

GOVT. OF N.C.T. OF DELHI
OFFICE OF THE DY DIRECTOR OF EDUCATION
DISTRICT SOUTH WEST – A
C-4, VASANT VIHAR, NEW DELHI
(ADMINISTRATION BRANCH)

No-F.DE-54/DDE/SW-A/ADMN./2024/ 15-20

Dated: 09/01/2024

CIRCULAR

Sub:- Regarding Original Document Verification of promoted teachers from TGT/LT/Misc. Category Teacher to the post of PGT of District South 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, 1980, 1981, 1982, 1983, 1984, 1987, 1988, 1993, & 1995 dated 29.12.2023, the District Level Screening Committee has been constituted by DDE District South 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 **11.01.2024 & 12.01.2024** from **10:00 AM to 03:00 PM** in the **Govt. Sarvodaya Co-Ed Sector-06, R. K Puram, (1719070), New Delhi.**

Accordingly, all such newly promoted teachers posted in District South West-A are hereby directed to report for the verification of their document on **11.01.2024 & 12.01.2024** as per detail given below:-

S. No.	Date of verification	Serial no. of candidates shown in Annexure -A
1.	11.01.2024	Serial No. 01 to 15
2.	12.01.2024	Serial No. 16 to 27

Encl: - as above,

Sanjay Chaturvedi
9-1-24
(DR. SANJAY CHATURVEDI)
DY. DIRECTOR OF EDUCATION
DISTRICT SOUTH WEST-A

No-F.DE-54/DDE/SW-A/ADMN./2024/ 15-20

Dated: 09/01/2024

Copy to:

1. PS to Director Education, Directorate of Education, Delhi-54.
2. RDE (South), O/o the RDE (South), C-4, Vasant Vihar, 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 South West-A for Compliance.
6. OS (IT) with the request to upload the same in the Public Circular on MIS please.

(DR. SANJAY CHATURVEDI)
DY. DIRECTOR OF EDUCATION
DISTRICT SOUTH WEST-A



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

S. NO.	EMPLOYEE NAME & ID	PRESENT POST	NEW POST	CURRENT SCHOOL	POSTED IN
1	VANDANA LUTHRA (20150706)	DOMESTIC SCIENCE TEACHER	LECTURER HOME SCIENCE	OUT OF DEPARTMENT (700063)	SKV GHITORNI (1720033)
2	ALKA SIROHI (20081859)	TGT NATURAL SCIENCE	LECTURER BIOLOGY	SCHOOL OF EXCELLENCE, KALKAJI (1925430)	SV (JOSE MARTI) SEC-12, RK PURAM (1719001)
3	PAWAN KUMAR TANWAR (20037572)	TGT NATURAL SCIENCE	LECTURER PHYSICS	SBV NARAINA (1720002)	GBSSS NO.4 SAROJINI NAGAR (1719006)
4	DIVYA MISHRA (20071619)	TGT SANSKRIT	LECTURER SANSKRIT	SKV NEW ASHOK NAGAR (1002183)	GGSSS NO.3 SAROJINI NAGAR (1719027)
5	RINKU NIGAM (20071808)	TGT SANSKRIT	LECTURER SANSKRIT	SKV NO.1 D BLOCK JANAKPURI (1720014)	SV VASANT VIHAR (1720024)
6	VEENA RANI (20091509)	TGT SANSKRIT	LECTURER SANSKRIT	SKV MATIALA (1618070)	S (CO-ED) V, MEHRAM NAGAR (1720003)
7	GEETA (20162967)	TGT SOCIAL SCIENCE	LECTURER HISTORY	GGSSS BHARTAL ROAD, BIJWASAN (1821035)	SV VASANT VIHAR (1720024)
8	LAKSHMI PRASAD GARG (20080380)	TGT NATURAL SCIENCE	LECTURER HISTORY	GBSSS, PALAM VILLAGE, RAJ NAGAR EXTN., PART-2 (1821003)	GBSSS MAHIPALPUR (1720029)
9	RENU (20161508)	TGT ENGLISH	LECTURER HISTORY	SV (CO-ED), MOTI BAGH-II, NANAKPURA (1719105)	S (CO-ED) V,SSS SAFDARJUNG ENCLAVE (1719106)
10	SURENDRA KUMAR MEENA (20091269)	TGT NATURAL SCIENCE	LECTURER HISTORY	GBSSS NO.1, KHYALA, JJ COLONY (1514003)	GBSSS MAHIPALPUR (1720029)
11	SWAPNA RAI (20100290)	TGT NATURAL SCIENCE	LECTURER HISTORY	S (CO-ED) SSS, D- BLOCK, VASANT KUNJ (1720181)	GBSSS VASANT KUNJ (1720173)
12	MAMTA (20102366)	TGT NATURAL SCIENCE	LECTURER POLITICAL SCIENCE	SOE, SEC-22, DWARKA (1821282)	G (CO-ED) SV, SEC-13, R K PURAM (1719130)
13	MAMTA SINGH (20102549)	TGT NATURAL SCIENCE	LECTURER POLITICAL SCIENCE	SKV, POCKET-7, SEC-1, DWARKA (1821030)	S (CO-ED) SSS, MUNIRKA (1719125)
14	MONIKA JAIN (20101969)	TGT SOCIAL SCIENCE	LECTURER POLITICAL SCIENCE	G (CO-ED) SS, MAHAVIR ENCLAVE (1821136)	SV NO.3 SEC-7, R K PURAM (1719022)
15	VINOD KUMAR (20092263)	TGT MATH	LECTURER POLITICAL SCIENCE	GBSSS NO.3 NAJAFGARH (1822057)	S (CO-ED) SSS, D-BLOCK, VASANT KUNJ (1720181)
16	ALKA SAINI (20102490)	TGT NATURAL SCIENCE	LECTURER ECONOMICS	GGSSS SAMALKA (1821280)	SKV NO.1 SAROJINI NAGAR (1719029)
17	LALIT KUMAR JHA (20035127)	TGT SOCIAL SCIENCE	LECTURER ECONOMICS	SBV CHAND NAGAR (1514110)	SBV NARAINA (1720002)

