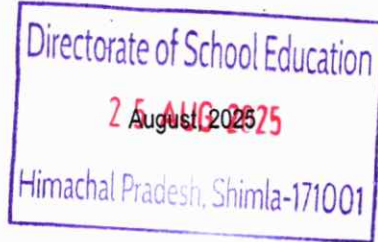


**TIME BOUND/URGENT**

No. EDN-H(19)B(5)-05/10  
Directorate of School Education,  
Himachal Pradesh  
Dated Shimla-171001 the



To

The Deputy Director of School Education (Higher Wing),  
Distt. Shimla/Solan/Sirmaur at Nahan/Kangra at Dharmshala/Kinnaur at Reckongpo/Bilaspur/Mandi/  
Chamba/Lahaul at Keylong/Spiti at Kaza /Hamirpur/Kullu/Una.(Himachal Pradesh)

All the Principal GSSSs in HP/Principals DIETs in HP/All Concerned.

**Subject:- Regarding promotion to the post of Principal (School-Cadre).**

Memo:

In compliance to the Secretary (Education) to the Govt. of Himachal Pradesh letter No. EDN-B-B(15)-1/2025 dated 11-08-2025 on the subject cited above vide which it has been directed to extend the zone of consideration for promotion to the post of Principal(School) therefore the revised panel of Lecturer (School Cadre) for promotions to the post of Principal (Schools) is to be prepared, so bio data of all in-service Lecturers whether passed departmental exam or not is required on enclosed proforma-I (mandatory for all Lecturer as per lecturer seniority range mentioned below) through Dy. Director concerned. The Dy. Directors are directed to send the information in respect of their District in consolidated manner to this Directorate within 10 days.

The range of lecturer seniority number for panel will be as under:-

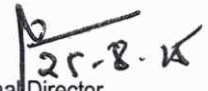
Sr. No.	Category	Lecturer seniority No.
1	Specially able person	Upto 8000
2	General	Upto 5500
3	SC	Upto 7500
4	ST	Upto 7500

It is further intimated that promotee lecturers, who have been promoted as HM (whether joined or not as HM) will not be considered for promotion as Principal (School) amongst the lecturer cadre.

All the DDHE/DDSE/ Principals/controlling officers are directed to intimate the same to all the concerned posted under their control.

This may be treated as **MOST URGENT**. This letter is available on departmental website:[himachal.nic.in/dse](http://himachal.nic.in/dse)


Encls: As Above

  
Additional Director  
Establishment & Administration  
Himachal Pradesh Shimla-171001

Endst No even Dated Shimla-171001 the August, 2025

Copy to:

1. The Incharge IT cell (Int) with the direction to upload the same on departmental website.

  
Additional Director  
Establishment & Administration  
Himachal Pradesh Shimla-171001

**Proforma-I**

**INFORMATION FOR INCLUSION THE NAME OF LECTURER(SCHOOL) IN THE PANEL FOR PROMOTION TO THE POST OF PRINCIPAL (SCHOOL CADRE) FOR THE YEAR 2025.**

(To be sent by All the Principals to Directorate of School Education, HP.)

(General category upto lect.sty No 5500, SC & ST category upto lect.sty No 7500, Specially able person upto Lect. Sty. No. 8000)

1.	Seniority No as Lecturer		PMIS Code	
2.	Whether Direct or Promotee			
3.	Whether Ex-servicemen		If Yes, Dt. of joining in civil	
4.	Whether ever promoted as HM or opted for HM promotion		If Yes, Dt. of promotion as HM	
5.	Category(Gen/SC/ST)	(Attach copy of category certificate in case of SC/ST)		
6.	Type of Specially abled with % i.e. VI,HI,OH, Multiple and attach certificate	(Attach copy of certificate issued by Medical Board/ Competent Authority)		
7.	Name of Lecturer			
8.	Subject			
9.	Father's name			
10.	Date of Birth			
11.	Date of Appointment			
12.	Permanent Address			
		Mobile No:		
13.	Present Place of Posting		Phone:	
14.	Name of Previous three stations with stay	Station	Stay	
			From	to
15.	Date of Passing departmental Exam with Hindi exemption	Roll No	Dt. of passing Exam	
	Yes/ No (Please tick✓)		(Attach Copy duly attested)	
		Hindi exemption vide DHE, HP order No:.....		
		Date.....(Attach Copy duly attested).		
16.	Whether served Hard/Sub Cadre/Tribe area give detail	Station	Period	
17.	Integrity cleared or not			

I do certify that all the particular from Sr. No. 1-17 are correct and I have never been promoted to the post of Headmaster.

Signature of Lecturer

Remarks if any.....

All the particular from Sr. No. 1-17 are true and correct, hence verified.

Date:.....

Principal

Station:.....

Note: Promotee Lecturers, now who have been promoted as HM whether he has joined or not as HM, will not be considered for promotion as Principal (School) amongst the lecturer cadre. It may ensure before sending the case the copy of deptt exam, Hindi exemption and category certificate is attached with the Proforma.