

**OFFICE OF DEPUTY DIRECTOR OF EDUCATION
DISTRICT SOUTH EAST
C-BLOCK DEFENCE COLONY, NEW DELHI-110024**

No. DDE/SE/Promotion/MCD/DOE/Relieving/2023/ 264-68

Dated: 27/6/2024

ORDER

Subject:- Regarding Verification of documents in r/o promoted teachers from Asstt. Teachers Primary/Nursery to TGT/TGT(MIL) in Dte. of Education GNCT of Delhi.

Assistant Teachers (Primary/Nursery) of Municipal Corporations of Delhi and Dte. of Education have been promoted vide Dte. of Education, GNCT of Delhi order No. 1 & 2 bearing No. DE.3(24)/E-III/Promotion/2023/1277-84 and No. DE.3(24)/E-III/Promotion/2023/1285-92 dated 27.09.2023 & posting orders dated 20.10.2023. Now, E-III Branch (HQ) vide order no. F.No.DE.3(24)/E-III/Promotion/2023/1031 dated 25/06/2024 has given a final opportunity for joining of all the candidates who were promoted and did not joined earlier.

In the above said posting order concerned Municipal Authority has been requested to direct the promoted teachers to contact DDE District South-East for verification of original documents and other relevant documents along with the latest Vigilance Clearance Certificate and NO RDA/No Penalty Certificate. The teacher will get a certificate from concerned DDE district so that the promoted teachers may be relieved from his/her duty from concerned school(s) of MCD. All the Assistant Teachers of MCD are directed to contact office of DDE (SE) to comply with the requisite formalities.

In view of the above to facilitate relieving of the promoted teachers a programme for verification of documents has been scheduled as per details given below: -

Assistant teachers promoted to the Post of TGT/TGT (MIL) of this district, shall report to the Committee Members at **Room No. 02 (EVGC/CIC), O/o DDE, District South-East, C-Block, Defence Colony, Delhi-110024 on 28-06-2024 from 11:00 A/M** positively, along-with all Original Education Qualification Certificates/Degree, Caste Certificate (if any), Vigilance Clearance Report, No RDA/No Penalty Certificate, Two latest attested Photographs and 01 sets of self attested photocopies of educational documents.

The committee members are hereby requested to accomplish the process in a time bound manner as stipulated vide orders of E-III, DoE referred above.

26/6/24
Dy. Director of Education

**District South East
Dy. Director of Education
Distt. South East
Defence Colony
Govt. of NCT of Delhi**

No. DDE/SE/Promotion/MCD/DOE/Relieving/2023/ 264-68

Dated: 22/6/24

Copy for information to: -

1. P.S. to DE, Directorate of Education, GNCTD Delhi, Old Secretariat, Delhi.
2. Director of Education, Delhi Municipal Corporation, Education (HQ), Dr. Shyama Prasad Mukherjee, Civic Centre, 15th Floor, JLN Marg, New Delhi -110002 (With the request to kindly direct the Assistant Teacher(s) concerned to report at the verification venue on the stipulated date and time).
3. DDE (E-III), Dte. of Education, GNCTD Delhi, Old Secretariat, Delhi.
4. In-Charge Computer Cell, Directorate of Education with the request to upload the same on the official website of the Directorate of Education.
5. Guard file.

AS-1111
26/6/24

Dy. Director of Education
District South East
Dy. Director of Education
Distt. South East
Defence Colony
Govt. of NCT of Delhi

CHECK LIST FOR VERIFICATION OF DOCUMENTS OF TGT

1. NAME AND DESIGNATION :
2. DATE OF BIRTH :
3. FATHER'S/HUSBAND NAME :
4. CATEGORY :
5. MOBILE NO. :
6. SINGNATURE OF APPLICANT :

