

**GOVT. OF NCT OF DELHI, DIRECTORATE OF EDUCATION**  
**OFFICE OF DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH WEST-B-II, FU-BLOCK, PITAMPURA, DELHI-34**  
**Email: ddenwb2@gmail.com**

F.1/ DNWB-II/ADMIN/Promotion/2024/ 6805-6811

Dated: 03/01/2024

**CIRCULAR**

**Subject: Regarding Original document verification promoted teachers from T.G.Ts./ T.G.T (Misc) of DOE to PGT/PGT(Misc).**

In pursuance of Promotion Order No. F.NO.DE.2 (2) (3)/Promotion/2022/E-II/1914 dated 08.12.2023 and vide order No. F.NO.DE.2 (2) (3)/Promotion/2021/EII/1915 dated 08.12.2023, and further posting Order Nos. F.No.DE. 2(2)/(3)/Promotion/2022/E-II/1978, 1979, 1980, 1981, 1982, 1983, 1984, 1986, 1987, 1992 dated 29.12.2023 the District Level Screening Committee has been constituted by DDE District North West B-II, for checking/ verification of original documents of the promoted teachers from the post of TGT/TGT (MIL) to PGT/ PGT (MIL) as per existing R.Rs.

The list of Necessary Documents required to be produced at the time of verification by the teacher are as per check list as attached here with in **Annexure-B**.


Accordingly, all of the promoted teachers as per list attached in **Annexure-A** are hereby directed to report for the verification of their documents on **09-01-2024 from 10.30 AM to 3.00 PM** at venue given below:

**Date of Verification Serial No. of the candidate shown in Annexure-A**

S. No	Date of Verification	Serial No. of the candidate shown in Annexure-A
1	09-01-2024	Serial No. 01 to 33

**Venue: Room No. 14, District North West-B, FU-Block, Pitampura, Delhi-110034**

**Enclosures: As above:**

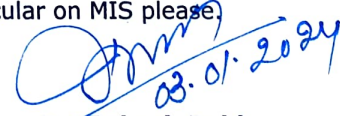
  
**Dr. Rakesh Rahi**  
**Dy. Director of Education**  
**Distt. North West-B (II)**

F.1/ DNWB-II/ADMIN/Promotion/2024/ 6805-6811

Dated: 03/01/2024

**Copy to:**

1. PS to Director Education, Directorate of Education, Delhi-54.
2. RDE (North), O/O the RDE North Pitampura, New Delhi.
3. DDE (E-II), Directorate of Education, Delhi-54.
4. DDE Zone-13, for information.
5. All Teachers Concerned through their respective HoS of District NW-B-II.
6. All the Members of District Level Screening Committee of District NW-B-II for compliance.
7. OS (IT) with the request to upload the same in the Circular/ Public Circular on MIS please.

  
**Dr. Rakesh Rahi**  
**Dy. Director of Education**  
**Distt. North West-B (II)**

**LIST OF PROMOTED TEACHER FROM TGT/TGT(MIL) TO PGT IN RESPECT OF GOVT. SCHOOLS OF ZONE 13 UNDER  
DISTRICT NORTH WEST-B (II)**

S. NO.	EMPLOYEE NAME	EMPLOYEE ID	CURRENT SCHOOL	CURRENT POST	NEW POST	POSTED IN	HQ List S. No.	Remarks
1	AJAY PRATAP MAURYA	20090438	1413077	TGT HINDI	LECTURER SANSKRIT	1412259	1	Order No.: F.No.DE. 2(2)/(3)/Promotion/2022/E-II/1987 Dated: 29/12/2023
2	ASHOK KUMAR GOSWAMI	20090923	1413317	TGT SANSKRIT	LECTURER SANSKRIT	1412079	4	
3	DEEPA HAJELA	20071618	1413320	TGT SANSKRIT	LECTURER SANSKRIT	1310468	5	
4	REETA GUPTA	20071324	1413320	TGT SANSKRIT	LECTURER SANSKRIT	1412027	26	
5	SUNITA RANI SHARMA	20071813	1413067	TGT SANSKRIT	LECTURER SANSKRIT	1309030	32	
6	SONAL SHARMA	20100644	1413006	TGT ENGLISH	LECTURER POLITICAL SCIENCE	1413027	77	Order No.: F.No.DE. 2(2)/(3)/Promotion/2022/E-II/1984 Dated: 29/12/2023
7	SURENDER KUMAR	20080714	1413079	TGT ENGLISH	LECTURER POLITICAL SCIENCE	1412259	82	
8	YASH ARORA	20091148	1413319	TGT MATH	LECTURER POLITICAL SCIENCE	1413013	90	
9	RAJ KUMARI	20071587	1413026	TGT NATURAL SCIENCE	LECTURER CHEMISTRY	1412025	8	Order No.: F.No.DE. 2(2)/(3)/Promotion/2022/E-II/1986 Dated: 29/12/2023
10	MADHU GUPTA	20132659	1413071	TGT SOCIAL SCIENCE	LECTURER COMMERCE	1310009	6	Order No.: F.No.DE. 2(2)/(3)/Promotion/2022/E-II/1980 Dated: 29/12/2023
11	RADHA RANI	20132722	1413317	TGT SOCIAL SCIENCE	LECTURER COMMERCE	1310030	22	
12	AJAY KUMAR SHARMA	19960934	1413320	TGT NATURAL SCIENCE	LECTURER ECONOMICS	1310468	1	Order No.: F.No.DE. 2(2)/(3)/Promotion/2022/E-II/1981 Dated: 29/12/2023
13	BABITA	20131152	1413268	TGT SOCIAL SCIENCE	LECTURER ECONOMICS	1413026	7	
14	SAROJ KUMARI	20131026	1413318	TGT SOCIAL SCIENCE	LECTURER ECONOMICS	1413284	33	
15	MADHU VERMA	20040294	1413268	TGT ENGLISH	LECTURER ENGLISH	1412084	31	Order No.: F.No.DE. 2(2)/(3)/Promotion/2022/E-II/1978 Dated: 29/12/2023
16	NEETU CHHABRA	19931233	1413333	TGT ENGLISH	LECTURER ENGLISH	1413010	44	
17	POONAM KHATRI	20072449	1413268	TGT ENGLISH	LECTURER ENGLISH	1413078	51	
18	RAJNI RAJPAL	20051320	1413016	TGT MATH	LECTURER ENGLISH	1309030	55	
19	SANDEEP RATHEE	20111876	1413317	TGT NATURAL SCIENCE	LECTURER ENGLISH	1618314	64	
20	VANDANA SAREEN	19931409	1413026	TGT ENGLISH	LECTURER ENGLISH	1413078	88	
21	VIKRAM PRATAP SINGH	20090183	1413002	TGT ENGLISH	LECTURER ENGLISH	1412092	93	

