

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OFFICE OF DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH WEST B, FU BLOCK, PITAMPURA, DELHI-34
Email: ddnwb2010@gmail.com

F.1/ DNWB/ADMIN/Promotion/2023/ 6036-42

Dated : 05/12/2023

CIRCULAR

Subject: Regarding Original document verification promoted teachers from Asstt. Teachers/Primary /Nursery of Nursery of DOE/MCD to T.G.T/TGT(Misc).

In pursuance of promotion order No- DE.3(24)/E-III/Promotion/2023/1285-92 dated 27.09.2023 and further posting Order No. DE.3 (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 North West B-I, authorities for checking/ verification of original documents of the promoted teachers. The list of Necessary Documents required at the time of verification as per check list is attached here with as **Annexure-B**.

Accordingly, such teachers posted in District North West B-I as per list attached as **Annexure-A** are hereby directed to report for the verification of their documents on **08-12-2023** at **10.30 AM** to **3.00 PM** at venue given below:

Date of Verification Serial No. of the candidate shown in Annexure-A

S.NO	Date of Verification	Serial No. of the candidate shown in Annexure-A
1	08-12-2023	ALL

Venue:- O/o DDE DNWB-I, FU BLOCK PITAMPURA, ROOM No.- 14

Enclosures: As above:

Balesh
DR. BALESH KUMARI VIJAYRUN
DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH WEST B-I

F.1/ DNWB/ADMIN/Promotion/2023/6036-42

Dated 05/12/2023

Copy to

1. PS to Principal Secretary Education, Directorate of Education, Delhi-54.
2. PS to Director Education, Directorate of Education, Delhi-54.
3. RDE (West), O/o. the RDE West, Ramesh Nagar, New Delhi.
4. DDE (E-III), Directorate of Education, Delhi-1.10054.
5. OS (IT) with the request to upload the same in the Public Circular.
6. Guard File

Balesh
DR. BALESH KUMARI VIJAYRUN
DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH WEST B-I

Annexure-A

List of Promoted Teachers from Asst. Tr. (DOE)/MCD to TGT

S, No	S.No.As Per list	Employee Name & ID	New Post	Current School	NEW POSTING SCHOOL ID
1	25	NISHA KANSAL,ASSTT.TR 20160703	TGT HINDI	JAIDEV PARK SV 1515001	BHARAT NAGAR –SKV- 1411031
2	03	ARVIND -20160280 ASSTT.TR	TGT HINDI	ASHOK VIHAR SBV- 1515002	SULTAN PURI ,BLOCK –C- SBV-1412005
3	118	RENU GUPTA 20234004	TGT Hindi	MCD	Wazirpur, J.J. Colony-SKV- 1411034
4	162	SUNIL KHATRI 20234078	TGT Hindi	MCD	Mubarkpur Dabas, No.1- GBSSS-1412091
5	28	POOJA SHARMA 20090436	T.G.T HINDI	Wazirpur, J.J. Colony- SKV-1411034	Jagat Pur- SKV(Mahavir Singh)-1207005
6	All other remaining teachers who have been promoted from Assistant Teacher to TGT and who have been <u>posted in DNWB-I & DNWB-II</u> and <u>whose documents are pending for verification.</u>				

Annexure-B

Check list for Document verification of recently Promoted Asst. Teacher Primary /Nursery to TGT

S.No	Documents	PAGE No.
1	Personal Detail/Verification Proforma as attached	
2	Certificate regarding Educational Qualification duly attested by HOS (Copy Attached)	
3	No RDA/No penalty Certificate	
4	Certificate regarding dies non/suspension /break-in -service	
5	Vigilance Clearance Status Report	
6	Caste Certificate (if any)	
7	Copy of Mark-Sheet & Degree/Provisional certificate of Diploma (JBT/NIT/D.Ed/Equivalent Course (Duly Signed by concern HOS)	
8	Copy of Mark-Sheet & Degree/Provisional certificate of Graduation (B.A/B.Sc./B.Com./Equivalent Course (Duly Signed by concern HOS)	
9	Copy of Mark-Sheet Provisional certificate of Bachelor of Education (Duly Signed by concern HOS)	
10	Copy of Mark-Sheet Secondary Level Only (Duly Signed by concern HOS)	
11	Copy of permission of getting higher Educational Qualification from concern Department (Duly Signed by concern HOS)	
12	Copy of Service Book 1 st Page (Personal Details) and copy of page having entries of requisite Educational Qualifications	

Note : The concern teachers is hereby directed to bring all the above mentioned Documents
· In Original at time of verification (Except for Service Book)

DIRECTORATE OF EDUCATION GOVT OF NCT, DELHI
DISTRICT NORTH WEST B-I/II, FUBLOCK PITAM PURA, DELHI-34

Personal detail verification PROFORMA FOR PROMOTED TEACHERS FROM Asstt.Tr./Prv./Nur. TO TGT

Promotion order No:-

Serial no:-

- 1 NAME OF OFFICIAL (IN CAPITAL LETTER).....
2 EMPLOYEE ID (DOE).....
3 POST HELD.....
4 DATE OF BIRTH.....CATEGORY.....
5 ZONE.....
6 PRESENT SCHOOL IN(MCD/DOE).....
7 ALLOTTED SCHOOL WITH ID NAME.....
8 DETAIL OF APPOINTMENT AS TGT IN DIRECTORATE OF EDUCATION.....
9 DATE OF JOINING ASST Tr./Primary//Nursery.....
10 Detail of Educational Qualifications as per Service Book Record:-

S.No.	Course	Name of University/Board	Month & Year 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 to 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 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 and found correct.
2. There is no departmental proceeding/Vigilance case pending against official concerned.

Date:-

Signature with stamp of HOS

Name 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.
.....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

Head of School

Date :

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 I.D who is working in this school as (Designation) and his/her service has never been treated as Dies-Non. And also certified that period of posting as Asst. Teacher Primary /Nursery category teachers counts towards duty

Date :

HEAD OF SCHOOL

Promotion order no;-

S.No.

Name of the School:

School Code :

CERTIFICATE REGARDING QUALIFICATION

Certified that Mr./Mrs./Ms _____ is working in this school since _____ as
I.D. No. _____ Date of Birth _____ has possessed the prescribed educational
qualification as per Recruitment Rules for promotion to the post as TGT.....(subject name) _ for the
vacancy year 2022 & 2023 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

Dated _____

Head of School

Note attach copy of Degree/Provision and Mark-sheet of master degree course only of the subject of
promotion dully attested by HOS concern with this Performa

Promotion order no;-

S.No.