



Directorate School Education

विद्यालय शिक्षा निदेशालय

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

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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. 4/2-2026 HRG-I(1)
Dated Panchkula, the 05.02.2026

Rest of Haryana
Cadre

Subject: - Inviting promotion cases amongst left out 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 (seniority 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. 7451 to 7600 (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 eligible left out Headmaster as per seniority 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 7451 to 7600 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 etc, must be sent with order of extension in service and attested certificate of State Award.
9. If any officer founded 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.

You are directed to bring this letter into knowledge of all concerned officers, in your district/ institution, and sent cases for promotions within one week positively in the enclosed proforma through special messenger.

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

Endst No. 4/2-2026 HRG-I(1) Dated Panchkula, the 05.02.2026

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 perfoma of the officers working with UT Administration on foreigen service. You are also requested to provide the undertaking from the officers who wish to forgo their promotion.
2. Secy/EM
3. Secy/ACSSE.
4. PS/DGSE
5. PS/DGEE 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 DGSE, 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 General Secondary Education,
Haryana, Panchkula**

SUMMARY SHEET**Cadre**

(Tick relevant)

Principal**Seniority No.****Name of the Officer****Employee ID****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. 4/2-2026 HRG-I(1)

Headmaster / Post Graduate Teacher

File No. 4/2-2026 HRG-I(1)

(Tick the relevant)

Seniority number

Check List

Name:-

Employee ID

Designation:-

Place of Posting:-

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**