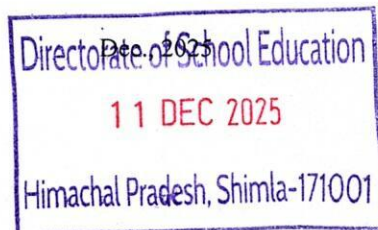


No. EDN(SE)-H(5) B (1)-2025- H.M. Promotion  
Directorate of School Education  
Himachal Pradesh

Dated : Shimla-171001 the,

To

All the Principal Govt. Sr. Sec. School in H.P.  
All the Headmaster Govt. High School in H.P.



**Subject: - Regarding bio-data/ option for promotion to the post of Headmaster, amongst TGT's /Promotee Lecturers for the year 2026.**

Memo,

The Department is desirous to fill up the vacant posts of Headmasters in near future. Since there are two channel of promotion for TGT i.e. Headmaster Cadre and Lecturer cadre, therefore in the light of instructions issued by Department of Personnel of HP on dated 03.12.2014, **cases/options** are being called **afresh** amongst TGT's/Promotee Lecturers on prescribed proforma-1 (**Mandatory for all eligible TGT's/Promotee Lecturer willing for promotion in Headmaster cadre**) duly verified and recommended by the Principal/Headmaster concerned and submit the same to this Directorate **on or before 31.01.2026 along with all relevant documents. Any correspondence through fax or email will not be entertained.** Any candidates who have not opted in stipulated period cannot claim parity with junior who have opted for HM promotion. Those TGT's who have been promoted as Lecturer prior to 26.04.2010 without option will be considered for promotion as Headmaster. It is informed that once a candidate is promoted as per the option exercised such candidate will neither be entitled for promotion in the other channel nor will be allowed to withdraw the option, so exercised option shall be treated as final and irrevocable for entire service career. The candidates claiming promotion in SC/ST category may submit category certificate to justify their candidature. The range of TGT's seniority number for bio-data is as under:-

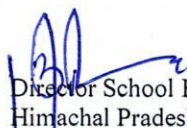
Sr. No.	Category	Up to TGT seniority number
1.	General	11500
2.	Scheduled Caste	12000
3.	Scheduled Tribe	16000
4.	Specially abled	19000

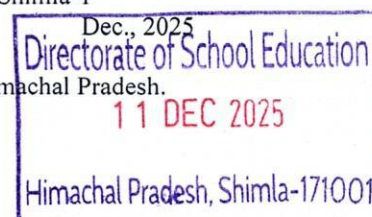
This letter is also available on Departmental website i.e. [himachal.nic.in/dse](http://himachal.nic.in/dse)

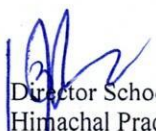
Endst. No. Even Dated, Shimla-171001 the

Copy forwarded for information to:-

1. All the Deputy Director of School Education (Secondary/Elementary) in Himachal Pradesh.
2. In-charge IT Cell (Internal), upload the same on departmental website.
3. Guard File.

  
Director School Education  
Himachal Pradesh Shimla-1



  
Director School Education  
Himachal Pradesh Shimla-1

**Proforma -1 (2026)**

To be submitted by an individual through the Principal/Headmaster concerned in duplicate (Mandatory to all for future promotion as Headmaster) up to the TGT Seniority No. 11500 in General category, SC up to 12000, ST up to 16000 and Specially abled person upto seniority number 19000 as per instructions given below: -

1	Final Seniority No. as TGT		Please tick TGT Arts/Medical/Non Medical
2	Category ( Gen./SC/ST) Attach category certificate in case of SC/ST		
3	Name of TGT/Promotee Lecturer (As per service record) and contact No.		Mobile No.
4	Type of Specially able person, if any (Attach copy of certificate issued by Medical Board/Competent Authority)		
5	Present place of posting and District with telephone No.		Phone No.
6	Post held at present (Lecturer/TGT) In case of promotee Lecturer subject must be mentioned		
7	Date of Birth		
8	Date of regular Appointment as TGT		
9	Date of promotion as Lecturer		
10	Length of service rendered as TGT		
11	Previous three place of postings		
12	Integrity (Vigilances/ Departmental enquiry if any status thereof		
13	Whether Ex-Servicemen (Yes/No)		
14	Whether served Tribal/Hard Area		
15	Permanent Address		
16	PMIS Code		
17	Whether served as TGT for 08 years or more as required under existing R& P Rules of Headmaster (Yes/No)		

I do hereby certify that all the above information/ particulars as mentioned at Sr. No. 01 to 17 are correct. I do hereby opt for promotion as Headmaster as I have not been promoted to the post of Lecturer/Lecturer (School New) after 26-04-2010.

Signature of TGT/Lecturer School

**Certified that:-**

1. All the particulars shown from Sr. No. 01 to 17 are true and correct hence verified.
2. The final TGT Seniority Number shown by candidate is verified.
3. The promotee Lecturer namely Sh./Smt. \_\_\_\_\_ having TGT seniority No. \_\_\_\_\_ have been promoted as Lecturer prior to 26.04.2010.
4. The promotee Lecturer has been promoted as Lecturer on 13.07.2010 without option for Lecturer promotion.
5. TGT namely Sh. \_\_\_\_\_ having TGT seniority No. \_\_\_\_\_ has never been promoted/ considered for Lecturer promotion after 26.04.2010 as per his/her option.

Signature of Principal/Headmaster  
GSSS/GHS.....