NO.	EMPLOYEE NAME	EMPLOYEE ID	CURRENT SCHOOL	CURRENT POST	NEW POST	POSTED IN	HQ List S. No.	Remarks
22	AMIT RAJ	20111311	1413013	TGT NATURAL SCIENCE	LECTURER GEOGRAPHY	1411015	4	Order No.: F.No.DE. 2(2)/(3)/Promotion/2022/ E-II/1979 Dated: 29/12/2023
23	MUKESH KUMAR	20102276	1413181	TGT MATH	LECTURER GEOGRAPHY	1411037	21	
24	ARCHNA DEVI	20071760	1413030	TGT SANSKRIT	LECTURER HINDI	1207230	11	Order No.: F.No.DE. 2(2)/(3)/Promotion/2022/ E-II/1983 Dated: 29/12/2023
25	BRAJESH KUMAR	20071432	1413341	TGT HINDI	LECTURER HINDI	1413006	15	
26	PUSHPA DAHIYA	20071637	1413067	TGT SANSKRIT	LECTURER HINDI	1413016	60	
27	RENU BALA	20091057	1413027	TGT HINDI	LECTURER HINDI	1104335	67	
28	BRAJESH KUMAR	20080848	1413341	TGT SOCIAL SCIENCE	LECTURER HISTORY	1413004	12	Order No.: F.No.DE. 2(2)/(3)/Promotion/2022/ E-II/1982 Dated: 29/12/2023
29	PREM NARAIN ARYA	20100264	1413079	TGT SOCIAL SCIENCE	LECTURER HISTORY	1413077	54	
30	RAJ KUMAR SINGH	20101975	1413019	TGT SOCIAL SCIENCE	LECTURER HISTORY	1412006	59	
31	RENU	20161309	1413071	TGT NATURAL SCIENCE	LECTURER HISTORY	1309265	67	
32	RITU VERMA	20100515	1413004	TGT NATURAL SCIENCE	LECTURER HISTORY	1411001	71	
33	NISHA RANI BHAMBRI	19940320	1413067	MUSIC TEACHER	LECTURER MUSIC	1413078	1	Order No.: F.No.DE. 2(2)/(3)/Promotion/2022/ E-II/1992 Dated: 29/12/2023

**Note: Any left out teacher from the schools of District North West-B (II), if not included in the above list inadvertently must also report for verification as per schedule attached.**

Name of the School: \_\_\_\_\_

School ID: \_\_\_\_\_

**Check list for Document verification of recently Promoted T.G.Ts./ T.G.T (Misc) of DOE to PGT/PGT(Misc) in r/o:**

Name with Employee ID: \_\_\_\_\_

Present Post/ Subject: TGT \_\_\_\_\_

Promotional Post/ Subject: PGT/ Lecturer \_\_\_\_\_

Latest Passport  
Size Photograph  
of the Teacher  
Concerned duly  
Attested by the  
HoS.

