

**OFFICE OF DEPUTY DIRECTOR OF EDUCATION
DISTRICT SOUTH EAST
C-BLOCK DEFENCE COLONY, DELHI-110024**

No. DDE/SE/Admn/Promotion/Relieving/2022/5-9

Dated: 10-01-2023

ORDER

Subject: Regarding verification of documents in r/o of promoted teachers from Assistant Teachers (Primary / Nursery) of DOE and MCD to TGT / TGT (MIL).

Assistant Teachers (Primary / Nursery) of Municipal Corporation of Delhi and Directorate of Education have been promoted and posted vide following orders as under:

1. Promotion order number DE.3(109)/E-III/Promotion/2021/1417-25 dated 04.11.2022 and posting order number DE.3(109)/E-III/Promotion/2021/3323 dated 19.12.2022.
2. Promotion order number DE.3(109)/E-III/Promotion/2021/1410-16 dated 04.11.2022 and Appointment order number DE.3/(109)/E-III/Promotion/2021/3326 dated 19.12.2022


In the above said posting / appointment order concerned Municipal Authority has been requested to direct the teacher to contact DDE (District) concerned of this Directorate of Education, GNCT of Delhi for verification of original education qualification documents and other relevant documents along with the latest Vigilance Clearance Certificate, NO RDA/ No Penalty Certificate. The teacher will get a certificate from concerned DDE (District) so that the promoted teacher may be relieved from his duty from concerned school of DOE / MCD. All the Assistant Teachers of MCD will be informed to contact office of DDE (SE) to comply with requisite formalities.

The promoted Assistant Teachers (Primary / Nursery) of Municipal Corporation of Delhi and Directorate of Education shall report to committee members to the **O/o the Deputy Director of Education District South-East at Room No. 10, 1st floor, C-Block, Defence Colony New Delhi – 110024 on 12.01.2023 on 11:00 AM** positively along with all the original education qualification certificate / degrees, caste certificate (if any), vigilance clearance report, no RDA / no penalty certificate, 02 latest passport size photographs and 01 set of self attested photocopies of educational qualification documents.

In view of the above, to facilitate relieving of the promoted teachers, a committee for verification of documents has been constituted as per details given below:

Committee of District South-East		
1	Dr. Jai Kishan, DDE (Zone 29)	Chairman
2	Smt. Rubal Gupta, Vice Principal, GGSS, Tkd Extn. (1925048)	Member
3	Smt. Geeta Devi, Vice Principal, GGSSS, Madanpur Khadar (1925404)	Member
4	Smt. Shobha Singh, Vice Principal, G(Co-Ed) SSS, Lajpat Nagar (1925335)	Member
5	Sushil Kumari, Section Officer (Admin)	Member

The committee mentioned above is here by directed to accomplish the process in a time bound manner as stipulated vide orders of E-III, DOE referred above.

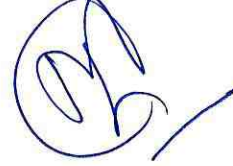

Dy. Director of Education
District South East
Dy. Director of Education
Distt. South East
Defence Colony
Govt. of NCT of Delhi

No. DDE/SE/Admn/Promotion/Relieving/2022/5-9

Dated: 10-01-2023

Copy for information to: -

1. P.S. to DE, Directorate of Education, GNCTD Delhi, Old Secretariat, Delhi
2. Director of Education, South Delhi Municipal Corporation, Education (HQ), Dr. Shyama Prasad Mukherjee, Civic Centre, E-Block, 23rd Floor, JLN Marg, New Delhi -110002 (With the request to kindly direct the Assistant Teacher(s) concerned to report at the verification venue on the stipulated date and time).
3. DDE (Zone 25 & 29)
4. Principal/HOS of District South-East concerned/ SO(Admn)
5. ADE (E-III), Dte. of Education, GNCTD Delhi, Old Secretariat, Delhi.
6. In-Charge Computer Cell, Directorate of Education with the request to upload the same on the official website of the Directorate of Education.
7. Guard file.



**Dy. Director of Education
District South East**

Dy. Director of Education
Distt. South East
Defence Colony
Govt. of NCT of Delhi

Promotion from Asst. Tr. To TGT
To be verified by EDMC/NDMC/SDMC Concerned HOS

Promotion order No. & Sr. No.

A. Present Detail

- I. Name of the official (In capital letter):
- II. Employee ID (DOE):
- III. Designation :
- IV. Date of Birth:
- V. Category :
- VI. Present Zone :
- VII. Present School :
- VIII. Posted at (School ID and Name):

B. Detail of Initial Appointment as TGT in Dte. of Education

- I. Date of Joining as Asstt. Tr. Primary/Nursery :

C. Detail of Education Qualification as per service book record :

S. No.	Course	Name of Board/University	Month & Year of Acquiring Qualification	Subject
1.	Secondary			
2.	Sr. Secondary			
3.	Diploma Course(JBT/D.ED/Equivalent Course)			
4.	Graduation (BA/B.Sc./B.Com)			
5.	B.Ed			
6.	Master Degree in (subject if any)			

I, _____ 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 provisions of the promotion circular, 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
Name & Designation

CERTIFICATE

This to 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 is no Departmental Proceeding/Vigilance case pending against the official concerned.

