Physics, Chemistry, and Biology will be allotted for teaching 9 th and 10 th classes.
4.	L-2/ Hindi	5	TGT/PGT Hindi/Sanskrit	
5.	Social Sciences	6	TGT Social Sciences/PGT History, Pol. Science, Geography, Economics, Sociology, Psychology	Out of the PGTs for History, Pol. Science, Geography, Economics, Sociology, Psychology, PGT post will be allocated as per the workload of 9 th & 10 th .

6.	Sanskrit	L-3*	5*	TGT/PGT Sanskrit	
	Punjabi			TGT/PGT Punjabi	
	Urdu			TGT/PGT Urdu	
7.	Art Education:-	2		TGT/PGT Fine Arts/ Art Education Assistant	
	Drawing				
	Music			TGT/PGT Music	
	Home Science			TGT/PGT Home Science	
8	Health & Physical Education	2		PTI/DPE/PGT Physical Education	
9.	<u>Skill Education:-</u> IDA/ /Library/ Voc. Ed./ Computer Edu. (alternatively)	4		Vocational Education / Computer Science (Outsourced faculty under ICT Scheme)/ Teacher of concerned subject/TGT/PGT Phy. Edu./Art Edu Assistant	
		48			

*In case the Additional language is not taken by students, the period will be distributed for subjects at Sr. No.7,8, 9

II. for 11th and 12th classes:-

Arts Stream

S.N.	Subject in 11 th and 12 th	No. of Weekly period	To be taught by which category of PGT/ lecturers and in which ratio	Remarks
(A)	(B)	(C)	(D)	(E)
1.	L-1 /English	8	PGT English/ Vocational	
2.	L-2 /Hindi	8	PGT Hindi/Vocational	
3.	Three optional subjects out of the 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)	8x3=24	PGT of the respective subject/Vocational Lecturer of the concerned subject	

	17. Any one of the following ITES, Automobile Security Services, Retail Industry, Beauty & Wellness, Health Care Assistance 18. ICT/Computer Edu		Computer Science (Outsourced faculty under ICT Scheme)	
4.	Art/IDA/AEP/ General Awareness/Life Skills	2	DPE/PGT Phy Edu.	
5.	Co-curricular Activities (a) Sports & Games (b) Cultural/Literacy/Scientific Activities	2	PTI/DPE/TGT or PGT Music	
6.	Additional Optional Subjects/ L-3	4*	Concerned Subject PGT	
	Total	48		

*In case the Additional language is not taken by student's, the period will be distributed for subjects at Sr. No. 4 & 5.

- **Arts stream** in all GMS/PMS (Except High Schools) with PGT Hindi, English, History, Pol. Science, Geography, Economics, Mathematics, and other languages (Sanskrit, Urdu, Punjabi) as per workload.
- **PGT Fine Arts:** Post allocated to all GMS/PMS schools as they are 'Centre of Excellence'.
- **PGT Psychology:** - Post allocated to all PM Shri Schools (Except four High Schools), all Govt. Model Sanskriti Schools having workload. The PGT Psychology shall act as a Psychologist/Counsellor in the CBSE-affiliated GMS/PMS in the related clusters.
- **PGT Music:** As per workload, but in some schools, the post of PGT is not given in case TGT Music is available.

Commerce Stream

S.N.	Subject in 11 th and 12 th	Number of Weekly Periods	To be taught by	Remarks
(A)	(B)	(C)	(D)	(E)
1.	English	8	English/ Vocational Lecturer English	
2.	Hindi Core/Sanskrit	8	Hindi/Vocational Lecturer Hindi	
3.	Business Studies/ Accountancy	8x2=16	PGT of the respective subject/Vocational Lecturer of the concerned subject	
4.	Economics/ Mathematics/ Physical Education/ Entrepreneurship/Computer Science O.S. Stenography (English/ Hindi) ITES/ Automobile/ Security Service/Retail Industry/Health Care /Beauty & wellness ICT/Computer Edu	8	PGT of the respective subject/Vocational Lecturer of the concerned subject Computer Science (Outsourced faculty under ICT Scheme)	
5.	Art/IDA/AEP/ General Awareness/Life Skills	2	DPE/PGT Physical Edu.	
6.	Co-curricular Activities (c) Sports & Games (d) Cultural/Literacy/Scientific Activities	2	PTI/DPE/TGT or PGT Music	
7.	Additional Optional Subjects/	4*	Concerned Subject PGT	

	L-3			
	Total period	48		

*In case the Additional language is not taken by students, the period will be distributed for subjects at Sr. No. 5 & 6

- Commerce stream in all GMS/PMS (Except High Schools) with PGT Hindi, English, Commerce, Economics, Mathematics, and other languages (Sanskrit, Urdu, Punjabi) as per workload.

