

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION  
DISTRICT SOUTH WEST-B-I, NAJAFGARH, NEW DELHI - 110043

NO. F.DE. 54(2)/DDE/SWB-I/PR.BR./2022/ 205

Dated 30/08/2022

**PUBLIC CIRCULAR**

**Sub: Regarding Original Document Verification of teachers promoted from Asstt. Tr (Primary/Nursery of MCD & DoE) to TGTs.**

In pursuance of various promotion orders issued by E-III branch HQ, Directorate of Education regarding the promotion of Asstt. Tr. **(Primary/Nursery of MCD & DoE)** to the post of TGT/TGT (MIL) the following Assistant Teachers (Primary/Nursery) of Municipal Corporation of Delhi and Directorate of Education are hereby directed to report to the below mentioned venue and time for verification of original educational qualification documents and other relevant documents as per checklist mentioned in Annexure B. The District Level Screening Committee constituted by District South West B -I for checking/verification the original documents of newly promoted Asstt. Tr. as per Annexure A.

Accordingly all such newly promoted teachers posted in District South West B - I are hereby directed to report for the verification of their documents on 01/09/2022 and 02/09/2022 as per below schedule.

**Venue: O/o Deputy Director Of Education, District South West B-I Najafgarh, New Delhi**

**Date and Time: 01.09.2022 and 02.09.2022 (10:00 AM to 04:00 PM)**

| S.No. | Date of Verification | Serial No. of the candidate shown in Annexure- A |
|-------|----------------------|--|
| 1.    | 01/09/2022           | Serial No. 1 - 25                                |
| 2.    | 02/09/2022           | Serial No. 26 - 50                               |

  
Dy. Director of Education  
District South West B - I

NO. F.DE. 54(2)/DDE/SWB-I/PR.BR./2022/

Dated

Copy to: -

1. ADE (E-III) for information.
2. DDE South West B - I.
3. DDE Zone-21.
4. All concerned HOSs of Zone-21, District South West B - I with the direction to intimate the employee concerned
5. OS (IT) with the request to put up on Public Circular on official website.

