

**Directorate of School Education (Secondary) Punjab, SAS Nagar  
( Promotion Cell )**

To

✓ The Director School Education,  
1st Floor, Additional Deluxe Building,  
Sector-9, UT Chandigarh, PIN 160009

Memo No. E-84559/2023-Promotion (P-2)

Dated 31.7.2023

**Subject        Seeking objections on Master Cadre Seniority.**

On the subject cited above, it is requested that the Hon'ble Punjab and Haryana High Court has quashed the Seniority of Master Cadre dated 19.06.2019 on 15.02.2023.

2.0            In compliance to the decision of the Hon'ble Court, the department has again uploaded the list of employees on 07.07.2023 on website [www.ssapunjab.org](http://www.ssapunjab.org) by redeclaring the previous seniority as Tentative. Now the objections are being sought in connection with the tentative seniority list by the department via uploading the notices on the above website.

3.0            In this regard, it is requested to your goodself that the employees who are posted at Chandigarh on deputation by the Department of Education, Punjab, may be instructed to send their complete cases to the department through District Education Officer (Secondary) SAS Nagar in the prescribed proforma (by enclosing documents) for revising the seniority list.

Enclosure/Prescribed Proforma

  
Director School Education (Secondary) Pb.

Endst. No. as above

Dated

Copy of the above is forwarded to the District Education Officer (SE) SAS Nagar, to send the objection cases after verifying the concerned employees' record.

sd/-  
Director School Education (Secondary) Pb.

# PROFORMA TO BE FILLED BY THE SCHOOL HEAD

On the basis of School Record and Objection raised by the Employee

(PROFORMA FILLED IN UPPER CASE)

RETIRED / WORKING

Employee's Staff ID .....

DATE IN "DD/MM/YYYY" FORMAT

1. Nature of Appointment in Master Cadre : .....  
Promotee / Direct Appointment / Category .....  
Compassionate Ground /Through Employment Category in Selection .....  
Exchange/ School Taken over Date of Advt.....  
Date of Declaration of Result .....

2. Name : .....

3. Father's Name : .....

4. Date of Birth (Matriculation Certificate enclosed) : .....

Date of Appointment in Master Cadre : .....

Date of Joining in Master Cadre : .....

Date of Retirement : .....

**(a) If Notionally Appointed in Direct Recruitment (attach orders)**

Notionally Benefits given w.e.f. ....

Speaking orders No. ....Dated .....

(Document to be attached.)

**(b) If Promoted :**

Date of Promotion ..... Date of Joining .....

**(c) If Notionally Promoted (attach orders)**

Notionally Promotion Benefits given w.e.f. ....

Speaking orders No. ....Dated .....

(Document to be attached.)

**(d) If by Court Orders**

CWP No. ....

Title ..... Date of Decision of Court .....

Speaking orders No. ....Dated .....

(Document to be attached.)

5. Seniority No. in the Tentative List issued on : .....  
07.07.2023

6. First Posting of School and District : .....

7. Present Posting of School and District : .....

8. In case of Direct Recruitment Merit allotted by : .....  
Board/Selection Committee (with documentary evidence)

9. In case of Promotion Seniority No. in : .....  
ETT/JBT/ACT/Non-Teaching cadre  
(with documentary evidence)

10. Domicile at the Time of Appointment, Belonging to Punjab or Other states  
(Document to be attached from Personal File of the Employee/Retiree) : .....
11. Whether Reservation availed by Employee in Direct Recruitment/ Promotion : .....
12. Category of Reservation (SC (R&O)/ SC (M&B) / Handicapped (VH/OH/HH/ID)  
(Document Enclosed) : .....
13. Cadre – Now or at the time Retirement : .....
14. The missing fields if any : .....
15. Nature of Objection : The name and seniority Number of the employee with whom comparison is made in the tentative seniority list should be mentioned along with comments. (Attach the Representation of the Employee/Retiree) Documentary evidence in support of, duly verified by the concerned School Head/Institute:  
  
.....  
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**PROFORMA FOR CORRECTIONS/INCLUSIONS IN SENIORITY LIST**

(e.g. Name/Father's name, Date of Appointment/Joining/Promotion, Merit, Qualification etc. etc.)

Column (Title)	In Tentative Seniority List	Correction to be made	Remarks if any

As per objections raised by the Working Employee/Retiree through their  
any representation (Letter to be Enclosed)  
Summarized by the Head

.....  
.....

Enclosures duly verified and attested

1. .... 2. ....
3. .... 4. ....
5. .... 6. ....

The School/Institute head while verifying the above particulars should ensure that the new facts reported by the official matches with the entire in the Service Book, particularly the dates.

**VERIFIED**

Signature of the School Head/Institute duly stamped