Medical Stream:

S.N	Subject	No. of periods	To be taught by which category of PGT and in which ratio	Remarks
1	English	6	PGT English/ PGT Vocational	
2	Physics	06 Th., 04 Pr.	PGT Physics	
3	Chemistry	06 Th., 04 Pr.	PGT Chemistry	
4	Biology	06 Th., 04 Pr.	PGT Biology	
5	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, ICT/Computer Edu.	6	PGT of concerned subject/ PGT/ vocational of respective subject/VT of respective Vocational subject PGT Computer Science / Computer Faculty	
6	Art/IDA/AEP/ General Awareness/Life Skills	2	DPE/PGT Physical Edu.	
7	Co-curricular Activities (e) Sports & Games (f) Cultural/Literary/ Scientific Activities	2	PTI/DPE/TGT or PGT Music	
8	Additional Optional Subjects/ L-3	2*		
	Total	48		

*In case the Additional language is not taken by students, the period will be distributed for subjects at Sr. No. 6 & 7

Non-Medical Stream:-

S.N	Subject	No. of periods	To be taught by which category of PGT and in which ratio	Remarks
1	English	8	PGT English / PGT Vocational English	
2	Physics	06 Th., 04 Pr.	PGT Physics	
3	Chemistry	06 Th., 04 Pr.	PGT Chemistry	
4	Mathematics	8	PGT Mathematics	

5	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 ICT/Computer Edu.	6	PGT of concerned subject/PGT/ vocational of respective subject/VT of respective Vocational subject PGT Computer Science/Computer Faculty	
6	Art/IDA/AEP/ General Awareness/Life Skills	2	DPE/PGT Physical Edu.	
7	Co-curricular Activities (e) Sports & Games (f) Cultural/Literary/ Scientific Activities	2	PTI/DPE/TGT or PGT Music	
8	Additional Optional Subjects/ L-3	2*		
	Total	48		

*In case the Additional language is not taken by students; the period will be distributed for subjects at Sr. No. 6 & 7

Note: Faculty of Science (Med. & Non-med), Commerce and Arts (especially History, Geography, Economics, and Political Science) must be kept filled so that CBSE does not impose a penalty on the school for not having faculty. This will also help the school administration to offer admission to more students. Every CBSE-affiliated school will necessarily have one PGT Psychology as it is mandatory, as per CBSE rules, to have a Psychological counsellor in every school.

Likewise, the faculty of Computer must also be kept filled. Hence, the condition of a minimum of 20 students may be relaxed in the case of these schools.

G. The minimum number of posts of TGTs will be allocated to every High School as per number of students from 6th to 8th class (Table - I) and the minimum number of PGTs will be allocated in the High Schools for teaching 9th and 10th class or as per the workload on the basis of student strength (Table - II).

Table - I

Sr. No.	Name of the Post	No. of Post	Remarks
1	TGT SS	1	<ul style="list-style-type: none"> Minimum seven posts of TGTs will be provided to teach 6th to 8th classes - firstly, one post each out of TGT SS, TGT Science, TGT Maths, TGT Hindi, TGT Sanskrit/Punjabi, TGT Drawing & TGT Physical Edu/DPE/PTI would be provided. TGT SS will be responsible to teach SS and English, The 2nd post will be as per workload. Posts of ESHM would be allocated to every independent Middle School irrespective of student strength. However, ESHM will teach his respective subject.
2	TGT Science	1	
3	TGT Math	1	
	TGT Hindi	1	
	TGT Sanskrit/Punjabi	1	<ul style="list-style-type: none"> 2nd post will be as per the workload.
4	TGT Drawing	1	
5	TGT Physical Edu/ DPE/ PTI	1	

Note: - In Govt. Model Sanskriti/PM Shri High or Senior Secondary Schools, if the Post of TGT of a particular subject remains vacant, then the 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 36 periods. Similarly, in a High or Senior Secondary School, if the PGT is not available due to any reason, TGT/C&V of the 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.

