

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION  
DISTRICT SOUTH WEST B-I, NAJAFGARH, NEW DELHI - 110043

NO.F.DE.54(50)/DDE/SWB-I/Admin/2023/ 2800

Dated 03/11/23

PUBLIC CIRCULAR

**Sub: Regarding Verification of Original Documents in r/o promoted Assistant Teacher of MCD/DOE to TGT/TGT (MIL).**

In pursuance of promotion/appointment orders No. DE 3(24)/E-III/Promotion/2023/1277-84 dated 27.09.2023, No. DE 3 (24)/E-III/Promotion/2023/3128-3139 dated 20.10.2023, No. F DE 3(24)/E-III/Promotion/2023/3116-3127 dated 20.10.2023 and No. F DE 3(24)/E-III/Promotion/2023/3054-3066 dated 20.10.2023 issued by the S.O. (E-III) w.r.t. promotion from the post of Assistant Teacher of MCD, DOE to the TGT/TGT (MIL) who have been allocated various schools under the jurisdiction of District - South West B-I.

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

S.No	Name of Officer	Designation	School name with Id
1.	Ms. Poonam Yadav	Vice Principal	SKV No. 1, Palam Enclave (1821018)
2.	Ms. Laxmi Tomar	Vice Principal	SKV No. 2, Palam Village (1821015)

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 07.11.2023 at 10.00 AM to 12.00 PM in the Room No. 5, O/o Dy. Director of Education, District South West B, Najafgarh New Delhi - 110043.

Accordingly, the following newly promoted teachers posted in the jurisdiction of District - South West B - I are hereby directed to report for the verification of their document on above mentioned schedule.

S. No.	Employee Name	Employee ID	Current Post	New post	Posted In
1	Meenakshi Bhatt	20233752	ASSISTANT TEACHER	TGT Math	Dwarka Sector-6, Govt. (Co-ed) SSS (Site-I)-1821206
2	Monika Solanki	20233758	ASSISTANT TEACHER	TGT Math	Dwarka Sector-1, PKT-7, SKV-1821030
3	Meenakshi Thakran	20234246	ASSISTANT TEACHER	TGT Natural Science	Bijwasan, Bharthal Road, GGSSS-1821035
4	Neelam Chawla	20234195	ASSISTANT TEACHER	TGT Natural Science	Dwarka Sector-6, Govt. (Co-ed) SSS (Site-I)-1821206
5	Seema Verma	20234207	ASSISTANT TEACHER	TGT Natural Science	Dwarka Sector-6, Govt. (Co-ed) SSS (Site-I)-1821206
6	Vandana	20234223	ASSISTANT TEACHER	TGT Natural Science	Sagarpur, No.2-SKV-1821017
7	Sushma Udar	19990461	ASSISTANT TEACHER	TGT Hindi	Palam Village No.2-SKV-1821015

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 (ADMIN)  
District - South West B - I

Copy to:

1. The DDE Zone 21 with the request to ensure compliance.
2. DDE (E-III), Directorate of Education, Delhi - 110054.
3. The SO, Vigilance Branch, District South West B to issue VCR report on priority basis in r/o employees as per list attached.
4. S.O. (IT) with the request to upload the same in the public circular.
5. Guard file.

  
SECTION OFFICER (ADMIN)  
District - South West B - I

**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/.BT/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

It is certified that there is No Penalty in Operation as on date \_\_\_\_\_  
Sh. Smt./Ms. \_\_\_\_\_ working in the school since \_\_\_\_\_

as \_\_\_\_\_ (Designation) I.D. No. (DOE) \_\_\_\_\_

under Rule 14 or 16 of CCS (CCA) Rules 1965. It is also certified that  
no minor or major penalty has been imposed on him/her in the last ten years.

Head of School

Date : \_\_\_\_\_



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.

Head of School

Date :

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. :-