  
Dy. Director of Education  
District South West B - I

## ANNEXURE-A

## LIST OF ASSISTANT TEACHER PRIMARY (MCD &amp; DoE) PROMOTED TO TGTs/MISC. POSTED IN DISTRICT SOUTH WEST B - I

| S.NO | NAME OF OFFICIALS   | EMPLOYEE ID | DESIGNATION        | ALLOTTED SCHOOL                                     |
|------|---------------------|-------------|--------------------|---|
| 1    | MAMTA SINGH         | 20092144    | TGT ENGLISH        | Samalka-SKV-1821022                                 |
| 2    | SWETA               | 20150306    | TGT MATH           | Samalka- GGSSS-1821280                              |
| 3    | CHANDAN             | 20150334    | TGT SOCIAL SCIENCE | Dwarka, Sector III(Ist Site)-G(Coed) 1821203        |
| 4    | CHIRINJI LAL        | 20092079    | TGT SOCIAL SCIENCE | Dwarka, Sector III(II Site)-G(Coed)SSS-1821237      |
| 5    | GEETA TANWAR        | 20040243    | TGT SOCIAL SCIENCE | Sagarpur, No.1-SKV-1821016                          |
| 6    | MEENAKSHI SHARMA    | 20072550    | TGT SOCIAL SCIENCE | Dwarka Sector-I Pkt-7-SKV1821030                    |
| 7    | PUSHPA              | 20080116    | TGT SOCIAL SCIENCE | Sagarpur, No.2-SKV-1821017                          |
| 8    | SHASHI              | 20072902    | TGT SOCIAL SCIENCE | Palam Enclave, No.3-G(Co-ed)SSS1821024              |
| 9    | SONIA GUPTA         | 20072595    | TGT SOCIAL SCIENCE | Samalka- GGSSS-1821280                              |
| 10   | DIMPAL YADAV        | 20080199    | TGT HINDI          | Bamnoli, Dhulsiras -G(Co-ed) Sr.Sec.School-1821039  |
| 11   | NISHA KUMARI        | 19970779    | TGT HINDI          | Dwarka, Sector II-G(Co-ed)SSS1821029                |
| 12   | PAPPU RAM MEENA     | 20150571    | TGT HINDI          | Vijay Enclave-SBV-1821028                           |
| 13   | PRAKASH CHAND MEENA | 20150899    | TGT HINDI          | Samalka, No.1- GBSSS-1821005                        |
| 14   | SUMAN               | 20073009    | TGT HINDI          | Dawarka,Sec-16A, G(Co-ed)SSS1821242                 |
| 15   | ANJANA YADAV        | 20221270    | TGT ENGLISH        | Samalka-SKV-1821022                                 |
| 16   | KANIKA DAYA         | 20221292    | TGT ENGLISH        | Dwarka Sector-I Pkt-7-SKV-1821030                   |
| 17   | KANIKA GULAT        | 20221268    | TGT ENGLISH        | Dwarka Sector-I Pkt-7-SKV-1821030                   |
| 18   | MANISHA YADAV       | 20221287    | TGT ENGLISH        | Dwarka, Sector III(Ist Site)-G(Co-ed)SSS-1821203    |
| 19   | MANOJ YADAV         | 20221282    | TGT ENGLISH        | Sagarpur, No.1-SKV-1821016                          |
| 20   | RAJ LAXMI           | 20221305    | TGT ENGLISH        | Dwarka, Sector-VI, G(Co-ed)SSS-1821031              |
| 21   | SILKY SHARMA        | -20221274   | TGT ENGLISH        | Dwarka, Sector-VI, G(Co-ed)SSS-1821031              |
| 22   | URMILA SHOKEEN      | 20221269    | TGT ENGLISH        | Dwarka Sector-6, Govt. (Co-ed) SSS (Site-I)-1821206 |
| 23   | ANITA MOTWANI       | 20221339    | TGT MATH           | Dwarka Sector-6, Govt. (Co-ed) SSS (Site-I)-1821206 |

|    |                         |          |                        |  |
|----|-------------------------|----------|------------------------|--|
| 24 | ANUPRIYA                | 20221352 | TGT MATH               | Vijay Enclave-SKV-1821025                            |
| 25 | KEERTI SINGH            | 20221318 | TGT MATH               | Dwarka, Sector-VI, G(Co-ed)SSS-1821031               |
| 26 | MINI TANDON             | 20221340 | TGT MATH               | Shahabad Mohammadpur- SKV-1821033                    |
| 27 | PREMLATA                | 20221372 | TGT MATH               | Palam Enclave, No.1-SKV-1821018                      |
| 28 | RAVI KANT<br>AGGARWAL   | 20221329 | TGT MATH               | Palam Village, Raj Nagar Extn., Part 2-GBSSS-1821003 |
| 29 | ARJUN RAM               | 20221601 | TGT SOCIAL<br>SCIENCE  | Dwarka, Sector II-G(Co-ed)SSS-1821029                |
| 30 | AVNISH KUMAR            | 20221640 | TGT SOCIAL<br>SCIENCE  | Vijay Enclave-SBV-1821028                            |
| 31 | BHARTI PAHUJA           | 20221460 | TGT SOCIAL<br>SCIENCE  | Dwarka Sector-6, Govt. (Co-ed)SSS (Site-I)-1821206   |
| 32 | DHANITA                 | 20221666 | TGT SOCIAL<br>SCIENCE  | Samalka- GGSSS-1821280                               |
| 33 | POOJA                   | 20221576 | TGT SOCIAL<br>SCIENCE  | Samalka-SKV-1821022                                  |
| 34 | RENU                    | 20221590 | TGT SOCIAL<br>SCIENCE  | Dwarka, Sector-VI, G(Co-ed)SSS-1821031               |
| 35 | SAMRIDHI<br>MANCHANDA   | 20221560 | TGT SOCIAL<br>SCIENCE  | Dwarka, Sector-VI, G(Co-ed)SSS-1821031               |
| 36 | SHASHI SHARMA           | 20221523 | TGT SOCIAL<br>SCIENCE  | Sagarpur, No.2-SKV-1821017                           |
| 37 | SHWETA<br>SHARMA        | 20221538 | TGT SOCIAL<br>SCIENCE  | Palam Enclave, No.3-G(Co-ed)SSS-1821024              |
| 38 | SONIA                   | 20221470 | TGT SOCIAL<br>SCIENCE  | Dwarka Sector-I Pkt-7-SKV-1821030                    |
| 39 | SUDESH GUPTA            | 20221444 | TGT SOCIAL<br>SCIENCE  | Bamnoli, Dhulsiras -G(Co-ed)Sr.Sec.School-1821039    |
| 40 | ANJU GULATI             | 20221947 | TGT NATURAL<br>SCIENCE | Samalka-SKV-1821022                                  |
| 41 | ASHWANI<br>KUMAR SHARMA | 20221940 | TGT NATURAL<br>SCIENCE | Mahavir Enclave-G(Co-ed)SS-1821136                   |
| 42 | MAMTA<br>KATHPALI       | 20221953 | TGT NATURAL<br>SCIENCE | Samalka-SKV-1821022                                  |
| 43 | MANOJ KUMAR             | 20221938 | TGT NATURAL<br>SCIENCE | Samalka, No.2- GBSSS-1821244                         |
| 44 | JILE SINGH              | 20221739 | TGT HINDI              | Samalka, No.2- GBSSS-1821244                         |
| 45 | MRS. VINOD<br>YADAV     | 20221781 | TGT HINDI              | Samalka- GGSSS-1821280                               |
| 46 | NEETU SINGH             | 20221892 | TGT HINDI              | Dwarka, Sector III(Ist Site)-G(Co-ed)SSS-1821203     |
| 47 | POONAM                  | 20221890 | TGT HINDI              | Samalka- GGSSS-1821280                               |
| 48 | SANJAY KUMAR            | 20221740 | TGT HINDI              | Samalka, No.1- GBSSS-1821005                         |

