

**GOVERNMENT OF N.C.T. OF DELHI**  
**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH-EAST-I, B-BLOCK,**  
**YAMUNA VIHAR, DELHI-110053**

No.F.52(1)/DDE/NE-I/ADMN./2022/

708  
**CIRCULAR**

Dated:- 31/8/22

**Sub: Regarding documents verification in r/o Assistant Teacher of EDMC/SDMC/NDMC who are promoted to the post of TGT/TGT(MIL) in Directorate of Education.**

In pursuance to Promotion Order No. DE.3(109)/E-III/Promotion/2021/1969-78 dated 29/07/2022 and appointment order dated 25/08/2022 issued by SO(E-III) HQ regarding promotion from the post of Assistant Teachers to TGT/TGT(MIL), 42 Assistant Teachers who are working in EDMC/SDMC/NDMC have been allotted various schools of District North East-I, Directorate of Education.

In this regard, a committee of following members has been formed:

S.No	Name of the officers	Place of Posting
1.	Sh. Mukesh Garg, Vice Principal	GSBV No.1, B-Block, Yamuna Vihar (School ID-1104001) Delhi
2.	Sh. Suresh Pal Jayanth, Vice Principal	GBSSS, Gokalpur Village (School ID-1104004) Delhi
3.	Sh. Amit Kumar Manav, Vice Principal	RDJK, Co-ed, Bhajanpura (School ID-1104012)

Accordingly, all the concerned Assistant Teachers (Primary/Nursery), who have been allotted schools of District North East-I vide appointment order dated 25/08/2022, are hereby directed to report for the verification of their documents as per schedule given below:

S.No	Subjects	Venue, Date and Time
1.	Social Science and Natural Science	Date- 02/09/2022 to 03/09/2022 Venue: RPVV Hall, Yamuna Vihar Timing: 10.00 AM to 1.00 PM
2.	Maths, English & Hindi	Date- 02/09/2022 to 03/09/2022 Venue: RPVV Hall, Yamuna Vihar Timing: 02.00 PM to 05.00 PM

The list of necessary documents required at the time of documents verification as per the checklist attached.

*Razia Begum*  
31/8/22  
(RAZIA BEGUM)

**DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH EAST-I**

- Copy to
- (i) Hos of EDMC/SDMC/NDMC schools (Through circular on [www.edudel.nic.in](http://www.edudel.nic.in))
  - (ii) concerned Asst. Teachers (Primary/Nursery)
  - (iii) SO, IT Branch to upload the circular alongwith checklist & other formats in public circulars.

## PROFORMA

### 1. Personal Details

Name of the Official (in Capital Letter)	
Date of Birth	
Category	
Present Designation (MCD)	
Employee ID (MCD)	
Present School (MCD)	
Promoted Designation (DOE)	
Employee ID (DOE)	
Allotted School Name & ID (DOE)	

2. Details of initial appointment as TGT in Directorate of Education,

3. Date of Joining as Asstt. Teacher (Primary/Nursery).

4. Details of Educational Qualifications as per service record.

S.No	Course	Name of University /Board	Month & Year of acquiring Qualification	Subject
1.	Secondary/ Sr. Secondary level degree/Mark sheet			
2.	Diploma course (JBT/D.Ed/equivalent post			
3.	B.Ed			
4.	Graduation Course			
5.	Master Degree in (Subject) (if any)			

I \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_ hereby declared that the information given above is true and correct to the best of my knowledge and belief. I have read and understood all the provision 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.

Date:

Signature of Official

### CERTIFICATE

**This is certify that:**

1. The above particulars have been carefully verified from the service book and other records of the officials concerned and found correct.
2. There is no departmental proceedings/vigilance case pending against the official concerned.

Date:

Signature of HOS with Stamp

**CHECK LIST FOR PROMOTION FROM ASSTT. TEACHER TO TGT(MIL)**

<b><u>S.No</u></b>	<b><u>Documents Required</u></b>	<b><u>Page NO.</u></b>	<b><u>Remarks</u></b>
1.	Promotion order dated 29/07/2022		
2.	Vigilance Clearance Report		
3.	RDA/NO Penalty Certificate		
4.	Appointment order dated 25/08/2022		
5.	Copies of mark sheets B.A/B.Com/B.SC (1st, IInd, Final Degree)		
6.	Copy of mark sheet B.Ed		
7.	Copy of Degree B.Ed		
8.	Permission letter, if graduation & B.Ed done within service.		
9.	Caste Certificate, if any		
10.	PWD Certificate, if any		
11.	Any other documents, if any		

**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 r/o \_\_\_\_\_, Emp. ID \_\_\_\_\_ who is working in this school as (Designation) \_\_\_\_\_ and his/her service has never been treated as Dies-Non and also certified that periods of posting as Assistant Teacher (Primary/Nursery) counts towards duty.

**Date:**

**HEAD OF SCHOOL  
(MCD)**

Promotion Order No.

Serial No.

**CERTIFICATE REGARDING QUALIFICATION**

Certified that Sh./Smt./Ms. \_\_\_\_\_ working in the school since \_\_\_\_\_ as (Designation) \_\_\_\_\_, Emp. ID \_\_\_\_\_ D.O.B \_\_\_\_\_ has processed the prescribed educational qualifications as per the latest recruitment rules for promotion to the post of TGT \_\_\_\_\_ (subject name) for the vacancy year 2021 and anticipated vacancy for the year 2022 and also certified that the recognition of the University/Instructions and authenticity and validity of Degree/Course from which essential qualification has been acquired is as per Recruitment Rules of TGT.

**HEAD OF SCHOOL  
(MCD)**

Promotion Order No.

Serial No.