

REMINDER-I

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF DEPUTY DIRECTOR OF EDUCATION  
DISTRICT NORTH: LUCKNOW ROAD: DELHI  
ADMINISTRATION BRANCH

F.No.DDE/N/Admn./2023/3105-3112

Dated: 08/11/2023

CIRCULAR

**Sub: - Regarding Original Document Verification of promoted Assistant Teacher of MCD, DOE & Lab Assistant to TGT/TGT (MIL).**

In continuation of this office letter even no. dated- 27.10.2023 & 04/11/2023, a documents verification was scheduled on 03/11/2023, 04/11/2023 & 07/11/2023 w.r.t. promotion from the post of Assistant Teacher of MCD, DOE & Lab Assistant to TGT/TGT (MIL) who have been allocated various schools under the jurisdiction of District-North but some officials have not been reported for the same.

Accordingly, all such newly promoted teachers posted in the jurisdiction of District-North who have not reported for the documents verification are once again directed to report for the verification of their document on 10.11.2023 from 11:00 A.M to 04:00 PM in the Admn. Branch, Office of the Deputy Director of Education, District-North, Lucknow Road, New Delhi-110054. (List attached at annexure-X). If the official does not want to report for documents verification, then submit a non-refusal certificate in this office.

The following officials are proposed to be formed for the verification of documents:-

1. Sh. Dharmesh Sharma, Principal/HOS, SBV-Roshanara Road (1207015)
2. Sh. Neeraj Kumar Verma, Principal/HOS, SV-SBBM, Shankaracharya Marg, (1207008)
3. Smt. Binita Kumari, Vice-Principal/HOS, SKV-Sarai Rohilla (1208015)

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 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 (ADMN.)  
District- North

Dated: 08/11/2023

Directorate of Education  
Twarpur, Delhi-110054

F.No.DDE/N/Admn./2023/

Copy To:

1. PS to Principal Secretary Education, Directorate of Education, Delhi-54.
2. PS to Director Education, Directorate of Education, Delhi-54.
3. The DDE Zone VII & VIII with the request to ensure compliance.
4. DDE (E-III), Directorate of Education, Delhi-110054
5. All HOS of District-North through concerned DDE (Zone).
6. The SO, Vigilance Branch, District North to issue VCR report on priority basis in r/o employees as per list attached.
7. S.O. (IT) with the request to upload the same in the Public Circular.
8. Guard File.

SECTION OFFICER (ADMN.)

District- North

Section officer (Admn.)

Directorate of Education

Twarpur, Delhi-110054

## LIST OF PROMOTED ASSISTANT TEACHERS (PRIMARY) OF MCD TO THE POST OF TGT/TGT(MIL)

## SUBJECT- TGT (SOCIAL SCIENCE)

S.No.	Employee name and ID	POST	ALLOCATED SCHOOL & ID
1	AMIT SAROHA 20091701	TGT SOCIAL SCIENCE	Mukund Pur Village - GBSSS1207236
2	ARUN KHATRI 20081933	TGT SOCIAL SCIENCE	Burari-SBV-1207009

## SUBJECT- TGT (HINDI)

S.No.	Employee name and ID	POST	ALLOCATED SCHOOL & ID
1	POOJA SHARMA-20090436	TGT HINDI	SKV-Jagatpur (Mahavir Singh)-1208016
2	NEELAM SAREEN -20234008	TGT HINDI	Padam Nagar-S(Co-ed)V-1208018
3	SEEMA SHASTRI -20233971	TGT HINDI	Shastri Nagar-SKV-1208095
4	SUSHMA -20234013	TGT HINDI	Shakti Nagar, No.2-GGSSS-1207038
5	USHA RANI -20233956	TGT HINDI	Sabzi Mandi, Kedar Building, SKV-1207033
6	LAXMI SHARMA-20234001	TGT-HINDI	SKV-TIMARPUR- 1207034

## SUBJECT- TGT (NATURAL SCIENCE)

S.No.	Employee name and ID	POST	ALLOCATED SCHOOL & ID
1	SARITA -20234229	TGT- NATURAL SCIENCE	Shankaracharya Marg,Shahed Bhai Bal Mukand-SV-1207008
2	SEEMA CHOWDHARY -20234242	TGT- NATURAL SCIENCE	Burari-SKV-1207036

2/11/20

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**

Certified that there is No Penalty in Operation as on date in r/o

Sh. Smt./Ms. ....working in the school since

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

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

Date :

Head of School

Name 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.

Date :

Head of School

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. :-