

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/2024/ 1064

Dated 27/6/24

CIRCULAR

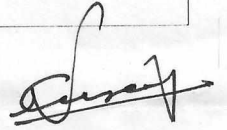
**Sub:- Regarding Original Document Verification of promoted teachers from Assistant Teacher (Primary/Nursery) of MCD/DOE and Lab Assistant of DOE to TGT/TGT (MIL).**

In pursuance of Order No. DE.3(24)/E-III/Promotion/2023/1031 dated 25.06.2024, 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 and Lab Assistant of 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 **01.07.2024** from **11:30 AM to 01:00 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 01.07.2024 as per detail given below:-

S.No.	Date of Verification	Serial No. of the candidate shown in Annexure-A
1	01.07.2024	Serial No. 01 to 03

Encl:- as above,



(DR. NEERAJ)  
DEPUTY DIRECTOR OF EDUCATION  
DISTRICT WEST-A

No.DE.48.13/DWA/2023/

Dated

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**

List of Promoted Assistant Teachers MCD/DOE and Lab Assistant of DOE to the post of TGT/TGT (MIL).

S. No.	Name of Teacher and Emp. ID	Post	D.O.B.	School Name & ID
1	Jitendra Kumar Sharma, 20233719	TGT English	25.07.1985	SBV, Ramesh Nagar, 1516002
2	Kamna Verma, 20233708	TGT English	06.12.1987	SKV, Ramesh Nagar, 1516027
3	Kamlesh Rani	TGT Social Science	05.07.1973	GGSSS, Prem Nagar, 1516030

  
Dy. Director of Education  
Distt. 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 Marksheet			
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 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 Master Degree course only of the subject of promotion duty attested by HOS concern with this proforma.

**Promotion Order No. :-**

**Serial No.:-**