

**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: ddnwb2010@gmail.com

F.1/DNWB/ADMN/Promotion/2022/ 5512-18

DATED: 27.12.2022

**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-I 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-I as per the list attached as Annexure-A are hereby directed to report for the verification of their documents on 29.12.2022 at 11:00 AM, at venue given below:

**Venue :- Govt. Boys Sr. Sec. School**  
**Pitampura, Block SU Delhi (School ID: 1411017)**

This issues with the prior approval of DDE (NW-B)/HOO.

Enclosures: As above.



**OM PRAKASH**  
**SECTION OFFICER (ADMIN)**  
**DISTRICT NORTH WEST-B**

F.1/DNWA/ADMN/Promotion/2022/ 5512-18

DATED: 27.12.2022

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



**OM PRAKASH**  
**SECTION OFFICER (ADMIN)**  
**DISTRICT NORTH WEST-B**

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

S. No.	Employee ID	Employee Name	School ID	Post Held	School Alloted	New Post	Schedule
1	20072755	RENU GUPTA	1411026	AT Primary	1411034	TGT SOCIAL SCIENCE	11::00 AM
2	20160053	ALPANA SAINI	1411027	AT Primary	1411021	TGT MATH	11::00 AM
3	20080269	NIDHI	1411028	AT Primary	1411032	TGT SOCIAL SCIENCE	11::00 AM
4	20160779	ANKUSH MANN	1411035	AT Primary	1310002	TGT ENGLISH	11::00 AM
5	20072647	DEEPSHIKHA	1412022	AT Primary	1412024	TGT SOCIAL SCIENCE	11::00 AM
6	20160721	JYOTI	1412025	AT Nursery	1412024	TGT SOCIAL SCIENCE	11::00 AM
7	20090801	JYOTI PHOGAT	1412026	AT Primary	1412019	TGT ENGLISH	11::00 AM
8	20160190	POONAM	1412080	AT Primary	1412082	TGT MATH	11::00 AM
9	20160138	ALOK KUMAR	1412082	AT Primary	1412018	TGT SOCIAL SCIENCE	11::00 AM
10	20226332	SHOBHIT SHISWAL	MCD	AT Primary	1412008	TGT HINDI	11::00 AM
11	20160321	PRIYANKA THAKRAN	1413001	AT Primary	1310043	TGT MATH	11::00 AM
12	20160368	PREETI	1413026	AT Primary	1412133	TGT MATH	11::00 AM
13	20160093	SHALU SHARMA	1413027	AT Primary	1310034	TGT NATURAL SCIENCE	11::00 AM
14	20160158	MANJU	1413028	AT Primary	1310043	TGT MATH	11::00 AM
15	20160797	KAMAL	1413030	AT Primary	1412026	TGT ENGLISH	11::00 AM
16	20160290	SAVITA	1413181	AT Primary	1310161	TGT MATH	11::00 AM
17	20160607	MANJU	1413266	AT Nursery	1412093	TGT HINDI	11::00 AM
18	20160216	PURNIMA DAGAR	1413266	AT Primary	1617012	TGT MATH	11::00 AM

*(Signature)*  
27/11/22

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

<b>S.no.</b>	<b><u>Documents</u></b>	<b><u>Page no.</u></b>
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 here by 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. TO TGT

Promotion order no :-

Serial no. :-

## 1. Present Details

- Name of the Official ( in Capital Letter) : \_\_\_\_\_
- Employee Id (DOE) : \_\_\_\_\_
- Designation : \_\_\_\_\_
- Date of Birth : \_\_\_\_\_ & Category :- \_\_\_\_\_
- Present Zone : \_\_\_\_\_
- Present School : \_\_\_\_\_
- 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:-

- 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



Head 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. :-**

Head 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