

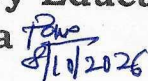
NOTICE

Subject: Submission of information/representation regarding deemed/ notional dates of appointment or promotion PGTs, Head Masters and Principals.

Some representations have been received from employees **(PGTs, Head Masters and Principals)** claiming for the notional appointment/ promotion.

In view of the above, an opportunity is accorded to such left-out employees **(PGTs, Head Masters and Principals)** to submit their claims for grant of notional appointment/promotion. An employee should submit her/his claim in the prescribed format **(annexed herewith)** duly verified by the concerned D.D.O along with relevant particulars/documents on MIS portal till dated **16.10.2026**.

If no claim for updation of his/her service record is received within the stipulated period, it shall be presumed that the employee has no claim to make for this purpose.


Assistant Director, PGT-I
O/o Director General Secondary Education
Haryana, Panchkula 
8/10/2026

Performa for Notional benefits of PGTs (Direct Recruitment only)

Name of Employee	
Employee ID No.	
Subject	
Present place of posting [School Code]	
Category (GEN/SC/BC) & Gender	
Date of Birth & Date of Retirement	
Advertisement No. and category	
Order no. of Appointment	
Date of Order of appointment	
Date of actual joining as PGT	
Merit no. as per appointment orders	

Details of junior employees

Name (Employee I'D) of Junior in same advertisement (concerned subject)	
Merit No. of Junior	
Reason for delay in appointment	
Detail of documents be attached If available	1. Appointment orders 2. Appointment orders of junior 3. Copy of notional benefits given to junior
Details/Remarks	

Signature of Applicant

Signature and stamp of Principal/DDO Concerned

Performa for Notional benefits of PGTs (Promotion only)

Name of Employee	
Employee ID No.	
Details of existing/ actual promotion as PGT [Order No & Date]	
Subject as PGT	
Seniority as TGT (on the basis of which notional promotion as PGT as claimed)	
Present place of posting & School Code	
Category (GEN/SC/BC) & Gender	
Date of Birth & Date of Retirement	
Order No. and Date of Promotion as PGT	

Details of junior employees

Name and Employee ID of Junior in the same subject who was promoted earlier	
Seniority of junior as TGT (in same seniority list)	
Order No. and date of promotion of junior as PGT	
Reason for non-grant/delay in promotion	
Detail of documents be attached If available	1. Promotion orders of self 2. Promotion orders of junior 3. Copy of relevant seniority highlighting both candidates
Details/Remarks regarding admissibility of notional benefit	

Signature of Applicant

Signature and stamp of Principal/DDO Concerned