18	MUKESH SHARMA (20037604)	TGT MATH	LECTURER ECONOMICS	G (CO-ED) SSS, SEC-22, DWARKA (1821204)	SBV NO.1 (GANESH SHANKAR VIDYARTHI), SAROJINI NAGAR (1719002)
19	VIBHA BANSAL (20100483)	TGT SOCIAL SCIENCE	LECTURER ECONOMICS	SKV NO.2 MEHRAULI (1923079)	GBSSS, VASANT KUNJ (1720173)
20	MANOJ KUMAR (20132731)	TGT SOCIAL SCIENCE	LECTURER COMMERCE	GBSSS-I, MOTI BAGH (1719010)	GOVT. S (CO-ED) SSS, SEC-6 R K PURAM (1719070)
21	NISHA JUNEJA (20131235)	TGT SOCIAL SCIENCE	LECTURER COMMERCE	GGSSS J J COLONY RAGHUBIR NAGAR (1515030)	SKV NARAINA (172022)
22	ANITA (20071995)	TGT SANSKRIT	LECTURER HINDI	SKV NO.2 PALAM VILLAGE (1821015)	SV VASANT VIHAR (1720024)
23	SANTOSH RANI (20071547)	TGT HINDI	LECTURER HINDI	GBSSS, RAJOURI GARDEN EXTN. (15150180)	SV (CO-ED) NANAKPURA, MOTI BAGH-II (1719105)
24	HANSRAJ (20090178)	TGT ENGLISH	LECTURER ENGLISH	SBV NO.1 PALAM VILLAGE (1821004)	GBSSS NO. 2 D- BLOCK, JANAKPURI (1720008)
25	JOGINDER SINGH (20112035)	TGT ENGLISH	LECTURER ENGLISH	GBSSS, PALAM VILLAGE, RAJ NAGAR EXTN., PART-1 (1821014)	SBV DELHI CANTT (1720001)
26	MUKESH SHARMA (20092050)	TGT ENGLISH	LECTURER ENGLISH	GBSSS NO.2 SAMALKA (1821244)	GBSSS MAHIPALPUR (1720029)
27	PAWAN PREET KAUR RIYAT (20060525)	TGT MATH	LECTURER ENGLISH	SKV (GARGI) GREEN PARK EXTN. (1925032)	SV NO.1 SEC-2, R K PURAM (1719069)

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 st 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 & 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:**

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

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

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

Rajendra Kumar

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

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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

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