

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./2025/204

Dated- 23/04/25

CIRCULAR

Subject: Regarding Original Document Verification of promoted teachers from TGT (Special Education Teacher) to PGT(Special Education Teacher)

In pursuance of Promotion Order of TGT (SET) to PGT(SET) vide No. F.No. 595/DDE(IEB)/Admn. Cell/2025/1816-28 Promotion ID-P-20250004 dated 09/04/2025 and further posting orders in this regard vide said letter dated 09/04/2025, the District Level Screening Committee has been constituted by District South West-A for checking/verification of original documents of the newly promoted TGT (Special Education Teacher) as per list given as per Annexure-A and check-list for documents required for documents verification as per Annexure-B. **The verification of document is scheduled to be held on 28.04.2025 from 10:00 AM to 03:00 PM in the Govt. Co-Ed S.S. School Sector-6 R.K Puram (1719070)**

Accordingly, all promoted TGT(Special Education Teachers) from District South West-A vide Promotion Order dated 09/04/2025, Promotion Id-20250004 are hereby directed to report for the verification of their documents on dated 28.04.2025 from 10:00 AM to 03:00 PM.

Sanjay Chaturvedi
23-4-25

DR. SANJAY CHATURVEDI
DY. DIRECTOR OF EDUCATION

No-F.DE-54/DDE/SW-A/ADMN./2025/

Dated-

Copy to:

1. P.S to Principal Secretary/Secy. Education
2. P.S. to D.E., Dte. of Education
3. R.D.E (South), C-4 Vasant Vihar, New Delhi-22
4. DDE (IEB-H.Q.), IEB, Amrita Shergil School Building, Lajpat Nagar-IV, New Delhi-110024
5. Employee concerned
6. OS(IT) with the request to up-load the same in Public circular
7. Guard file.

DR. SANJAY CHATURVEDI
DY. DIRECTOR OF EDUCATION

Annexure-A

S. No.	S. No. as per order	Name & Desgn.	Emp.ID	Current School	New Post	Posted in
1.	20	Anupriya, TGT (SET)	20191853	SKV, Mahipalpur (1720032)	PGT (SET)	SKV, Rajokari (1720030)
2.	33	Deepa Tomar, TGT (SET)	20191779	SKV D-Block, Janakpuri (1720014)	PGT (SET)	GGSSS No.1, Tilak Nagar (1514014)
3.	64	Krishan Kumar Sharma, TGT (SET)	20161415	GSSS, Sec-5, RK Puram (1719104)	PGT (SET)	SBV Naraina (1720002)
4.	68	Laxmi, TGT (SET)	20161202	SKV Naraina (1720022)	PGT (SET)	S(Co-Ed), Munirka (1719125)
5.	84	Meenu Chaudhary, TGT (SET)	20197683	SKV, Mahipalpur (1720032)	PGT (SET)	GBSSS, Vasant Kunj (1720173)
6.	102	Neha Gahlot, TGT (SET)	20191522	GGSSS, Sec-IV, RK Puram (1719030)	PGT (SET)	SV No.3 Sec-7, RK Puram (1719022)
7.	109	Nivedita Chakranborty, TGT (SET)	20191750	SKV, D-Block, Janakpuri (1720014)	PGT (SET)	SKV No.1, Sarojini Nagar (1719029)
8.	122	Prity Singh, TGT (SET)	20140039	S (Co-Ed) SSS, Munirka (1719125)	PGT (SET)	SKV, Uttam Nagar (1618057)
9.	138	Ramashankar Kumar, TGT (SET)	20191730	SBV Delhi Cantt (1720001)	PGT (SET)	GBSSS, 2nd Shift, IARI, Pusa (1720005)
10.	159	Sarita Rani	20191623	SV, JM Sec-12, R K Puram (1719001)	PGT (SET)	S(Co-Ed), SSS, Safdarjung Enclave (1719106)
11.	182	Siddharth Shankar Rao, TGT (SET)	20161141	SBV Naraina (1720002)	PGT (SET)	SBV Rajokari (1720028)
12.	194	Sunil Kumar Rajbhar, TGT (SET)	20161288	SBV Rajokari (1720028)	PGT (SET)	GBSSS, Ghitorni (1720034)

Check list for documents verification of promoted TGT(Special Education Teacher) to the post of PGT(Special Education Teacher)

1. Personal details/verification Performa attached
2. Certificate regarding Education qualification duly attested by HOS(in attached Performa)
3. No penalty certificate
4. Certificate regarding dies-non/suspension/break-in-service
5. Vigilance Clearance Status Report
6. Caste certificate(wherever applicable, duly attested by HOS concerned)
7. Copy of mark sheet & degree/provisional certificate of graduation/equivalenty course duly attested by HOS concerned
8. Copy of year wise mark-sheet & degree/provisional of Bachelor of education duly attested by HOS concerned
9. Copy of mark sheet of secondary level only duly attested by the HOS concerned
10. Copy of permission letter of getting higher education qualification from concerned department duly attested by HOS concerned
11. Copy of 1st page of service book (Personal details) and copy of pages having entries of requisite educational qualification duly attested by the HOS concerned.

Note: The concerned teacher directed to bring all documents as per above checklist , in original at the time of verification(except service book)

**PERSONAL DETAIL/VERIFICATION PROFORMA FOR PROMOTED TEACHERS FROM Asst.
TEACHER PRIMARY/NURSERY TO TGT
TO be verified by EDMC/NDMC/SDMC/Concerned HOS**

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. Posted at (School ID and name):.....

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

- (i) Date of Joining as Asst. Teacher Primary/Nursery.....

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

S.No.	Course	Name of University/Board	Month & Year of Acquiring Qualification	Subject
1	Secondary level Marksheet			
2	Diploma Course(JBT/D.ed/ equivalent course)			
3	B.Ed.			
4	Graduation Course			
5	Master Degree in (Subject) (if any)			

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 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 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 QUALIFICATION

Certified that Sh./Smt/MS.....working in the
School sinceas.....(Designation)
I.D. No.....D.O.B.....has possessed the
prescribed education qualification as per Recruitment Rules for promotion to the post as
TGT.....(Subject Name) for the vacancy year 2022 & anticipated vacancy for
the year 2023 and also certify 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.

Date :

Head of School

Note : Attach copy of Degree/Provisional and Mark-Sheets of Master Degree course only of the
subject of promotion duty attested by HOS concern with this proforma.

Promotion Order No. :-

Serial No.:-

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 certifies that period of posting as Asst. Teacher Primary/Nursery Category teachers counts towards duty.

Date :

Head of School

Promotion Order No. :-

Serial No.:-