Table-II

Posts to be allocated in High School (If any)

If the requirement of High Schools does not meet out with TGT's working, then posts of PGTs will be allocated as per Table II

Sr. No.	Name of the Post	No. of Post	Remarks
1	PGT/TGT Hindi	1	
2	PGT/TGT English	1	
3	PGT/TGT 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, Fine Arts, and Music, only one PGT post will be allocated for the respective subject.
5	PGT/TGT for teaching Science	1	Out of the PGTs Science for Biology, Physics, Chemistry, only one PGT post will be allocated.
6	PGT/TGT for teaching third language (Sanskrit, Punjabi, and Urdu)	1	PGT for concerned subjects will be allocated as per the new student strength that happens due to the implementation of a third language in 9 th and 10 th classes. PGT in Sanskrit, Punjabi, and Urdu will be provided first in Senior Secondary Schools. PGTs in Sanskrit, Punjabi and Urdu will be provided in the High Schools only if the TGTs of same subject are not available to teach 9 th and 10 th classes.
7	TGT/PGT Physical Education, Fine Arts, Music, Vocational Subjects	1	1 post of TGT Physical Education/DP for teaching 6 th to 10 th classes. One additional post of TGT Physical Education/PTI/DPE will be given if the total student strength of the High School is more than 500.

In the Govt. Model Sanskriti /PM Shri Middle Schools (if any) running independently and as part of the double shift schools, the post of TGTs will be allocated as per Table III.

Table - III

Sr. No.	Name of the Post	No. of Post	Remarks
1	TGT SS /English	1	

2	TGT Science /Math	1	<ul style="list-style-type: none"> • Minimum four posts of TGTs will be provided to teach 6th to 8th classes - firstly, one post each out of TGT SS/ TGT English, TGT Science/ TGT Maths, TGT Hindi/ TGT Sanskrit /Punjabi, TGT Drawing & TGT Phy Edu/ DPE/ PTI would be provided. • TGT SS will be responsible for teaching SS and English, TGT Science will be responsible for teaching Science and Mathematics, TGT Sanskrit will be responsible to teach Sanskrit and Hindi to the students of 6th to 8th classes. 2nd post will be as per the workload. • Post of ESHM would be allocated in independent Middle Schools.
4	TGT Drawing	1	
5	TGT Physical Education	1	

Note: - In Govt. Model Sanskriti/ PM Shri High or Senior Secondary Schools, if the Post of TGT of a particular subject remains vacant, then the 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 36 periods. Similarly, in a High or Senior Secondary School, if the PGT is not available due to any reason, TGT/C&V of the 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. Posts of ESHM would be allocated to every independent Middle School irrespective of student strength. However, ESHM will teach his respective subject.

In the Govt. Model Sanskriti & PM Shri 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 will be allocated in all Senior Secondary Schools, and an Additional post will be given as per workload norms.
2.	PGT Hindi	1	One post will be allocated in all Senior Secondary Schools, and an Additional post will be given as per workload norms..
3.	PGT History	1	One post will be allocated in all Senior Secondary Schools, and an Additional post will be given as per workload norms..
4.	PGT Pol Science	1	One post will be allocated in all Senior Secondary Schools, and Additional post will be given as per workload norms.
5.	PGT Economics	1	One post will be allocated in all Senior Secondary Schools, and an Additional post will be given as per workload norms..
6.	PGT Sanskrit / Punjabi / Urdu	1	PGT Punjabi in all Senior Secondary Schools of Districts Panchkula, Ambala, Yamunanagar, Kurukshetra, Sirsa, Fatehabad, and in the remaining districts as per workload, and Urdu in the Urdu-speaking areas. Sanskrit in the Schools with students willing to study the Sanskrit language. Additional post will be given as per workload norms.

