

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION  
DISTT. WEST - A NEW MOTI NAGAR, NEW DELHI-15  
(ADMN BRANCH, PHONE-011-25101942)

No.DE.48.13/DWA/2023/40

Dated 04/1/24

CIRCULAR

**Sub:- Regarding Original Document Verification of promoted teachers from TGT/LT/Misc. Category Teacher to the post of PGT of District West-A.**

In pursuance of Promotion Order DE.2(2)/(3)/Promotion/2022/E-II/1914 dated 08.12.2023 and further posting Order No. DE.2(2)/(3)/Promotion/2022/E-II/1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1994 & 1995 dated 29.12.2023, the District Level Screening Committee has been constituted by DDE District West-A for checking/verification of original documents of the promoted teachers from the post of TGT/LT/Misc. Category Teacher per list given in **Annexure-A** and a check list of documents required for verification is also attached herewith as **Annexure-B**.

The verification of document is scheduled to be held on **09.01.2024 & 10.01.2024** from **11:00 AM to 03:00 PM** in the **Office of the Deputy Director of Education, District West-A, Karampura, New Delhi-110015**.

Accordingly, all such newly promoted teachers posted in District West-A are hereby directed to report for the verification of their document on **09.01.2024 & 10.01.2024** as per detail given below:-

S.NO.	Date of Verification	Serial No. of the candidates shown in Annexure-A
1	09.01.2024	Serial No. 01 to 20
2	10.01.2024	Serial No. 11 to 39

Encl:- as above,

(DR. NEERAJ)

DEPUTY DIRECTOR OF EDUCATION  
DISTRICT WEST-A

No.DE.48.13/DWA/2023/

Dated

Copy to:

1. PS to Director Education, Directorate of Education, Delhi-54.
2. RDE (West), O/o. the RDE West, Ramesh Nagar, New Delhi.
3. DDE (E-II), Directorate of Education, Delhi-110054.
4. All Teachers concerned through their respective HOS.
5. All the Members of District Level Screening Committee of District West-A for compliance.
6. OS (IT) with the request to upload the same in the Public Circular on MIS please.

(DR. NEERAJ)

DEPUTY DIRECTOR OF EDUCATION  
DISTRICT WEST-A

## ANNEXURE-A

## LIST OF PROMOTED TEACHER FROM TGT/LT/MISC. CATEGORY TEACHER TO THE POST OF PGT IN RESPECT OF GOVT. SCHOOLS OF DISTRICT WEST-A

S.NO.	EMPLOYEE NAME & ID	PRESENT POST	NEW POST	CURRENT SCHOOL	POSTED IN
1	ANJANA SHARMA, 20051083	TGT NATURAL SCIENCE	PGT ENGLISH	Prem Nagar-GGSS-1516030	Prem Nagar-GBSS-1516013
2	BASANT LAL YADAV, 20090267	TGT ENGLISH	PGT ENGLISH	Ramesh Nagar-SBV-1516002	Mansarovar Garden-SV-1516003
3	BINDU KAPOOR, 20070086	TGT ENGLISH	PGT ENGLISH	Kirti Nagar-GGSS-1516025	Ramesh Nagar-SBV-1516002
4	DR. GULAB CHAND SHARMA, 20091445	TGT ENGLISH	PGT ENGLISH	Punjabi Bagh, No.1-GBSS-1515010	Rajouri Garden Extn.-GBSS-1515006
5	HEMA KATARIA, 19931502	TGT ENGLISH	PGT ENGLISH	East Punjabi Bagh-SV-1515004	Ranjit Nagar-SKV-1516021
6	JOGINDER KUMAR, 20110787	TGT ENGLISH	PGT ENGLISH	West Patel Nagar-GBSS-1516140	West Patel Nagar-SBV-1516143
7	SANTOSH KUMARI, 20060408	TGT ENGLISH	PGT ENGLISH	Mansarovar Garden-SV-1516003	Ramesh Nagar-SKV-1516027
8	TILOTAMA OBEROI, 20070192	TGT ENGLISH	PGT ENGLISH	Rajouri Garden Main-SKV-1515022	Subhash Naga , No.1-GGSS-1515029
9	MANJOT KAUR, 20130982	TGT SOCIAL SCIENCE	PGT COMMERCE	Rajouri Garden Main-SKV1515022	Rajouri Garden Extn., GBSS-1515018
10	TANU DHAMIJA, 20131230	TGT SOCIAL SCIENCE	PGT COMMERCE	Tagore Garden, No.2-SKV-1515025	Shadi Khampur-SKV-1516022
11	DIPTI, 20102336	TGT MATH	PGT ECONOMICS	Dwarka, Sector III(II Site)-G(Coed)SS-1821237	Chand Nagar, No.1-SKV-1514011
12	MEENA NARANG, 19960114	TGT ENGLISH	PGT ECONOMICS	Kakrola-GGSS-1618020	Ashok Nagar-GGSS-1514018
13	MUKESH KUMAR. 20036968	TGT NATURAL SCIENCE	PGT ECONOMICS	Karol Bagh, Link Road, Plot No, RPVV-2128031	West Patel Nagar-SBV-1516143
14	PANKAJ KUMAR MISHRA, 20036179	TGT MATH	PGT ECONOMICS	Patparganj-SBV (Genda Lal Dixit)-1002002	West Patel Nagar-GBSS-1516140
15	SADHNA GUPTA, 20101420	TGT SOCIAL SCIENCE	PGT ECONOMICS	Palam Enclave, No.1-SKV-1821018	Chand Nagar, No.1-SKV-1514011
16	SUREKH, 20101468	TGT SOCIAL SCIENCE	PGT ECONOMICS	Pochanpur-G(Co-ed)SS-1821037	Kirti Nagar-GGSS-1516025
17	DILPREET KAUR, 20101928	TGT MATH	PGT HISTORY	Punjabi Bagh, No.2-SKV-1515023	Moti Nagar SKV-1516018
18	GURVINDER KAUR, 19950310	TGT MATH	PGT HISTORY	Hari Nagar, Block-L S(Co-ed)V-1514022	Ashok Nagar-SBV-1515002
19	KAVITA KUMARI ROHILLA, 19935266	TGT ENGLISH	PGT HISTORY	Rajouri Garden Extn.-SKV-1515021	Rajouri Garden Extn., GBSS-1515018
20	SANT PRKASH SARAN, 20090288	TGT ENGLISH	PGT HISTORY	Uttam Nagar-SBV-1618008	West Patel Nagar-SBV-1516143
21	URMILA RANI, 20131056	TGT SOCIAL SCIENCE	PGT HISTORY	DWARKA SEC-17 GOVT CO-ED SARVODAYA VIDYALAYA-1821279	West Patel Nagar-SKV-1516142
22	SANJIV KUMAR KALA, 20071917	TGT HINDI	PGT HINDI	Jaffarpur Kalan-S(Co-ed)V-1822055	Rajouri Garden Extn., GBSS-1515018
23	ASHOK KUMAR, 20051110	TGT NATURAL SCIENCE	PGT POLITICAL SCIENCE	Rajouri Garden Extn.-GBSS-1515006	Subhash Nagar-SBV-1515003
24	JASSU KUNDHYA, 20080840	TGT SOCIAL SCIENCE	PGT POLITICAL SCIENCE	Paschim Vihar, B 3-SKV-1617011	Karampura, Block H- G(Co-ed) Sarvodaya Vidyalaya-1516104
25	JUHI, 20081066	TGT MATH	PGT POLITICAL SCIENCE	Hari Nagar, Clock Tower- SKV-1514021	West Patel Nagar-GBSS-1516140
26	MONICA KAPUR, 20100626	TGT MATH	PGT POLITICAL SCIENCE	Naraina-SKV-1720022	West Patel Nagar-SBV-1516143

