

**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DISTRICT CENTRAL AND NEW DELHI, PLOT NO. 5,
JHANDEWALAN, NEW DELHI**

NO. F.DE.51/DDE/C&ND/ADMN/2023/ 87-89

Dated 11/01/2024

CIRCULAR

Subject:- Regarding Original Document verification of promoted teachers from TGTs (various categories) to PGT vide orders dated 29/12/2023 issued by E-II Branch, Directorate of Education.

In pursuance of promotion posting orders vide ID No. Posting ID: Promotion ID: P-20230021, 20230022, 20230023, 20230024, 20230025, 20230026, 20230027, 20230028, 20230029, 20230030, 20230031, 20230021, 20230031, 20230041, 20230021& 20230035(DoE) dated 29/12/2023 issued in the matter of promotions of TGTs (various categories) of DoE issued by E-II Branch, DoE to the post of PGTs and further directions to verify the documents, the District Level Screening Committee has been constituted by District Central & New Delhi, for checking /verification of original documents of the promoted teachers.

The schedule for the verification of documents is attached as Annexure-A for the recently promoted teachers for Assistant Teachers Primary/Nursery to TGT who have been posted in various schools of District (C/ND). The list of necessary documents required at the time of verification as per check list is attached herewith as Annexure-B.

Accordingly, such teachers posted in District (C/ND) as per Annexure-A are hereby directed to report for the verification of their documents on 12/01/2024 between 10.00 A.M to 4.00 P.M. in the Conference Room's of DDE (C/ND) office.

This issued with the prior approval of the DDE (C/ND).

Encl: As above

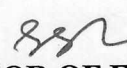

**ASSTT. DIRECTOR OF EDUCATION
DISTRICT CENTRAL/NEW DELHI**

NO. F.DE.51/DDE/C&ND/ADMN/2023/

Dated

Copy to:-

1. ADE, E-II, HQ
2. In charge (Computer Cell), Dte. of Education,
3. Guard file


**ASSTT. DIRECTOR OF EDUCATION
DISTRICT CENTRAL/NEW DELHI**

DOE PROMOTION CASES OF ZONE - 26, 27 & 28						
list of the following teacher who have been promoted to the post of TGTs to PGTs in various category						
S. NO.	EMPLOYEE NAME	I.D.	CURRENT SCHOOL	CURRENT POST	NEW POST	POSTED AT
1	ARUN KUMAR BANYAL	20091317	R. K. Puram, Sec-3- G(Co-ed)SSS-1719103	TGT SANSKRIT	LECTURER SANSKRIT	Bela Road-GBSSS-2127007
2	GURVINDER SINGH	20090143	Preet Vihar, Govt. Co-Ed Senior Secondary S	TGT ENGLISH	LECTURER ENGLISH	Dev Nagar-GBSSS-2128007
3	HARPREET KAUR	19990782	Rajouri Garden Extn.-GBSSS-1515006	TGT PUNJABI	LECTURER PUNJABI	Paharganj-GGSSS-212802
4	HEMA GAUR	20071717	Chander Nagar-SKV-1003025	TGT SANSKRIT	LECTURER SANSKRIT	Jama Masjid, No.1(Hindi Medium)-SKV-2127024
5	MANJU	20071735	Dwarka, Sector-VI, G(Co-ed)SSS-1821031	TGT SANSKRIT	LECTURER HINDI	Kamla Market, Zeenat Mahal-SBV-2127004-2127004
6	MEENU ARORA	20071723	Subhash Nagar, No.1-GGSSS-1515029	TGT SANSKRIT	LECTURER HINDI	Ram Nagar, No.1-GGSSS-2127018
7	NUZHAT JAHAN	20081462	Bela Road-GGSSS-2127026	TGT MATH	LECTURER HISTORY	Jama Masjid, Panama Building-GGSSS-2127023
8	RAJKUMARI PANT	20100494	Sagarpur, No.2-SKV-1821017	TGT S. SC.	LECTURER HISTORY	Aram Bagh Lane-SKV-2128018
9	SANGITA	20100829	Palam Enclave, No.1-SKV-1821018	TGT MATH	LECTURER POL.SC.	Kitchner Road-SV-2026002
10	SANJAY KUMAR	20111355	Delhi Cantt,-SBV-1720001	TGT MATH	LECTURER GEOGRAPHY	Darya Ganj, Pataudi House-SBV-2127003
11	VAISHALI BHATIA ARORA	20081446	Rajouri Garden Main-SKV-1515022	TGT MATH	LECTURER POL.SC.	New Rajinder Nagar-SV (Rana Pratap)-2128032
12	VEENA GUPTA	20051547	New Rohtak Road-GGSSS-2128023	TGT N. SC.	LECTURER ENGLISH	EastPark Road-GGSSS-2128025
13	VIJAY LAXMI GHOTIA	20162186	Deendar Pur-Sarvodaya Kanya Vidyalaya-1822176	TGT SOCIAL SCIENCE	LECTURER GEOGRAPHY	Old Rajinder Nagar-SKV (Swami Daya Nand)-2128019