7.	PGT Sociology / Psychology / Music/ Home Science	1	As per workload. Additional post will be given as per workload norms.
8.	PGT Physical Education	1	As per the workload of 9 th to 12 th .
9.	PGT Physics/ Chemistry /Biology	1	One out of these three posts will be allocated in the school with the Arts stream only to teach Science to 9 th and 10 th classes. The complete set of posts of Science PGT will be allocated in the school with the Science Stream. Additional posts will be given as per workload norms.
10.	PGT Mathematics	1	One post to teach 9 th to 12 th classes. Additional posts will be given as per workload norms.
11.	PGT Commerce	1	One post in the school with the Commerce stream. Additional posts will be given as per workload norms.
12.	PGT Fine Arts	1	One post to teach 9 th to 12 th classes. Additional posts will be given as per workload norms..
13.	PGT Computer Science	1	One post in each and every GMS/PMS Sr. Sec. School in decreeing order of student strength.
14.	TGT English	1	Minimum four posts of TGTs will be provided to teach 6th to 8th classes in each school. Firstly, one post each out of TGT SS/TGT English, TGT Science/ Math, and Sanskrit / Hindi would be provided. TGT SS will be responsible for teaching SS and English. TGT Science will be responsible for teaching Science and Mathematics. TGT Sanskrit will be responsible for teaching Sanskrit and Hindi to the students of the 6th to 8th classes. 2nd post to teach 6th to 8th classes the subjects of SS and English, Science and Mathematics, 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. One post of TGT Physical Education/DPE for teaching 6 th to 10 th classes. One additional post of TGT Physical Education/PTI/DPE will be given if the total student strength of the School is more than 500.
15.	TGT Maths	1	
16.	TGT SS	1	
17.	TGT Science	1	
18.	TGT Sanskrit/Punjabi/ Urdu	1	
19.	TGT Drawing	1	
20.	TGT Physical Education/PTI/D PE	1	

Note: - In GMS/PMS Govt. High or Senior Secondary Schools, if the Post of TGT of a particular subject remains vacant, then the 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 36 periods. Similarly, in a High or Senior Secondary GMS/PMS School, if the PGT is not available due to any reason, the TGT/C&V of the respective subject will be liable to teach 9th and 10th Classes, provided his/her total weekly workload does not exceed 36 periods. A 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.

H. Workload of ESHMs/Headmaster/Principals in Govt. Model Sanskriti/ PM Shri Middle, High & Senior Secondary Schools:-

1. The posts of ESHM have been withdrawn from the Government. Model Sanskriti & PM Shri 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 the transfer drive. Simultaneously, these ESHMs will be eligible to apply against vacancies of TGT of their respective subjects in the Govt. Model Sanskriti & PM Shri 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 the 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.
2. While formulating a work allocation plan/timetable in a school, the Principal/Headmaster will take a minimum of 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.
3. Further, for the flexibility of additional qualification of subjects acquired by the teachers, liberty is being given to the school head to formulate a realistic Work Allocation Plan/Time Table for the institution.
4. The weekly workload of PGTs, ESHM/TGT/ C&V, and DPE would be 36 periods, but not more than 40 periods; however, the additional post will be allocated after a workload of 36 periods of a particular subject. Accordingly, the requirement for a number of subject-wise teaching faculty will be calculated.
5. Subject-wise allocation of PGTs, ESHM, TGTs, and C&Vs will be done on the basis of student strength in the GMS/PMS schools as per the MIS Portal data as of the date of rationalization.
6. To be judicious, in a newly established GMS/PMS school, the minimum posts required will be allocated/retained for 03 years even if the students' enrollment in a particular subject is not available in the following manner:-
 - a) Govt. Model Sanskriti & PM Shri Senior Secondary School: One post each of TGT Social Sciences, Science, Sanskrit, Drawing and TGT Physical Education, one post each of PGT English, Hindi, besides, PGTs of three optional subjects will be given to class 9th and 10th, as per exceeding workload, if any, on the basis of higher number of students to be taught.
 - b) In the Govt. Model Sanskriti & PM Shri High schools; one post each of TGT Social Sciences, Science, Math, Hindi, Sanskrit, Drawing, and TGT Physical Education will be provided. The Additional post will be allocated to classes 6 to 8 as per the conditions mentioned above in Table II.
 - c) In GMS/PMS Middle schools, one post each of TGT Social Sciences/ English, Science/Mathematics, Sanskrit/Hindi, Drawing, and Physical Education will be allotted as per Table I above.
 - d) 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 preferably allocated to the GMS/PMS Senior Secondary, since there is limited scope for opting for these subjects in the absence of faculty.

Besides the above norms, it has been approved that the vacancies arise after the deployment drive and it is not filled till the next drive. In such a situation, the posts remain vacant for a considerably long duration,

causing a serious loss of academics to the concerned students, the District Level Committee (DLC) shall have power to make temporary adjustments at local level from amongst the teachers who have passed through the screening process, but could not be allocated any Model Sanskriti school. In case, no such teacher is available in the pool, then any teacher of the concerned subject may be adjusted to the schools keeping in view of the welfare of students.



In charge

Model Sanskriti & PM Shri Schools
For Director Secondary Education
Haryana, Panchkula