

**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION
DISTT. WEST - A NEW MOTI NAGAR, NEW DELHI-15
(ADMN BRANCH, PHONE-011-25101942)**

No.DE.48.13/DWA/2025/479

Dated 16/4/25

CIRCULAR


Sub:- Regarding Original Document Verification of promoted teachers from TGT (Special Education Teacher) to the post of PGT (Special Education Teacher) of District West-A.

In pursuance of order of IEB Branch, Directorate of Education No. F.No.595/DDE(IEB)/Admn.Cell/2025/1816-28 dated 09.04.2025, the District Level Screening Committee has been constituted by District West-A for checking/verification of original documents of the newly promoted teachers from the post of TGT (Special Education Teacher) to the post of PGT (Special Education Teacher) as 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 documents is scheduled to be held on **on 17.04.2025 Thursday and 19.04.2025 (Saturday) between 11:00 AM to 03:00 PM** in the Office of the Deputy Director of Education, District West-A, Karampura, New Delhi-110015.

Accordingly, all such newly promoted teachers posted in District West-A are hereby directed to report for the verification of their document on **on 17.04.2025 Thursday and 19.04.2025 (Saturday) between 11:00 AM to 03:00 PM** in the Office of the Deputy Director of Education, District West-A, Karampura, New Delhi-110015 as per detail given below:-

S.No.	Date of Verification	Serial No. of the candidate shown in Annexure-A
1	17.04.2025 (Thursday)	Serial No. 01 to 06
2	19.04.2025 (Saturday)	Serial No. 07 to 12

Encl:- as above,



(DR. NEERAJ)
DEPUTY DIRECTOR OF EDUCATION
DISTRICT WEST-A

No.DE.48.13/DWA/2025/

Dated

Copy to:

1. PS to Principal Secretary Education, Directorate of Education, Delhi-54.
2. PS to Director Education, Directorate of Education, Delhi-54.
3. RDE (West), O/o. the RDE West, Ramesh Nagar, New Delhi.
4. DDE (IEB), Directorate of Education, Lajpat Nagar, New Delhi-110024.
5. OS (IT) with the request to upload the same in the Public Circular.
6. Guard File


(DR. NEERAJ)
DEPUTY DIRECTOR OF EDUCATION
DISTRICT WEST-A

Annexure-A

PROMOTION TO THE POST OF PGT (SPECIAL EDUCATION TEACHER) (MALE/FEMALE)						
S. NO.	EMPLOYEE NAME	EMP. ID	CURRENT SCHOOL	CURRENT POST	NEW POST	POSTED IN
01	Alka	20161291	Govt. Co-ed SSS, IA, Karampura, 1516068	TGT Special Education Teacher	PGT Special Education Teacher	SKV, Moti Nagar, 1516018
02	Anamika Thukral	20191599	Govt. Co-ed. SS, Saraswati Garden, 1516017	TGT Special Education Teacher	PGT Special Education Teacher	SKV, Ramesh Nagar, 1516027
03	Arpit Kumar Tiwari	20162990	SKV No.2, Khyala, 1514013	TGT Special Education Teacher	PGT Special Education Teacher	SV Co-ed, L-Block, Hari Nagar, 1514022
04	Himanshu Gangwar	20161156	SBV, Subhash Nagar, 1515003	TGT Special Education Teacher	PGT Special Education Teacher	GBSSS, Rajouri Garden Extn, 1515006
05	Mohit Sethi	20191581	SBV, West Patel Nagar, 1516143	TGT Special Education Teacher	PGT Special Education Teacher	SBV No.1, Madipur, 1515007
06	Rajender Kaur	20191591	SKV, Rajouri Garden Extn, 1515021	TGT Special Education Teacher	PGT Special Education Teacher	GGSSS No.1, Subhash Nagar, 1515029
07	Rajnish Kumar Arya	20191742	GBSSS, Tagore Garden, 1515139	TGT Special Education Teacher	PGT Special Education Teacher	GBSSS, Tagore Garden, 1515139
08	Ramanjeet Kaur	20140106	GGSSS, J.J. Colony, Raghubir Nagar, 1515030	TGT Special Education Teacher	PGT Special Education Teacher	GGSSS No.1, Madipur, 1515028
09	Ranjan Kumar Thakur	20161124	SV Co-ed, L-Block, Hari Nagar, 1514022	TGT Special Education Teacher	PGT Special Education Teacher	SKV, Rajouri Garden Extn, 1515021
10	Ranjeet Singh Panwar	20191630	SBV, Chand Nagar, 1514110	TGT Special Education Teacher	PGT Special Education Teacher	SKV, West Patel Nagar, 1516142
11	Sumeet Kaur	20161112	GGSSS No.1, Tilak Nagar, 1514014	TGT Special Education Teacher	PGT Special Education Teacher	SKV No.3, Tilak Nagar, 1514016
12	Sunita	20191796	GGSSS, Kirti Nagar, 1516025	TGT Special Education Teacher	PGT Special Education Teacher	GGSSS, West Patel Nagar, 1516141

[Signature]
16/4/25

Name of the School:.....

School ID:.....

Check Lists of Document verification of recently Promoted T.G.T (Special Education Teacher) of DOE to PGT (Special Education Teacher)

Name with Employee ID:

Present Post/Subject: TGT.....

Promotional Post/Subject: PGT.....

S.No.	Documents	Page No.
1	Personal Detail/verification proforma as attached	
2	Vigilance clearance status report Distt. Level	
3	Caste certificate (if any)	
4.	Copy of Mark Sheet & Degree/Provisional certificate of Graduation and Post Graduation in relevant subject.	
5.	Copy of Service Book 1 st page (personal Details) and copy of page having entries of requisite Education Qualification	

Note: The concern teachers are hereby directed to bring all the above mentioned documents in original at the time of verification.

**PERSONAL DETAILS/VERIFICATION PROFORMA FOR PROMOTION OF
TEACHERS FROM T.G.T to P.G.T**

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:

2. Date of Joining as TGT:-

3. Details of educational qualification as per service book record:-

S.N o.	Course	Name of University/Board	Date of Acquiring Qualification (DD/MM/YYYY) as Mentioned on Provisional Certificate/Degree	Subject
1	Graduation			
2	Post Graduation			

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
concerned Order dated 09/04/2025.

In case any information is found false or incorrect after verification. The Promotion
may be cancelled and I shall 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 not departmental proceeding/Vigilance case pending against the
official concerned.

Sign with Stamp of the HOS