

**GOVERNMENT OF N.C.T. OF DELHI**  
**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH WEST (A), BL-BLOCK, SHALIMAR BAGH, DELHI**

F.1/DNWA/ADMN/Promotion/2024/ 92

DATED:- 14-01-25

**CIRCULAR**

**Subject:- Regarding Original Document Verification of Promoted Teachers from T.G.T (Computer Science) to Lecturer (Computer Science)**

In pursuance of order no F.No.DE2(2)/(3)/Promotion/2022/E-II/12 dated 03/01/2025 and Promotion Order no F.No.DE.2(2)/(3)/Promotion /2022/E-II/13 dated 03/01/2025, issued by the DDE (E-II) w.r.t promotion from the post of T.G.T (Computer Science) to the post of Lecturer (Computer Science), The District Level Screening Committee has been constituted for checking/verification of original documents of TGT(CS) promoted to the post of Lecturer (Comp.Sc) as per existing RRs.

Accordingly, the promoted TGTs as per Annexure 'A' are required to produce the following necessary documents for verification in original along with 01 set of photocopy (Duly verified by HOS)

<b>Documents</b>
Personal Detail/ Verification Performa as attached
Certificate regarding Educational Qualification duly attested by HOS (in Attached Performa)
No Penalty Certificate
Certificate regarding dies-non/suspension/break-in-service
Fresh Vigilance Clearance Status Report After Promotion of Distt Level
Caste Certificate (whereas applicable) (Duly attested by concerned HOS)
Mark Sheet/Certificate regarding Essential Educational Qualification as Per RRs <ul style="list-style-type: none"><li>• B.E or B.Tech(Computer Sc/IT) plus Post Graduation Diploma in Computer Applications or B or C Level Diploma from DOEACC, Ministry of Communications and IT plus one year Teaching Experience</li></ul>
<b>OR</b>
<ul style="list-style-type: none"><li>• M.Sc.(Computer Science)/MCA plus one year Teaching Experience</li></ul>
<b>OR</b>
<ul style="list-style-type: none"><li>• Master of Engineering or M.Tech.(Computer Science/IT)</li></ul>
Copy of relevant pages of promotion order dated 03/01/2025
Certificate Regarding No Court Case
Copy of mark-sheet of secondary level only (Duly attested by concerned HOS)
Copy of permission of getting Higher Educational qualification from concern department (Duly attested by concerned HOS)
Copy of service book 1 <sup>st</sup> page (personal details) and copy of page having entries of requisite educational qualifications (Duly attested by concerned HOS)

The verification of documents is scheduled on **16/01/2025 to 18/01/2025 from 10:00 AM to 03:00 PM in SOSE Sector 18 Rohini, Delhi**. Accordingly, all such newly promoted teachers posted in the jurisdiction of District-North-West A (List attached at Annexure-A) are hereby directed to report for the verification of their documents as per checklist given above on above mentioned schedule... The list of necessary documents required at the time of documents verification as per checklist attached.

  
**DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH WEST-A**

F.1/DNWA/ADMN/Promotion/2024/

DATED:-

Copy to:

1. DDE Zone-IX
2. DDE Zone-X.
3. HOSs Concerned.
4. Guard File.



DEPUTY DIRECTOR OF EDUCATION  
DISTRICT NORTH WEST-A

4/7

**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

*(Handwritten mark)*

**CERTIFICATE REGARDING QUALIFICATION**

Certified that \_\_\_\_\_, Employee ID \_\_\_\_\_  
working on the post of TGT (CS) has all the requisite educational qualification as per  
RRs required for promotion to the post of Lecturer (Comp Sc) for the vacancy year  
2022.

It is also certified that the recognition of the University/ Institution and  
Authenticity & Validity of Degree/Course from which essential qualification has been  
acquired is as per Recruitment Rules

