

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION  
DISTT. WEST – A NEW MOTI NAGAR, NEW DELHI-15  
(ADMN BRANCH, PHONE-011-25101942)

No.DE.48.13/DWA/2023/ 1054

Dated 25/10/23

CIRCULAR

**Sub:- Regarding Original Document Verification of promoted teachers from Assistant Teacher (Primary/Nursery of SDMC/NDMC/EDMC) to TGT/TGT (MIL).**

In pursuance of Promotion Order DE.3(24)/E-III/Promotion/2023/1285-92 dated 27.09.2023 and further posting Order No. DE.3 (24)/E-III/Promotion/2023/3016-27, 3080-3091, 3116-3127, 3128-3139, 3140-3151 dated 20.10.2023, the District Level Screening Committee has been constituted by District West-A for checking/verification of original documents of the newly promoted Assistant Teacher (Primary/Nursery of SDMC/NMC/EMC) as per list given in **Anneure-A** and a check list of documents required for verification is also attached herewith as **Annexure-B**. The verification of document is scheduled to be held on **01.11.2023, 02.11.2023 and 03.11.2023** from **11:00 AM to 04:00 PM** in the Office of the Deputy Director of Education, District West-A, Karampura, New Delhi-110015.

Accordingly, all such newly promoted teachers posted in District West-A are hereby directed to report for the verification of their document on 01.11.2023, 02.11.2023 & 03.11.2023 as per detail given below:-

S.No.	Date of Verification	Serial No. of the candidate shown in Annexure-A
1	01.11.2023	Serial No. 01 to 12
2	02.11.2023	Serial No. 13 to 25
3	03.11.2023	Serial No. 26 to 37

Encl:- as above,

(DR. NEERAJ)

DEPUTY DIRECTOR OF EDUCATION  
DISTRICT WEST-A

Dy. Director of Education  
Distt. West 'A' Karam Pura  
New Delhi-15

No.DE.48.13/DWA/2023/

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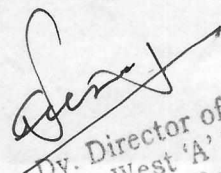
1. PS to Principal Secretary Education, Directorate of Education, Delhi-54.
2. PS to Director Education, Directorate of Education, Delhi-54.
3. RDE (West), O/o. the RDE West, Ramesh Nagar, New Delhi.
4. DDE (E-III), Directorate of Education, Delhi-110054.
5. OS (IT) with the request to upload the same in the Public Circular.
6. Guard File

(DR. NEERAJ)

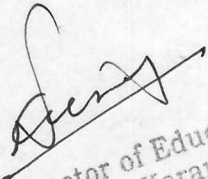
DEPUTY DIRECTOR OF EDUCATION  
DISTRICT WEST-A

