

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF DEPUTY DIRECTOR OF EDUCATION  
DISTRICT NORTH: LUCKNOW ROAD: DELHI  
ADMINISTRATION BRANCH**

F.No.DDE/N/Admn./2023/2977-2984

Dated: 27/10/2023

CIRCULAR

**Sub: - Regarding Original Document Verification of promoted Assistant Teacher of MCD, DOE & Lab Assistant to TGT/TGT (MIL).**

In pursuance of promotion order no. DE.3(24)/E-III/Promotion/2023/1285-92 dated- 27.09.2023, and further appointment Order No. DE.3 (24)/E-III/Promotion/2023/3016-3027,3054-3066, 3003-3015, 3028-3040, 3092-3103, 3080-3091, 3116-3127, 3128-3139, & 3140-3151 dated 20.10.2023, issued by the S.O. (E-III) w.r.t. promotion from the post of Assistant Teacher of MCD, DOE & Lab Assistant to the TGT/TGT(MIL) who have been allocated various schools under the jurisdiction of District-North.

In this regard, the District Level Screening Committee has been constituted by this office for checking/verification of original documents of the newly promoted Assistant Teacher which is as under :-

1. Sh. Dharmesh Sharma, Principal/HOS, SBV-Roshanara Road (1207015)
2. Sh. Neeraj Kumar Verma, Principal/HOS, SV-SBBM, Shankaracharya Marg, (1207008)
3. Smt. Binita Kumari, Vice-Principal/HOS, SKV-Sarai Rohilla, (1208015)

The HOS concerned are also directed to ensure that all documents in original are checked and found as per Recruitment Rules. It shall be the personal responsibility of the HOS concerned to check the recognition of the University/Institution and authenticity & validity of Degree/Course during the particular period as per Recruitment Rules before verify by the district level Screening committee.

The verification of documents is scheduled on 03.11.2023 & 04.11.2023 from 11:00 AM to 04:00 PM in the chamber of Admn. Branch, Office of the Deputy Director of Education, District-North, Lucknow Road, New Delhi-110054.

Accordingly, all such newly promoted teachers posted in the jurisdiction of District-North are hereby directed to report for the verification of their document on above mentioned schedule. The documents Verification of documents of newly appointed teachers of TGT-Social Science and TGT-Hindi subjects has been scheduled on 03.11.2023 and verification of the remaining subjects as per the list has been scheduled on 04.11.2023. (List attached at annexure-A)

The list of necessary documents required at the time of documents verification as per checklist attached.

This issues with the prior approval of the Competent Authority.

SECTION OFFICER (ADMN.)  
District North

Dated: ...../10/2023

F.No.DDE/N/Admn./2023/

Copy To:

1. PS to Principal Secretary Education, Directorate of Education, Delhi-54.
2. PS to Director Education, Directorate of Education, Delhi-54.
3. The DDE Zone VII & VIII with the request to ensure compliance.
4. DDE (E-III), Directorate of Education, Delhi-110054
5. All HOS of District-North through concerned DDE (Zone).
6. The SO, Vigilance Branch, District North to issue VCR report on priority basis in r/o employees as per list attached.
7. S.O. (IT) with the request to upload the same in the Public Circular.
8. Guard File.

SECTION OFFICER (ADMN.)  
District North

Directorate of Education  
Timarpur, Delhi-110054

**LIST OF PROMOTED ASSISTANT TEACHERS OF MCD, DOE & LAB ASSTT TO THE POST OF TGT/TGT(MIL)****SUBJECT- TGT (SOCIAL SCIENCE)**

S.No.	Employee name and ID	POST	ALLOCATED SCHOOL & ID
1	ANIL KUMAR -20233923	TGT- SOCIAL SCIENCE	Burari-GBSSS-120711
2	ANITA RANI -20233778	TGT- SOCIAL SCIENCE	Shakti Nagar, No.1-S(Co-ed)V-1207037
3	BHARTI KALRA -20233872	TGT- SOCIAL SCIENCE	Nehru Vihar-SKV-1207004
4	CHANDER PARKASH -20233821	TGT- SOCIAL SCIENCE	Burari-GBSSS-1207116
5	JYOYI SAINI -20233877	TGT SOCIAL SCIENCE	Idgah Road-SKV-1208016
6	NAMITA SHARMA -20233772	TGT- SOCIAL SCIENCE	Burari-GGSSS-1207117
7	SARITA TIRKY -20233866	TGT- SOCIAL SCIENCE	Nehru Vihar-SKV-1207004
8	SATBIR SINGH -20233922	TGT- SOCIAL SCIENCE	Burari-GBSSS-1207116
9	SUSHMA KUMARI -20233801	TGT- SOCIAL SCIENCE	Burari-SKV-1207036
10	ARUN KHATRI- 20081933	TGT- SOCIAL SCIENCE	Burari-SBV-1207009
11	NIRMALA YADAV – 20160441	TGT- SOCIAL SCIENCE	Timar Pur-SKV-1207034
12	MONIKA – 20080212	TGT- SOCIAL SCIENCE	Mukund Pur Village – GGSSS 1207230

