

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**OFFICE OF DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH: LUCKNOW ROAD: DELHI**  
**ADMINISTRATION BRANCH**

No.DDE/N/Admn./2024/3788-3795

Dated: 05/01/2024

**CIRCULAR**

**Sub: - Regarding Original Document Verification of promoted Teacher from T.G.Ts/T.G.T (MISC) 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/2022/E-II/1915 dated- 08.12.2023, and further posting order dated 29.12.2023 the district level Screening Committee has been constituted by DDE District North, 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.

**Accordingly, the name of committee members are as under:-**


1. Sh. Pradeep Kumar, Principal/HOS, SV-Lancer Road (1207032)
2. Sh. Ram Dev, Vice-Principal/HOS, S(Co-ed)V (Middle), Quresh Nagar (1208233)

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

Accordingly, all the promoted teachers as per list attached in **Annexure-A** are hereby directed to report for the verification at venue.

The verification of documents is scheduled on **09.01.2024** from 11:00 AM to 04:00 PM in Admn. Branch, Office of the Deputy Director of Education, District-North, Lucknow Road, New Delhi-110054.

**Enclosures: As above.**

  
5/1/24

**Dy. Director of Education**  
**District- North**

F.No.DDE/N/Admn./2024/3788-3795

Dated: 05/01/2024

**Copy To:**

1. PS to Director Education, Directorate of Education, Delhi-54.
2. The DDE Zone VII & VIII with the request to ensure compliance.
3. DDE (E-II), Directorate of Education, Delhi-110054
4. All HOS of District-North through concerned DDE (Zone).
5. All Teachers concerned through their respective HOS of District North.
6. All the member of District Level Screening Committee of District North for compliance.
7. S.O. (IT) with the request to upload the same in the Public Circular.
8. Guard File.

  
5/1/24

**Dy. Director of Education**  
**District- North**

**ANNEXURE- A****List of promoted teachers TGTs/LTs/Misc. Category teachers to the post of PGT**

S.No.	Employee name and ID	DESIGNATION	Present place of posting ( SCHOOL & ID)	Promotion Subject
1	SUNIT KUMAR 20072817	TGT MATH	Kishan Ganj-RPVV-1208092	SOCIOLOGY
2	NEERU MALHOTRA 19890567	TGT- NATURAL SCIENCE	Lancer Road Near Maal Road 1207032	PHYSICS
3	REENA DEVI 20071507	TGT-SANSKRIT	Timar Pur-SKV-1207034	SANSKRIT
4	SANTOSH KUMAR 20081196	TGT-SANSKRIT	Kamla Nagar, E-Block, GBSS -1207027	SANSKRIT
5	ARUN KUMAR RAM 19970161	TGT SOCIAL SCIENCE	Lancer Road Near Maal Road 1207032	HISTORY
6	GHANSHYAM SHARMA 20090315	TGT- NATURAL SCIENCE	Nehru Viha r-GBSSS- 1207114	HISTORY
7	RAJESH KUMAR SHARMA 19990579	TGT- NATURAL SCIENCE	Timar Pur-SBV-1207012	HISTORY
8	SATISH CHANDRA 20080718	TGT MATH	Gulabi Bagh-S(Co-ed)V- 1208013	HISTORY
9	MANJU, 20050275	TGT MATH	Roop Nagar, No.1-G(Co- ed)SSS 1207039	POLITICAL SCIENCE
10	S N SHARMA, 19990117	TGT SOCIAL SCIENCE	Burari-SBV-1207009	POLITICAL SCIENCE
11	NIDHI GUPTA, 20131076	TGT SOCIAL SCIENCE	Shakti Nagar, No.2-GGSSS, 1207038	COMMERCE
12	MUKESH KUMAR 20070982	TGT HINDI	Magazine Road-GBSSS- 1207109	HINDI
13	SUSHIL KUMAR PATEL 20082305	TGT HINDI	Mukund Pur Village – GBSSS 1207236	HINDI
14	VIJAY KUMAR 20071455	TGT HINDI	Timar Pur-SBV-1207012	HINDI
15	YOGENDER SINGH 20070965	TGT HINDI	Magazine Road-GBSSS- 1207109	HINDI
16	POONAM AGGARWAL 19920169	TGT MATH	SKV, Tulsi Nagar-1208021	MATH
17	ANJALI GAGAN 20090795	TGT MATH	Shakti Nagar, No.1-S(Co- ed)V 1207037	MATH
18	JITENDER KUMAR 20101808	TGT MATH	Burari-GBSSS-1207116	MATH
19	POONAM AGGARWAL 19980378	TGT MATH	Roop Nagar, No.1-G(Co- ed)SSS 1207039	MATH
20	REKHA GUPTA 19941278	TGT MATH	Shakti Nagar, No.1-S(Co- ed)V 1207037	MATH
21	ANIL KUMAR SOLANKI 20090171	TGT ENGLISH	Raj Niwas Marg, RPVV- 1207108	ENGLISH
22	ARBIND KUMAR 20090298	TGT ENGLISH	Gokhle Marg-SBV-1207014	ENGLISH
23	HARIOM VERMA 20090598	TGT ENGLISH	Burari-SBV-1207009	ENGLISH
24	RITU AMROHI 20081287	TGT ENGLISH	Sarai Rohilla-SKV-1208015	ENGLISH

