



Directorate of Secondary Education

माध्यमिक 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

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To

All District Education Officers,
Haryana

Memo No. 13/118-2026 PGT-I (1)

Dated, Panchkula the 20/07/2026

Subject:- Submission of Option/Undertaking by Promoted Post Graduate Teacher regarding continuation on the post of Post Graduate Teacher or promotion to the post of Headmaster/Elementary School Head Master.

Kindly refer to the subject cited above.

In pursuance of the decision taken by the Department in view of the orders passed by the Hon'ble Punjab and Haryana High Court in CWP No. 9084 of 2026, all the employees who have been promoted to the post of PGT and are presently working on the promoted post are hereby directed to submit their option/undertaking regarding their willingness to continue on the promoted post or for promotion to the post of Headmaster/ESHM at par their juniors by reverting as TGT/C&V.

Accordingly, every promoted PGT shall exercise one of the following option:-

All working PGT's may submit their option as to whether they want to continue their services on the post of PGTs or want to consider further promotion to the post of ESHM/Headmaster, by reverting as TGT/C&V.

Based on the option/undertaking in the prescribed format (Annexure-A) submitted by the concerned employee, further necessary action shall be taken accordingly.

It is further informed that if any promoted PGT fails to submit the Option/Undertaking within the stipulated period, it shall be presumed that he/she wants to continue the present services to the post of PGT and he/she will be deemed confirmed as per the confirmation rules. Hence, all presently working promoted PGTs may submit their option/undertaking in the prescribed format (Annexure-A) within 30 days from issuance of the notice. No further request will be considered.

This may be treated as MOST URGENT.

Note: All District Education Officers are requested to convey this notice to all the promoted PGTs working under their jurisdiction and collect the option/undertaking. The original copy of the option/undertaking shall be retained in the office record of the concerned DDO, and the second copy shall be retained in the record of the concerned District Education Officer. The DEO's shall forward scanned copy of option/undertaking through e-mail dsepgt1@gmail.com to the Directorate within 7 days of the receipt of option/undertaking.

Assistant Director, PGT-I

for Director General Secondary Education,
Haryana, Panchkula

Dated Panchkula,

Endst No. 13/118-2025 PGT-I (1)

The copy is forwarded to the following for information and further necessary action:-

1. Advocate General, Haryana
2. All Deputy Commissioners of the State.
3. Director Elementary Education, Haryana, Panchkula
4. Superintendent, HRG-II branch

Assistant Director, PGT-I

for Director General Secondary Education,
Haryana, Panchkula



Annexure-A

I, _____, am currently working as a promoted Post Graduate Teacher (PGT) in pursuance of the department's directive issued vide **Memo No. 13/118-2026**
PGT(1) dated _____. I hereby exercise my option voluntarily from the three choices below:-

OPTION 1: TO CONTINUE AS PGT

- (1) I have read and understand all terms and conditions of the notice dated _____ regarding option of promotional posts.
- (2) I hereby submit my option to continue services on the post of PGT.
- (3) I understand that my services will be processed for deemed confirmation in the PGT Cadre as per applicable rules.
- (4) I voluntarily waive my claim for promotion to the post of Head Master.

Date:

Signature of the employee

OPTION 2: FOR PROMOTION AS HEAD MASTER.

- (1) I have read and understand all terms and conditions of the notice dated _____ regarding option of promotional posts.
- (2) I hereby submit my option for promotion as Head Master as and when my case is considered as per my seniority after reverting to the post of TGT/C&V.
- (3) I understand and agree that upon exercising this option, I shall be reverted with immediate effect to my substantive post of TGT/C&V and my lien on the post of PGT shall stand terminated as per rule.

Date:

Signature of the employee

OPTION 3: FOR PROMOTION AS ELEMENTARY SCHOOL HEAD MASTER

- (1) I have read and understand all terms and conditions of the notice dated _____ regarding option of promotional posts.
- (2) I hereby submit my option for promotion as Elementary School Head Master as and when my case is considered as per my seniority after reverting to the post of TGT/C&V.
- (3) I understand and agree that upon exercising this option, I shall be reverted with immediate effect to my substantive post of TGT/C&V and my lien on the post of PGT shall stand terminated as per rule.
- (4) I understand that exercising this option is voluntary, final and irrevocable and no request of change or withdrawal of option shall be entertained thereafter.

Date:

Signature of the employee

Name of the Employee (in Block Letters): _____

Current Designation & Subject: _____

Employee ID: _____

Name of the School currently posted at: _____

District: _____

Mobile Number: _____

Date: _____

(For Office Use Only - School / Block / District Level)

Verified that the particulars filled above by Sh./Smt./Ms.
_____, PGT _____ have been checked from the
service book/records and found correct. The choice exercised by the official has been noted in the
office records.

DDO/Principal

Block Education Officer

District Education Officer