

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH: LUCKNOW ROAD: DELHI
ADMINISTRATION BRANCH**

F.No.DDE/N/Admn./2024/877-882

Dated: 27/06/2024

CIRCULAR

Sub: - Regarding Original Document Verification of promoted Assistant Teacher of MCD, DOE & Lab Assistant to the post of TGT/TGT (MIL).

In pursuance of order no. F.No.DE.3(24)/E-III/Promotion/2023/1031 dated- 25.06.2024, issued by the S.O. (E-III) w.r.t. promotion from the post of Assistant Teacher (Primary/Nursery) of MCD, DOE & Lab Assistant to the post of TGT/TGT(MIL) who have been allocated various schools under the jurisdiction of District-North and 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 North 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.

The HOS concerned are also directed to ensure that all documents in original are checked and found as per Recruitment Rules. It shall be the personal responsibility of the HOS concerned to check the recognition of the University/Institution and authenticity & validity of Degree/Course during the particular period as per Recruitment Rules before verify by the district level Screening committee.

The verification of documents is scheduled on **02.07.2024** from 02:00 PM to 04:00 PM in Admn. Branch, Office of the Deputy Director of Education, District-North, Lucknow Road, New Delhi-110054.

Accordingly, all such newly promoted teachers posted in the jurisdiction of District-North (List attached at annexure-A) are hereby directed to report for the verification of their documents as per checklist (List attached at annexure-B) on above mentioned schedule. And the official who has got verified their documents earlier, are requested to join their respective post by 05/07/2024 and this is the final opportunity to join the promoted post and no further opportunity will be given under any circumstances.

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.

The list of necessary documents required at the time of documents verification as per checklist attached.

This issues with the prior approval of the DDE (North).

**SECTION OFFICER (ADMN.)
District- North**

F.No.DDE/N/Admn./2024/

Dated: 27/06/2024
Section officer (Admn.)
Directorate of Education
Lucknow Road, Delhi-110054

Copy To:

1. PS to Principal Secretary Education, Directorate of Education, Delhi-54.
2. PS to Director Education, Directorate of Education, Delhi-54.
3. 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).
4. DDE (E-III), Directorate of Education, Delhi-110054
5. S.O. (IT) with the request to upload the same in the Public Circular.
6. Guard File.

**SECTION OFFICER (ADMN.)
District- North**

ANNEXURE- A**LIST OF PROMOTED ASSISTANT TEACHERS OF MCD, DOE & LAB ASSTT TO THE POST OF TGT/TGT(MIL)**

S.No	Name and Emp ID	Promotional pos	Name of allotted school	Remarks
01	Ms. Madhu Bala, 20233670	TGT-English	SKV-Shastri Nagar (1208095)	Documents verification has already been done. However, these employees have not joined their place of posting till now.
02	Mr. Jitender Kumar Verma, 20234069	TGT-Hindi	GBSSS-Sarai Rohilla (1208004)	
03	Ms. Neelam Sareen, 20234008	TGT-Hindi	S(Co-Ed)V-Padam Nagar (1208018)	
04	Ms. Nisha, 20234139	TGT-Sanskrit	G(Co-Ed)SSS-Roop Nagar No. 1 (1207039)	Who has Refused earlier the promotional post.
04	Ms. Sarita, 20234229	TGT-Natural Sc	SV-SBBM (1207008)	These three officials have not verified their documents on stipulated time period. However, new opportunity is given to these employees for documents verification.
05	Ms. Seema Chowdhary, 20234242	TGT-Natural Sc	SKV-Burari (1207036)	
06	Ms. Kavita Tiwari, 20233782	TGT-Social Sc	GGSSS No.2-Shakti Nagar (1207038)	

Check List for Documents Verification of recently Promoted Asst. Teacher Primary of MCD to TGT/TGT (MIL)

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 dies-non/suspension/ break-in-service	
5	Vigilance Clearance 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 (B.A./B.Sc./B.com/Equivalent Courses (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 st page (personal details) and copy of page having entries of requisite educational qualifications (Duly attested by. concerned HOS)	

Note:- 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. Tr. Pr./Nur. 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 : _____ v. Present Zone(MCD): _____

vi. Present School(MCD): _____

vii. Place of posting on promotion (School ID and Name DOE) _____

viii. Category :-

2. Date of joining as Asst. Tr. Primary/ Nursery in MCD:

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			
2	Sr. Secondary			
3	Diploma/JBT/D.El.Ed			
4	Graduation Degree			
5	B.Ed.			

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 rule.

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 of the HOS with stamp

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.(DOE)

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 the service record available in the school, it is certified that there was no break in service in respect of -----, 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) D.O.B.-has possessed the prescribed educational qualification as per Recruitment Rules for promotion to the post as TGT
.....(subject name) for the vacancy year 2014-15 to 2020-21 respectively 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, duly attested by HOS concern with this Proforma.

Promotion Order No :-

Serial No. :-