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

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

**CHECK LIST FOR DOCUMENT VERIFICATION OF  
RECENTLY PROMOTED FROM TGTs./TGT (MISC) TO  
PGT/PGT (MISC):-**

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.

Ser.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-sheet & Degree/Provisional certificate of Post Graduation and Bachelor of Education (Duly signed by concern HOS)	
8.	Copy of permission of getting higher educational qualification form concern department (Duly signed by concern HOS)	
9.	Copy of service book 1 page (personal details) and copy of page having entries of requisite educational qualifications (Duly signed by concern HOS)	

**Note:- The Concern teacher is here by directed to bring all the above mentioned documents in original at the time of verification (Except service book).**

Sign with Date & Stamp of the HOS



**PERSONAL DETAIL/VERIFICATION PROFORMA FOR PROMOTED TEACHERS FROM TGT TO PGT**

Promotion order no:-

Serial no:-

**1. Present Details**

- i. Name of the Official ( in Capital Letter): \_\_\_\_\_
- ii. Employee Id (DOE): \_\_\_\_\_
- iii. Designation: \_\_\_\_\_
- iv. Date of Birth : \_\_\_\_\_ & Category: \_\_\_\_\_
- v. Present Zone: \_\_\_\_\_
- vi. Present School: \_\_\_\_\_
- vii. Promoted Post/Subject: PGT/Lecturer \_\_\_\_\_
- viii. Place of posting on promotion (School ID and Name) \_\_\_\_\_
- ix. Seniority No. as TGT: \_\_\_\_\_

**2. Details of initial Appointment as TGT in Directorate of Education:**

(i) Date of Initial Joining in Govt. Service: \_\_\_\_\_

**3. Details of Educational Qualification as per service book record:**

S.NO.	Course	Name of University/Board	Month & Year of Acquiring Qualification	Subject
1	B.Ed.			(no need for this column)
2	Master Degree			

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 me as per rule.

**Signature of Official with date****CERTIFICATE**

This is certified that:-

1. The above particulars have been carefully verified from the service book and other records of the official concerned and found correct.
2. There are no departmental proceedings / Vigilance case pending against the official concerned.

**Sign with date & stamp of the HOS**

NAME OF THE SCHOOL:- \_\_\_\_\_

SCHOOL CODE:- \_\_\_\_\_

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

As per the service record available in the school, it is certified that there was no break in service in respect of \_\_\_\_\_ Employee ID \_\_\_\_\_, Who is working in this school as \_\_\_\_\_ (Designation) and his /her service has never been treated as Dies-Non and also certifies that period of posting as Asst. Teacher Primary /Nursery 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. /MS \_\_\_\_\_ working in the school since \_\_\_\_\_ as \_\_\_\_\_  
(Designation) Employee ID NO. \_\_\_\_\_ D.O.B \_\_\_\_\_  
\_\_\_\_\_ has possessed the prescribed educational qualification as per existing/applicable Recruitment Rules for promotion to the post as PGT \_\_\_\_\_ (Subject name) for the vacancy year 2022 and as per relevant promotion order respectively.

It is also certifies that the recognition of the University / Institutions and authenticity & validity of Degree/ Course from which essential qualification has been acquired is as per Recruitment Rules.

**Note:-** Attach copy of Degree/ Provisional and Mark-sheets of Master degree course only of the subject of promotion, duly attested by HOS concern with this Proforma.

**Promotion Order No :-**

**Serial No. :-**

**Seniority No:-**

Date :

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

NAME OF THE SCHOOL:- \_\_\_\_\_

SCHOOL CODE:- \_\_\_\_\_

**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) Emp ID \_\_\_\_\_ D.O.B \_\_\_\_\_ under Rule 14 or 16 CCS (CCA)  
Rules 1965.

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

**Date:**

**Promotion order no:-**

**Serial No. :-**

**Seniority NO:-**

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