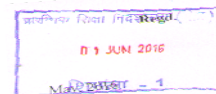


No. EDN-H(2)B(2)9/2016- Pro-JBT(TET)  
Directorate of Elementary Education  
Himachal Pradesh, Shimla-1

**Regd.**

\*\*\*\*

Dated: Shimla-1 the 1<sup>st</sup> June, 2016



To

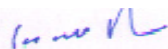
All the Deputy Directors of Elementary Education,  
Himachal Pradesh.  
All the BEEOs of Block Elementary Education Offices in HP.

Subject:- Regarding inclusion the names in TGT panel amongst TET pass in-service JBTs Possessing B.A./B.Com./B.Sc.(NM/Med.) & B.Ed. as per R&P Rules for promotion as TGT in the year 2016.

Sir/Madam,

On the subject cited above, it is informed to all the concerned that the department is going to fill up the various posts of TGT by way of promotion from JBT cadre against 15% quota. In order to update the panel, information for the year 2016 vis-a-vis present place of posting of incumbent are being called amongst eligible JBTs on Proforma-I (Mandatory for all eligible TET pass JBTs opting/opted for TGT promotion) through proper channel duly verified and recommended by the BEEO. All the particulars of the incumbents will be verified by Deputy Director of Elementary Education **being appointing authority of JBT** on prescribed Proforma-II and consolidated panel for promotion as TGT (Arts/NM/Med.) be prepared separately at Deputy Director of Elementary Education level and submit the same to this Directorate on or before **15.07.2016** along with all relevant documents. Accordingly, final panel will be prepared at this Directorate. Any correspondence or case directly forwarded to this Directorate will not be entertained. It is further clarified that option once exercised cannot be changed and no correspondence with regard to change of option will be entertained by the department. **It may please be noted that no cases should be left out. In case any left out case is found in future the sole responsibility will be rest upon you.**

This letter is also available on the Departmental website i.e. [www.himachal.nic.in/eleedu](http://www.himachal.nic.in/eleedu).

  
DIRECTOR

Endst. No. As even, Dated: Shimla-1 the 1<sup>st</sup> June, 2016  
Copy forwarded for information and necessary action to:-

1. The Superintendent Establishment-IV Branch (Internal) for necessary action.
2. Guard file.

----Sd.-----  
DIRECTOR

**PROFORMA-I**

TO INCLUDE NAME IN TENTATIVE PANEL FOR PROMOTION TO THE POST OF TGTs AMONGST IN-SERVICE TET PASS JBTs HAVING BECHELOR DEGREES.

The case in duplicate to be submitted to the Block Elementary Education Officer concerned as per following instruction:-

(It is informed that option once exercised cannot be changed so it is advised do opt promotional avenue carefully)

1	Name of JBT Teacher (As per service record) and Contact No.									
2	Name of present school, Block & District									
3	Date of Birth									
4	Date of Regular Appointment as JBT									
5	Category (Gen/SC/ST/OBC/PHH) (Attach the certificate)									
6	Final Seniority No. as JBT									
7	Integrity (Vigilance/Department enquiry if any status thereof)									
8	Subject in which promotion sought as HT/LT/TGT (Arts/NM/Med) as per Govt. Letter No. Per(AP-B) B (11)-2/2004-16 dated 03.12.2014							Date of option		
9	Permanent Address									
10	Permission obtained if qualification acquired during service, yes or no if yes, enclose permission order copy/if no reason thereof									
11	Qualification									
	Name of Exam passed	Roll No.	Exact date of passing the Exam	Name of Board / University	Regular/Correspondence	Total Marks	Marks Obtained	%age	Attested copies must be enclosed	
i	10 <sup>th</sup>									
ii	JBT									
iii	B.A./B.Com/B.Sc.									
iv	B.Ed.									
v	TET (A/NM/Med)									

**Note-I** It may be ensured that no case without completion of five years as regular service as JBT has been forwarded in r/o all categories.

**I do certify that all the particulars at Sr. No. 01-11 are correct and I do opt for promotion as TGT.**

**Being State cadre of TGT, I am ready to serve any institution of the State.**

Date: .....

Place: .....

**Signature of JBT**

Certified that:-

1. All the particulars shown from 01-11 are true and correct hence verified.
2. The JBT concerned has completed five years regular service as JBT and also opt for promotion as TGT and one copy of option may be sent with the case and one copy to be kept in office record.
3. The final JBT seniority number and Category to which JBT has applied has been verified.

**Signature of BEEO**

**Full Name .....**

**Contact No. ....**

**PROFORMA-II**

(The cases to be submitted by the Deputy Director Elementary concern to Director Elementary in consolidated manner only)

Sr. No.	Name of JBT (As per service record)	Present school, Block & Distt.	DOB	D.O.A. as JBT (On regular basis)	Final seniority No.	Integrity	TGT subject (BA /B.Com. /B.Sc. (NM/	Category Gen/SC/ ST/OBC/ PHH	Contact No.	Name of University from where passed B.Ed. degree	Enclose Proforma-I with all documents in order to verify column
	1	2	3	4	5	6	7	8	9	10	11
1											
2											
3											
4											
5											

Certified that:-

1. All the particulars shown from Sr. No. 01-11 are true and correct, hence verified.
2. The JBT concerned has completed Five years regular service as JBT.
3. The final JBT Seniority Number shown in the case is verified.

**Signature of Deputy Director of Elementary Education**  
....., **Distt.** ....., **HP.**

**Work & Conduct/Vigilance Clearing Certificate**

Certified that the work & conduct of Sh./Smt./Miss. ....  
(D.O.B.....) JBT, GPS .....  
BEEO ....., Distt. ...., HP for the  
last three years has been found Satisfactory/Good/Very Good/Excellent. Further it  
is stated that there is no departmental and vigilance inquiry is pending against the  
said teacher.

There is nothing adverse against the above mentioned JBT which may debar  
him/her from promotion.

Date: .....

Place: .....

Signature of BEEO/CHT  
Full Name .....  
Contact No. ....

Countersigned by the:-

Deputy Director of Elementary Education  
....., Distt. ...., HP.

**Option opted for Promotion**

I ..... (D.O.B.....)  
working as JBT in GPS ....., BEEO  
....., Distt. ...., HP do opt the promotion  
channel of **HT/LT/TGT**(.....) for my future service as per the  
instructions issued by the Govt. of HP vide Letter No. Per(AP-B) B (11)-2/2004-  
16 dated 03.12.2014.

Date: .....

Place: .....

Signature of JBT  
Contact No. ....

Countersigned/Verified by the:-

BEEO/CHT  
Full Name .....  
Contact No. ....

Countersigned by the:-

Deputy Director of Elementary Education  
....., Distt. ...., HP.