

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/2026/391

Dated 02/3/26

CIRCULAR

**Sub:- Regarding Original Document Verification of promoted teachers from Drawing Teacher to the post of PGT (Fine Art) of District West-A.**

In pursuance of order of E-II, Branch, Directorate of Education F.No. DE.2(2)(2)/E-II/Promotion/2024/181 dated 10.02.2026, 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 Drawing Teacher to the post of PGT (Fine Art) 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 07.03.2026 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 07.03.2026 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	07.03.2026 (Thursday)	Serial No. 01 to 02

Encl:- as above,

DEPUTY DIRECTOR OF EDUCATION  
DISTRICT WEST-A

No.DE.48.13/DWA/2026/

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 (E-II), Directorate of Education, Old Sectt., Delhi-54.
- ✓ 5. OS (IT) with the request to upload the same in the Public Circular.
6. Guard File

DEPUTY DIRECTOR OF EDUCATION  
DISTRICT WEST-A

**Annexure-A**

<b>PROMOTION TO THE POST OF PGT (FINE ART)</b>				
S. NO.	EMPLOYEE NAME	EMP. ID	SCHOOL ID	D.O.B
01	VIRENDER KUMAR ARORA	20000625	1515005	06.11.1971
02	ABHA SHARMA	19970857	1516017	26.07.1971

**Annexure-B**

Name of the School:.....

School ID:.....

Check Lists of Document verification of recently Promoted Drawing Teacher  
to the post of PGT (Fine Art) of DOE.

Name with Employee ID: .....

Present Post/Subject: .....

Promotional Post/Subject: .....

<b>S.No.</b>	<b>Documents</b>	<b>Page No.</b>
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 <sup>st</sup> 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  
Drawing Teacher to PGT (Fine Art)**

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 Drawing Teacher:-

3. Details of educational qualification 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
1	Graduation			
2	Post Graduation			
3.	Course			

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 10/02/2026.

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