

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./2025/1322

Dated:- 15/01/2025

CIRCULAR

Subject: Regarding Original document verification of Promoted Teachers from the Post of TGT (Computer Science) to PGT (Computer Science) from the Govt. Schools of District South West-A.

In pursuance of Promotion Order No. F.No. DE.2(2)/(3)/Promotion/2022/E-II/13 Promotion ID: P-20250002 Date: 03/01/2025 and vide order no. F. No. DE 2(2)(3)/Promotion/2022/E-II/12 dated 03.01.2025 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 TGT (Computer Science) to PGT (Computer Science) from the Govt. Schools of District South West-A, as per existing R.Rs.

The list of Necessary Documents required as the time of verification as per check list is attached here with as **Annexure-B**.

Accordingly, teachers who are posted in District South West-A in the list attached as **Annexure-A** are hereby directed to report for the verification of their documents on **18.01.2025 (Saturday) & 20.01.2025 (Monday) from 9.00 AM to 3.00 PM** with following documents:

- (i) Annexure-B(Check list for Documents Verification)
- (ii) Personal Detail/Verification Praforma for Promotion Teachers from TGT to PGT
- (iii) Certificate regarding Dies-Non/Suspension/Break-In-Service
- (iv) Certificate regarding qualification duly attested by HOS
- (v) No Penalty Certificate
- (vi) Mark sheet/Certificate of Class 10th
- (vii) Copy of permission for higher education qualification(if any)
- (viii) Fresh vigilance clearance Report after promotion
- (ix) Caste certificate, if applicable
- (x) Certificate regarding no court case
- (xi) Mark sheet/Certificate regarding essential Educational Qualification as per RRs i.e B.E or B.Tech(Computer Science/IT)plus Post Graduate Diploma in Computer Application of B or C Level Diploma from DOEAC, Ministry of communication and ITplus One year Teaching Experience OR M.Sc(Computer Science)/MCA plus one year Teaching Experience OR Master of Engineering or M.Tech (Computer Science/IT).

Date of Verification	Serial No. of the candidate shown in Annexure-A	Venue & Time
18.01.2025 (Saturday) & 20.01.2025 (Monday) From 9.00 AM to 3.00 PM	01 to 15	Govt. Sarvodaya SSS Sector-06 R.K Puram, New Delhi(School ID-1719070) From 9.00 AM to 3.00 PM

Encl: As above

Alka Nagpal
15-1-25
Dy. Director of Education (SW-A)

Copy for information to:

1. DDE (E-II) Directorate of Education, Delhi-54
2. Mrs. Seema Choudhary, DDE(Zone-20)
3. Mrs Alka Nagpal, DDE(Zone-19)
4. Sh. R.P Mishra, Principal Govt. SV Sector-06 R.K Puram(ID-1719070)
5. Sh. Praveen Yadav, Principal, Sarvodaya Co-Ed D-Block Vasant Kunj(ID-1720181)
6. Sh. Sanjeev Kumar, TGT(N.Science)
7. OS (IT) with the request to upload the same in Public Circular
8. Guard File

Alka Nagpal
15-1-25
Dy. Director of Education (SW-A)