S.N.	Essential Documents	Original seen (Yes/No)	Self attested photocopies received (Yes/No)	Year of Passing	% of Marks	Subject
1	Matriculation/10 th Certificate					
2	10 th Mark Sheet					
3	Date of Birth as per Matriculation Certificate					
4	Mark Sheet of 10+2					
5	Certificate of 10+2					
6	Mark Sheet of Graduation					
7	Degree of Graduation					
8	Whether the Candidate has studied concerned subject in all parts of Graduation					
9	Whether the candidate has obtained 45% Marks in aggregate in Graduation					
10	Condition of minimum marks of 45% relaxed or not. If yes mentioned the category under which exemption is given (SC/ST/PH/Post Graduation)					
11	2 nd School Subject Studied in Graduation					
12	Mark Sheet of B.Ed.					
13	Degree of B.Ed. Methodology (Subject) of teaching opted in B.Ed.					

14	Mark Sheet/Degree of Post Graduation (optional)					
15	Caste Certificate (SC/ST/OBC/PH/EWS)					
16	AADHAR NO.					

CHECKED BY

Promotion from Asst. Tr. To TGT
To be verified by MCD 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 TGT in Dte. of Education

- I. Date of Joining as Asstt. Tr. Primary/Nursery :

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

S. No.	Course	Name of Board/University	Month & Year of Acquiring Qualification	Subject
1.	Secondary			
2.	Sr. Secondary			
3.	Diploma Course(JBT/D.ED/Equivalent Course)			
4.	Graduation (BA/B.Sc./B.Com)			
5.	B.Ed			
6.	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 provisions of the promotion circular, 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
Name & Designation

CERTIFICATE

This to 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 is no Departmental Proceeding/Vigilance case pending against the official concerned.

Signature with stamp of the HOS

Name of School: _____

School ID/code: _____

CERTIFICATE REGARDING DIES-NON/SUSPENSION/BREAK-IN-SERVICE

As per his/her service records available in the school, it is certified that there is no break in service in respect of Sh./Smt./Km. _____, Emp ID _____ 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 Asstt. Teacher Primary/Nursery Category teacher counts towards duty.

Date:

Head of School

Promotion Order No. & Sr. No.

Name of School: _____

School ID/code: _____

CERTIFICATE REGARDING QUALIFICATION

Certified that Sh./Smt./Ms. _____ working in this school since _____ as _____ (Designation) Emp Id No. _____ D.O.B. _____ has possessed the prescribed educational qualification as per Recruitment Rules for promotion the post of TGT _____ (Subject Name) for the vacancy year _____ and also certify that the recognition of the University/Institution and the 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 Sheet of Master Degree Course only of subject of promotion duly attested by HOS concerned with this performa.

Promotion Order No. & Sr. No.

S.NO	EMPLOY EE NAME	POST	MCD / DOE	DATE OF BIRTH	Catagory	POSTED AT SCHOOL ID
1	ALKA ARORA - 20233781	TGT SOCIAL SCIENCE	MCD	1/23/1965	GENERAL	1925003
2	UMA DUGGAL - 20233938	TGT SOCIAL SCIENCE	MCD	6/14/1965	GENERAL	1925029
3	ASHOK KUMAR - 20234065	TGT HINDI	MCD	1/1/1969	SC	1925447
4	JYOTI - 20234099	TGT HINDI	MCD	2/10/1976	GENERAL	1925042
5	OM PRAKASH YADAV - 20234086	TGT HINDI	MCD	8/15/1981	SC	1925356
6	RAJ KUMAR - 20234074	TGT HINDI	MCD	6/8/1979	GENERAL	1925402
7	RUKAMK ESH MEENA - 20234091	TGT HINDI	MCD	7/1/1987	ST	1925353
8	SUNIL KUMAR - 20234071	TGT HINDI	MCD	4/5/1977	GENERAL	1925020
9	NISHI SHARMA - 20234222	TGT NATURA L SCIENCE	MCD	10/15/1969	GENERAL	1925048
10	VEENA YADAV - 20233710	TGT ENGLISH	MCD	12/20/1988	GENERAL	1925046