

**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: ddenwb2@gmail.com

F.1/DNWB/ADMN/Promotion/2022/ 5456-57

DATED: 23.12.2022

**CIRCULAR**

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

In pursuance of promotion order No.DE.3(109)/E-III/Promotion/2021/3323 dated 19.12.2022, order No.DE.3(109)/E-III/Promotion/2021/3325 dated 19.12.2022 and order No.DE.3(109)/E-III/Promotion/2021/3326 dated 19.12.2022 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 27.12.2022 at 11:00 AM, at venue given below:

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

Enclosures: As above.

  
23/12/22  
**SATPAL SINGH**

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

F.1/DNWA/ADMN/Promotion/2022/ 5456-57

DATED: 23-12-2022

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. In charge (Computer Cell), Dte. Of Education
6. Guard File

  
23/12/22  
**SATPAL SINGH**

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

**Assistant Teacher Primary /Nursery Promotion to the post of TGT/TGT (MIL)  
District North West-B (II)**

S. No.	Employee ID	Employee Name	School ID	Post Held	School Alloted	New Post	Schedule
1	20226342	MONIKA JAIN	MCD	AT Primary	1413320	TGT ENGLISH	11:00 AM
2	20091381	MANJU BALA	1411124	AT Primary	1413004	TGT HINDI	11:00 AM
3	20150335	PARVEEN DABAS	1412289	AT Primary	1413079	TGT HINDI	11:00 AM
4	20072713	LALITA	1413078	AT Primary	1413342	TGT HINDI	11:00 AM
5	20160052	SARITA KUMARI	1412029	AT Primary	1413006	TGT MATH	11:00 AM
6	20160784	SHWETA SETHI	1618018	AT Primary	1413074	TGT MATH	11:00 AM
7	20160270	NEERAJ KUMARI	1412030	AT Primary	1413078	TGT MATH	11:00 AM
8	20160234	RAJU	1617002	AT Primary	1413323	TGT MATH	11:00 AM
9	20160094	SWATI JAIN	1413030	AT Primary	1413336	TGT MATH	11:00 AM
10	20160332	RENU	1617222	AT Primary	1413025	TGT NATURAL SCIENCE	11:00 AM
11	20160509	SHALINI SHARMA	1413006	AT Nursery	1413002	TGT SOCIAL SCIENCE	11:00 AM
12	20160697	ARCHANA GAUTAM	1309279	AT Nursery	1413316	TGT SOCIAL SCIENCE	11:00 AM
13	20080065	MEENA KUMARI	1411005	AT Primary	1413010	TGT SOCIAL SCIENCE	11:00 AM
14	20150590	YOGESH KUMAR MEENA	1411007	AT Primary	1413013	TGT SOCIAL SCIENCE	11:00 AM
15	20030011	ANJALI	1413004	AT Primary	1413074	TGT SOCIAL SCIENCE	11:00 AM
16	20073130	NISHA DABAS	1412027	AT Primary	1413268	TGT SOCIAL SCIENCE	11:00 AM
17	20226345	MONIKA SHARMA	MCD	AT Primary	1413316	TGT SOCIAL SCIENCE	11:00 AM
18	20226347	PRIYANKA DANG	MCD	AT Primary	1413336	TGT SOCIAL SCIENCE	11:00 AM

  
 Dy. Director of Education  
 (North West-B)  
 Dte. of Education  
 Govt. of N.C.T. Delhi

## 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 hereby 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.TOTGT**

**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 :**

<u>S.no.</u>	<u>Course</u>	<u>Name of University/ Board</u>	<u>Month &amp; Year of Acquiring Qualification</u>	<u>Subject</u>
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:-**

- 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**

**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 : \_\_\_\_\_

### 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 : \_\_\_\_\_

**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