

**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/2025/1007

Dated 5/8/25

CIRCULAR

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

In pursuance of Promotion Order No. DE.3(24)/E-III/Promotion/2024/548-54 dated 11.04.2025 and further vide posting order No. DE.3(74)/E-III/Promotion/2024/1918-1930 dated 30.07.2025 and No. DE.3(74)/E-III/Promotion/2024/1970-1981 dated 01.08.2025 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** and Personal details/Verification proforma as **Annexure-C**. The verification of document is scheduled to be held on **12.08.2025** from **11:00 AM to 04:00 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 12.08.2025 as per detail given below:-

S.No.	Date of Verification	Serial No. of the candidate shown in Annexure-A
1	12.08.2025	Serial No. 01 to 16

Encl:- as above,

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

No.DE.48.13/DWA/2025/

Dated

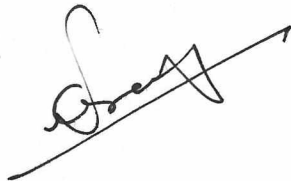
Copy to:

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**

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	GEETA GROVER -20250655	TGT NATURAL SCIENCE	05/09/1969	Ramesh Nagar-SKV-1516027
2	Manjinder Kaur - 20250658	TGT Natural Science	15/08/1968	Raghubir Nagar,J.J, Colony- G(Co-ed)SSS-1515019
3	MANJU VIG - 20250660	TGT NATURAL SCIENCE	23/02/1970	Hari Nagar, Block-L S(Co-ed)V-1514022
4	MANOJ KUMAR - 20250588	TGT HINDI	10/01/1987	Raghubir Nagar, J.J. Colony-GBSSS-1515017
5	MEENU MAGGO - 20250508	TGT ENGLISH	25/02/1972	Karampura, Industrial Area-G(Co-ed SSS-1516068
6	Neerja Chhibber - 20250512	TGT English	09/09/1967	Tilak Nagar No.3-SKV-1514016
7	Rajni Batra - 20250724	TGT SOCIAL SCIENCE	22/05/1966	West Patel Nagar-GGSSS-1516141
8	RITA SEHGAL - 20250725	TGT SOCIAL SCIENCE	12/05/1966	Mansarovar Garden-SV-1516003
9	RITU MALHOTRA -20250519	TGT ENGLISH	13/02/1966	East Punjabi Bagh-SV-1515004
10	SAHIL YADAV - 20250575	TGT HINDI	17/03/1980	West Patel Nagar-GBSSS-1516140
11	SEEMA KAPOOR -20250523	TGT ENGLISH	09/03/1971	Vikas Puri, Distt. Centre-SKV-1514017
12	SHOBHA RASTOGI - 20250700	TGT SANSKRIT	01/02/1967	Vikas Puri, Distt. Centre-SKV-1514017
13	Sonia Kapoor - 20250639	TGT MATH	28/09/1974	Hari Nagar, Clock Tower-SKV-1514021
14	VASUDHA ADLAKHA - 20250672	TGT NATURAL SCIENCE	28/07/1970	Rajouri Garden Extn.-SKV-1515021
15	VIKAS KUMAR - 20250579	TGT HINDI	28/07 1982	Ashok Naar-SBV-1515002
16	Mukesh Tanwar - 20250566	TGT HINDI	26/07/1965	Punjabi Bagh, No.1-GBSSS-1515010



Annexure-B

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 1 st 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/ohereby 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