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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OFFICE OF DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH WEST B-II, FU BLOCK, PITAMPURA, DELHI-34
Email: ddenwb2@gmail.com

F.1/ DNWB-II/ADMIN/Promotion/2026/5485-90

Dated 08/04/2026

CIRCULAR

Subject: Regarding Original document verification of promoted teachers from the post of Domestic Science Teacher of DOE to the post of PGT Home Science in respect of Govt. Schools of Zone-13 District North West B-II.

In pursuance of Promotion Order No. F.NO.DE.2 (2) (2)/E-II/Promotion/2024/180 dated 10/02/2026 and F.NO.DE.2 (2) (2)/E-II/Prom/Online/Posting/pt file/2024/389 dated 02.04.2026. The District Level Screening Committee has been constituted by DDE District North West B-II, for checking/ verification of original documents of the promoted Domestic Science Teacher. Promotion of the Domestic Science Teacher Concerned is further subject to the condition that the teachers concerned fulfill all of the eligibility conditions as laid down by the Competent Authority in the applicable RRs of the post of Lecturer/PGT- Home Science.

The list of Necessary Documents required at the time of verification as per check list is attached here with as **Annexure-B**.

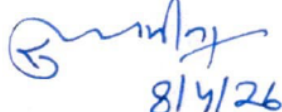
Accordingly, such teachers posted in District North West B-II as per list attached as **Annexure-A** are hereby directed to report for the verification of their documents on **09-04-2026 from 10.30 AM to 04.00 PM** at venue given below:

S.No.	Date of Verification	Serial No. of the candidate as per Order dated 02/04/2026
1	09/04/2026	04, 34, 37, 50

Venue:- Office of DDE, NWB-II, SCSDSV, Sec-09 Rohini (1413010)

Time: 10.30 AM to 04.00 PM

Enclosures: As above:

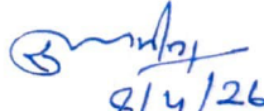

8/4/26
Deputy Director of Education
District North West B-II

F.1/ DNWB-II/ADMIN/Promotion/2026/5485-90

Dated 08/04/2026

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 (North), O/o. the RDE North Pitampura , New Delhi.
4. DDE (E-II), Directorate of Education, Delhi-1.10054.
5. OS (IT) with the request to upload the same in the Public Circular.
6. Guard File


8/4/26
Deputy Director of Education
District North West B-II

S.C. MEENA
Deputy Director of Education
DOE GNCT of Delhi
District North West B-II
FU-Blk, Pitampura, Delhi-110034

Annexure A

List of promoted teachers from the post of Domestic Science Teacher of DOE to the post of PGT Home Science in respect of Govt. Schools of Zone-13 District North West B-II.

S.No.	S.No. as per HQ Order	Name of the Employee with ID	Present Post/Designation	Promoted as	Present Place of Posting
1.	4	Deepti Garg (20181866)	Domestic Science Teacher	Domestic Science Teacher	CM Shri School Sec-08 Rohini (1413027)
2.	34	Pooja Malik (20180005)	Domestic Science Teacher	Domestic Science Teacher	Rithala- SKV (1413026)
3.	37	Pratibha S.Vedi (20172295)	Domestic Science Teacher	Domestic Science Teacher	Rohini, Sec-24, GGSSS (1413316)
4.	50	Shalini (20172291)	Domestic Science Teacher	Domestic Science Teacher	Rohini Sec-25 GGSSS (1413340)

B

Name of the School:

School ID:

**Check list for Document verification for recently Promoted Domestic Science Teacher of
DOE to the post of Lecturer/ PGT-Home Science**

Name of the Employee with ID:

Present Post

Promotional Post/ Subject: PGT/ Lecturer _____

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	Latest Vigilance Clearance Status Report (District Level and HQ level) after issuance of the Promotion Order dated 10/02/2026 and 02/04/2026 as the case may be.	
6	Caste Certificate (if applicable)	
7	Copies of Year wise Mark-Sheets & Degree/Provisional certificate (Not Older than 6 months)	
8	Copies of Year wise Mark-Sheets & Degree/Provisional certificate (Not Older than 6 months) of Post-Graduation (Duly Signed by concerned HOS)	
9	Copy of permission for getting Higher Educational Qualification from the concerned Department (if applicable) (Duly Signed by concerned HOS)	
10	Copy of Service Book 1 st Page (Personal Details) and copy of page having entries of requisite Educational Qualifications (Duly Signed by concerned HOS)	
11	Any other documents	

Note : The concerned teachers are directed to bring all of the above mentioned Documents in Original at the time of verification (Except for Service Book)

Sign with Date & Stamp of the HOS

**PERSONAL DETAILS/VERYFICATION PROFORMA FOR PROMOTED Domestic Science Teacher TO
THE POST OF LECTURER/ PGT - Home Science**

Promotion Order No.:

Serial No. in the Promotion Order:

1. Present Details:

- (i). Name of the Official (In Capital Letter) : _____
- (ii). Employee ID : _____
- (iii). Current Designation/Post : _____
- (iv). Date of Birth as per Service record: _____
- (v). Present Zone/District : _____
- (vi). Present School Name with ID : _____

Details of initial Appointment as Domestic Science Teacher in Directorate of Education:

1. Date of Joining as Domestic Science Teacher:-
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
1	Graduation			
2	Post-Graduation			
3.	Others			

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 and Circulars/Orders issued time to time by the Competent Authority in this regard. In case any information is found false or incorrect on verification or at any stage later on, the promotion may be cancelled and I shall be liable for the any action deemed fit as per departmental norms and law.

Signature of Official



Name of the School:

School ID : _____

15/c

CERTIFICATE REGARDING QUALIFICATION

Certified that Sh./Smt. _____ is working in this school since as Domestic Science Teacher (_____) I.D. No. _____ Date of Birth _____ has possessed the prescribed educational qualification as per Recruitment Rules for promotion to the post of Domestic Science Teacher for the vacancy year-2023 & 2024 respectively and also certify that the recognition of the university/institutions and authenticity & validity of Degree course from which essential qualification has been required is as per Recruitment Rules.

Date :

PROMOTION ORDER NO :-

SERIAL NO:-

HEAD OF SCHOOL



Name of the School:

School ID : _____

14/c

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) 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
on him/her in the last ten years**

Date :

PROMOTION ORDER NO :-

SERIAL NO:-



HEAD OF SCHOOL

Name of the School:

13/2

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 have never been put under suspension and also certify that period of posting as Domestic Science Teacher counts towards duty.

Date :

PROMOTION ORDER NO

SERIAL NO



HEAD OF SCHOOL

CERTIFICATE

12/c

This is certified that:-

- 1 The above particulars have been carefully Checked and verified from the service book and other records of the official Concerned and are found correct.
- 2 There is No departmental proceeding/Vigilance case is/are pending or contemplated against the official Concerned.

Sign with Stamp of the HOS

