Deputy Director of School Education (Sec)
10 NOV 2026
Dispatch No. 10614
Kangra at Dharamshala

No. EDN-KGR-(E-7) Seniority/2022-23
Office of the Deputy Director of School Education (Secondary)
Kangra at Dharamshala, Himachal Pradesh
Dated: Dharamshala, the _____ November, 2026

To

All the Principals,
Govt. Sr. Sec. Schools in, District Kangra (H.P.)

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

Memo:

In pursuance of the Director of School Education, Himachal Pradesh, Shimla-1, letter No. EDN-(SE)-H(5)-B-06/25 dated 05.11.2026, whereby it has been conveyed that the Department proposes to prepare the tentative seniority list of Lecturers (School-New) promoted/appointed during the period from 01.01.2013 to 31.12.2024, the service particulars of all such Lecturers have been called for by the Department for submission on or before 30.11.2026. Accordingly, all the Principals of Government Senior Secondary Schools are hereby directed to furnish the complete service particulars of Lecturers (School-New) promoted/appointed (on Contract/Regular basis or regularized) during the aforesaid period, duly verified from their respective Service Books, to this office in the prescribed proforma as per **Appendix "A"**. The following documents, duly attested and clearly legible, must invariably be enclosed with each case:

1. Copy of Matriculation Certificate.
2. Copy of the first page of the Service Book.
3. Documentary proof of category, wherever applicable.

Further, the particulars of those Lecturers (School-New) who have retired on superannuation, taken premature retirement, expired while in service, resigned, or otherwise left Government service for any reason shall be furnished in **Appendix "B"** by the Principal of the institution where the concerned official last served.

The information furnished must be complete in all respects, duly verified and supported by the requisite documents, and must reach this office **on or before 20.11.2026 positively**. The matter may be treated as **MOST URGENT and accorded TOP PRIORITY.**

Encls: Appendix "A" & "B".

(Ajay Singh)
Deputy Director of School Education (Secondary)
Kangra at Dharamshala, (HP).
dated.10th November, 2026

Endst. No even
Copy to: -

1. The Director of School Education, Himachal Pradesh 171001.

Sd/-
(Ajay Singh)
Deputy Director of School Education (Secondary)
Kangra at Dharamshala, (HP).

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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

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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 DDD concerned (3) SC/ST certificate.

Principal (With Seal)

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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="8"></td></tr>
<tr><td>2.</td><td>Subject</td><td colspan="8"></td></tr>
<tr><td>3.</td><td>Date of Birth* (Attach Copy)</td><td colspan="8">(*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="5" 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="4">Date of Regularization as TGT</td></tr>
<tr><td></td><td></td><td colspan="2"></td><td colspan="4"></td></tr>
<tr><td>7.</td><td>Reason for leaving the department with date</td><td colspan="8"></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="4">ST</td></tr>
<tr><td>09</td><td>Name of last GSSS attended</td><td colspan="8"></td></tr>
</table>

Signature of Principal (With seal)

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