**HOS**

## ANNEXURE A

<u>S No</u>	<u>Name</u>	<u>EMP ID</u>	<u>Current School</u>	<u>Posted at</u>
1	ABHISHEK GAUTAM	20180622	Dr. Mukharjee Nagar-SV-1309003	Dr. Mukharjee Nagar-SV-1309003
2	AMEET SINGH	20180194	Narela, SBV-1310017	Narela, SBV-1310017
3	AMIT KUMAR	20180620	Prahalad Pur-SKV-1310032	Prahalad Pur-SKV-1310032
4	ANJALI THAREJA	20180789	Bawana J. J. Colony No.1 GGSS-1310414	Bawana J. J. Colony No.1 GGSS-1310414
5	ANJU RANI	20181502	Narela, No.1-SKV-1310036	Narela, No.1-SKV-1310036
6	ANUJ	20181183	Narela, SBV-1310017	Narela, SBV-1310017
7	ARTI RANI	20180257	Narela, No.2-SKV-1310170	Narela, No.2-SKV-1310170
8	ASHWANI KUMAR	20180264	Bawana-GBSS-1310019	Bawana-GBSS-1310019
9	ASTHA	20180059	Badli-SKV-1310034	Badli-SKV-1310034
10	ATUL GHALYAN	20180049	Palla Majra-GBSS-1309269	Palla Majra-GBSS-1309269
11	CHEITNA DAHIYA	20180196	Badli-SKV-1310034	Badli-SKV-1310034
12	DR ABHISHEK BHARDWAJ	20180051	Model Town, No. 1-GBSS-1309010	Model Town, No. 1-GBSS-1309010
13	DR. ABHIKRITI NARWAL	20181512	Bawana, J.J Colony- GGSS-1310460	Bawana, J.J Colony- GGSS-1310460
14	DR. TANNU ARORA	20181521	Rana Partap Bagh-SKV-1309028	Rana Partap Bagh-SKV-1309028
15	GARIMA GARG	20180222	Bhorgarh GGSS-1310470	Bhorgarh GGSS-1310470
16	GAURAV	20180750	Siraspur-GBSS-1310420	Siraspur-GBSS-1310420
17	GEETA SARDANA	20180577	Holambi Khurd- G(Co-ed)SS- 1310472	Holambi Khurd- G(Co-ed)SS- 1310472
18	GURMEET	20180773	Shahbad Daulatpur- GBSS-1310431	Shahbad Daulatpur- GBSS-1310431
19	HIMANSHU RATAWAL	20181327	Azadpur Village-GBSS-1309130	Azadpur Village-GBSS-1309130





20	JANARDAN	20181447	Azadpur Village GGSSS-1309129	Azadpur Village GGSSS-1309129
21	JASWINDER SINGH	20181181	Bakhtawarpur-GBSSS-1309266	Bakhtawarpur-GBSSS-1309266
22	JITENDER DAHIYA	20180299	Auchandi-SV-1310247	Auchandi-SV-1310247
23	JITENDER KUMAR	20191829	Shalamar Village-GBSSS-1309273	Shalamar Village-GBSSS-1309273
24	JYOTI	20180787	HOLAMBI KALAN,METRO VIHAR,A-BLK G(CO-ED)SSS-1310399	HOLAMBI KALAN,METRO VIHAR,A-BLK G(CO-ED)SSS-1310399
25	JYOTI MALIK	20181681	Haider Pur-GGSS-1309024	Haider Pur-GGSS-1309024
26	KAFI DEVI	20180127	Narela Sector B-4, SV-1310408	Narela Sector B-4, SV-1310408
27	KAMAL PARSAD	20181538	Jahangirpuri,Plot No. 5, A-Block - SKV-1309279	Jahangirpuri,Plot No. 5, A-Block - SKV-1309279
28	KIRAN	20180205	Bankner-GGSSS-1310049	Bankner-GGSSS-1310049
29	KOMPAL AHUJA	20180069	Jahangirpuri, Block A, No.2 - SKV- 1309254	Jahangirpuri, Block A, No.2 - SKV- 1309254
30	MAHESHWAR	20180245	Holambi Kalan, B-Block GBSSS-1310429	Holambi Kalan, B-Block GBSSS-1310429
31	MANASI	20181564	Narela, Pocket 5 & 6-GGSSS-1310164	Narela, Pocket 5 & 6-GGSSS-1310164
32	MANISH KUMAR	20180869	Shahabad Dairy-GBSSS-1310395	Shahabad Dairy-GBSSS-1310395
33	MANJU	20180810	Alipur-SKV—1310031	Alipur-SKV—1310031
34	MANOJ KUMAR	20180823	Bawana J. J. Colony No.2 GBSSS-1310415	Bawana J. J. Colony No.2 GBSSS-1310415
35	MEENA	20181304	Narela, Sect. A-6, Pocket-2-GGSSS-1310410	Narela, Sect. A-6, Pocket-2-GGSSS-1310410
36	NARENDER KUMAR	20180218	Nangal Thakran-SBV (Ved Pandit Khushi Ram)-1310007	Nangal Thakran-SBV (Ved Pandit Khushi Ram)-1310007
37	NEHA GARG	20180191	Majlis Park-GGSS-1309036	Majlis Park-GGSS-1309036
38	PANKAJ DAHIYA	20181503	Singhu-G(Co- Ed)SSS-1309268	Singhu-G(Co- Ed)SSS-1309268




