

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: ddnwb2010@gmail.com

F.1/DNWB/ADMN/Promotion/2022/2548-2553

DATED: 30/08/2022

CIRCULAR

**Subject: Regarding Original Document Verification of Promoted Teachers from Asstt. Teachers Primary/Nursery of DOE/MCD to TGT/TGT(Mil.)**

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-B-II authorities for checking/verification of original documents of the promoted teachers. The list of necessary Documents required at the time of verification as per check list is attached here with as Annexure-A.

Accordingly, such teachers posted in District North West-B-II as per the list attached as Annexure-A are hereby directed to report for the verification of their documents on 02.09.2022 at venue given below:

**Venue :-** Govt. Boys Sr. Sec. School,  
Prashant Vihar Delhi ( School ID: 1413016)

Enclosures: As above.



**SAVITA DRALL  
DEPUTY DIRECTOR OF EDUCATION  
DISTRICT NORTH WEST-B-II**

F.1/DNWA/ADMN/Promotion/2022/ 2548-2553

DATED: 30/08/2022

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



**SAVITA DRALL  
DEPUTY DIRECTOR OF EDUCATION  
DISTRICT NORTH WEST-B-II**

## Check List for Document Verification of recently Promoted Asst. Teacher Primary/Nursery to TGT

<u>S.no.</u>	<u>Documents</u>	<u>Page no.</u>
1.	Personal Detail/Verification Proforma as attached	
2.	Certificate regarding Educational Qualification duly attested by HOS (copy attached)	
3.	No RDA/ No Penalty Certificate	
4.	Certificate regarding dies-non/suspension/ break-in-service	
5.	Vigilance Clearance Status Report	
6.	Caste Certificate (if any)	
7.	Copy of mark-sheet & Degree/Provisional certificate of Diploma (JBT/NTT/D.Ed./Equivalent Course (Duly signed by concern HOS)	
8.	Copy of mark-sheet & Degree/Provisional certificate of Graduation (B.A./B.Sc./B.com/Equivalent Course (Duly signed by concern HOS)	
9.	Copy of mark-sheet & Degree/Provisional certificate of Bachelor of Education (Duly signed by concern HOS)	
10.	Copy of mark-sheet of secondary level only (Duly signed by concern HOS)	
11.	Copy of permission of getting higher educational qualification form concern department (Duly signed by concern HOS)	
12.	Copy of service book 1 <sup>st</sup> page (personal details) and copy of page having entries of requisite educational qualifications (Duly signed by concern HOS)	

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

# Directorate of Education, Govt. of NCT of Delhi

DISTRICT NORTH WEST – B-I/B-II, FU block Pitampura, NEW DELHI

PERSONAL DETAIL/Verification PROFORMA FOR PROMOTED TEACHERS FROM Asst. Tr. Pr./Nur. TO TGT

Promotion order no :-

Serial no. :-

## I. Present Details

- i. Name of the Official ( in Capital Letter) : \_\_\_\_\_
- ii. Employee Id (DOE) : \_\_\_\_\_
- iii. Designation : \_\_\_\_\_
- iv. Date of Birth : \_\_\_\_\_ & Category :- \_\_\_\_\_
- v. Present Zone : \_\_\_\_\_
- vi. 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.	Bachelor Degree			
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 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 2014-15 to 2020-21 respectively 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.

Date :

**Head of School**

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. :-**

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.

Date :

**Head of School**

**Promotion order no :-**

**Serial no. :-**

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

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

**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.(DOE) .....  
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 :

Head of School

**List of Promoted teachers from Asst. Tr. To TGT (DOE)**

S.No.	Employee Name	Employee ID	Current School	New post	Posted In	Reporting Time
1	Jyoti Rani	20090766	1413004	TGT English	1413320	9:30 AM
2	Sushma Chowdhry	20073042	1413010	TGT Hindi	1413074	9:30 AM
3	Meenakshi	20080051	1413010	TGT Hindi	1413002	9:30 AM
4	Seema Yadav	20080198	1413010	TGT Hindi	1413026	9:30 AM
5	Alka Yadav	20080055	1413026	TGT English	1413074	9:30 AM
6	Babli	20150508	1413026	TGT Hindi	1413336	9:30 AM
7	Bhoomika Sharma	20150169	1413027	TGT Math	1413010	9:30 AM
8	Renu	20150366	1413181	TGT Math	1413266	9:30 AM
9	Geeta Mudgal	20150852	1413181	TGT N SC.	1413078	9:30 AM
10	Sunil	20150337	1413323	TGT English	1413267	9:30 AM
11	Sumit Maan	20090541	1413333	TGT S.SC	1413016	9:30 AM
12	Anjali	20030011	1413004	TGT Hindi	1411178	9:30 AM
13	Anjali	20030011	1413004	TGT Hindi	1411178	9:30 AM
14	Chetna Dabas	20091488	1413025	TGT English	1412084	9:30 AM
15	Chetna Dabas	20091488	1413025	TGT English	1412084	9:30 AM
16	Manisha Devi	20080053	1413025	TGT Hindi	1412095	9:30 AM
17	Manisha Devi	20080053	1413025	TGT Hindi	1412095	9:30 AM
18	Neha Aggarwal	20072610	1413333	TGT Hindi	1411038	9:30 AM
19	Neha Aggarwal	20072610	1413333	TGT Hindi	1411038	9:30 AM
20	SHALINI SARAN	20080033	1413333	TGT English	2128025	9:30 AM