S. No	Documents	PAGE No.
1	Personal Detail/ verification Proforma as attached	
2	Certificate regarding Educational Qualification duly attested by HOS (Copy Attached)	
3	No penalty Certificate	
4	Certificate regarding dies non/suspension /break-in -service	
5	Fresh Vigilance Clearance Status Report after Promotion/ Posting Order	
6	Caste Certificate ( if any)	
7	Copy of Mark-Sheets & Degree/Provisional certificate (B.Ed/Equivalent Course (Duly Signed by the HOS concerned)	
8	Copy of Mark-Sheets & Degrees/Provisional Certificates (M.A/M.Sc./M.Com or Equivalent Course (Duly Signed by the HOS concerned)	
9	Copy of permission letter for getting/ acquiring higher Educational Qualification from the School/ Department Concerned ( if any)	
10	Copies of the 1 <sup>st</sup> Page of Service Book having Personal Details and the page(s) having relevant entries of the requisite Educational Qualifications.	
11	Any other documents.	

**Note: The concern teacher is hereby directed to bring all the above mentioned Documents in Original at time of verification (Except for Service Book).**

**Sign with Date & Stamp of the HOS**

**PERSONAL DETAILS/VERIFICATION PROFORMA FOR PROMOTION TEACHERS FROM****T.G.T to PGT****PROMOTION ORDER NO :****SERIAL NO.:****1. Present Details:**

(i). Name of the Teacher (in Capital Letter): \_\_\_\_\_

(ii). Employee ID: \_\_\_\_\_

(iii). Present Post/ Subject: TGT \_\_\_\_\_

(iv). Date of Birth (as per Service Record): \_\_\_\_\_

(v). Present School Name &amp; ID: \_\_\_\_\_

(vi). Promoted Post/ Subject: PGT/ Lecturer \_\_\_\_\_

(vii). Allotted School Name &amp; ID: \_\_\_\_\_

(viii). Seniority No. as TGT: \_\_\_\_\_

**2. Details of Initial Appointments and Essential Educational Qualifications:**

1. Date of Initial Joining in Govt. Service:

2. Details of educational qualifications as per service book record:

S. No	Course	Name of University/Board	Date of Acquiring Qualification (DD/MM/YYYY) as Mentioned on Provisional Certificate/Degree	Subject	Whether, Acquired B.ED/M.A During Regular Service Period (Yes/No)
1	B.Ed.			-N.A-	
2	Master Degree in (Subject)				

I \_\_\_\_\_ (Name) S/o/ D/o/ W/o \_\_\_\_\_ hereby declare that the information given above is true and correct to the best of my knowledge and belief. I have read and understood all the provisions of the Promotion Circular in this regard.

In case any information is found false or incorrect on verification, The Promotion may be cancelled and I will be liable for the action to be taken against as per law.

**Signature of Teacher with Date****CERTIFICATE****This is certified that:**

1. The above particulars have been carefully verified from the service book and other records of the teacher concerned and found correct.
2. There is no departmental proceeding/Vigilance case pending against the teacher concerned as on date.

**Sign with Date & Stamp of the HOS**

**Name of the School:** \_\_\_\_\_

**School ID:** \_\_\_\_\_

**CERTIFICATE REGARDING DIES-NON/SUSPENSION/ BREAK-IN-SERVICE**

As per his/her service records available in the school, it is certified that there was no break in service in respect of \_\_\_\_\_, Employee I.D.: \_\_\_\_\_, who is working in this school as \_\_\_\_\_ (Designation) and his/her service has never been treated as Dies-Non.

He/ She has never been put under suspension and also certified that period of posting as TGT category teachers counts towards duty.

Date:

**PROMOTION ORDER NO:**

**SERIAL NO.:**

**SENIORITY NO.:**

**Sign with Date & Stamp of the HOS**

**Name of the School:** \_\_\_\_\_

**School ID:** \_\_\_\_\_

**CERTIFICATE REGARDING QUALIFICATION**

Certified that Sh./ Smt. \_\_\_\_\_ is working in this school since \_\_\_\_\_ as T.G.T \_\_\_\_\_ Employee I.D. No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ has possessed the prescribed educational qualification as per existing/applicable Recruitment Rules for promotion to the post of P.G.T \_\_\_\_\_ (Subject Name) for the vacancy year as applicable and as per relevant promotion order

It is also certified that the recognition of the university/institutions and authenticity & validity of Degree course from which essential qualification has been required is as per existing/ applicable Recruitment Rules.

Date:

**PROMOTION ORDER NO:**

**SERIAL NO:**

**SENIORITY NO.:**

**Sign with Date & Stamp of the HOS**

**Name of the School:** \_\_\_\_\_

**School ID:** \_\_\_\_\_

**NO PENALTY CERTIFICATE**

Certified that there is No Penalty in Operation as on date \_\_\_\_\_ in r/o  
Sh./Smt./Ms. \_\_\_\_\_ working in the school since \_\_\_\_\_ as  
\_\_\_\_\_ (Designation) Employee I.D. No. \_\_\_\_\_ D.O.B  
\_\_\_\_\_ under Rule 14 or 16 of CCS (CCA) Rules 1965.

It is also certified that no minor/major penalty has been imposed upon him/her during the last ten years.

Date:

**PROMOTION ORDER NO:**

**SERIAL NO:**

**SENIORITY NO.:**

**Sign with Date & Stamp of the HOS**