

URGENT

PERSONAL ATTENTION

(Through e-mail only)

No. EDN-H(2)B(6)-1-18/2025-TGTs- Rationalization
Directorate of School Education
Himachal Pradesh Shimla-171001

Directorate of School Education
26 MAY 2025
Himachal Pradesh, Shimla-171001

To
Dated Shimla-171001, the May, 2025

✓ All the Dy. Director of School Education(Elementary)
Himachal Pradesh.

Subject: Regarding information of surplus posts of TGT(A/NM/Med.) in GSSS GHS
& GMS in the State.

Memo,

On the subject cited above, your attention is invited towards this Directorate
letter No. EDN-H(1)9/2003 Comp.(Rationalization) March, 2003.(Copy enclosed)

In this context, you are directed to submit information regarding surplus posts of
TGT(Arts/NM/Med.)in the schools located in your district in a consolidated manner as per the format given
below within one week positively:-

Sr. No.	Name of GSSS/ GHS/ GMS	Number of surplus posts of TGTs			TOTAL
		Arts	Non- Medical	Medical	

Encls: As above

Endst. No. Even: Dated Shimla – 171001 the

Copy forwarded for information and further necessary action to:-

1. All the Principal/Headmaster of GSSS/GHS/GMS of H.P.
2. Nodal Officer (IT Cell) (Internal) with instructions to circulate this letter to all DDEEs through email & upload the same on departmental website of DSE.
3. Guard file.

Director of School Education
Himachal Pradesh.
May, 2025

Director of School Education
Himachal Pradesh.

MOST URGENT
PERSONAL ATTENTION

No.EDN-H(1)9/2003 Comp.(Rationalisation)
Directorate of Education
Himachal Pradesh

Dated Shimla-171001, the

1 March 2003

To

All the Principals/Headmasters of Govt. Sr. Sec./High Schools in H.P.

Subject:- Optimum use of human resources in Govt. schools- Rationalisation thereof.

Memo;

You must be aware, that with the opening and upgradation of new schools in the vicinity of existing schools, the enrolment generally tends to come down. As a result of distribution of students' enrolment amongst these schools and in privately managed schools, some schools may have surplus teaching posts, while the others may have additional requirement. Keeping this situation in view and to ensure proper utilisation the manpower and state financial resources, it has been decided that the Heads of Institutions will annually, carry out a rationalisation exercise in respect of teaching posts pertaining to their schools as well as attached complex middle schools as per provisions contained in the H. P. Education Code.

The Himachal Pradesh Education Code, under chapter-II, specifies the minimum workload of teachers in schools, class-wise, subject-wise distribution of periods per week and ideal number of students per section/class. The essence of relevant articles is given below;

2.8.2 Minimum Teaching workload in schools:

- a) Principal and headmasters will teach 6 and 8 periods per week respectively
 - b) School lecturer will teach minimum of 30 periods per week.
 - c) Each TGT and C&V Teacher will teach minimum 36 periods per week.
- Head of the institution can assign any extra teaching, administrative or co-curricular work to any of the teachers.

2.8.3. Subject-wise distribution of 54 periods per week

A. Classes 6th to 8th

Compulsory subjects and their periods of teaching

English ✓	8 ✓	Maths	8 ✓
Hindi ✓	6 ✓	Science	6 ✓
Social studies	6 ✓	Sanskrit	6 ✓

Optional Subjects

Drawing/Home Sc./Music 6 ✓

Non-examination subjects and their periods of activity/ teaching

Library	1 ✓	Moral Education	1 ✓
Physical Education	4 ✓	Co-curricular Activities	2 ✓

Total = 54 periods

B. Classes 9th to 10th

Compulsory subjects and their periods of teaching

English	8	Maths	8
Hindi	6	Science	6
Social studies	6		

Optional Subjects-I

Drawing/Home Sc./Music/Economics/Agriculture/IT Education.. 6

Optional Subjects-II

Indian Modern Languages

Sanskrit/Urdu/Punjabi/Tamil/Telgu 6

Non-examination subjects and their periods of activity/teaching

Library	1	Moral Education	1
Physical Education	4	Co-curricular Activities	2
Total	=	54 periods	

C. Classes Plus One and Plus Two

Students of plus one and plus two classes will offer five subject and each of these subjects will be allocated 10 periods per week; as given under

Science

Non-Medical Group

1. English 2. Physics 3. Chemistry 4. Maths

Fifth subject any one of the following:(Subject to availability of combination in the school)

Biology/IT Education/Physical Education/Music/Sociology/Home Science/
Sanskrit/Public Administration/Geography/Psychology/Philosophy.

Medical Group

1. English 2. Physics 3. Chemistry 4. Biology

Fifth subject any one of the following:(Subject to availability of combination in the school)

Maths/IT Education/Physics/Sociology/Home Science/
Sanskrit/Geography/Psychology/Philosophy.

-P

1. English 2. Business Studies 3. Accountancy 4. Economics

Fifth subject any one of the following:(Subject to availability of combination in the school)

Maths/IT Education/Physical Education/Music/Sociology/Home Science/ Public
Administration/Geography/Psychology/Philosophy.

Arts Group

1. English

And any four of the following;

1. Hindi 2. Economics 3. History 4. Political Science 5. IT Education 6. Maths 7. Physical Education

8. *Any one out of the following; (Subject to availability of combination in the school)*
Music/Sociology/Home Science/ Sanskrit/ Public Administration/ Geography/ Psychology.

