

**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/2022/1119

Dated 24.12.22

PUBLIC CIRCULAR


Sub: Regarding Original Document Verification of teachers promoted from Asstt. Tr (Primary of MCD) to TGT vide order No.DE.3(109)/E-III/Promotion/2021/3323 dated 19.12.2022 and order No.DE.3(109)/E-III/Promotion/2021/3325 dated 19.12.2022

In pursuance of promotion order No.DE.3(109)/E-III/Promotion/2021/3323 dated 19.12.2022 and order No.DE.3(109)/E-III/Promotion/2021/3325 dated 19.12.2022 issued by E-III branch HQ, Directorate of Education regarding the promotion of Asstt. Tr. (Primary of MCD) to the post of TGT/TGT (MIL) the Assistant Teachers (Primary) of Municipal Corporation of Delhi (Annexure-A) 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 27/12/2022 at 11:00 AM** as per below schedule.

Venue: GBSSS, No. 3 Najafgarh (1822057)

Date and Time: 27.12.2022 at 11:00 AM.

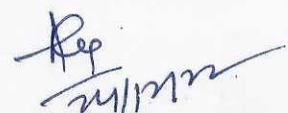

**Dy. Director of Education
District South West B - II**

NO. F.DE. 54(2)/DDE/Admn.Br./SWB-II/2021/ 1119

Dated 24.12.22

Copy to: -

1. RDE (South).
2. ADE (E-III) for information.
3. DDE South West B - II.
4. DDE Zone-22.
5. All concerned HOSs of Zone-22, District South West B - II with the direction to intimate the employee concerned
6. OS (IT) with the request to put up on Public Circular on official website.
7. Guard file.


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

Annexure - A

| S.No. | Employee Name | Employee ID | Current School | Current Post | New post | Posted In |
|-------|----------------------|-------------|-------------------------------------|-----------------------------|---------------------|----------------------------------|
| 1. | Atish Kumar Meena | 20150579 | Janak puri, Block D-SBV-1720027 | Assistant Teacher (Primary) | TGT Social Science | Nangli Sakrawati - GBSS, 1822301 |
| 2. | Preeti Yadav | 20160370 | Khyala, No. 2-SKV-1514013 | Assistant Teacher (Primary) | TGT Natural Science | Dichaon Kalan - GGSSS, 1822050 |
| 3. | Kuldeep Meena | 20150577 | Hastal, Janta Flats - SBV - 1618281 | Assistant Teacher (Primary) | TGT Social Science | Nangli Sakrawati - GBSS, 1822301 |
| 4. | Surendra Kumar Meena | 20150874 | Vikas Puri, Block A-SBV-1618002 | Assistant Teacher (Primary) | TGT Social Science | Ghumanhera - GBSSS - 1822010 |

Rep

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

| S.no. | <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 st 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).

Heq

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

APG

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. :-

Alp

Name of the School: _____

School Code : _____

CERTIFICATE REGARDING QUALIFICATION

Certified that Sh./Smt./MS..... working in the school sinceas (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. :-

Handwritten signature

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

Alep