

GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH-EAST-I, B-BLOCK,
YAMUNA VIHAR, DELHI-110053

No.F.52(1)/DDE/NE-I/ADMN./2024/

216-219

dated: 09.01/2024

CIRCULAR

Sub:- Regarding Verification of Document in r/o Teachers Promoted from TGT/TGT(MISC) to the post of PGT/PGT(MISC).

In pursuance of Promotion Order F.NO.DE.2(2)/(3)/Promotion.2022/E-II/1914 dated 08/12/2023 & vide order No. F.NO.DE.2(2)/(3)/Promotion /2022/E-II/1915 dated 08/12/2023 & further posting order dated 29/12/2023 the district level committee has been constituted by DDE(NE-I), for checking/ verification of original Documents of the promoted teacher from the post of TGT/TGT(MIL) to PGT(MIL) as per existing RRs

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

Accordingly, all the promoted teachers (working in District North East –I as TGT) as per order dated 08/12/2023 of E-II Branch are hereby directed to report for the verification at venue.

The Document Verification will be conducted in the office of DDE(NE-I) by the committee on 10/01/2024 from 11.00 AM to 4.00 PM.

DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH EAST-I
Dte. of Education (NE-I)
B-Block, Yamuna Vihar
Delhi-110053

No.F.52(1)/DDE/NE-I/ADMN./2024/

216-219

Copy to:

1. DDE (Zone IV)
2. Committee Chairman/Members
3. S.O. (E-III), HQ, Dte. of Education.
4. SO (Computer Cell), DOE with the request to upload the order along with checklist on the website of the deptt.
5. Guard File

DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH EAST-I
Dte. of Education (NE-I)
B-Block, Yamuna Vihar
Delhi-110053

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 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