|    |             |          |              |   |
|----|-------------|----------|--------------|---|
| 49 | TEJPAL      | 20221697 | TGT HINDI    | Palam Village, Raj Nagar, Part 1-<br>GBSS-1821014 |
| 50 | BHAWANI RAM | 20221903 | TGT SANSKRIT | Dwarka, Sector-VI, G(Co-ed)SS-<br>1821031         |

**Check List for Document Verification of recently Promoted Asst.  
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<br>( in Attached Proforma)   |          |
| 3.    | No RDA/ No Penalty Certificate  |          |
| 4.    | Certificate regarding dies-non/ suspension/ break-in -service   |          |
| 5.    | Vigilance Clearance Status Report   |          |
| 6.    | Caste Certificate ( whereas applicable) (Duly attested by concerned HOS)  |          |
| 7.    | Copy of Year wise mark-sheet & Degree /Provisional certificate of Gradation<br>(B.A./ B.Sc./B.com/Equivalent Course ( Duly attested by the concerned HOS)                 |          |
| 8.    | Copy of mark-sheet & Degree/Provisional certificate of Bachelor of Education<br>( Duly attested by concerned HOS)   |          |
| 9.    | Copy of mark-sheet of secondary level only (Duly attested by concerned HOS)   |          |
| 10.   | Copy of permission of getting higher educational qualification form concern<br>department (Duly attested by concerned HOS) - if qualification persuade during<br>service. |          |
| 11.   | Copy of service book 1 <sup>st</sup> page (personal details) and copy of page having entries<br>of requisite educational qualifications (Duly attested by concerned HOS)  |          |

All the above mentioned documents verified and signed by me.

HOS

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

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

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

**CERTIFICATE REGARDING DIES-NON/SUSPENSION/ BREAK- IN -SERVICE**

As per the service record 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: \_\_\_\_\_

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. :-

**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. :-

**1. 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/<br>Board | Month & Year of Acquiring<br>Qualification | Subject |
|------|--|------------------------------|--|---------|
| 1.   | Secondary                                |                              |  |         |
| 2.   | Graduation course                        |                              |  |         |
| 3.   | B.Ed.                                    |                              |  |         |
| 4.   | Master Degree in<br>( 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