

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DISTRICT CENTRAL AND NEW DELHI, PLOT NO. 5,
JHANDEWALAN, NEW DELHI

NO. F.DE.51/DDE/C&ND/ADMN/2023/ 2653-55

Dated 30/10/23

CIRCULAR

Subject:- Regarding Original Document verification of promoted teachers from Asstt. Teachers Primary/Nursery to TGT vide orders dated 20/10/2023 issued by E-III Branch, Directorate of Education.

In pursuance of promotion posting orders vide ID No. Posting ID: 20230617, 20230618, 20230620, 20230621, 20230622, 20230623, 20230619 (EDMC, NDMC, SDMC) and 20230012, 20230013, 20230014, 20230015 & 20230016 (DoE) dated 20/10/2023 issued in the matter of promotions of Asstt. Trs (Primary/Nursery) of EDMC, NDMC, SDMC & DoE by E-III Branch, DoE to the post of TGTs and further directions to verify the documents, the District Level Screening Committee has been constituted by District Central & New Delhi, for checking /verification of original documents of the promoted teachers.

The schedule for the verification of documents is attached as Annexure-A for the recently promoted teachers for Assistant Teachers Primary/Nursery to TGT who have been posted in various schools of District (C/ND). The list of necessary documents required at the time of verification as per check list is attached herewith as Annexure-B.

Accordingly, such teachers posted in District (C/ND) as per Annexure-A are hereby directed to report for the verification of their documents on 03/11/2023 between 10.00 A.M to 4.00 P.M. in the Conference Room's of DDE (C/ND) office.

Encl: As above

M. J. D. D.
30/10/23

**DY. DIRECTOR OF EDUCATION
DISTRICT CENTRAL/NEW DELHI**

NO. F.DE.51/DDE/C&ND/ADMN/2023/ 2653-55

Dated 30/10/23

Copy to:-

1. ADE, E-III, HQ
2. In charge (Computer Cell), Dte. of Education,
3. Guard file

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**SECTION OFFICER(ADMN)
DISTRICT CENTRAL/NEW DELHI**

**Check List for Documents Verification of recently promoted Assistant
Teacher Primary/Nursery to TGT from EDMC/SDMC/NDMC**

Sl. No.	Documents	Page No.
1.	Personal Detail/ Verification Proforma (as attached)	
2.	Certificate regarding Educational Qualification duly attested by HOS of MCD (in Attached Proforma)	
3.	No RDA / No Penalty Certificate	
4.	Certificate regarding dies-non / suspension / break-in-service by HOS of MCD (as attached)	
5.	Vigilance Clearance Status Report of MCD	
6.	Caste Certificate (wherever applicable) (Duly attested by concerned HOS of MCD)	
7.	Copy of mark-sheet & Degree/Provisional certificate of Diploma (JBT/NTT/D.Ed./Equivalent Course (Duly attested by concerned HOS of MCD))	
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 of MCD))	
9.	Copy of mark-sheet & Degree/Provisional Certificate of Bachelor of Education (Duly attested by concerned HOS of MCD)	
10.	Copy of Degree/Mark-Sheet of Secondary/Sr. Secondary level (Duly attested by concerned HOS of MCD)	
11.	Copy of permission of getting Higher Educational qualification from concerned department (Duly attested by concerned HOS of MCD)	
12.	Copy of service book 1 st page (personal details) and copy of page having entries of requisite educational qualification (Duly attested by concerned HOS of MCD)	
13.	Probation clearance certificate	

Note:- The 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 Asstt Tr / Nur. To TGT
To be verified by EDMC/NDMC/SDMC/ Concerned HQS

Promotion Order no:- _____

Serial No:- _____

1. Personal 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 Asstt. Tr. Primary/ Nursery : _____

3. Details of Educational Qualifications as per service book record :

Sl No.	Course	Name of University/ Board	Month & Year of Acquiring Qualification	Subject
1.	Secondary/Sr. Secondary level Degree/Mark Sheet			
2.	Diploma course (JBT/ D.Ed/equivalent course)			_____ (no need for this course)
3.	B. Ed.			
4.	Graduation Course			
5.	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 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
officials 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 QUALIFICATION

Certified that Sh./Smt./Ms. _____
working in the school since _____ as _____ ID
No. _____ D.O.B. _____ has possessed the prescribed
educational qualification as per Recruitment Rules for promotion to the post of TGT
_____ (subject name) for the vacancy year 2013-14 to 2020-21 respectively and
also certified 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 of TGT.**

Date:

Head of School

(MCD)

Note:- Attach copy of Degree/ Provisional and Mark –sheet of Master Degree course only of
the subject of promotion, duly attested by HOS concerned with this proforma.

Promotion order no.

Serial No.:-

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 certified that periods of posting as Asstt. Teacher Primary/Nursery category teachers counts towards duty.

Date:

Head of School
(MCD)

Promotion order no.

Serial No.:-