Annexure-A

S. No.	S. No. in promotion list dated 03.01.2025	Name	Emp. ID	Current School	Posted in
1.	120	Deepak Kumar	2018040	Pusa, IARI-SKV-1720017	Pusa, IARI-SKV-1720017
2.	121	Deepak Kumari	20180165	Janak Puri, Block D, No.2-GGSSS-1720021	Janakpuri, Block D, No.2-GGSSS-1720021
3.	167	Govind Saini	20180797	R. K. Puram, Sec-6, Govt. S (Co-Ed) SSS-1719070	R. K. Puram, Sec-6, Govt. S (Co-Ed) SSS-1719070
4.	236	Manish Khoiwal	20181694	Janak Puri, Block D, No.1-SKV-1720014	Janakpuri, Block D, No.1-SKV-1720014
5.	276	Mohit Panwar	20180271	Mahipalpur-GBSSS-1720029	Mahipalpur-GBSSS-1720029
6.	283	Mukesh Kumari	20180942	Ghitorni-SKV-1720033	Ghitorni-SKV-1720033
7.	328	Pankaj Lakhanev	20181174	Inderpuri, Shahid Captin Amrit Verma Govt. Sarvodaya (Co-Ed) Vidyalaya-1720121	Inderpuri, Shahid Captin Amrit Verma Govt. Sarvodaya (Co-Ed) Vidyalaya-1720121
8.	329	Pankaj Kumar	20180898	Vasant Vihar, SV-1720024	Vasant Vihar, SV-1720024
9.	398	Rahul Kumar Meena	20181812	Naraina-SKV-1720022	Naraina-SKV-1720022
10.	426	Rinku	20180863	Janak Puri, Block D, SBV-1720027	Janak Puri, Block D, SBV-1720027
11.	502	Sintoo Kumar	20180566	Delhi Cantt, SBV-1720001	Delhi Cantt, SBV-1720001
12.	524	Sumit Kumar	20181616	Inderpuri, Budh Nagar, F-Block, S(Co-Ed) V-1720015	Inderpuri, Budh Nagar, F-Block, S(Co-Ed) V-1720015
13.	536	Sunita Yadav	20181530	Rajokari-SKV-1720030	Rajokari-SKV-1720030
14.	551	Tapan Kumar Rathi	20180621	R.K. Puram, Sec-6, Govt. S. (Co-Ed) SSS-1719070	R.K. Puram, Sec-6, Govt. S. (Co-Ed) SSS-1719070
15.	579	Vinay Kumar Khare	20181178	Munirka, Sarvodaya (Co-Ed) SSS-1719125	Munirka, Sarvodaya (Co-Ed) SSS-1719125

Name of the School: _____

School ID: _____

**Check list for Document verification of recently Promoted T.G.T (Com.Sc.) of
DOE to PGT(Com.Sc.) in r/o:**

Name with Employee ID: _____

Present Post/ Subject: TGT _____

Promotional Post/ Subject: PGT/ Lecturer _____

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	Vigilance Clearance Status Report (Distt. Level latest Issuer after 03.01.2025)	
6	Caste Certificate (If any)	
7	Copy of Mark-Sheet & Degree/Provisional certificate (/M.Tech/Equivalent Course (Duly Signed by concern HOS)	
8	Copy of Mark-Sheet & Degree/Provisional certificate of Post Graduation (B.Tech./M.Tech./Diploma Equivalent Course (Duly Signed by concern HOS)	
9	Copy of permission of getting higher Educational Qualification from concern Department (if applicable)	
10	Copy of Service Book 1 st Page (Personal Details) and copy of page having entries of requisite Educational Qualifications	
11	Any other relevant document(s)	

Note : The concern teachers is hereby directed to bring all the above mentioned Documents in Original at thr time of verification (Except for Service Book)

Sign with Date & Stamp of the HOS

PERSONAL DETAILS/VERYIFICATION PROFORMA FOR PROMOTION TEACHERS FROM T.G.T to PGT

PROMOTION ORDER NO :

SERIAL NO:

1. Present Details:

- (i). Name of the Official (in Capital Letter) : _____
(ii). Employee ID : _____
(iii). Designation : _____
(iv). Date of Birth: _____
(v). Present Zone/District : _____
(vi). Present School ID & Name: _____

Details of initial Appointment as TGT in Directorate of Education:

1. Date of Joining as TGT:-

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 M.Tech/M.A /Applicable Course during the Period of Regular Service (Yes/No)
1	B.Tech				
2	M.Tech Degree in (Subject)/Applicable PG Course.				

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 after verification. The Promotion may be cancelled and I shall be liable for the action to be taken against 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 official Concerned and found correct.

2 There is no departmental proceeding/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 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 .

Date :

PROMOTION ORDER NO

SERIAL NO

HEAD OF SCHOOL

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) 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 on him/her in the last ten years

Date :

PROMOTION ORDER NO :-

SERIAL NO:-

HEAD OF SCHOOL