Deputy Director of Education  
District North West-B  
Govt. N.C.T. of Delhi  
FU-Block, Pitampura, Delhi-110034



## List of Promoted teachers from Asst. Tr. To TGT (MCD)

S.No.	Employee Name	Employee	New post	Posted In	Reporting Time
1	Shailly Gupta	20221280	TGT English	1413002	11:00 AM
2	Devener Rana	20221237	TGT English	1413009	11:00 AM
3	Neelam Vashisht	20221266	TGT English	1413010	11:00 AM
4	Tamanna Goel	20221246	TGT English	1413027	11:00 AM
5	Prachi Jain	20221251	TGT English	1413069	11:00 AM
6	Preeti Panwar	20221258	TGT English	1413071	11:00 AM
7	Swati Verma	20221298	TGT English	1413074	11:00 AM
8	Pooja Mathur	20221289	TGT English	1413340	11:00 AM
9	Promila	20221804	TGT Hindi	1413078	11:00 AM
10	Reenu Rani	20221871	TGT Hindi	1413340	11:00 AM
11	MANJU RANI	20221795	TGT HINDI	1413002	11:00 AM
12	Praveen Kumar	20221731	TGT HINDI	1413006	11:00 AM
13	MONIKA VERMA	20221849	TGT HINDI	1413336	11:00 AM
14	Namita Vashisht	20221360	TGT Math	1413002	11:00 AM
15	Dinesh Singh Rana	20221333	TGT Math	1413011	11:00 AM
16	Ashu	20221351	TGT Math	1413027	11:00 AM
17	Rajvir	20221337	TGT Math	1413027	11:00 AM
18	Anshul Jain	20221371	TGT Math	1413070	11:00 AM
19	Gunjan Kaul	20221357	TGT Math	1413070	11:00 AM
20	Rekha Kaushik	20221374	TGT Math	1413266	11:00 AM
21	Pratibha Suhag	20221379	TGT Math	1413340	11:00 AM
22	Sunil Kumar	20221941	TGT N. SC	1413001	11:00 AM
23	Suman Dalal	20221948	TGT N. SC	1413009	11:00 AM
24	Savita	20221983	TGT N. SC	1413025	11:00 AM
25	Pankaj	20221935	TGT N. SC	1413284	11:00 AM
26	Anupam Sharma	20221942	TGT N. SC	1413318	11:00 AM
27	Jyoti	20220006	TGT N. SC	1413320	11:00 AM
28	Neha Yadav	20221986	TGT N. SC	1413340	11:00 AM
29	Varuna Sharma	20221985	TGT N. SC	1413340	11:00 AM
30	DEEPIKA MATHUR	20221530	TGT SOCIAL SCIENCE	1413266	2:00 PM
31	Suman	20221923	TGT Skt	1413003	2:00 PM
32	BHARATI LAROIYA	20221407	TGT SOCIAL SCIENCE	1413320	2:00 PM
33	RAJ RANI MEHTA	20221431	TGT SOCIAL SCIENCE	1413002	2:00 PM
34	Ranjan Mittal	20221569	TGT SOCIAL SCIENCE	1413004	2:00 PM
35	AMIT KUMAR	20221647	TGT SOCIAL SCIENCE	1413006	2:00 PM
36	BINDU SINGHAL	20221471	TGT SOCIAL SCIENCE	1413006	2:00 PM
37	KIRAN BALA	20221422	TGT SOCIAL SCIENCE	1413027	2:00 PM
38	KIRAN BALA	20221477	TGT SOCIAL SCIENCE	1413027	2:00 PM
39	SAROJ BHAT	20221449	TGT SOCIAL SCIENCE	1413027	2:00 PM
40	SARITA RANI	20221434	TGT SOCIAL SCIENCE	1413030	2:00 PM
41	Vijay Kumar	20221635	TGT SOCIAL SCIENCE	1413079	2:00 PM
42	Navita Dagar	20221511	TGT SOCIAL SCIENCE	1413268	2:00 PM
43	Poonam Kumari	20221555	TGT SOCIAL SCIENCE	1413268	2:00 PM
44	Sonika	20221532	TGT SOCIAL SCIENCE	1413268	2:00 PM
45	Pushpa Singhwaya	20221581	TGT SOCIAL SCIENCE	1413336	2:00 PM
46	SHRUTI	20221673	TGT SOCIAL SCIENCE	1413336	2:00 PM
47	Vandna	20221446	TGT SOCIAL SCIENCE	1413336	2:00 PM
48	SEENU	20221671	TGT SOCIAL SCIENCE	1413342	2:00 PM

  
 Deputy Director of Education  
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