

**GOVERNMENT OF N.C.T. OF DELHI**  
**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH WEST (A), BL-BLOCK, SHALIMAR BAGH, DELHI**

F.1/DNWA/ADMN/Promotion/2022/1698-1704.

DATED:- 26/08/2022,

**CIRCULAR**

**Subject:- Regarding Original Document Verification of Promoted Teachers from Asstt. Teachers Primary/Nursery to TGT vide Order No. F.No. DE.3(109)/E-III/Promotion/2021/1962-68 dated 29/07/2022 and F.No. DE 3(109)/E-III/Promotion/2021/1969-78 dated 29/07/2022.**

In pursuance of promotion order No. DE.3(109)/E-III/Promotion/2021/1962-68 dated 29/07/2022 and DE 3(109)/E-III/Promotion/2021/1969-78 dated 29/07/2022, the District Level Screening Committee has been constituted by District North West-A authorities for checking/verification of original documents of the promoted teachers. The Schedule for the verification of documents is attached as Annexure-A for the recently promoted teacher for Assistant Teachers Primary/Nursery to TGT posted in District North West-A. 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-A as per Annexure-A are hereby directed to report for the verification of their documents on their respective scheduled date & time.

Enclosures: As above.

**DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH WEST-A**

F.1/DNWA/ADMN/Promotion/2022/1698-1704.

DATED:- 26/08/2022,

Copy to:

1. P.S. to Pl. Secy. Education
2. P.S to DE, Dir. Of Education
3. RDE, North
4. DDE, E-III
5. Incharge (Computer Cell), Dte. Of Education
6. Guard File

**DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH WEST-A**

F.1/DNWA/ADMN, Promotion/2022/

Copy to:

Check List for Document Verification of recently promoted Assistant Teacher Primary/Nursery to TGT from EDMC/SDMC/NDMC

S.No.	Documents	Page No.
1.	Personal Detail/ Verification Proforma as attached	
2.	Certificate regarding Educational Qualification duly attested by HOS MCD (in Attached Proforma)	
3.	No RDA/No Penalty Certificate	
4.	Certificate regarding dis-non/suspension/break-in-service	
5.	Vigilance Clearance Status Report	
6.	Cast Certificate (whereas applicable) (Duly attested by concerned HOS MCD)	
7.	Copy of mark-sheet & Degree/Provisional certificate of Diploma (JBT/NTT/D.Ed./Equivalent Course)(Duly attested by concerned HOS MCD)	
8.	Copy of Year wise mark sheet & Degree/provisional certificate of Graduation (B.A./B.Sc./B.Com/Equivalent Course (Duly attested by concerned HOS MCD)	
9.	Copy of mark-sheet & Degree/Provisional certificate of Bachelor of Education (Duly attested by concerned HOS MCD)	
10.	Copy of mark-sheet of secondary level only (Duly attested by concerned HOS MCD)	
11.	Copy of permission of getting Higher Educational qualification from concern department (Duly attested by concerned HOS MCD)	
12.	Copy of service book 1 <sup>st</sup> page (personal details) and copy of page having entries of requisite educational qualifications (Duly attested by concerned HOS MCD)	
13.	Probation clear certificate	

Note :- The Concerned teacher is hereby directed to bring all the above mentioned documents in original at the time of verification (Except for service book).

**PERSONAL DETAIL/Verification PROFORMA FOR PROMOTED TEACHERS  
FROM Asst. Tr. Pr./Nur. TO TGT  
To be verified by EDMC/NDMC/SDMC/Concerned HOS**

Promotion order no :-

Serial no. :-

**Present Details**

Name of the Official ( in Capital Letter) \_\_\_\_\_

Employee Id (DOE) \_\_\_\_\_

Designation \_\_\_\_\_

Date of Birth : \_\_\_\_\_ & Category :- \_\_\_\_\_

Present Zone \_\_\_\_\_

Present School \_\_\_\_\_

vii. Posted at (School ID and name) \_\_\_\_\_

**2. Details of initial Appointment as TGT in Directorate of Education:**

(i) Date of joining as Asst. Tr. Primary/ Nursery : \_\_\_\_\_

**3. Details of Educational Qualifications as per service book record :**

S.no.	Course	Name of University/ Board	Month & Year of Acquiring Qualification	Subject
1.	Secondary level mark Sheet			
2.	Diploma course (JBT/D.Ed/ equivalent course)			(no need for this course)
3.	B.Ed.			(no need for this course)
4.	Graduation course			
5.	Master Degree in (Subject) (if any)			

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 me 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 are no departmental proceedings / Vigilance case pending against the official concerned.

**Sign with stamp of the HOS**

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

School Code : \_\_\_\_\_

**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 and also certifies that period of posting as Asst. Teacher Primary/Nursery Category teachers counts towards duty.

School Code : \_\_\_\_\_

Date :

Head of School

**Promotion order no :-**

**Serial no. :-**

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

School Code: \_\_\_\_\_

**CERTIFICATE REGARDING QUALIFICATION**

Certified that Sh./Smt./Ms. \_\_\_\_\_ working in the school since \_\_\_\_\_ as \_\_\_\_\_ (Designation) I.D. No. \_\_\_\_\_, D.O.B: \_\_\_\_\_ has possessed the prescribed educational qualification as per Recruitment Rules for promotion to the post as TGT \_\_\_\_\_ (subject name) for the vacancy year 2021 & 2022 anticipated vacancy and also certify that the recognition of the University/Institutions and authenticity & validity of Degree/Course from which essential qualification has been acquired is as per **Recruitment Rules**.

**CERTIFICATE REGARDING QUALIFICATION**

**Head of School**

Certified that Sh./Smt./Ms. \_\_\_\_\_  
school since \_\_\_\_\_

**Date:** \_\_\_\_\_ D.O.B: \_\_\_\_\_

the prescribed educational qualification as per Recruitment Rules for promotion to the post as TGT \_\_\_\_\_ (subject name) for the vacancy year 2021 & 2022 anticipated vacancy and also certify that the recognition of the University/Institutions and authenticity & validity of Degree/Course from which essential qualification has been acquired is as per **Recruitment Rules**.

**Note: Attach copy of Degree/Provisional and Mark-sheets of Master degree course only of the subject of promotion, duly attested by HOS concern with this proforma.**

**Promotion Order No:-**

**Serial No.:-**

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**Promotion Order No:-**

**Serial No.:-**