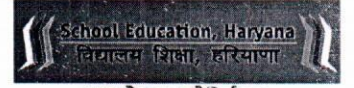




GOVERNMENT OF HARYANA / हरियाणा सरकार

Directorate School Education

विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास
Education, Culture and Developmentतमसो 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. 6/69-2025 HRG-II (2)

Dated Panchkula, the 24.11.2025

Subject: - Inviting promotion cases amongst Elementary School Headmaster and Trained Graduate Teacher (ROH Cadre) to the post of High School Headmaster (Rest of Haryana Cadre) from their respective seniority as stood on 01/21.11.2025.

Kindly refer to the subject cited.

To fill up the vacant post of High School Headmaster (ROH cadre) the cases for promotion amongst ESHMs and TGTs from seniority no. 1 to 3100 (as it stood on 01/21.11.2025 in joint seniority list of TGT/ESHM) are invited in pursuance with Haryana State Education School Cadre, (Group B) Service Rules, 2012. In this context, following directions are issued for inviting cases for promotions:-

1. Cases of 870 working TGT/ESHM from seniority no. 1 to 3100 as it stood on 01/21.11.2025 provided by O/o Directorate of Elementary Education, Haryana may be sent (as per list attached).
2. Cases of retirees may not be sent.
3. The officials who wishes to forgo promotion may sent their consent with undertaking through their respective district head.
4. Cases of promotions may be sent as per enclosed performa with annexure such as bachelor degree with mark sheet, B.ed Degree, summary sheet, no complaint/ enquiry/ disciplinary action/criminal proceedings certificate duly countersigned by District Elementary Education officer concern. Cases without authentication from concern authority will not be entertained.
5. Personal files/Service Books may not be sent with the promotion cases as the same will not be entertained.
6. Cases of officials 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.
7. If any official founded to be expired, death certificate may be furnished and MIS profile of such official may be updated with such information.

8. You may also direct the officials, 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 Headmaster and the final outcome pursuant to this letter shall depend on the variation in the joint seniority of TGT/ESHM as it stood on 01/21.11.2025 provided by O/o Directorate of Elementary Education, Haryana, if any.

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

DA: As above

Nedra
Superintendent HRG-II
for Director Secondary Education,
Haryana, Panchkula

Endst No. 6/69-2025 HRG-II (2)

Dated Panchkula, the 24.11.2025

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 officials working with UT Administration on foreign service. You are also requested to provide the undertaking from the officials who wish to forgo their promotion.
2. Secy/EM
3. Secy/ACSSE
4. PS/DSE
5. PS/DEE
6. PS/SPD
7. PA/Additional Director (Admn) O/o DSE, Panchkula
8. Superintendent ESHM/TGT O/o DEE.
9. IT Cell with request to upload this notice on the website of the department.

Nedra
Superintendent HRG-II
for Director Secondary Education,
Haryana, Panchkula



SUMMARY SHEET

File NO. 6/69-2025 HRG-II (2)

(Tick relevant)

Cadre

Elementary School Head
Master

Trained Graduate Teacher

Seniority No.

Name of the Official

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			

Bachelor Degree

Name of the Institution/
University

B.Ed. Degree

District Elementary Education Officer,
concern

Undertaking

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

District Elementary Education Officer,
concern

Elementary School Head Master/Trained Graduate Teacher

(Tick the relevant)

File No. 6/69-2025 HRG-II (2)

Check List

Name:-

Employee ID

Designation:-

Place of Posting:-

Seniority number

Rest of Haryana
Cadre

1	Summary Sheet	Yes / NO
2	Graduation Degree/Mark sheet	Yes / NO
3	Degree of B.Ed.	Yes/NO
4	No Complaint/Enquiry Certificate	YES / NO
5	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. Bachelor Degree
3. B.Ed. Degree
4. No Complaint/Enquiry Certificate/Criminal proceedings certificate

**District Elementary Education Officer
Concern**

