

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

NO. F.DE. 54(2)/DDE/Admn.Br./SWB-II/2022/ **604**

Dated **30/8/2022**

**PUBLIC CIRCULAR**

**Sub: Regarding Original Document Verification of teachers promoted from Asstt. Tr (Primary/Nursery of MCD) to TGT vide order No. DE.3 (109)/E-III/Promotion/2021/1969-78 dated 29.07.2022.**

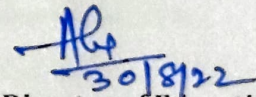
In pursuance of various promotion orders issued by E-III branch HQ, Directorate of Education regarding the promotion of Asstt. Tr. (Primary/Nursery of MCD) to the post of TGT/TGT (MIL) the following Assistant Teachers (Primary/Nursery) of Municipal Corporation of Delhi are hereby directed to report to 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 -II 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 - II are hereby directed to report for the verification of their documents on 02/09/2022 and 03/09/2022 as per below schedule.

**Venue: GBSSS, No. 3 Najafgarh (1822057)**

**Date and Time: 02.09.2022 and 03.09.2022 (11:00 AM to 2:30 PM)**

S.No.	Date of Verification	Serial No. of the candidate shown in Annexure- A
1.	02/09/2022	Serial No. 1 - 15
2.	03/09/2022	Serial No. 16 - 30

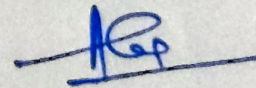
  
**Dy. Director of Education**  
**District South West B - II**

NO. F.DE. 54(2)/DDE/Admn.Br./SWB-II/2021/ **604**

Dated **30/8/2022**

Copy to: -

1. ADE (E-III) for information.
2. DDE South West B - II.
3. DDE Zone-22.
4. All concerned HOSs of Zone-22, District South West B - II 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 - II**



**Annexure - A****LIST OF ASSISTANT TEACHER PRIMARY (MCD) PROMOTED TO TGTs/MISC. POSTED IN DISTRICT SOUTH WEST B - II.**

S. No	Employee Name	Post	D.O.B	Category	School allotted
1	SUNITA RANI-20221917	TGT SKT	12/02/1966	General	Najafgarh, Jharoda Kalan-GGSSS-1822066
2	SUSHIMA RANI-20221920	TGT SKT	20/09/1964	General	Ghumanhera- SV-1822051
3	ANISH SEHRAWAT-20221679	TGT HINDI	06/06/1989	General	Najafgarh, No.1-GBSSS-1822063
4	ANIL KUMAR-20221713	TGT HINDI	12/05/1990	General	Najafgarh, Jharoda Kalan-GBSSS-1822065
5	DEEPIKA SEHRAWAT-20221835	TGT HINDI	02/07/1987	PwD	Najafgarh, Jharoda Kalan-GGSSS-1822065
6	DIGVIJAY SINGH-20221726	TGT HINDI	24/01/1988	General	Najafgarh, Jharoda Kalan-GBSSS-1822065
7	NEETA SHARMA-20221761	TGT HINDI	29/10/1963	General	Najafgarh, Jharoda Kalan-GGSSS-1822066
8	POONAM -20221877	TGT HINDI	16/02/1990	General	Nangli Sakrawati Village-GGSS-1822245
9	SHRI OM-20221727	TGT HINDI	22/12/1980	General	Dichaon Kalan- G Coed SV-1822262
10	VARSHA RANI-20221979	TGT N.Sci.	10/12/1984	General	Mundela Kalan-Govt.(Co-ed)SSS-1822004
11	VIJAY PRAJAPATI-20221932	TGT N.Sci.	05/01/1969	General	Najafgarh, Dharampura-GBSSS-1822258
12	ANITA YADAV-20221494	TGT S.Sci.	18/12/1981	General	Dichaon Kalan-GGSSS-1822050
13	DIPTI TEHLAN-20221520	TGT S.Sci.	03/01/1989	General	Dichaon Kalan- G Coed SV-1822262
14	JITENDER KUMAR MEENA-20221659	TGT S.Sci.	02/07/1986	General	Jaffarpur Kalan-S(Co-ed)V-1822055
15	KRISHAN CHANDER YADAV-20221605	TGT S.Sci.	20/08/1969	General	Jaffarpur Kalan-S(Co-ed)V-1822055
16	MAMTA -20221525	TGT S.Sci.	30/08/1984	General	Dichaon Kalan- G Coed SV-1822262
17	NIDHI SINGH-20222389	TGT S.Sci.	27/09/1979		Goela Khurd-GGSSS-1822028
18	PANKAJ KUMAR-20221633	TGT S.Sci.	15/03/1987	General	Najafgarh, Jharoda Kalan-GBSSS-1822065
19	SATENDER YADAV-20221646	TGT S.Sci.	15/11/1986	General	Dhansa-GBSSS-1822014
20	UMESH PRATAP SINGH-20221606	TGT S.Sci.	06/11/1971	General	Najafgarh, Dharampura-GBSSS-1822258
21	BHAWNA GAUR-20221354	TGT MATH	02/07/1986	General	Najafgarh, No.1-GGSSS-1822044
22	CHINKY CHUGH-20221319	TGT MATH	13/04/1989	General	Jaffarpur Kalan-S(Co-ed)V-1822055
23	MANISHA KUMARI-20221359	TGT MATH	05/01/1990	General	Nangli Sakrawati Village-GGSS-1822245
24	NISHA BARAK-20221378	TGT MATH	28/01/1983	General	Najafgarh, No.1-GGSSS-1822044
25	POOJA SHOKEEN-20221375	TGT MATH	14/04/1989	General	Goela Khurd-GGSSS-1822028
26	SARITA -20221385	TGT MATH	20/02/1987	General	Najafgarh-S(Co-ed)V-1822002
27	MEETU -20221261	TGT ENGLISH	19/07/1990	General	DeendarPur-SarvodayaKanya Vidyalaya-1822176
28	NISHA DAHYA-20221308	TGT ENGLISH	04/04/1990	General	Najafgarh, Jharoda Kalan-GGSSS-1822066
29	RAKESH KUMAR-20221239	TGT ENGLISH	23/09/1984	General	Khaira-G(Co-ed)SSS-1822056
30	VIRENDER SINGH DANGI-20221229	TGT ENGLISH	27/10/1972	General	Najafgarh, Jharoda Kalan-GBSSS-1822065



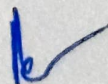
**Check List for Document Verification of recently Promoted Asst.  
Teacher Primary/ Nursery to TGT From EDMC/SDMC/NDMC**

S.No.	Documents	Page no.
1.	Personal Detail/Verification Proforma as attached	
2.	Certificate regarding Educational Qualification duly attested by HOS ( 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 (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 ( 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 from concern department (Duly attested by concerned HOS) - if qualification persuaed during service...	
11.	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)	

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/ Board	Month & Year of Acquiring Qualification	Subject
1.	Secondary			
2.	Graduation course			
3.	B.Ed.			
4.	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 :-**

- The above particulars have been carefully verified from the service book and other records of the official concerned and found correct.
- There are no departmental proceedings / Vigilance case pending against the official concerned.

Sign with stamp of the HOS