

No. EDN-H(2)B(2)1/2021- Pro-JBT(TET)-NM/Med.  
Directorate of Elementary Education  
Himachal Pradesh, Shimla-1  
\*\*\*\*\*

Dated: Shimla-1 the



All the Deputy Directors of Elementary Education,  
Himachal Pradesh.

All the BEEOs of Block Elementary Education Offices in HP.

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

Sir/Madam,

On the subject cited above, it is to inform all the concerned that the Department is going to fill up the posts of TGT (NM/Med) by way of promotion from JBT cadre against 15% quota shortly. In order to prepare/update the panel, detailed information/bio-data of all the eligible TET pass in-service JBTs as per existing R&P Rules of TGT(NM/M) is required on Proforma-I through proper channel duly verified and recommended by the concerned BEEOs. All the particulars along with last three years ACRs of the incumbents will be verified by the concerned Deputy Director,s of Elementary Education being appointing/disciplinary authority of JBT cadre on prescribed Proforma-II. **All the concerned are requested to supply/submit the promotion cases of all eligible JBTs to this Directorate by 15<sup>th</sup> Oct, 2021 positively.** It may be noted that no cases should be left out. **In case any case is received beyond this date of 15<sup>th</sup> Oct, 2021, it will not be considered.** In case any case of any eligible teacher is not sent to this Directorate within this time period and any litigation is subsequently initiated against the Department on this ground, the entire responsibility for that would be with the concerned Deputy Director of Elementary Education/Block Elementary Education Officer at whose level the delay has occurred. Hence it is advised that a suitable timeline for receipt of such cases in the office of Deputy Director of Elementary Education may be conveyed to the Block Elementary Education Officer, so that the cases are received by the Deputy Director,s of Elementary Education within the said timeline and are subsequently verified and **sent to the Directorate by 15<sup>th</sup> Oct, 2021.**

This letter along with profoma-I & II is available on the Departmental website i.e. [www.himachal.nic.in/eleedu](http://www.himachal.nic.in/eleedu). The individual concerned is directed to download the same from the departmental website.

  
DIRECTOR

**PROFORMA-I**

TO INCLUDE NAME IN TENTATIVE PANEL FOR PROMOTION TO THE POST OF TGT (NM/Med) AMONGST TET PASS IN-SERVICE JBTs HAVING minimum essential qualification as per existing R&P Rules of TGT(NM/M).

The cases is to be submitted by the Block Elementary Education Officer concerned.  
(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	Father's/Husband's Name								
3	Name of present school, Block & District								
4	Date of Birth								
5	Date of Regular Appointment as JBT								
6	Category (UR/SC/ST/OBC/PHH) (Attach the certificate)								
7	Final Seniority No. as JBT and PMIS Code								
8	Integrity (Vigilance/Department enquiry if any status thereof)								
9	Subject in which promotion sought as HT/TGT (NM/Med) as per Govt. Letter No. Per(AP-B) B (11)-2/2004-16 dated 03.12.2014							Date of option	
10	Permanent Address								
11	Permission obtained if qualification acquired during service, yes or no if yes, enclose permission order copy/if no, reason thereof;								
12	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.Sc. (NM/Med)								
iv	B.Ed.								
v	TET (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. 01-12 are correct and I do opt for promotion as TGT (NM/Med).**

Date: .....

Place: .....

Certified that:-

All the particulars shown from 01-12 are true and correct, hence verified.

The JBT concerned has completed five years regular service as JBT and also opt for promotion as TGT (NM/Med) and one copy of option may be sent with the case and one copy to be kept in office record.

**Signature of JBT**

**Signature of BEEO**

Full Name .....

Contact No. ....

**PROFORMA-II**

(The cases to be submitted by the Deputy Director Elementary concern to the 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 Stream (B.Sc. (NM/Med))	Category UR/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	12
1											
2											
3											
4											
5											

Certified that:-

1. All the particulars shown from Sr. No. 01-12 are true and correct, hence verified.
2. The JBT concerned has completed Five years regular service as JBT.

**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, PMIS Code..... GPS .....  
BEEO ....., Distt. ...., HP  
for the last three years has been found Satisfactory/Good/Very  
Good/Excellent/Outstanding. Further it is stated that there is no departmental/  
vigilance inquiry is pending against the said teacher.

There is nothing adverse against the above mentioned JBT which may debar  
him/her from promotion as TGT (NM/Med).

Date: .....

Place: .....

Signature of BEEO/CHT  
Full Name .....

Contact No. ....

Countersigned by the:-

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