Rest of the four periods will be; Library 1, Co-curricular Activities 2, and Moral Education 1.

2.8.5 Students number in class:

The number of pupils in a class or section shall not exceed that for which accommodation is available in the class room, nor shall it ordinarily exceed 60 for classes 6th to 10th, and 80 in case of Plus One and Plus Two classes. A new section should be formed only, if in the opinion of the head of institution, the total number in that class justifies it on grounds of efficiency, economy and feasibility.

Procedure for Rationalization of Teaching posts:

Distribution of 54 periods amongst TGTs and C&Vs.

TGTs = 28 periods per week C&V = 26 periods per week

Sections per class 6th to 10th Class

Enrolment	Section.
1- 60	1
61-120	2
121-180	3
181-240	4

And so on....

Example

<u>Class</u>	<u>Enrolment</u>	<u>Sections</u>
6 th	77	2
7 th	129	3
8 th	56	1
9 th	200	4
10 th	40	1
Total		11

Method of Workload calculation in case of TGTs per week = Total Sections x 28
= 11 x 28 = 308 periods per week

Total TGT posts Required = Total Periods per week/36
= 308/36 = 8.55
i.e. 9 TGTs (In the ratio of Arts 2, NM 1, Med 1)

Method of Workload calculation in case of C&V Trs. per week = Total Sections x 26
 $11 \times 26 = 286$ periods per week

Total C&V posts Required = Total Periods per week/36
 $= 286/36 = 7.94$
 i.e. 8 C&V Teachers

Minimum Essential Teaching Posts:

	<u>Middle</u>	<u>High/Sr.Sec.</u>	<u>Remarks</u>
TGT(A)	1	2	In Middle schools one TGT(Sc) either NM or Medical
TGT(Med)		1	
TGT(NM)	1	1	
Total	2	4	
C&V Teachers			
OT/Shastri	1	1	In single section Middle schools one post of OT only. For double section middle schools one additional post of LT.
LT		1	
DM	1	1	
PET	1	1	
Other			
Total	3	4	

Plus Two Classes:

Sections per Class(Subject-wise)

<u>Enrolment</u>	<u>Sections</u>
1- 80	1
81-160	2
161-240	3
241-320	4

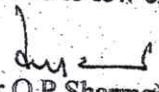
The workload of school lecturers would be calculated subject-wise @ 10 per subject per week by ensuring allotment of 30 period per week per lecturer, subject to the condition that at least one lecturer per subject will be retained for Humanities group while in case of science and commerce streams, the scope is explained in 5 (b) and 5 (c) below.

In view of the above, all the Head of the Institution i.e. Principals/Headmaster are directed to ensure that;

- All institutions will have the number of teachers of various categories to ensure minimum workload as per the requirements of the relevant articles mentioned above. It will therefore be the duty of the concerned Head of the Institution to work out the requirement of teachers commensurate with the student enrolment of classes every year in respect of their schools as well as attached complex middle schools on the basis of student enrolment as on;
 - 30th April for TGTs and C & V Teachers and
 - 31st May for school lecturers.
- While sending the cases of Rationalisation to the Directorate, the Heads of institutions will submit, the class wise enrolment of students up to 10th class, and subject wise enrolment in case of Plus one & Plus Two classes

3. After working out the requirement of teachers the names of surplus teachers, in order of longer stay, shall be recommended to this office for further deployment to other institutions.
4. In case of surplus arrangement by virtue of transfer/ adjustment, the incumbent who has joined as the substitute, will be relieved forthwith.
5. In case of science and commerce streams,
 - a. Plus Two classes should have minimum enrolment of 20 students in general areas and, 10 students in Sub-cadre.
 - b. If it is first year of starting Science or Commerce faculty then the enrolment in should be 10 or more than 10 in +1 class in general area and 5 in difficult Sub-cadre area.
 - c. If, in a particular year, the enrolment of students in any of these streams falls below the prescribed enrolment, the head of the Institution shall recommend to the Director of Education for closer of that stream in the school in the next academic session and will not admit students till permission for admission is conveyed.
6. No Science or Commerce Faculty be started, if this facility is available within a radius of 10 Kilometers from concerned school.


It is once again stressed that the above provision be implemented in true spirit. It is also made clear that, for any claim of salary arising out of surplus arrangement, the concerned Head of Office/DDO would be personally responsible and disciplinary proceeding will started against him against conduct rules for disobedience of departmental orders and any payment in such cases will also be deducted from concerned DDO's. In no case surplus arrangement due to low enrolment as per norms be allowed.


(Dr. O.P. Sharma)
Director of Education
Himachal Pradesh.

Endst. No. Even
Copy to:-

Dated Shimla-171001, the

1. Principal Secretary(Edu.) to the Govt. of Himachal Pradesh for information please.
2. All the Deputy Director of Education at District Head Quarters in H.P. for ensuring the implementation of these orders. While doing the inspection, they will also ensure that these orders are being carried out and report the violation, if any.
3. Private secretary to Hon'ble Education Minister, Himachal Pradesh.
4. PS to the Director of Education.
5. Branch officers/Supdts. Estt-II, Estt-III, Plus-2, General & Vocational, Dte. of Education.


Director of Education
Himachal Pradesh.