

GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF EDUCATION; DISTRICT NORTH WEST (B)-II  
OFFICE OF DEPUTY DIRECTOR OF EDUCATION.  
FU BLOCK, PITAMPURA, DELHI  
Email: [ddnwb2010@gmail.com](mailto:ddnwb2010@gmail.com)

No DDE/NWB-II/2023/5165-70

Dated:-27/10/23

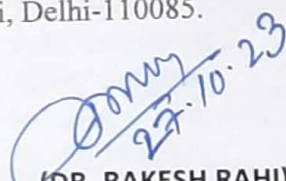
CIRCULAR

**Sub: Regarding original document verification of promoted teachers from Assistant Teacher (Primary/Nursery) of DoE and MCD to TGT/TGT (MIL) in DOE.**

In pursuance of promotion order No.DE.3(24)/E.III/Promotion/2023/1285-92 dated 27.09.2023 & order No.DE.3(24)/E.III/Promotion/2023/1277-84 dated 27.09.2023 and subsequent posting orders dated 20.10.2023, a District Level Screening Committee has been constituted by District North West B-II for checking/verification of original documents of the newly promoted Assistant Teachers (Primary/Nursery) of MCD & DoE. A list of newly promoted TGTs who have been posted in District North West B-II is given in **Annexure-A** and a check list of documents required for verification is also attached herewith as **Annexure-B**.

Accordingly, all such newly promoted teachers posted in District North West B-II are hereby directed to report for verification of their documents on **02.11.2023 & 03.11.2023** from **10.30 AM to 01.00 PM** in the office of DDE (Zone-XIII), Sector-9, Rohini, Delhi-110085.

Encl:-As above


  
(DR. RAKESH RAHI)  
(DEPUTY DIRECTOR OF EDUCATION)  
DISTT. NORTH WEST (B)-II

Dated:-27/10/23

No DDE/NWB-II/2023/5165-70

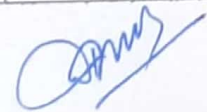
Copy to:

1. PS to Director Education, Dte. of Education, Old Secretariat, Delhi-54.
2. RDE (North), O/o RDE (North, FU Block, Pitampura, Delhi.
3. DDE (E-III), Dte. of Education, Old Secretariat, Delhi-54.
4. DDE (Zone-XIII), Sec-9, Rohini, Delhi to ensure timely completion of the document verification process.
5. OS (IT), Dte. of Education, with the request to upload this Circular on department website.
6. Guard file.

  
(DR. RAKESH RAHI)  
(DEPUTY DIRECTOR OF EDUCATION)  
DISTT. NORTH WEST (B)-II

List of newly promoted Assistant Teachers (Primary/Nursery) of MCD & DoE

S.No.	Employee Name and ID	Post	D.O.B.	Category	Allotted School
1	Manila Ahlawat 20171511	TGT Math	12.12.1989	Gen	Govt. Co-ed SV, Sec-4, Rohini 1413336
2	Chiranji Lal Wadhwa 20233807	TGT Social Science	12.03.1964	Gen	GBSSS No.1, Sec-1, Avantika, Rohini 1413011
3	Bhavna Karan 20234189	TGT Natural Science	18.11.1968	Gen	G.(Co-ed) SS, Sec-15, Rohini 1413320
4	Mamta Chopra 20234200	TGT Natural Science	23.04.1967	Gen	Shaheed Capt. Sanjeev Dahiya SV, Sec-9, Rohini 1413010
5	Yogesh Kumar 20234166	TGT Natural Science	14.12.1967	Gen	Sarvodaya Co-ed Vidyalaya, Sec-8, Rohini 1413027
6	Mahesh Prasad 20233731	TGT Math	10.10.1963	Gen	G.(Co-ed) SSS, Sec-15, Rohini 1413071
7	Payal Gupta 20233769	TGT Math	26.07.1989	Gen	G.(Co-ed) SSS, Sec-15, Rohini 1413071
8	Kiran Sardana 20233668	TGT English	28.11.1965	Gen	Govt. Co-ed SV, Sec-4, Rohini 1413336
9	Kirti Chopra 20233700	TGT English	23.06.1990	Gen	Shaheed Capt. Sanjeev Dahiya SV, Sec-9, Rohini 1413010
10	Mukta 20233721	TGT English	09.11.1982	ST	SKV, Sec-1, Avantika, Rohini 1413030
11	Rekha Yadav 20233695	TGT English	07.10.1988	Gen	SV Sec-6, Rohini 1413004
12	Ruchi Gupta 20233691	TGT English	27.11.1980	Gen	Sarvodaya Co-ed Vidyalaya, Sec-8, Rohini 1413027



**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).

**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

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.

**Head of School**

Date :

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 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.:-

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