

GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH-EAST-I, B-BLOCK,
YAMUNA VIHAR, DELHI-110053

No.F.52(1)/DDE/NE-I/ADMN./2026/ 322-326

Dated:- 13/3/26

CIRCULAR

Sub:- Regarding original Document Verification of promoted teachers from PET to PGT Physical Education, TGT Domestic Sci. to PGT Home Sci., TGT Drawing to PGT Fine Art in r/o.

In Pursuance of order of E-II Branch, Directorate of Education F.No.DE.2(2)(2)/E-II/Promotion/2024/228 dated 24/02/2026, F.No.DE.2(2)(2)/E-II/Promotion/2024/180 dated 10/02/2026 and F.No.DE.2(2)(2)/E-II/Promotion/2024/181 dated 10/02/2026, a District Level Screening Committee has been constituted at District (NE-I) for checking/verification of original documents of newly promoted teachers from the post of PET to PGT Physical Education, TGT Domestic Science to PGT Home Science, TGT Drawing to PGT Fine Art in respect of District North-East-I in the O/o DDE NE-I, B-Block (Auditorium).

The lists A, B & C are attached with Annexure I, II, III & IV for document verification of teachers who have been promoted as per orders mentioned above. The schedule is as under:-

S.No.	Date of Verification	Subject
1	24/03/2026 (Tuesday) 11.00 A.M. to 4.00 P.M	PET
2	25/03/2026 (Wednesday) 11.00 A.M. to 4.00 P.M	Fine Art & Home Science

Encl:- As above

No.F.52(1)/DDE/NE-I/ADMN./2026/ 322 - 326


13/3/26
SO (Admin) Branch
District North East
Dir. of Education (NE-I)
B Block, Yamuna Vihar
Delhi-110053
Dated:- 13/3/26

Copy to:-

1. All concerned HOSs, District North-East-I.
2. DDE (E-II) Directorate of Education, Old Sectt. Delhi-54
3. Incharge, Computer Cell, DoE (HQ) to upload on MIS portal.
4. DDE (Zone-IV)
5. Guard file


13/3/26
SO (Admin)
S O (Admin. Branch)
Dir. of Education (NE-I)
B Block, Yamuna Vihar
Delhi-110053

Annexure-I

Name of the School.....

School ID.....

Checklist of Document verification of recently Promoted PET to PGT Physical Education, TGT Domestic Science to PGT Home Science, TGT Drawing to PGT Fine Art in r/o District (NE-I) of DOE.

Name of Employee & ID.....

Present Post/Subject.....

Promotional Post/Subject.....

S.No.	Documents	Page No.
1	Personal Detail/Verification Performa as attached	
2	Fresh Vigilance Clearance report District level	
3	Fresh Vigilance Clearance report Head Quarter level	
4	Caste Certificate (If any)	
5	Copy of mark sheet & Degree/ Provisional Certificate of Graduation and Post Graduation in relevent subject	
6	Copy of Service Book 1 st Page (Personal details) and copy of page having entries of requisite Education Qualification	
7	Certificate of HOS to the effect that the concerned teacher possesses the requisite qualifications as per the Recruitment Rule (RR) for the post of PGT (Home Science)	
8	Certificate of HOS certifying that all educational Qualifications and Caste Certificate (If applicable) have been verified from the concerned Board/University/Authority along with the verification report received from the concerned authority.	

The concerned teacher is hereby directed to bring all the above mentioned documents in original at the time of verification as per Schedule.



Personal Detail/Verification Performa for Promotion of Teacher From PET to PGT Physical Education, TGT Domestic Science to PGT Home Science, TGT Drawing to PGT Fine Art.

Promotion Order 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.	Corse	Name of University/Board	Date of Acquiring Qualification (DD/MM/YY) as Mentioned on Provisional Certificate/Degree	Subject
1.	Graduation			
2.	Post Graduation			
3.	Course			
4.	Others			

IS/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 24/02/2026 and or 10/02/2026.

In case any information is found false or incorrect after verification. The Performa may be cancelled and I shall liable for the action to be taken against as per law.

Signature of the official

Certificate

This is certified that:-

- I. The above particulars have been carefully verified from service book and other records of the official concerned and found correct.
- II. There is not departmental proceeding/ Vigilance case pending against the official concerned.

