

GOVT OF NCT OF DELHI
OFFICE OF THE DY. DIRECTOR OF EDUCATION
DISTT. SOUTH WEST 'A'
C-4, VASANT VIHAR, NEW DELHI-110057

No. DE.54/DDE/SW-A/ADMN./2023/2253-2257

Dated:- 31/10/23

CIRCULAR

Sub: Regarding Original Document Verification of promoted teachers from Assistant Teacher
(Primary/ Nursery of SDMC / NDMC/EDMC/DOE) 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.(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 South West-A for checking / verification of original documents of the newly promoted Assistant Teacher (Primary/Nursery of SDMC/NDMC/EDMC) as per list given Annexure-A and Assistant Teacher (Primary/Nursary of Directorate of Education) as per list given Annexure-B further the check list of documents required for verification is also attached herewith as Annexure-C . The verification of document is scheduled to be held on 03/11/2023 in the Govt. Co Ed S.S. School Sector-5 R.K.Puram (1719104).

Accordingly, all such newly promoted teachers posted in District South West A vide promotion order dated 20/10/2023 are hereby directed to report for the verification of their documents on 03/11/2023.

Sanjay Chaturvedi
31-10-23

Dr. SANJAY CHATURVEDI
DEPUTY DIRECTORE OF EDUCATION

No. DE.54/DDE/SW-A/ADMN./2023/

Dated:-

Copy to :

1. PS to Principal Secretary Education, Directorate of Education, Delhi-54.
2. PS to Director Education, Directorate of Education, Delhi 54.
3. RDE(South) , C-4 Vasant Vihar New Delhi-22
4. DDE(E-III), Directorate of Education, Delhi-54.
- ✓ 5. OS (IT) with the request to upload the same in the Public Circular.
6. Guard File.

Sanjay Chaturvedi

Dr. SANJAY CHATURVEDI
DEPUTY DIRECTORE OF EDUCATION

**List of Promoted Assistant Teachers (Primary/Nursery) From
SDMCNDMC/EDMC**

S. No.	Employee Name and ID	Post	D.O.B	Category	Allotted School
1	RENU RANI - 20233684	TGT ENGLISH	05/11/1985	General	Inderpuri, Budh Nagar, F-Block- S(Co-ed)V-(1720015)
2	ANKUR - 20233662	TGT ENGLISH	27/07/1987	General	Janak Puri, Block D-SBV-1720027
3	BHARTI MEHTA - 20233720	TGT ENGLISH	12/06/1972	General	Inderpuri, Budh Nagar, F-Block- S(Co-ed)V-1720015
4	PREETI CHAUHAN -20233671	TGT ENGLISH	30/04/1981	General	Naraina-SKV-1720022
5	SHELLY YADAV - 20233741	TGT MATH	12/06/1979	General	Rajokari-SKV-1720030
6	PRIYA GULIA - 20234227	TGT NATURAL SCIENCE	14/01/1984	General	R.K. Puram, Sector 7, No.3-SV-1719022
7	RAM DIYA - 20234169	TGT NATURAL SCIENCE	04/04/1967	General	Mahipal Pur-GBSSS-1720029
8	ASHOK KUMAR YADAV-20234068	TGT HINDI	12/05/1965	PwD	VASANT KUNJ- GBSSS-1720173
9	KETAN KUMAR MEENA- 20233994	TGT HINDI	01/01/1990	ST	Pusa, IARI, 2nd Shift- GBSSS-1720005
10	KRISHAN GOPAL - 20234082	TGT HINDI	02/10/1980	SC	Mahipal Pur-GBSSS-1720029
11	REKHA RANI DANWAL- 20234114	TGT HINDI	28/10/1981	SC	R.K. Puram, Sector 12-SV (Jose Marti)-1719001
12	SUBHASH CHAND KUMAWAT 20234095	TGT HINDI	07/06/1988	PwD	Naraina -SBV-1720002
13	RAJESH KUMARI 20234156	TGT SANSKRIT	22/10/1988	General	Vasant Vihar, SV-1720024
14	PRAVEEN KUMAR 20233924	TGT SOCIAL SCIENCE	24/04/1980	SC	VASANT KUNJ-GBSSS-1720173

Note : Timing for S.No.1 to 8 is 09: 00 AM & S.No. 9 to 14 is 12:30 PM

Annexure-B**List of Promoted Assistant Teachers (Primary/Nursery) From
Directorate of Education**

S. No.	Employee Name and ID	Post	Present School	Allotted School
1	Savita Mathur 20091652	TGT ENGLISH	SKV Deendarpur 1822176	SV No.3 Sector 7 R.K.Puram 1719022
2	Priyanka 20092072	TGT ENGLISH	SKV Shahabad Mohammadpur 1821033	G.Co-Ed.S.V. Shahid Amit Verma Inderpuri 1720121

Note : Timing for S.No.1 & 2 is 12:30 PM

Annexure-C

Check List for Document Verification of recently Promoted Asstt. Teacher/Primary/Nursery to TGT from EDMC/ SDMC/NDMC

S.No.	Documents	Page No.
1	Personal Detail/Verification Proforma 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 (BA/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 st page (Personal detail) 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 the entire above mentioned document 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 QUALIFICATION

Certified that Sh./Smt/MS.....working in the
School sinceas.....(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.:-

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.:-