

From

Director Elementary Education
Haryana, Panchkula

To

All District Elementary Education Officers
In the State of Haryana

Memo No: 15/9-2018-M-I(2)

Dated: 27.04.2018

Subject: Regarding promotion to the post of TGT in English, Science, Arts, Physical Education, Home Science, Music, Urdu, Sanskrit and Punjabi.

As the department has initiated the process for promotion of JBT/PRT/HT/C&V teachers to the post of TGT in English, Science, Arts, Physical Education, Home Science, Music, Urdu, Sanskrit and Punjabi. You are therefore directed to follow the following steps as per mentioned timeline to invite cases for promotion from interested/eligible teachers and process the same as per given instructions and schedule

Sr. No.	Compliance Date of concerned teacher/DDO/BEEO/DEEO	Last date of Submission
1.	Interested/ eligible teachers may submit their promotion cases duly filled in prescribed format to concerned DDO.	07.05.2018
2.	DDO will submit the promotion cases to concerned BEEO	11.05.2018
3.	BEEO will submit the promotion cases to DEEO concerned	16.05.2018
4.	DEEOs will submit the district wise and subject wise promotion cases at Head Quarter through special messenger alongwith Soft copy in prescribed format.	24.05.2018

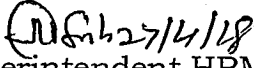
Instructions to be followed by DDOs / BEO/ BEEOs / DEEOs:

1. Promotion cases should be strictly as per Haryana School Education (Group C) State Cadre Service Rules, 2012 and Amendment / Clarifications issued from time to time. (copies attached)
2. Promotion cases of JBT teachers appointed in year 2000 should also be sent to HQ. However final decision about their promotion will be taken at HQ.

3. Copies of relevant documents (i.e. Qualification, ACR Summary sheet / No pending enquiry / Court case / Charge sheet etc.) be attached with the format.
4. DEEOs are requested to make proper record for received cases, after scrutinizing subject wise list of all received cases may be prepared in MS Excel as per following format.

SN	Employee ID	Name of teacher	Present place of posting	Date of regular appointment as JBT / C&V teacher	Subject for TGT, applied for promotion.	DEEO's Recommendation / Remarks for promotion

All concerned are requested to follow the above mentioned timeline and instructions in letter & spirit. Concerned DEEO will be held responsible for any lapse and delay.


 Superintendent HRM-I
 for Director Elementary Education
 Haryana, Panchkula

Below are hyperlinks for Service Rule, Amendment/ Clarification.

1. [Haryana School Education \(Group C\) State Cadre Service Rules, 2012](#)
2. [Amendment for considering "Shastri" for promotion as TGT Sanskrit.](#)
3. [Clarification regarding qualification for the post of TGT English.](#)

**Proforma for sending case of Promotion
from JBT/PRT/Head teacher to the post of TGT**

(Subject) _____

Personal Details

Employee ID			
Name			
Father's Name			
Spouse's Name			
Present Place of posting			
Date of Regular appointment as JBT teacher.		Present District	
Mobile Number		Email ID	

Educational qualifications

Qualification	University / Institution Name	Subjects	Year in which passed	Marks percentage
Academic (with the detail of subject in B.A. / B.Sc. / B.Com. etc)				
Academic (additional, if any) (with the detail of subject in B.A. / B.Sc. / B.Com. etc)				
Professional / B.Ed. (with details of teaching subject)				
Any other specialization (complete detail)				

* Attach copies of qualification certificates mentioned above.

Detail of initial appointment as JBT/PRT by way of Direct/Adhoc appointment

Date of initial appointment as JBT teacher	Mode of Recruitment (Regular/ Adhoc / Contract)	Date of Regularization (if initially appointed on Adhoc/ contract)	Merit No. (In case of Direct Regular Appointment)	Remarks (if any)

* Attach copies of appointment/regularization etc.

Place:

Date:

Signature of applicant

Recommendation of concerned DDO / BEO / BEEO

Signature of DDO with stamp	Signature of BEO/BEEO with stamp

Signature of DEEO with stamp

Acknowledgment / Receipt for acceptance of case for promotion to the post of TGT (to be given by DDO)

Name of teacher		Employee ID	
Place of posting			
Date of Regular appointment as JBT teacher			
Subject of TGT, applied for promotion			
Date of receiving of case:			

Signature of DDO with stamp

**Proforma for sending case of Promotion
from C&V teacher to the post of TGT**

(Subject) _____

Personal Details

Employee ID			
Name			
Father's Name			
Spouse's Name			
Present Place of posting			
Date of Regular appointment as C&V teacher.		Present District	
Mobile Number		Email ID	

Educational qualifications

Qualification	University / Institution Name	Subjects	Year in which passed	Marks percentage
Academic (with the detail of subject in B.A. / B.Sc. / B.Com. etc)				
Academic (<i>additional, if any</i>) (with the detail of subject in B.A. / B.Sc. / B.Com. etc)				
Professional / B.Ed. (with details of teaching subject)				
Any other specialization (complete detail)				

* Attach copies of qualification certificates mentioned above.

Detail of initial appointment as C&V by way of Direct/Adhoc appointment

Date of initial appointment as C&V teacher	Mode of Recruitment (Regular/ Adhoc / Contract)	Date of Regularization (if initially appointed on Adhoc/ contract)	Merit No. (In case of Direct Regular Appointment)	Remarks (if any)

* Attach copies of appointment/regularization etc.

Place:

Date:

Signature of applicant

Recommendation of concerned DDO / BEO/ BEEO

Signature of DDO with stamp	Signature of BEO/BEEO with stamp

Signature of DEEO with stamp

-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----

Acknowledgment / Receipt for acceptance of case for promotion to the post of TGT (to be given by DDO)

Name of teacher		Employee ID	
Place of posting			
Date of Regular appointment as C&V teacher			
Subject of TGT, applied for promotion			
Date of receiving of case:			

Signature of DDO with stamp

SUMMARY SHEET

Seniority/Date of appointment (as mentioned in list)		
ID & Name of Employee:		
Designation		
Place of Posting		
Date of Birth		

Sr. No.	Year	Grading of ACR	Overall Grading	Remarks regarding integrity
1.	2006-07			
2.	2007-08			
3.	2008-09			
4.	2009-10			
5.	2010-11			
6.	2011-12			
7.	2012-13			
8.	2013-14			
9.	2014-15			
10.	2015-16			
Total ACRs Available				

D/S

Is employee presently charge-sheeted under Rule-7?	
Is Employee presently suspended? (Yes/No)	

Overall Integrity Report:

Signature of
Head of Institution with seal

Counter Sign by
District Elementary Education Officer
With Seal