No.DE.48.13/DWA/2025/753

Dated :- 18/6/25

CIRCULAR

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

In pursuance of Order No. DE.3(74)/E-III/Promotion/2024/PF/1523-1535 dated 16.06.2025, 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 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 **19.06.2025** from **11:30 AM to 12:30 PM** in the Office of the Deputy Director of Education, District West-A, Karampura, New Delhi-110015.

Accordingly, all such newly promoted teacher posted in District West-A are hereby directed to report for the verification of their document on 19.06.2025 as per detail given below:-

S.No.	Date of Verification	Serial No. of the candidate shown in Annexure-A
1	19.06.2025	Serial No. 01

Encl:- as above,

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

No.DE.48.13/DWA/2025/753

Dated 18/6/25

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

List of Promoted Assistant Teachers (Primary/Nursery) of MCD to the post of TGT/TGT (MIL).

S. No.	Name of Teacher and Emp. ID	Post	D.O.B.	School Name & ID
1	Meenu Jerath, 20250507	TGT English	22.06.1965	SKV, West Patel Nagar, 1516142

Name of the School:..

School ID:..............................

Check Lists of Document verification of recently promoted teachers from Assistant Teacher (Primary) of MCD to the post of TGT/TGT(MIL).

Name with Employee ID: ....

Present Post/Subject: ....

Promotional Post/Subject: ....

S.No.	Documents	Page No.
1	Personal Detail/verification proforma as attached	
2	Vigilance clearance status report Distt. Level	
3	Caste certificate (if any)	
4.	Copy of Mark Sheet & Degree/Provisional certificate of Graduation and Post Graduation in relevant subject.	
5.	Copy of Service Book 1st page (personal Details) and copy of page having entries of requisite Education Qualification	

Note: The concern teachers are hereby directed to bring all the above mentioned documents in original at the time of verification.

PERSONAL DETAILS/VERIFICATION PROFORMA FOR PROMOTION OF TEACHERS FROM Asst. Teacher (MCD) to T.G.T/T.G.T (MIL)

PROMOTION ORDER NO: SERIAL NO:

1. Present Details:-

(i) Name of the Official (in Capital Letter):
(ii) Employee ID:
(iii) Designation:
(iv) Date of Birth:
(v) Present Zone/District:
(vi) Present School ID & Name:
2. Date of Joining as Asst. Teacher:-

3. Details of educational qualification as per service book record:-

S.N	Course	Name of University/Board	Date of Acquiring Qualification (DD/MM/YYYY) as Mentioned on Provisional Certificate/Degree	Subject
1.				
2.				

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 the provisions of the concerned Order dated 11.04.2025

In case any information is found false or incorrect after verification. The Promotion may be cancelled and I shall liable for the action to be taken against 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 is not departmental proceeding/Vigilance case pending against the official concerned.

Sign with Stamp of the HOS