

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION
DISTT. WEST - A NEW MOTI NAGAR, NEW DELHI-15
(ADMN BRANCH, PHONE-011-25101942)

No.DE.48.13/DWA/2023/242

Dated 03/02/2024

CIRCULAR

Sub:- Regarding Original Document Verification of promoted teachers from Assistant Teacher (Primary/Nursery) of MCD/DOE to TGT/TGT (MIL).

In pursuance of Promotion Order DE.3(24)/E-III/Promotion/2023/1285-92 dated 27.09.2023, further posting Order dated 20.10.2023 and a corrigendum dated 29.01.2024, the District Level Screening Committee has been constituted by District West-A for checking/verification of original documents of the newly promoted Assistant Teacher (Primary/Nursery) of MCD/DOE as per list given in **Annexure-A** and a check list of documents required for verification is also attached herewith as **Annexure-B**. The verification of document is scheduled to be held on **08.02.2024** from **11:00 AM to 04:00 PM** in the Office of the Deputy Director of Education, District West-A, Karampura, New Delhi-110015.

Accordingly, all such newly promoted teachers posted in District West-A are hereby directed to report for the verification of their document on 08.02.2024 as per detail given below:-

S.No.	Date of Verification	Serial No. of the candidate shown in Annexure-A
1	08.02.2024	Serial No. 01 to 06

Encl:- as above,


(DR. NEERAJ)

DEPUTY DIRECTOR OF EDUCATION
DISTRICT WEST-A

No.DE.48.13/DWA/2023/242

Dated 03/02/2024

Copy to:

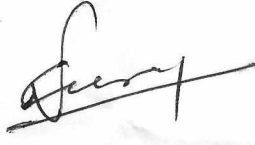
1. PS to Principal Secretary Education, Directorate of Education, Delhi-54.
2. PS to Director Education, Directorate of Education, Delhi-54.
3. RDE (West), O/o. the RDE West, Ramesh Nagar, New Delhi.
4. DDE (E-III), Directorate of Education, Delhi-110054.
- ✓ 5. OS (IT) with the request to upload the same in the Public Circular.
6. Guard File

(DR. NEERAJ)

DEPUTY DIRECTOR OF EDUCATION
DISTRICT WEST-A

Annexure-A

S. No.	Name of Teacher and Emp. ID	Promoted Post	Present place of posting	Modified place of posting
1	Veena Tyagi, 20234034	TGT Hindi	SKC, Pataudi House, 2127184	SBV No.1, Tilak Nagar, 1514005
2	Taruna Gupta, 20233955	TGT Hindi	GGSSS, Prem Nagar, 1516013	SKV, DC, Vikas Puri, 1514017
3	Manju Kapoor, 20233791	TGT Social Science	GGSSS, Gautam Puri, 1309126	GBSSS No.1, J.J. Colony, Khyala, 1514003
4	Indu Bala Arora, 20234009	TGT Hindi	SKV, Buland Masjid, Shastri Park, 1105236	GBSSS, Rajouri Garden, Extn, 1515018
5	Madhu, 20234111	TGT Hindi	Govt. Co-ed. SSS, Chandni Chock, 1208011	SKV, West Patel Nagar, 1516142
6	Pushpa, 20233913	TGT Social Science	SKV, Andrews Ganj, 1924033	GGSSS No.1, Khyala, 1514012


Dy. Director of Education
Dist. West 'A' Karam Pura
New Delhi-15

Check List for Document Verification of recently Promoted Assistant Teacher Primary/Nursery to TGT for MCD/DOE.

S.NO.	Documents	Page No.
1	Personal Detail / Verification Proforma 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 Status Report	
6	Caste 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 (BA/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 1stpage (Personal detail) and copy of page having entries of requisite educational qualifications(Duly attested by concerned HOS)	

Note:- The 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.
TEACHER PRIMARY/NURSERY 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:.....& Category:.....
- v. Present Zone :.....
- vi. Present School :.....
- vii. Posted at (School ID and name):.....

2. Details of initial Appointment as TGT in Directorate of Education:

- (i) Date of Joining as Asst. Teacher Primary/Nursery.....

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 level Marksheets			
2	Diploma Course(JBT/D.ed/ equivalent course)			
3	B.Ed.			
4	Graduation Course			
5	Master Degree in (Subject) (if any)			

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 law.

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 with stamp of the HOS

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 ID : 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.:-

Name of the School :.....

School Code:.....

CERTIFICATE REGARDING QUALIFICATION

Certified that Sh./Smt/MS.....working in the School sinceas.....(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 Master Degree course only of the subject of promotion duty attested by HOS concern with this proforma.

Promotion Order No. :-

Serial No.:-