Signature with stamp of the HOS

Name of School: _____

School ID/code: _____

CERTIFICATE REGARDING QUALIFICATION

Certified that Sh./Smt./Ms. _____ working in this school since _____ as _____ (Designation) Emp Id No. _____ D.O.B. _____ has possessed the prescribed educational qualification as per Recruitment Rules for promotion the post of TGT _____ (Subject Name) for the vacancy year _____ and also certify that the recognition of the University/Institution and the 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 Sheet of Master Degree Course only of subject of promotion duly attested by HOS concerned with this performa.

Promotion Order No. & Sr. No.

Name of School: _____

School ID/code: _____

CERTIFICATE REGARDING DIES-NON/SUSPENSION/BREAK-IN-SERVICE

As per his/her service records available in the school, it is certified that there is no break in service in respect of Sh./Smt./Km. _____, 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 period of posting as Asstt. Teacher Primary/Nursery Category teacher counts towards duty.

Date:

Head of School

Promotion Order No. & Sr. No.

List of Teachers Promoted to the post of TGT/TGT(MIL) from MCDs & Dte. Of Education
Zone-25 & 29
District South-East

S. No.	Name	Emp. ID	Post	Posted at	Zone
1	Richa Gupta	20160712	TGT English	Madanpur Khadar, No. 1, SKV - 1925062	29
2	Shashi Kala Bharti	20073011	TGT Hindi	Tuglakabad, Railway Colony, No.2, GGSSS - 1925046	29
3	Babita	20160389	TGT Math	Jungpura - SKV (Kamla Nehru) - 1924037	25
4	Rishikesh Meena	20161781	TGT N. Sc.	Molar Band - GBSSS - 1925050	29
5	Sunita Kumari	20072762	TGT Social Science	Tuglakabad, Railway Colony, No.2, GGSSS - 1925046	29
6	Suyasha Bhatia	20226354	TGT Social Science	Badarpur Tajpur Pahari GGSSS 1925359	29

Sunita Kumari
S.O (A)
Distt South East

CHECK LIST FOR VERIFICATION OF DOCUMENTS OF TGT

1. NAME AND DESIGNATION :
2. DATE OF BIRTH :
3. FATHER'S/HUSBAND NAME :
4. CATEGORY :
5. MOBILE NO. :
6. SINGNATURE OF APPLICANT :

S.N.	Essential Documents	Original seen (Yes/No)	Self attested photocopies received (Yes/No)	Year of Passing	% of Marks	Subject
1	Matriculation/10 th Certificate					
2	10 th Mark Sheet					
3	Date of Birth as per Matriculation Certificate					
4	Age as on 31.12.2022					
5	Mark Sheet of 10+2					
6	Certificate of 10+2					
7	Mark Sheet of Graduation					
8	Degree of Graduation					
9	Whether the Candidate has studied concerned subject in all parts of Graduation					
10	Whether the candidate has obtained 45% Marks in aggregate in Graduation					
11	Condition of minimum marks of 45% relaxed or not. If yes mentioned the category under which exemption is given (SC/ST/PH/Post Graduation)					
12	2 nd School Subject Studied in Graduation					
13	Mark Sheet of B.Ed.					
14	Degree of B.Ed.					

	Methodology (Subject) of teaching opted in B.Ed.					
15	Mark Sheet/Degree of Post Graduation (optional)					
16	Caste Certificate (SC/ST/OBC/PH/EWS)					
17	AADHAR NO.					

Certified that all the original documents in r/o Educational qualification, Caste, DOB etc have been checked by me and the candidate has been found to have **fulfilled** the eligibility criteria on the basis of documents submitted by him/her.

It is also certified that photograph and Signature of the candidate have been checked as per Govt. issued ID and it belongs to the candidate whose verification has been done.

CHECKED BY

(Signature)
Smt. Rubal Gupta, Vice Principal,
GGSS, Tkd Extn. (1925048)

(Signature)
Smt. Geeta Devi, Vice Principal,
GGSSS, Madanpur Khadar (1925404)

(Signature)
Smt. Shobha Singh, Vice Principal,
G(Co-Ed) SSS, Lajpat Nagar (1925335)

VERIFIED BY

Smt. Sushil Kumari
Section Officer (Admin)

COUNTER SIGNED BY

Dr. Jai Kishan,
DDE (Zone-29)
District South-East