



Directorate School Education

विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास
Education, Culture and Development

School Education, Haryana
विद्यालय शिक्षा, हरियाणा

तमसो मा ज्योतिर्गमय
Lead me from Darkness to Light

Off.: Shiksha Sadan, Sector 5, Panchkula, Haryana 134109 (India) - Tel: 91(0172)-2560246 Fax: 91(0172)-2560253

कार्यालय: शिक्षा सदन, सेक्टर 5 पंचकुला-134109 (भारत) दूरभाष : 91 (0172) 2560246 फैक्स: 91 (0172) 2560253

e-mail: edusecondaryhry@gmail.com - site: www.schooleducationharyana.gov.in

**Regd/Email
To**

1. Director of School Education, Chandigarh Administration, Chandigarh, Additional Deluxe Building, 1st Floor, Jan Marg, 9-D, Sector 9, Chandigarh, 160009
2. Director SCERT, Gurugram, Haryana
3. All District Education Officers in the State of Haryana
4. All District Elementary Education Officers in the State of Haryana
5. All Principal DIETs in the State of Haryana

**Memo No. 4/15-2025 HRG-I(1)
Dated Panchkula, the 12.09.2025**

**Rest of Haryana
Cadre**

Subject: - Inviting promotion cases amongst Headmaster and Post Graduate Teacher (Roh Cadre) to the post of Principal (Rest of Haryana Cadre) from their respective seniority as stood on 01.06.2022 and 04.09.2024 respectively.

Kindly refer to the subject cited.

To fill up the vacant post of Principal (ROH cadre) the cases for promotion amongst Headmasters left out eligible from seniority no. 697 to 739 (as stood on 01.06.2022 and amended vide order dated 21.05.2025 & 28.07.2025 HMs) and Post Graduate Teachers from seniority no. 6501 to 7450 (as stood on 04.09.2024 PGTs) are invited in pursuance with Haryana State Education School Cadre, (Group B) Service Rules, 2012 amended in 2014. In this context, following directions are issued for inviting cases for promotions:-


1. Cases of Headmaster eligible left out from seniority no. 697 to 739 as stood on 01.06.2022 and amended vide order dated 21.05.2025 & 28.07.2025 may be sent.
2. Cases of Post Graduate Teachers from seniority no 6501 to 7450 as stood on 04.09.2024 may be sent.
3. Cases of retirees may not be sent.
4. The officers who earlier opt to forgo promotion and one year have passed may also sent their cases for promotion through their respective district head.
5. The officers who wishes to forgo promotion may sent their consent with undertaking through their respective district head.
6. Cases of promotions may be sent as per enclosed performa with annexure such as master degree with mark sheet, B.ed Degree, summary sheet, no complaint/enquiry/ disciplinary action/criminal proceedings certificate duly countersigned by District Education officer concern. Cases without authentication from concern authority will not be entertained.

7. Personal files/Service Books may not be sent with the promotion cases as the same will not be entertained.
8. Cases of officers working on extension beyond 58 years, on account of state awardee/physical handicap etc, must be sent with order of extension in service and attested certificate of State Award/physical handicap.
9. If any officer found to be expired, death certificate may be furnished and MIS profile of such officer may be updated with such information.
10. You may also direct the officers, which are being considered for promotion, to keep their MIS profile approved and updated with accurate & precise information.

It is made clear that this is only a backend exercise for the purpose of compiling of requisite information/ data and may not be claimed as right for promotion as principal and the final outcome pursuant to this letter shall depend on the variation in the seniority of Post Graduate Teachers and Headmasters in their respective seniority as stood on 04.09.2024 & 01.06.2022, if any.

Tentative list of officers being considered for promotion is being provided (district wise) although you are directed to bring this letter into knowledge of all concern officers, in your district/ institution, and sent cases for promotions within one week positively in the enclosed performa through special messenger.

DA: As above



Superintendent HRG-I
For Director Secondary Education,
Haryana, Panchkula

Endst No. 4/15-2025 HRG-I(1)

Dated Panchkula, the 12.09.2025

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

1. District Education Officer, Sector-19, Chandigarh with request to forward the cases of promotion as per enclosed performa of the officers working with UT Administration on foreign service. You are also requested to provide the undertaking from the officers who wish to forgo their promotion.
2. Secy/EM
3. Secy/PSSE
4. PS/DSE
5. PS/DEE for providing promotion case of PGTs working with the HQTRs (if any)
6. PS/SPD for providing promotion case of PGTs working with the HQTRs (if any)
7. PA/Additional Director (Admn) O/o DSE, Panchkula
8. Superintendent HRG-II/PGT-I/PGT-II/PGT-III / PGT-IV
9. Superintendent Admn O/o DSE, Haryana for provide promotion case of PGTs working with the HQTRs (if any)
10. IT Cell with request to upload this notice on the website of the department.


Superintendent HRG-I
For Director Secondary Education,
Haryana, Panchkula

SUMMARY SHEET

(Tick relevant)

Cadre

Post Graduate Teacher

Seniority No.

Headmaster

Name of the Officer

Employee ID

Rest of Haryana
Cadre

Designation

Present Place of posting
with school code

Sr No.	Year	Grading	Over Grading	Remarks regarding integrity
1.	2015-16			
2.	2016-17			
3.	2017-18			
4.	2018-19			
5.	2019-20			
6.	2020-21			
7.	2021-22			
8.	2022-23			
9.	2023-24			
10.	2024-25			

Master Degree with stream
and %age of Marks

Name of the Institution /
University

B.ed Degree

District Education Officer,
concern

Undertaking

I certify that the above information has mentioned from the official record/personal file of the officer which I have checked and found correct.

District Education Officer,
Concern

File NO. 4/15-2025 HRG-I(1)

Headmaster / Post Graduate Teacher

(Tick the relevant)

File No. 4/15-2025 HRG-I(1)

Check List

Name:-

Employee ID

Designation:-

Place of Posting:-

Seniority number

Rest of Haryana
Cadre

- | | | |
|---|--|----------|
| 1 | Summary Sheet | Yes / NO |
| 2 | Post Graduation Degree/Mark sheet | Yes / NO |
| 3 | Whether posses Master Degree with 50% marks or above | Yes / NO |
| 4 | Degree of B.ed | Yes/NO |
| 5 | No Complaint/ Enquiry Certificate | YES / NO |
| 6 | Working beyond 58 years on account of State Award/Physically handicapped | YES / NO |

Remarks: - Kindly mention any specific detail or input (with documentary proof) if necessary such as state awarde, extension in service beyond 58 years, pending disciplinary action etc.

Enclosures:

1. Summary Sheets
2. Master Degree
3. Mark sheet of master Degree
4. B.ed Degree
5. No Complaint/Enquiry Certificate/Criminal proceedings certificate

**District Education Officer
Concern**

