

**GOVT OF NCT OF DELHI**  
**OFFICE OF THE DY. DIRECTOR OF EDUCATION**  
**DISTT. SOUTH WEST 'A' C-4, VASANT VIHAR, NEW DELHI-110057**  
**(ADMINISTRATION BRANCH)**

No-F.DE-54/DDE/SW-A/ADMN/2025/590

Dated: 11/08/2025

**CIRCULAR**

**Sub: Regarding Original Document Verification of promoted Assistant Teacher (Primary/Nursery) of MCD to the post of TGT/TGT (MIL).**

In pursuance of promotion Order No.2 vide DE.3(24)/E-III/Promotion/2024/548-54 dated 11/04/25 and subsequent Appointment Order vide order no. DE.3(74)/E-III/Promotion/2024/1970-1981 Posting ID-20250066 dated 01.08.2025 regarding promotion of Assistant (Primary/Nursery) working in MCD to the post of TGT/TGT (MIL) issued by S.O. (E-III branch), DOE (HQ), the district level Screening Committee has been constituted with the approval of DDE District South West-A for checking/Verification of original documents of concerned Assistant (Primary/Nursery) working in MCD for promotion to the post of TGT/TGT (MIL) as per existing RRs.

Accordingly, all the promoted teachers whose names are mentioned in the attached Annexure-A are hereby directed to report for the verification of their documents with requisite documents as per Annexure-B on dated 14/08/2025 w.e.f. 10.A.M. to 3.00 P.M. at Soarvodaya Co-Ed Senior Secondary School Sector -06 R.K Puram, New Delhi-110066 (School ID-1719070).

The officials are requested to furnish the requisite documents as per checklist which is attached as Annexure-B at the time of verification.

This issues with the prior approval of DDE (SW-A).

11/08/25  
 Section Officer (Admn.)  
 District South West-A  
 Dte. of Education

No-F.DE-54/DDE/SW-A/ADMN/2025/590

Dated: 11/08/25  
 Govt. of N.C.T. of Delhi  
 C-4, Vasant Vihar, New Delhi-57

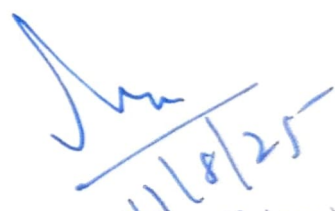
Copy To:

1. PS to Principal Secretary Education, Directorate of Education, Delhi-54.
2. PS to Director Education, Directorate of Education, Delhi-54.
3. DDE (E-III), Directorate of Education, Delhi-110054
4. OSD to DDE (SW-A).
5. The Director (MCD), Education Department, 15<sup>th</sup> floor, Dr. SPM Civic Centre, Minto Road, Delhi-110002 (through speed post).
6. In-charge (Computer Cell) with the request to upload the same in the Public Circular.
7. Guard File.

11/08/25  
 Section Officer (Admn.)  
 District South West-A  
 Section Officer (Admn.)  
 Distt S.W.-A  
 Dte. of Education  
 Govt. of N.C.T. of Delhi  
 C-4, Vasant Vihar, New Delhi-57

**LIST OF TEACHERS WHO PROMOTED TO THE POST OF TGT/TGT (MIL) FROM  
ASSISTANT TEACHER (PRIMARY/NURSERY) OF MCD**

S. No.	Name of official & serial no. in the list	Employee Name	Employee ID	Date of Birth	Current post	Posted in
1.	15	Anita Garg	20250503	20/07/1967	TGT (English)	Vasant Kunj, D-Block Sarvodaya (Co-ed) Sr. Secondary School (ID-1720181)
2.	141	Punam Bala	20250697	08/06/1971	TGT(Sanskrit)	Sarojani Nagar No.1 SKV(ID-1719029)
3.	227	Vandana	20250642	14/11/1970	TGT(Math)	Mahipal pur-Shaheed Major Ashok Sehrawat SKV(ID-1720032)
4.	232	Ved Kaur Dabas	20250732	21/12/1966	TGT(Social Science)	R.K Puram Sector-12-SV(Jose Marti)-1719001

  
4/18/25  
Section Officer (Admn.)  
Distt S.W.-A  
Dte. of Education  
Govt. of N.C.T. of Delhi  
C-4, Vasant Vihar, New Delhi-5

**CHECK LIST FOR DOCUMENT VERIFICATION OF PROMOTED  
TEACHERS FROM ASSTT. TEACHER TO TGT/TGT (MIL)**

Name of employee: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Allotted School with School ID: \_\_\_\_\_

Contact Number: \_\_\_\_\_

S. No.	Documents Required	Page No.	Remarks
1.	Copy of already applied online application form for promotion		
2.	Personal Details/Verification proforma		
3.	Appointment /Promotion order dated 01.08.2025		
4.	Promotion order dated 11.04.2025		
5.	Certificate regarding Dies-Non /suspension /break-in service		
6.	Certificate regarding Educational Qualification duly signed by HOS		
7.	Vigilance Clearance Report		
8.	RDA/No Penalty Certificate		
9.	Copies of year wise mark sheets and degree of B.A./B.COM/B.SC.		
10.	Copy of Mark Sheet and Degree of B.Ed.		
11.	Copy of Mark Sheet of Secondary Level		
12.	Permission Letter (if graduation B.Ed. completed during service).		
13.	Copy of 1 <sup>st</sup> page Service Book (Personal details)		
14.	Copy of page having entries of requisite educational qualifications		
15.	Caste Certificate (if any)		
16.	PWD Certificate (if any)		
17.	Any other documents (if any)		

**Note:** Concerned Teacher is hereby directed to bring original documents. All the documents listed above have been checked and verified by me.

**HOS**

PERSONAL DETAIL/VERIFICATION PROFORMA FOR PROMOTED TEACHERS FROM ASSTT. 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 of DOE): \_\_\_\_\_

viii. Category: \_\_\_\_\_

2. Date of joining as per Asstt. 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.

Signature of Official



Name of the school: \_\_\_\_\_

School Code: \_\_\_\_\_

### **CEETIFICATE REGARDING DIES-NON/SUSPENSION/BREAK-IN-SERVICE**

As per the service record available in the school, it is submitted 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 Asstt. Teacher Primary /Nursery Category teachers counts towards duty.

Head of School

Date:

Promotion order no:-

Serial No:-

Sign. of the HOS with stamp

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 2023(as on 01.01.2024) 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.:-

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.

**Date:**

**Head of School**