**LIST OF PROMOTED ASSISTANT TEACHER (PRIMARY/NURSERY) FROM  
SDMC/NDMC/EDMC.**

S.No	Employee Name and ID	Post	D.O.B	Category	Allotted School
1	Abha Sharma, 20233941	TGT Social Science	30.04.1965	GEN	SKV No.2, Madipur, 1515024
2	Deepak Pandey, 20233891	TGT Social Science	10.09.1983	GEN	SBV NO.2, Tilak Nagar, 1514006
3	Dinesh Kumar, 20233813	TGT Social Science	30.12.1965	GEN	SBV, Subhash Nagar, 1515003
4	Heera Lal Meena, 20233900	TGT Social Science	01.08.1987	ST	GBSSS, Rajouri Garden Extn, 1515006
5	Jaswant Singh, 20233822	TGT Social Science	20.01.1973	GEN	SBV, Moti Nagar, 1516010
6	Kamlesh Rani, 20233803	TGT Social Science	05.07.1973	SC	GGSSS, Perm Nagar, 1516030
7	Lekh Raj Meena, 20233901	TGT Social Science	01.03.1986	ST	SBV, Chand Nagar, 1514110
8	Muklal Meena, 20233898	TGT Social Science	02.12.1987	ST	SBV NO.1, Tilak Nagar, 1514005
9	Pooran Mal Meena, 20233903	TGT Social Science	07.08.1989	ST	GBSSS, Rajouri Garden Main, 1515005
10	Pushpendra Singh, 20233823	TGT Social Science	15.07.1972	SC	SBV, Chand Nagar, 1514110
11	Ram Gopal Meena, 20233897	TGT Social Science	02.06.1988	ST	GBSSS, Rajouri Garden Extn, 1515018
12	Surender Kumar, 20233808	TGT Social Science	17.02.1965	GEN	GBSSS No.1, J.J. Colony, Khyala, 1514003
13	Vikram Singh, 20233880	TGT Social Science	01.03.1980	GEN	GBSSS, Rajouri Garden Extn, 1515018
14	Yujvender Kumar, 20233833	TGT Social Science	12.03.1980	GEN	GBSSS No2, Khyala, 1514004
15	Babita Solanki, 20233985	TGT Hindi	05.07.1972	SC	Govt. Co-ed. SSS, IA, Karampura, 1516068
16	Prahlad Ray, 20234096	TGT Hindi	15.10.1984	PWD	SBV No.1, Madipur, 1515007
17	Rajeev Kumar, 20234081	TGT Hindi	18.12.1972	GEN	SBV, Chand Nagar, 1514110

  
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Distt. West 'A' Karam Pura  
New Delhi-15

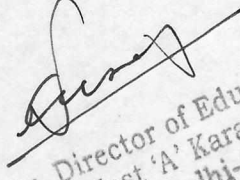
18	Rajendra Singh, 20234066	TGT Hindi	18.03.1964	GEN	GBSSS, Rajouri Garden Extn, 1515006
19	Ram Avtar Meena, 20233993	TGT Hindi	20.06.1989	ST	SBV, Ramesh Nagar, 1516002
20	Bharti rajesh Kirtani, 20234190	TGT Natural Science	23.02.1967	GEN	GGSSS NO.1, Subhash Nagar, 1515029
21	Manpreet Kaur, 20234241	TGT Natural Science	28.08.1977	GEN	SKV, Ramesh Nagar, 1516027
22	Sangeeta Chugh, 20234194	TGT Natural Science	29.11.1969	GEN	GGSSS, Kirti Nagar, 1516025
23	Seema Sehgal, 20234186	TGT Natural Science	05.08.1971	GEN	SKV No.1, Chand Nagar, 1514011
24	Usha Gupta, 20234213	TGT Natural Science	05.02.1976	GEN	SKV, Ranjit Nagar, 1516021
25	Nidhi Chachra, 20233749	TGT Math	24.08.1985	GEN	SV, Mansarover Garden, 1516003
26	Vijay Sharma, 20233765	TGT Math	19.02.1984	GEN	GBSSS, Prem Nagar, 1516013
27	Anil Verma, 20233663	TGT English	21.10.1980	GEN	SBV NO.1, Madipur, 1515007
28	Garima Luthra, 20233701	TGT English	28.08.1985	GEN	SV, Mansarover Garden, 1516003
29	Jitendra Kumar Sharma, 20233719	TGT English	25.07.1985	GEN	SBV, Ramesh Nagar, 1516002
30	Kamna Verma, 20233708	TGT English	06.02.1986	GEN	SKV, Ramesh Nagar, 1516027
31	Kavita Garg, 20233704	TGT English	14.06.1988	GEN	GGSSS, West Patel Nagar, 1516141
32	Kavita Thareja, 20233679	TGT English	05.09.1981	GEN	SKV, Basai Darapur, 1516019
33	Priyanka, 20233686	TGT English	21.06.1986	SC	SKV NO.2, Khyala, 1514013
34	Priyanka Verma, 20233676	TGT English	01.09.1986	GEN	SKV No.1, Chand Nagar, 1514011
35	Sapna Rani Meena, 20233728	TGT English	28.08.1988	ST	GGSSS, West Patel Nagar, 1516141
36	Sarita Sharma, 20233680	TGT English	11.04.1980	GEN	SKV NO.2, Madipur, 1515024
37	Sonia Sharma, 20233717	TGT English	31.12.1979	GEN	Govt. Co-ed. SS, Saraswati Garden, 1516017

