

**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION,
DISTRICT EAST
DIRECTORATE OF EDUCATION, GOVERNMENT OF NCT OF DELHI,
'D' BLOCK, ANAND VIHAR, DELHI - 92
(ADMINISTRATION BRANCH)**

No. DE-47/DDE/E/(4)(12)/2023/8664

Date:- 27/10/2023

CIRCULAR

Subject: Regarding Documents verification in r/o Assistant Teachers (Primary/Nursery) working in the MCD schools and promoted to the post of TGT/TGT (MIL) vide promotion orders dated 27.09.2023 and got posted in Govt. Schools under jurisdiction of District East, Directorate of Education, GNCT of Delhi vide posting orders dated 20.10.2023.

In pursuance to the Promotion Orders dated 27.09.2023 and Posting Orders dated 20.10.2023, issued by Establishment - III Branch, Directorate of Education, GNCT of Delhi regarding promotion of Assistant Teacher (Primary/Nursery) working in MCD schools and promoted to the post of TGT/TGT(MIL), it is hereby informed that the District Level Document Verification Committee has been constituted by the Deputy Director of Education, District East, Anand Vihar, Delhi for verification of original documents and to check the eligibility of the promoted teachers as per Recruitment Rules.

The list of necessary documents required at the time of verification is annexed herewith as Annexure - 'A'.

Accordingly, all the concerned Assistant Teachers (Primary/Nursery) of MCD Schools, who have been allotted Govt. school under jurisdiction of District East vide posting orders dated 20.10.2023 are hereby directed to report for the verification of their documents (in original) between 11:00 AM to 03:00 PM on any working day on or before 08.11.2023 in the office of the undersigned.



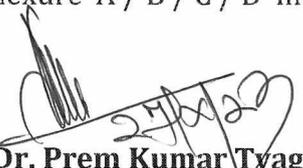
(Dr. Prem Kumar Tyagi)
Deputy Director of Education
District East

No. DE-47/DDE/E/(4)(12)/2023

Date:-

Copy forwarded for information and necessary action to:

1. The Director (MCD), Education Department, 15th Floor, Dr. SPM Civic Centre Minto Road, New Delhi 110002
2. The DDE (Establishment - III), Directorate of Education, GNCT of Delhi for information
3. The HOS of MCD schools (through public circulars on www.edudel.nic.in)
4. Concerned Assistant Teachers (Primary/Nursery) (through public circulars on www.edudel.nic.in)
5. The Section Officer, IT Branch to upload the circular along with Annexure 'A'/'B'/'C'/'D' in public circular section on www.edudel.nic.in
6. Guard File



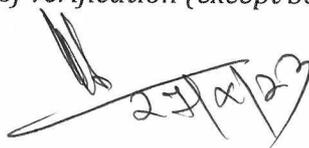
(Dr. Prem Kumar Tyagi)
Deputy Director of Education
District East

Annexure A

Check List for Documents Verification of recently promoted Assistant Teacher (Primary/Nursery) from MCD to the post of TGT/TGT(MIL) in Directorate of Education, GNCT of Delhi

S. No.	Documents	Placed at
1	Personal Detail/ Verification Proforma <i>(as per attached Annexure 'B')</i>	
2	Certificate regarding Educational Qualification issued by the HOS of MCD School <i>(in Attached Proforma as per Annexure 'C' and must be printed on school letter head and must be properly dispatched)</i>	
3	No RDA/No Penalty Certificate/Vigilance Clearance Certificate by the Competent Authority of MCD <i>(must be issued on or after issue of Promotion Order i.e. 27.09.2023)</i>	
4	Certificate regarding dies-non / suspension / break-in-service by HOS of MCD School <i>(in attached Proforma as per Annexure 'D' and must be printed on school letter head and must be properly dispatched)</i>	
5	Copy of Caste Certificate (as applicable) <i>(Duly attested by concerned HOS of MCD School)</i>	
6	Copy of Year wise mark sheets & degrees/provisional certificates of all Educational/Professional Qualification from 10 th /Secondary/High School onwards <i>(Duly attested by concerned HOS of MCD School)</i>	
7	Copy of permission letter of getting Higher Educational/Professional qualification from concerned department <i>(Duly attested by concerned HOS of MCD School)</i>	
8	Copy of Service Book's page having entries of requisite educational qualification <i>(Duly attested by concerned HOS of MCD School)</i>	
9	Copy of Service Book's 1 st page (personal details) <i>(Duly attested by concerned HOS of MCD School)</i>	
10	Copy of appointment order and joining order in MCD <i>(Duly attested by concerned HOS of MCD School)</i>	

Note: The concerned teacher is hereby directed to bring all the aforementioned documents in original at the time of verification (except Service Book).



PERSONAL DETAIL VERIFICATION PROFORMA
For Assistant Teachers (Primary/Nursery) of MCD to the post of TGT/TGT (MIL)
in Directorate of Education, GNCT of Delhi

Posting Order No:

Serial No (at which name of the official is appearing):

1. Personal Details

Name of the Official (in Capital Letter)	
Date of Birth	
Category	
Present Designation (MCD)	
Employee ID (MCD)	
Present School (MCD)	
Promoted Designation (DOE)	
Employee ID (DOE)	
Allotted School Name (DOE)	
Allotted School ID (DOE)	

2. Date of joining as Assistant Teacher (Primary/Nursery) in MCD:

3. Details of Educational Qualifications as per service book record:

S. No.	Course	Name of University/Board	Date of acquiring Qualification	Subjects
1	Secondary/Sr. Secondary level Degree/Mark Sheet			
2	Diploma course (JBT/ D.Ed/ equivalent course)			
3	B.Ed. or equivalent			
4	Graduation Course			
5	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 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.

Date:

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 officials concerned and found correct.
2. There are no departmental proceedings/ Vigilance case pending against the official concerned.

Date:

Signature with stamp of the HOS



(to be printed on school letter head)

Posting Order No:

Serial No (at which name of the official is appearing):

CERTIFICATE REGARDING QUALIFICATION

Certified that Sh./Smt./Ms. _____ working in this school since _____ on the post of (Designation) _____ Employee ID _____ D.O.B. _____ has possessed the prescribed educational Qualification/s as per Latest Recruitment Rules for promotion to the post of TGT _____ (subject name) in Directorate of Education, GNCT of Delhi for the vacancy year 2022 and anticipated vacancy for the year 2023 and also certified 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 for the said promotional post.

Date:

**Head of School
(MCD)**

Posting Order No:
Serial No (at which name of the official is appearing):

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 _____ Employee ID _____ who is working in this school on the post of (Designation) _____ and his/her service has never been treated as Dies-Non and it is also certified that periods of posting as Assistant Teacher (Primary/Nursery) counts towards duty.

OR,

As per his/her service records available in the school, it is certified that there is **break in service** in respect of _____ Employee ID _____ who is working in this school on the post of (Designation) _____, as per details provided below:

<i>S. No.</i>	<i>Period (from)</i>	<i>Period (to)</i>	<i>Remarks</i>

Date:

**Head of School
(MCD)**