



Most Urgent

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF DEPUTY DIRECTOR EDUCATION (SOUTH)
(ADMINISTRATION BRANCH)
DISTRICT SOUTH, SECTOR-III, R.K. PURAM, NEW DELHI-110022


CIRCULAR

Subject:- Regarding Original Documents verification in r/o Assistant Teachers(Primary/Nursery) working in the schools of EDMC/SDMC/NDMC and promoted to the post of TGT/TGT(MIL) vide order dated 27/09/2023 and posting vide order dated 20/10/2023 in Directorate of Education, Old Secretariat, Delhi.

In pursuance to the Promotion Order dated 27/09/2023 and Posting Order dated 20/10/2023, issued by Establishment-III Branch, Directorate of Education, GNCT of Delhi, Old Secretariat, Delhi in the matter of promotion of Assistant Teachers(Primary/Nursery) working in the schools of EDMC/SDMC/NDMC to the post of TGT/TGT(MIL), the District Level Screening Committee has been constituted by the Deputy Director of Education, District South, Sec-3, R.K. Puram, Delhi for verification of original documents and to check the eligibility of the promoted teacher.

The list of necessary documents required at the time of verification as per check list is attached herewith as Annexure-A and other enclosures.

Accordingly, all the concerned Assistant Teachers (Primary/Nursery), who have been allotted school in District South vide posting order dated 20/10/2023 are hereby directed to report for verification of their documents on working day from 06.11.2023 to 08.11.2023 between 10:30 AM to 3:00 PM in the Room No. 17 in the office of the undersigned.



SECTION OFFICER(ADMIN.)
03/11/23
Section Officer
Admin Branch (District South)
Directorate of Education
Govt. of NCT of Delhi
Sector-3, Rama Krishna Puram
New Delhi-110022

F.No.DE.50(10)/Admn/DS/2023/3053-56

Dated :- 03/11/2023

Copy forwarded to the following for information & necessary action to:-

1. The HOS of all EDMC/SDMC/NDMC schools(through public circular on www.edudel.nic.in).
2. Concerned Assistant Teachers(Primary/Nursery) (through public circulars on www.eduel.nic.in).
3. The Section Officer, IT Branch to upload the circular alongwith Annexure 'A' and other formats in public circulars.
4. Guard file.


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03/11/23
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Check List for Documents Verification of recently promoted Assistant Teacher (Primary/Nursery) to the post of TGT/TGT(MIL) 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 of MCD (in Attached Proforma and must be printed on school letter head and must be properly dispatched)	
3	No RDA No Penalty Certificate/Vigilance Clearance Certificate	
4	Certificate regarding dies-non / suspension / break-in-service by HOS of MCD (in Attached Proforma and must be printed on school letter head and must be properly dispatched)	
5	Caste Certificate (wherever applicable) (Duly attested by concerned HOS of MCD)	
6	Copy of mark-sheet & Degree/Provisional certificate of Diploma (JBT/NTT/D.Ed./Equivalent Course (Duly attested by concerned HOS of MCD)	
7	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)	
8	Copy of mark-sheet & Degree/Provisional Certificate of Bachelor of Education (Duly attested by concerned HOS of MCD)	
9	Copy of Degree/Mark-Sheet of Secondary/Sr. Secondary level (Duly attested by concerned HOS of MCD)	
10	Copy of permission of getting Higher Educational qualification from concerned department (Duly attested by concerned HOS of MCD)	
11	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)	

PERSONAL DETAIL VERIFICATION PROFORMA
For Promoted Teachers From Assistant Teacher/ Nursery To TGT/TGT (MIL)
To be verified by EDMC/NDMC/SDMC/Concerned HOS

Promotion Order no:
Serial No:

1. Personal Details

Name of the Official (in Capital Letter)	
Date of Birth	
Category	
Present Designation (MCD)	
Employee ID (MCD)	
Present School (MCD)	
Promoted Designation (DOE)	
Employee ID (DOE)	
Allotted School Name (DOE)	
Allotted School ID (DOE)	

2. Details of initial appointment as TGT in Directorate of Education:
3. Date of joining as Assistant Teacher Primary/ Nursery:
4. Details of Educational Qualifications as per service book record:

S. 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)			
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.

Date:

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.

Date:

Signature with stamp of the HOS

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 Assistant Teacher (Primary/Nursery) counts towards duty.

Date:

**Head of School
(MCD)**

Promotion Order no:
Serial No:

CERTIFICATE REGARDING QUALIFICATION

Certified that Sh./Smt./Ms. _____ working in the school since
_____ as (Designation) _____ Employee ID
_____ D.O.B. _____ has possessed the prescribed educational
Qualification/s as per Latest Recruitment Rules for promotion to the post of TGT
_____ (subject name) for the vacancy year 2021 and anticipated vacancy for the
year 2022 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)

Promotion Order no:
Serial No: