

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION

DISTRICT: NORTH: LUCKNOW ROAD: DELHI

ADMINISTRATION BRANCH

No.F. DDE(N)/Admn./2025-26/21-25

Dated 10/04/2026

ORDER

In pursuance of the promotion order issued by Establishment-II Branch, Directorate of Education vide No. DE.2(2)(2)/E-II/Promotion/2024/181 dated 10.02.2026, a District Level Screening Committee is hereby constituted at District North for checking/verification of original documents of the teacher promoted from Drawing Teacher to PGT (Fine Art) in respect of District North. The composition of the committee shall be as under:

1. Sh. Harish Kumar, DDE (Zone-8), Emp. ID – 19996018 – Chairperson
2. Ms. Kavita Rani, Vice Principal, SKV Timar Pur (1207034), Emp. ID – 20240437 – Member
3. Sh. Shree Kant Dubey, Lecturer (Fine Arts), SV No.1 Mori Gate (1207022), Emp. ID – 19920841 – Member


The committee shall verify the original documents, educational qualifications, service records and other relevant documents of the concerned teachers and also check the recognition of the University/Institution and authenticity & validity of the degree/course as per Recruitment Rules before allowing them to assume charge of the promotional post.

The schedule for verification is as under:

S.No.	Name & Emp. ID	Designation	School ID	Date	Time	Venue
1	Raj Kumar Ghosh (Emp. ID – 20080313)	Drawing Teacher	1207108	16.04.2026 (Thursday)	11:30 AM	Office of the Deputy Director of Education, District North

- The Concerned teacher shall report along with all original documents, educational qualifications, service records and other relevant documents with annexure I & II.
- The Committee shall verify the original documents and also check the recognition of University/Institution and authenticity & validity of degree/course as per Recruitment Rules before allowing the concerned teacher to assume charge of the promotional post.
- All Committee Members are requested to remain present on the scheduled date and time for carrying out the document verification.

In case any member of the Committee is on leave on the scheduled date, the concerned link officer shall attend the proceedings on his/her behalf.



(Dy. Director of Education)
District North

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Copy to:-

1. All Committee Members
2. DDE (E-II), Directorate of Education
3. The HOS concerned
4. OS (IT) with the request to upload the same on Public Circular
5. Guard File


(Dy. Director of Education)
District North

Name of the School.....

Annexure-I

School ID.....

Check Lists of Document verification of recently Promoted PET to PGT Physical Education, Domestic Science Teacher to PGT Home Science, Drawing Teacher to PGT Fine Art in respect of Distt. C/ND of DoE

Name with Employee ID.....

Present Post/Subject.....

Promotional Post/Subject.....

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
PET to PGT Physical Education, Domestic Science Teacher to PGT Home Science,
Drawing Teacher 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.	Course	Name of University/ Board	Date of Acquiring Qualification (DD/MM/YYYY) as 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 24/02/2026 & or 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.

Signature with Stamp of the HOS