TIME BOUND/URGENT

Directorate of School Education
24 AUG 2026
Himachal Pradesh, Shimla - 171001

No. EDN-SE (E-V) 05/2025
Directorate of School Education,
Himachal Pradesh
Dated Shimla-171001 the August, 2026

To

The Deputy Director of School Education (Secondary),
Distt. Shimla/Solan/Sirmaur at Nahan/Kangra at Dharmshala/Kinnaur at Reckongpeo/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(s) (School-Cadre).**

Memo:

In compliance to the Secretary (Education) to the Govt. of Himachal Pradesh letter No. EDN-B-B(15)-3/2026 dated 03-08-2026 on the subject cited above. Therefore the 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 20 days.

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

Sr. No.	Category	Lecturer seniority No.
1	Specially able person	Upto 5639
2	General	Upto 5639
3	SC	Upto 5639
4	ST	Upto 5639

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 DDSE (Sec.) / 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**

Encls: As Above

22.8.26
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.

22.8.26
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 2026.

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

(General category upto lect.sty No 5639, SC & ST category upto lect.sty No 5639, Specially able person *upto Lect. Sty. No. 5639)*

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. Vl,Hl,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 Yes/ No (Please tick√)	Roll No	Dt. of passing Exam (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				
18	Immovable Property Return (IPRs) annually filed or not (attach copy)				

I do certify that all the particular from Sr. No. 1-18 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. 1-18 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.*