39	PARITY RANI	20180708	Narela, No.1-SKV-1310036	Narela, No.1-SKV-1310036
40	PARVEEN KUMAR	20180587	Kewal Park-G(Co-ed)SSS-1309017	Kewal Park-G(Co-ed)SSS-1309017
41	PINKI	20180101	Narela Sector B-4, SV-1310408	Narela Sector B-4, SV-1310408
42	POOJA	20180907	Bawana-SKV (Ravi Shankar)-1310042	Bawana-SKV (Ravi Shankar)-1310042
43	POOJA MALIK	20180075	Bakhtawarpur-SKV (BMS)-1309267	Bakhtawarpur-SKV (BMS)-1309267
44	PRAN DEV	20181676	Narela-GBSSS (Mussadi Lal)-1310166	Narela-GBSSS (Mussadi Lal)-1310166
45	PRAVEEN	20180975	Narela-GBSSS (Mussadi Lal)-1310166	Narela-GBSSS (Mussadi Lal)-1310166
46	PREETI	20180752	Bhorgarh -GBSSS- 1310022	Bhorgarh -GBSSS- 1310022
47	PRITI SINGH	20180950	Shahbad Daulatpur- GGSSS-1310411	Shahbad Daulatpur- GGSSS- 1310411
48	PRIYANKA	20181784	Samaipur-GGSSS-1310045	Samaipur-GGSSS-1310045
49	PRIYANKA OLIVER	20180712	Adarsh Nagar-SKV-1309031	Adarsh Nagar-SKV-1309031
50	RAHUL KUMAR	20180180	Kalyan Vihar-SV-1309271	Kalyan Vihar-SV-1309271
51	RAVI KUMARSHARMA	20180799	New Police Lines-SV-1309004	New Police Lines-SV-1309004
52	RAVI SHARMA	20180616	Guru Teg Bahadur Nagar-GBSSS-1309008	Guru Teg Bahadur Nagar-GBSSS-1309008
53	RAVINDER SINGH	20182650	Govt. Boys Sr. Sec. School, Bhalswa Village-1309310	Govt. Boys Sr. Sec. School, Bhalswa Village-1309310
54	RENU	20180853	Khera Khurd-SKV-1310041	Khera Khurd-SKV-1310041
55	RITU	20181102	Bankner-GGSSS-1310049	Bankner-GGSSS-1310049
56	RUCHI BANSAL	20180586	Model Town, No.2-GGSSS-1309126	Model Town, No.2-GGSSS-1309126
57	RUPANSHI	20180433	HOLAMBI KALAN,METRO VIHAR,A-BLK G(CO-ED)SSS-1310399	HOLAMBI KALAN,METRO VIHAR,A-BLK G(CO-ED)SSS-1310399
58	SACHIN GULIA	20180073	Bawana-SKV (Ravi Shankar)-1310042	Bawana-SKV (Ravi Shankar)-1310042
59	SANDEEP KUMAR DUHAN	20180106	New Police Lines-SV-1309004	New Police Lines-SV-1309004
60	SANJAY KUMAR PRASAD	20181070	Badli-GBSSS-1310009	Badli-GBSSS-1310009

61	SHUBHANGINI SHARMA	20180350	Sannoath-SV-1310004	Sannoath-SV-1310004
62	SNEHA BHATIA	20180943	Jahangirpuri, Plot No.5, A-Block - SKV-1309279	Jahangirpuri, Plot No.5, A-Block - SKV-1309279
63	SOMYA BANSAL	20180575	Dhakka-SKV-1309025	Dhakka-SKV-1309025
64	SONIA	20180022	Dhakka-SKV-1309025	Dhakka-SKV-1309025
65	SONIA	20180253	Narela, No.1-SKV-1310036	Narela, No.1-SKV-1310036
66	SONU KUMAR	20181437	Jahangirpuri, Block K-GGSSS-1309260	Jahangirpuri, Block K-GGSSS-1309260
67	SUMAN DEVI	20180798	Bawana-SKV (Ravi Shankar)-1310042	Bawana-SKV (Ravi Shankar)-1310042
68	SUMIT DAHIYA	20180265	Bawana-GBSSS-1310019	Bawana-GBSSS-1310019
69	SUMIT CHAUHAN	20180122	Jahangirpuri, Block K-GBSSS-1309259	Jahangirpuri, Block K-GBSSS-1309259
70	SURBHI	20181497	Shalimar Bagh, Block B(AH)-SKV-1309032	Shalimar Bagh, Block B(AH)-SKV-1309032
71	USHA	20180897	Bawana J. J. Colony No.1 GGSSS-1310414	Bawana J. J. Colony No.1 GGSSS-1310414
72	VANDNA DAHIYA	20180759	Shahabad Dairy- GGSSS-1310025	Shahabad Dairy- GGSSS-1310025
73	VINAY KUMAR	20180889	Narela, A-10 Pocket-5, RPVV-1310409	Narela, A-10 Pocket-5, RPVV-1310409
74	VINIT KUMAR	20180933	Bhalswa Village, Sarvodaya Kanya Vidyalaya-1309280	Bhalswa Village, Sarvodaya Kanya Vidyalaya-1309280
75	VIPUL GUPTA	20182644	Shalimar Bagh, Block BT-RPVV-1309124	Shalimar Bagh, Block BT-RPVV-1309124
76	VIRENDRA RAO	20180407	Dhakka-GBSSS-1309022	Dhakka-GBSSS-1309022
77	VIVEK KUMAR	20181794	Sannoath-SV-1310004	Sannoath-SV-1310004
78	VRINDA SINGH	20180176	Narela, Sect. A-6, Pocket-2-GGSSS-1310410	Narela, Sect. A-6, Pocket-2-GGSSS-1310410
79	YOGESH KUMAR SHARMA	20180267	Jahangirpuri, Block E-GBSSS-1309257	Jahangirpuri, Block E-GBSSS-1309257