  
 Dy. Director of Education  
 Distt. West 'A' Karam Pura  
 New Delhi-15

**Check List for Document Verification of recently  
Promoted Asst. Teacher Primary/Nursery to TGT  
From EDMC/SDMC/NDMC**

S.no.	Documents	Page no.
1.	Personal Detail/Verification Proforma as attached	
2.	Certificate regarding Educational Qualification duly attested by HOS (in Attached Proforma)	
3.	No RDA/ No Penalty Certificate	
4.	Certificate regarding dies-non/suspension/ break-in-service	
5.	Vigilance Clearance Status Report	
6.	Caste Certificate (whereas applicable) (Duly attested by concerned HOS)	
7.	Copy of mark-sheet & Degree/Provisional certificate of Diploma (JBT/NTT/D.Ed./Equivalent Course (Duly attested by concerned HOS)	
8.	Copy of Year wise mark-sheet & Degree/Provisional certificate of Graduation (B.A./B.Sc./B.com/Equivalent Course ((Duly attested by concerned HOS)	
9.	Copy of mark-sheet & Degree/Provisional certificate of Bachelor of Education (Duly attested by concerned HOS)	
10.	Copy of mark-sheet of secondary level only (Duly attested by concerned HOS)	
11.	Copy of permission of getting higher educational qualification from concern department (Duly attested by concerned HOS)	
12.	Copy of service book 1 <sup>st</sup> page (personal details) and copy of page having entries of requisite educational qualifications (Duly attested by concerned HOS)	

Note:- The Concerned teacher is here by directed to bring all the above mentioned docume in original at the time of verification (Except for service book).

  
Dy. Director of Education  
Distt. West 'A' Karam Pura  
New Delhi-15

**PERSONAL DETAIL/VERIFICATION PROFORMA FOR PROMOTED TEACHERS FROM Asst.  
TEACHER PRIMARY/NURSERY TO TGT  
TO be verified by EDMC/NDMC/SDMC/Concerned HOS**

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. Teacher 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 Marksheet			
2	Diploma Course(JBT/D.ed/ equivalent course)			
3	B.Ed.			
4	Graduation Course			
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

*(Signature)*  
Dy. Director of Education  
Distt. West 'A' Karam Pura  
New Delhi-15

Name of the School :.....

School Code:.....

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

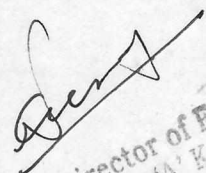
As per his/her service records available in the school, it is certified that there was no break in service in respect of .....  
Employee ID : ..... who is working in this school as .....(Designation) and his/her service has never been treated as Dies-Non and also certifies that period of posting as Asst. Teacher Primary/Nursery Category teachers counts towards duty.

Date :

**Head of School**

Promotion Order No. :-

Serial No.:-

  
Dy. Director of Education  
Distt. West 'A' Karam Pura  
New Delhi-15

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 education qualification as per Recruitment Rules for promotion to the post as TGT.....(Subject Name) for the vacancy year 2022 & anticipated vacancy for the year 2023 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.

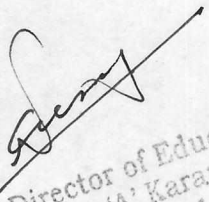
Date :

Head of School

Note : Attach copy of Degree/Provisional and Mark-Sheets of Master Degree course only of the subject of promotion duty attested by HOS concern with this proforma.

Promotion Order No. :-

Serial No.:-

  
Dy. Director of Education  
Distt. West 'A' Karam Pura  
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