Signature with Stamp of the HOS

Handwritten signature

List of PET promoted to PGT(Physical Education)

S.no	S.No. of the promotion list	Employee name & ID	Seniority No.	DOB	Current p	New Post	Current school
1	31	Amit Tiwari (20182749)	2310	03/07/1988	TGT (PET)	PGT (PET)	1104336
2	39	Kamal Sharma (20181995)	2361	10/04/1989	TGT (PET)	PGT (PET)	1104418
3	45	Varun Kuamr Jindhed (20182045)	2381	03/02/1992	TGT (PET)	PGT (PET)	1104005
4	47	Pankaj Kumar (20182612)	2386	20/05/1993	TGT (PET)	PGT (PET)	1104417
5	51	Pavan Rathor (20182596)	2404	05/07/1989	TGT (PET)	PGT (PET)	1104017
6	52	Manoj Kumar Thakur (20182608)	2409	11/10/1986	TGT (PET)	PGT (PET)	1104014
7	71	Chandrakant (20182006)	2489	12/01/1990	TGT (PET)	PGT (PET)	1104012
8	93	Richa Yadav (2082084)	2577	07/02/1987	TGT (PET)	PGT (PET)	1104025
9	111	Mohd. Murtaza (201975220)	2660	01/01/1987	TGT (PET)	PGT (PET)	1104492
10	116	Munendra Kumar Tripathi (20194703)	2674	04/09/1989	TGT (PET)	PGT (PET)	1104492
11	122	Abhishek Kumar (20196388)	2697	15/03/1992	TGT (PET)	PGT (PET)	1104151
12	136	Ajeet Singh (20194448)	2752	05/03/1991	TGT (PET)	PGT (PET)	1104150
13	140	Digpal Singh (20197520)	2777	06/07/1988	TGT (PET)	PGT (PET)	1104010
14	163	Chetan Tilwalia (20194370)	2890	30/10/1993	TGT (PET)	PGT (PET)	1104143
15	191	Anit Kumar (20194627)	3185	20/12/1990	TGT (PET)	PGT (PET)	1104490
16	12	Raman Jha (20110723)	2231	15/12/1986	TGT (PET)	PGT (PET)	1104014
17	35	Neha Rani (20194517)	3154	08/11/1991	TGT (PET)	PGT (PET)	1104029
Promoted vide Promotion ID P-20260006							
1	-	Vijay Kumar Garg (20080515)			TGT (PET)	PGT (PET)	
2	-	Mukat Lal (20080930)			TGT (PET)	PGT (PET)	

Handwritten signature/initials

List of TGT(Domestic Science)

List-B

S.no	S.no. of promotion list	Employee name & ID	Category	DOB	Current post	New Post	Current sc
1	6 (Vacancy year 2023)	Preeti (20172116)	UR	14/03/1988	TGT (Domestic Sci.)	PGT (Home Sci.)	1104142
2	16(Vacancy year 2023)	Vijayata Kumari (20172141)	UR	10/03/1979	TGT (Domestic Sci.)	PGT (Home Sci.)	1104027
3	9(Vacancy year 2024)	Kiran Bala Bharti (20172289)	SC	23/09/1987	TGT (Domestic Sci.)	PGT (Home Sci.)	1104024
4	24(Vacancy year 2024)	Himani (20181930)	UR	20/05/1993	TGT (Domestic Sci.)	PGT (Home Sci.)	1104022
5	28(Vacancy year 2024)	Kavita (20181914)	SC	04/07/1990	TGT (Domestic Sci.)	PGT (Home Sci.)	1104419



List of TGT(Fine Art)Female Vacancy year 2024

S.no	S.No.of promotion Order	Employee name & ID	Categor	DOB	Current post	New Post	Current school
1	6	Shaista Zareen (19977570)	UR	06/12/1972	TGT (Drawing)	PGT (Fine Art)	1104024

Sh

Letter Head of School
SAMPLE

Dated:-

No.F.-----

Certificate of Possession of Requisite Qualification

It is to certify that Sh./Smt. (E.ID)..... son/daughter of
..... posses the requisite qualifications as per the Recruitment Rules to the
promotional post i.e. PGT (Home Science). Further certified that Sh./Smt.....
holds a Degree Name from [University/Board Name] and fulfills the eligibility criteria.



HOS

(With seal)

**School Letter Head
SAMPLE**

No.F.....

Dated:-

DOCUMENT VERIFICATION CERTIFICATE

This is to certify that the following documents relating to educational qualification, and other relevant documents of Sh/.Smt. _____, (Designation), (Emp. ID-----) presently posted at School ----- (S.ID- ----) have been verified from the concerned issuing authority as mentioned below:-

Name of Candidate		Particulars of Verification conducted			
S.N	Particulars of Edu. Qualification & Caste Certificate	Board/ University	Passing Year/ Roll No.	Verification Authority	Verification Reference/Letter No.
		XXXXXXXXXX			
1					
2					
3					
4					
5					
6.	Caste Certificate	उपखण्ड मजिसट्रेट, XXXXXXXXXXXXXXXX दिनांक XXXXXXXXXXXXXXXX			

**HOS
(with seal)**

To
