

**GOVT. OF NCT OF DELHI**  
**DIRECTORATE OF EDUCATION**  
**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT SW-A, C-4 VASANT VIHAR, NEW DELHI**

No. DE/54/DDE/ SW-A/ADMN.2026/288

Dated: 11/03/26

**CIRCULAR**

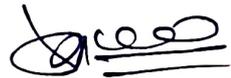
**Sub: Regarding Original Document Verification of Promoted PET to the Post of PGT (Physical Education) of District South West-A.**

In pursuance of Promotion Order No. F.No.DE.2(2)(2)/E-II/Promotion/2025/228 dated 24.02.2026, the District Level Screening Committee has been constituted by the DDE, District South West-A for checking/verification of original documents of the promoted PET to the post of PGT (Physical Education) as per list given in Annexure-A and the checklist of documents required for verification is also attached herewith as Annexure-B.

The verification of documents is scheduled to be held on 16.03.2026 from 10:00 AM to 03:00 PM in **the Govt. Sarvodaya Co-Ed Sector-06, RK Puram, (1719070), New Delhi.**

Accordingly, all such newly promoted teachers posted in District South West-A are hereby directed to report for the verification of their documents on the above mentioned date and time as per details given below:

S.No.	Date of Verificaiton	Serial No. of Candidate Shown in Annexure-A.
1.	16.03.2026 from 10:00 AM to 03:00 PM	1 to 11

  
**DY. DIRECTOR OF EDUCATION**  
**DISTRICT SOUTH WEST-A**

Dy. Director of Education  
GNCTD, Dte. of Education  
District South West-A  
C-4, Vasant Vihar, New Delhi-57  
Dated: 11/03/2026

No. F.DE-54/DDE/SW-A/ADMN/2026/288

**Copy to:**

1. PS to Director Education, Directorate of Education, Delhi-54.
2. RDE (South), O/o the RDE (South), C-4, Vasant Vihar, New Delhi.
3. DDE (E-II), Directorate of Education, Delhi-110054.
4. All Teachers concerned through their respective HOS.
5. All the Members of District Level Screening Committee of District South West-A for compliance.
6. OS (IT) with the request to upload the same in the Public Circular on MIS please.

  
**DY. DIRECTOR OF EDUCATION**  
**DISTRICT SOUTH WEST-A**

**Annexure-A**

LIST OF PROMOTED TEACHERS FROM PET TO THE POST OF PGT (PHYSICAL EDUCATION) IN RESPECT OF GOVT. SCHOOLS OF DISTRICT SOUTH WEST-A.

S. No.	S. No. as per order	Name & Design.	Emp.ID	School ID	New Post	Posted in
1	19	Rohit Pawar PET	20090064	1719125	PGT (PE)	
2	32	Raghuvendra Shukla PET	20182082	1720174	PGT (PE)	
3	34	Dr. Laxman Singh PET	20182556	1719125	PGT (PE)	
4	38	Sonu Kumar Prajapati PET	20182037	1720070	PGT (PE)	
5	41	Vinit Kumar PET	20182623	1719001	PGT (PE)	
6	84	Shalini Bharti, PET	20182758	1720174	PGT (PE)	
7	174	Vivek Kumar PET	20194513	1720005	PGT (PE)	
8	212	Mamta Meena PET	20196331	1720033	PGT (PE)	
9	13	Ram Prasad Choudhary PET	20110730	1720034	PGT (PE)	

Name of the School: \_\_\_\_\_

School ID: \_\_\_\_\_

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

Name with Employee ID: \_\_\_\_\_

Present Post/ Subject: TGT \_\_\_\_\_

Promotional Post/ Subject: PGT/ Lecturer \_\_\_\_\_

Latest Passport  
Size Photograph  
of the Teacher  
Concerned Duly  
Attested by the  
HOS.

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	Fresh Vigilance Clearance Status Report after Promotion/ Posting Order	
6	Caste Certificate ( if any)	
7	Copy of Mark-Sheets & Degree/Provisional certificate (B.Ed/Equivalent Course (Duly Signed by the HOS concerned)	
8	Copy of Mark-Sheets & Degrees/Provisional Certificates (M.A/M.Sc./M.Com or Equivalent Course (Duly Signed by the HOS concerned)	
9	Copy of permission letter for getting/ acquiring higher Educational Qualification from the School/ Department Concerned ( if any)	
10	Copies of the 1 <sup>st</sup> Page of Service Book having Personal Details and the page(s) having relevant entries of the requisite Educational Qualifications.	
11	Any other documents.	

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

Sign with Date &amp; Stamp of the HOS

*[Handwritten Signature]*

**PERSONAL DETAILS/VERIFICATION PROFORMA FOR PROMOTION TEACHERS FROM****T.G.T to PGT****PROMOTION ORDER NO :****SERIAL NO.:****1. Present Details:**

- (i). Name of the Teacher (In Capital Letter): \_\_\_\_\_
- (ii). Employee ID: \_\_\_\_\_
- (iii). Present Post/ Subject: TGT \_\_\_\_\_
- (iv). Date of Birth (as per Service Record): \_\_\_\_\_
- (v). Present School Name & ID: \_\_\_\_\_
- (vi). Promoted Post/ Subject: PGT/ Lecturer \_\_\_\_\_
- (vii). Allotted School Name & ID: \_\_\_\_\_
- (viii). Seniority No. as TGT: \_\_\_\_\_

**2. Details of Initial Appointments and Essential Educational Qualifications:**

1. Date of Initial Joining in Govt. Service:

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 B.ED/M.A During Regular Service Period (Yes/No)
1	B.Ed.			-N.A-	
2	Master Degree in (Subject)				

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 as per law.

Signature of Teacher with Date:

**CERTIFICATE****This is certified that:**

- The above particulars have been carefully verified from the service book and other records of the teacher concerned and found correct.
- There is no departmental proceeding/Vigilance case pending against the teacher concerned as on date.

Sign with Date &amp; Stamp of the HOS

Rajendra Kumar

Name of the School: \_\_\_\_\_

School ID: \_\_\_\_\_

**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 and also certified that period of posting as TGT category teachers counts towards duty.

Date:

**PROMOTION ORDER NO.:**

**SERIAL NO.:**

**SENIORITY NO.:**

Sign with Date & Stamp of the HOS

*Ramesh Kumar*

Name of the School: \_\_\_\_\_

School ID: \_\_\_\_\_

**CERTIFICATE REGARDING QUALIFICATION**

Certified that Sh./ Smt. \_\_\_\_\_ is working in this school since \_\_\_\_\_  
as T.G.T \_\_\_\_\_ Employee I.D. No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ has  
possessed the prescribed educational qualification as per existing/applicable Recruitment Rules for  
promotion to the post of P.G.T \_\_\_\_\_ (Subject Name) for the vacancy year as  
applicable and as per relevant promotion order

It is also certified that the recognition of the university/Institutions and authenticity & validity  
of Degree course from which essential qualification has been required is as per existing/ applicable  
Recruitment Rules.

Date:

**PROMOTION ORDER NO:**

**SERIAL NO:**

**SENIORITY NO.:**

Sign with Date & Stamp of the HOS

*Rajendra Kumar*

Name of the School: \_\_\_\_\_

School ID: \_\_\_\_\_

**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) Employee 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 upon him/her during the last ten years.

Date:

**PROMOTION ORDER NO:**

**SERIAL NO:**

**SENIORITY NO.:**

Sign with Date & Stamp of the HOS

*Handwritten signature*