27	OM PRAKASH GUPTA, 20071025	TGT MATH	PGT POLITICAL SCIENCE	Palam Village, Raj Nagar, Part 1-GBSSS-1821014	Moti Nagar SBV-1516010
28	RITU ARORA, 19980468	TGT MATH	PGT MATH	Janakpuri C-Block,SKV No.2 -1618022	Hari Nagar, Clock Tower- SKV-1514021
29	SHIV SAHAYA UPADHYAYA, 20051683	TGT MATH	PGT MATH	Vikas Nagar-G(Co-ed)SS-1618067	Hari Nagar,Clock Tower,Site-2-GBSSS-1514112
30	HEMLATA YADAV, 20025389	TGT NATURAL SCIENCE	PGT CHEMISTRY	Hari Nagar, Block-L S(Co-ed)V-1514022	Tilak Nagar, No.1-GGSSS-1514014
31	DR. ANIL KUMAR, 20080745	TGT SANSKRIT	PGT SANSKRIT	Shakarpur, School Block-SBV-1002195	Moti Nagar SBV-1516010
32	GYAN SINGH MEENA, 20091302	TGT SANSKRIT	PGT SANSKRIT	Janakpuri, Possangipur BI-SV(Coed)-1618003	Shadi Khampur-SKV-1516022
33	JYOTI AHUJA, 19995168	TGT SANSKRIT	PGT SANSKRIT	Bhola Nath Nagar, No . 1-SKV-1001018	West Patel Nagar-GGSSS-1516141
34	LALITA KATHURIA, 19920605	TGT MATH	PGT SOCIOLOGY	Tilak Nagar, No.3-SKV-1514016	Tagore Garden, No.2-SKV-1515025
35	MONICA MAGO, 19921349	TGT NATURAL SCIENCE	PGT SOCIOLOGY	Tilak Nagar, No.3-SKV-1514016	Tagore Garden, No.2-SKV-1515025
36	SANDEEP KUMAR, 20131243	TGT ENGLISH	PGT SOCIOLOGY	Janak Pun, Block D, No.2-GBSSS-1720008	Khyala, J.J. Colony, No.1- GBSSS-1514003
37	SUNIT KUMAR, 20072817	TGT MATH	PGT SOCIOLOGY	Kishan Ganj-RPVV-1208092	East Punjabi Bagh-SV-1515004
38	JASJEET KAUR, 19990784	TGT PUNJABI	PGT PUNJABI	Ramesh Nagar-SKV-1516027	Ranjit Nagar-SKV-1516021
39	SATYA NARAYAN MEENA, 20092018	TGT NATURAL SCIENCE	PGT BIOLOGY	Pandara Road-GBSSS-2026003	Hari Nagar, Block-I S(Co-ed)V-1514022

*[Handwritten signature]*

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 \_\_\_\_\_

<p>Latest Passport Size Photograph of the Teacher Concerned duly Attested by the HoS.</p>
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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 &amp; 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 & ID: \_\_\_\_\_
- (vi). Promoted Post/ Subject: PGT/ Lecturer \_\_\_\_\_
- (vii). Allotted School Name & 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**