**SUBJECT- TGT (HINDI)**

S.No.	Employee name and ID	POST	ALLOCATED SCHOOL & ID
1	MAMTA -20160735	TGT- HINDI	Idgah Road-SKV-1208016
2	MANJU GUPTA- 20090427	TGT- HINDI	Mukund Pur Village – GGSSS 1207230
3	POOJA SHARMA- 20090436	TGT- HINDI	Jagat Pur- SKV(Mahavir Singh)-1207005
4	PRATIBHA GOSAIN- 20072693	TGT- HINDI	Mukund Pur Village – GGSSS 1207230
5	TANUJA - 20160566	TGT- HINDI	Padam Nagar-S(Co-ed)V-1208018
6	ABHAY KUMAR -20234044	TGT- HINDI	Burari-SBV-1207009
7	ANJU RANI -20233969	TGT- HINDI	Shastri Nagar-SKV-1208095
8	ARCHANA GUPTA - 20233957	TGT- HINDI	Nathupura-GGSSS-1207111
9	BIKRAM DEO RANJAN-20234247	TGT- HINDI	Burari-SBV-1207009
10	CHANDER -20234029	TGT- HINDI	Shankaracharya Marg, SBBM-SV-1207008



**SUBJECT- TGT (NATURAL SCIENCE)**

S.No.	Employee name and ID	POST	ALLOCATED SCHOOL & ID
1	ANUBHA -20234244	TGT- NATURAL SCIENCE	Partap Nagar- S(Co-ed) V-1208014
2	NUPUR AGGARWAL -20234235	TGT- NATURAL SCIENCE	SKV- Idgah Road-1208029
3	SARITA -20234229	TGT- NATURAL SCIENCE	Shankaracharya Marg, SBBM-SV-1207008
4	SEEMA CHOWDHARY -20234242	TGT- NATURAL SCIENCE	Burari-SKV-1207036

**SUBJECT- TGT (MATH)**

S.No.	Employee name and ID	POST	ALLOCATED SCHOOL & ID
1	RICHA -- 20150082	TGT- MATH	Shakti Nagar, No.2-GGSSS-1207038
2	SANTOSH PUROHIT -20233746	TGT- MATH	Inder Lok-SKV-1208090

**SUBJECT- TGT (SANSKRIT)**

S.No.	Employee name and ID	POST	ALLOCATED SCHOOL & ID
1	NISHA -20234139	TGT- SANSKRIT	Roop Nagar, No.1-G(Co-ed)SSS-1207039
2	VANDANA -20234145	TGT- SANSKRIT	Burari-GGSSS-1207117

**SUBJECT- TGT (ENGLISH)**

S.No.	Employee name and ID	POST	ALLOCATED SCHOOL & ID
1	MADHU BALA -20233670	TGT- ENGLISH	Shastri Nagar-SKV-1208095
2	PRIYA SHARMA -20233669	TGT- ENGLISH	Partap Nagar- S(Co-ed) V-1208014
3	SUCHETA -20233725	TGT- ENGLISH	Shankaracharya Marg, SBBM-SV-1207008

**Check List for Documents Verification of recently Promoted Asst. Teacher Primary of MCD to TGT/TGT (MIL)**

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 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 Courses (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:- Concerned teacher is hereby directed to bring all the above mentioned documents in original at the time of verification (Except for service book)



**PERSONAL DETAIL/ VERIFICATION PROFORMA FOR PROMOTED TEACHERS FROM  
Asst. Tr. Pr./Nur. 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 : \_\_\_\_\_ v. Present Zone(MCD): \_\_\_\_\_

vi. Present School(MCD): \_\_\_\_\_

vii. Place of posting on promotion (School ID and Name DOE) \_\_\_\_\_

viii. Category :-

2. Date of joining as Asst. Tr. Primary/ Nursery in MCD:

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			
2	Sr. Secondary			
3	Diploma/JBT/D.El.Ed			
4	Graduation Degree			
5	B.Ed.			

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 rule.

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 of the HOS with stamp

Name of the School: -----  
School Code: -----

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

As per the service record available in the school, it is certified that there was no break in service in respect of ----- , 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. :-



No. of the School: \_\_\_\_\_

School Code : \_\_\_\_\_

**NO PENALTY CERTIFICATE**

Certified that there is No Penalty in Operation as on date in no  
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.

**Head of School**

Date :

Name of the School: \_\_\_\_\_

School Code: \_\_\_\_\_

### CERTIFICATE REGARDING QUALIFICATION

Certified that Sh./Smt. /MS -----  
-- working in the school since ----- as----- ( ( Designation) 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. :-