No. EDN-(SE)-H(5)-B-06/25
Directorate of School Education
Himachal Pradesh

Dated: Shimla-171001 the November, 2026

To

All the Deputy Director of School Education (Secondary) in HP
All the Principals Govt. Sr. Sect. Schools in HP
All the Principals, DIETs in HP

Subject : Regarding preparation of seniority of Lecturer (School New) w.e.f 01.01.2013 to 31.12.2024 .

It is informed that the Department intends to draw the tentative seniority list in r/o Lecturer (School-New) promoted/appointed w.e.f. 01.01.2013 to 31.12.2024.

Therefore, you are requested to send the service particulars in r/o Lecturer (School-New) promoted/appointed (contract/regularized) w.e.f. 01.01.2013 to 31.12.2024 duly verified from their service books to this Directorate on the prescribed proforma as per **Appendix 'A'** alongwith Matriculation certificate, copy of first page of Service Book, proof of category on or before 30.11.2026 positively.

Further the information of Lecturer (School-New) who retired on superannuation, Pre Mature retirement, expired and left the department due to any reason will be sent to this office on **Appendix 'B'** by the Principal concerned on or before 30.11.2026 positively where Lecturer(School-New) remained posted last time. For any left out cases Principal concerned/Deputy Director of School Education (Secondary) concerned will be held responsible.

The letter is available on departmental website i.e. himachal.nic.in/dse

Encls:-Appendix 'A' & 'B'

5-XI-26

Director School Education
Himachal Pradesh

Endst. No. Even. Dated : Shimla-171001 the November, 2026

Copy forwarded for information and necessary action to:-

1. The Secretary Education to the Govt. of H.P. Shimla-171002.
2. The District Attorney, Directorate of School Education,HP.
3. The Nodal Officer IT Cell with the direction to upload the same on departmental website.
4. D.A./dealing of Principal promotion (Internal) Directorate of School Education.
5. Guard file.

Directorate of School Education
05 NOV 2026
Himachal Pradesh, Shimla - 171001

5-XI-26

Director School Education
Himachal Pradesh

APPENDIX 'A'

PROFORMA FOR INCLUSION OF NAME IN THE SENIORITY LIST IN R/O LECTURER (School New) APPOINTED/PROMOTED w.e.f 01.01.2013 to 31.12.2024

1.	Name of Lecturer (School New) **(In capital letters)**							
2.	Subject							
3.	Date of Birth* **(Attach Copy)**	**(*Same may also be verified from the service book of concerned which is recorded at the time of first appointment)**						
4.	Whether Direct Lectuer (School New) (If Yes)Tick ☑ (if no) Tick ☒	Through Commission	Through Ex-Servicemen Cell	Through Sports Cell	Specially Abled	Service Taken Over	Through Para policy 2003	Through PTA GIA rule 2006
5.	Date of Joining of Direct Lecturer (School New)	On Contract				On Regularization		
		On Para/On PTA GIA						
6.	Whether Promotee Lecturer (SN) (If Yes) Promotion order date	TGT Sty. No.	Date of Joining on promotion	Date of Initial appointment as TGT	Date of Regularization as TGT			
7.	Whether promoted notionally **(attach order)**	**Notional benefit w.e.f.....**						
8.	Name of Present GSSS							
9.	Name of GSSS where initially joined as Lecturer (School New)							
10.	Category of Lecturer **(Please Tick)**	**GENERAL**	**SC (Attach Copy)**	**ST (Attach Copy)**				
11.	If Specially abled, please mention disability	VI	HI	OH	Multiple			
12.	Percentage % of disability							
13.	Mobile No of Lecturer (School-New)							
14.	PMIS Code							
15	Remarks & summary of the case if any							

Sign of Lecturer (School New)

It is certified that above information in r/o of Sh/Smt/Ms.....is correct as per the service record of the above official concerned.

Principal (With seal)

Endst No..... ***Dated.....***

Copy forwarded for necessary action to the Director of School Education HP Shimla-1 alongwith following documents duly attested:- ***(1) Matriculation Certificate, (2) Copy of first page of service book duly attested by DDO concerned (3) SC/ST certificate.***

Principal (With Seal)

APPENDIX 'B'

INFORMATION OF LECTURER (School-New) , APPOINTED/PROMOTED w.e.f 01.01.2013 to 31.12.2024 AND HAVE RETIREDON SUPERANNUATION /PREMATURE RETIREMENT/ /EXPIRED/LEFT THE DEPARTMENT DUE TO ANY REASON

<table>
<tr><td>1.</td><td>Name of Lecturer (School New) (In capital letters)</td><td colspan="7"></td></tr>
<tr><td>2.</td><td>Subject</td><td colspan="7"></td></tr>
<tr><td>3.</td><td>Date of Birth* (Attach Copy)</td><td colspan="7">(*Same may also be verified from the service book of concerned which is recorded at the time of first appointment)</td></tr>
<tr><td rowspan="2">4.</td><td rowspan="2">Whether Direct Lecturer (School New) (If Yes)Tick ☑ (if no) Tick ☒</td><td>Through Commission</td><td>Through Ex-Servicemen Cell</td><td>Through Sports Cell</td><td>Specially Abled</td><td>Service Taken Over</td><td>Through Para policy 2003</td><td>Through PTA GIA rule 2006</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="2">5.</td><td rowspan="2">Date of Joining of Direct Lecturer (School New)</td><td colspan="3">On Contract</td><td colspan="4" rowspan="2">On Regularization</td></tr>
<tr><td colspan="3">On Para/On PTA GIA</td></tr>
<tr><td rowspan="2">6.</td><td rowspan="2">Whether Promotee Lecturer (SN) (If Yes) Promotion order date</td><td>TGT Sty. No.</td><td>Date of Joining on promotion</td><td colspan="2">Date of Initial appointment as TGT</td><td colspan="3">Date of Regularization as TGT</td></tr>
<tr><td></td><td></td><td colspan="2"></td><td colspan="3"></td></tr>
<tr><td>7.</td><td>Reason for leaving the department with date</td><td colspan="7"></td></tr>
<tr><td>08.</td><td>Category of Lecturer (Please Tick)</td><td colspan="2">GENERAL</td><td colspan="2">SC</td><td colspan="3">ST</td></tr>
<tr><td>09</td><td>Name of last GSSS attended</td><td colspan="7"></td></tr>
</table>

Signature of Principal (With seal)