

**GOVERNMENT OF N.C.T. OF DELHI**  
**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH WEST (A), BL-BLOCK, SHALIMAR BAGH, DELHI**

F.1/DNWA/ADMN/Promotion/2023/ 5471-5477

DATED:- 18/12/2023

**CIRCULAR**

**Subject:- Regarding Original Document Verification of Promoted Teachers from Asstt. Teachers Primary/Nursery of MCD, DOE & Lab Assistant to TGT/TGT (MIL).**

In partial modification to this office Promotion Orders Dated 20/10/2023 and Corrigendum No DE.3(06)E-III/TP/Manual/2023/PF-V/3873-75 Dated 12/12/2023 and DE.3(06)E-III/Promotion/Reallocation/2023/3894-96 dated 12/12/2023 vide which the following officials are posted (after promotion from MCD/DOE from Asst Teacher (Primary/Nursery) to TGT/TGT(MIL) in the school under the jurisdiction of Distt.NWA


All such newly promoted teachers posted after modification in place of posting in jurisdiction of District NW-A are directed to report for the verification of their document on 20/12/2023 from 11:00 AM to 04:00 PM in the office of DDE Zone-X, Office of DDE NW-A, BL-Block, Shalimar Bagh, Delhi-110088. If the official does not want to report for documents verification, then submit a non-refusal certificate in this office.

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

**Committee for MCD candidates**

- 1 Sh. Vinod Kumar Sharma, DDE Zone-X, Chairperson.
- 2 Sh. Pardeep Kumar (HOS), Govt Co-Ed SSS, Holambi Khurd (School ID:-1310472), Member
- 3 Sh. Devender Kumar (HOS), G. Co-Ed SS, C-Block, Metro Vihar, Holambi Kalan (School ID:-1310407), Member
- 4 Smt. Neelam Kumari (Vice Principal), GGSSS, Shahbad Dairy, (School ID:-1310025), Member

Accordingly, teachers (as per list enclosed) are hereby directed to report in person for the verification of their original documents.

  
18/12/2023

**DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH WEST-A**

**D.D.E. (N.W.-A) / H.O.O.**

Dte. of Education, GNCTD

BL Block, Shalimar Bagh, Delhi

DATED:- 18/12/2023

F.1/DNWA/ADMN/Promotion/2023/ 5471-77

Copy to:

1. P.S. to Pl. Secy. Education.
2. P.S to DE, Dir. Of Education.
3. RDE, North.
4. DDE, E-III.
5. DDE Zone-IX & DDE Zone-X.
6. Incharge (Computer Cell), Dte. Of Education.
7. Guard File.



**DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH WEST-A**

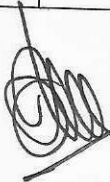
**D.D.E. (N.W.-A) / H.O.O.**


Dte. of Education, GNCTD

BL Block, Shalimar Bagh, Delhi

**List Of Asst Teachers Promoted to the post of T.G.T who are allotted Schools in Distt NWA after Modification in place of posting**

S.No.	Employee Name	Post	Previous School	School Name & ID
1	SEEMA BANSAL- 20233795	TGT SOCIAL SCIENCE	MCD	Sarvodaya 9Co-ed) Vidyalaya-1310473
2	SUNITA MADAN- 20233933	TGT SOCIAL SCIENCE	MCD	Adarsh Nagar.No 1- GBSSS-1309013
3	SANGEETA DHINGRA- 20233953	TGT HINDI	MCD	Sarvodaya 9Co-ed) Vidyalaya-1310473
4	SARITA RANI- 20233949	TGT SOCIAL SCIENCE	MCD	GBSSS,Shalamar Village-1309273
5	KAMLESH- 20233939	TGT SOCIAL SCIENCE	MCD	GBSSS K Blk Jahangirpuri-1309259
6	MEENA MULCHANDANI- 20233945	TGT SOCIAL SCIENCE	MCD	Shalimar Bagh,Block B(AH)-GBSSS- 1309002
7	HARNEET KAUR-20233688	TGT ENGLISH	MCD	Adarsh Nagar SKV- 1309031
8	SUDHA PASRICHA- 20234037	TGT HINDI	MCD	Jahangir puri Block A SBV-1309253

  
**18/XII/2023**  
**D.D.E. (N.W.-A) / H.O.O.**  
**Dte. of Education, GNCTD**  
**BL Block, Shalimar Bagh, Delhi**

  
**S.O (Admn.)**  
**Section Officer (Admn.)**  
**Distt. (N.W.A.)**  
**Shalimar Bagh, Delhi**



**Check List for Document Verification of recently Promoted Asst Teacher**  
**Primary/Nursery to TGT from MCD/DOE**

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 dis-continue/suspension/break-in-service	
5.	Vigilance Clearance Status Report	
6.	Cast 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 (B.A./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 <sup>st</sup> page (personal details) and copy of page having entries of requisite educational qualifications (Duly attested by concerned HOS)	
13.	Probation Clear Certificate	

**Note:-** Concerned teacher is hereby directed to bring all the above mentioned documents in original at the time of verification (Except Service Book)

**PERSONAL DETAIL/VERIFICATION PROFORMA FOR PROMOTED TEACHERS FROM Asst TEACHERS**

**PRIMARY/NURSERY TO TGT**

**To BE VERIFIED BY EDMC/NDMC/SDMC/Concerned HOS**

**Promotion Order No.& Sr No.**

**A. Present Detail**

- I. Name of the official (in Capital Letter).....
- II. Employee ID(DOE).....
- III. Designation.....
- IV. Date of Birth.....
- V. Category.....
- VI. Present Zone.....
- VII. Present School.....
- VIII. Posted at (School ID and Name).....

**B. Detail of initial appointment as Asst Tr**

- I. Date of Joining as Asst .Tr..Primary/Nursery.....

**C. Detail of Education Qualification as per service record :**

S.No.	Course	Name Of Board/University	Month & Year of Acquiring Qualification	Subject
1	Secondary			
2.	Sr. Secondary			
	Diploma Course (JBT/D.Ed/Equivalent Course)			
3	Graduation (B.A/B.Sc./B.Com)			
4.	B. Ed			
5	Master Degreein (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 provisions of the promotion circular, in case if any information is found false or incorrect on verification, the promotion may be cancelled and will be liable for the action to be taken against me as per law.

Signature of Official  
Name & Designation

**CERTIFICATE**

**This to be verified that :**

1. The above particulars have been carefully verified from service book and other records of the official concerned and found correct
2. There is no Departmental Proceeding/Vigilance case against the official concerned

Signature with stamp of the HOS

Name of School .....

School Code:.....

### **CERTIFICATE REGARDING QUALIFICATION**

Certified that Sh./Smt./Ms.....working in the  
school since..... as..... (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 Prescribed Qualification duly attested  
by HOS concerned with this proforma

**Promotion order No:**

**Serial No:**