Check List for Documents Verification of recently promoted TGTs
(various categories) to PGT from DOE

Sl. No.	Documents	Page No.
1.	Personal Detail/ Verification Proforma (as attached)	
2.	Certificate regarding Educational Qualification duly attested by HOS (in Attached Proforma)	
3.	No Penalty /No Dues Certificate	
4.	Certificate regarding dies-non / suspension / break-in-service by HOS (as attached)	
5.	Vigilance Clearance Status Report of DoE (Distt Level)	
6.	Caste Certificate (wherever applicable) (Duly attested by concerned HOS)	
7.	Copy of mark-sheet & Degree/Provisional certificate of Diploma (JBT/NTT/D.Ed./Equivalent Course (Duly attested by concerned HOS)	
8.	Copy of Year wise mark sheet & degree/provisional certificate of Graduation (B.A./B.Sc./B. Com/Equivalent Course (Duly attested by concerned HOS)	
9.	Copy of mark-sheet & Degree/Provisional Certificate of Bachelor of Education (Duly attested by concerned HOS)	
10.	Copy of Degree/Mark-Sheet of Secondary/Sr. Secondary level (Duly attested by concerned HOS)	
11.	Copy of permission of getting Higher Educational qualification from concerned department (Duly attested by concerned HOS)	
12.	Copy of service book 1 st page (personal details) and copy of page having entries of requisite educational qualification (Duly attested by concerned HOS)	
13.	Probation clearance certificate	

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

PERSONAL DETAIL/VERIFICATION PROFORMA
For Promoted Teachers From Asstt Tr / Nur. To TGT
To be verified by EDMC/NDMC/SDMC/ Concerned HOS

Promotion Order no:-

Serial No:-

1. Personal 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 Posted at (School ID and name) : _____

2. Details of initial appointment as TGT in Directorate of Education:

- i Date of joining as Asstt. Tr. Primary/ Nursery : _____

3. Details of Educational Qualifications as per service book record :

Sl No.	Course	Name of University/ Board	Month & Year of Acquiring Qualification	Subject
1.	Secondary/Sr. Secondary level Degree/Mark Sheet			
2.	Diploma course (JBT/ D.Ed/equivalent course)			_____ (no need for this course)
3.	B. Ed.			
4.	Graduation Course			
5.	Master Degree in (subject) (if any)			

I _____ 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 law.

Signature of Official

CERTIFICATE

This is certified that:-

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

Sign with stamp of the HOS

Name of the School: _____

School Code: _____

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 ID: _____, who is working in this school as _____ (Designation) and his/her service has never been treated as Dies-Non and also certified that periods of posting as TGT counts towards duty.

Date:

Head of School

Promotion order no.

Serial No.:-

Name of the School: _____

School Code: _____

CERTIFICATE REGARDING QUALIFICATION

Certified that Sh./Smt./Ms. _____

working in the school since _____ as

_____ ID No. _____

D.O.B. _____ has possessed the prescribed educational qualification as per Recruitment Rules for promotion to the post of PGT _____ (subject name) and also certified 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 of TGT.**

Date:

Head of School

Note:- Attach copy of Degree/ Provisional and Mark –sheet of Master Degree course only of the subject of promotion, duly attested by HOS concerned with this proforma.

Promotion order no.

Serial No.:-