

**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION  
DISTT. CENTRAL/NEW DELHI, PLOT NO. 5  
JHANDEWALAN, NEW DELHI.  
(ADMN. BRANCH)**

**E.51/DDE/C&ND/ADMN/2025/ 1564 - 70**

**Dated: 07/08/25**

**CIRCULAR**

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

In pursuance of promotion order no. DE.3(74)/E-III/Promotion/2024/1970-1981 dated-01.08.2025 regarding promotion of Assistant Teacher (Primary/ Nursery) of MCD to the post of TGTs/TGTs (MIL) and DE.3(74)/E-III/Promotion/2024/1957-1969 dated- 01.08.2025 regarding promotion of Assistant Teacher (Primary/ Nursery/ Lab Assistant) of this Directorate to the post of TGTs/TGTs (MIL) issued by S.O. (E-III Branch), DOE, (HQ), the district level Screening Committee has been constituted with the approval of DDE District C/ND, for checking/Verification of original documents of above mentioned promoted post 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 on dated- 12.08.2025 during office hours in Administration Branch, Office of the Deputy Director of Education, District-Central/New Delhi, Jhandewalan, New Delhi-110055.

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

This issues with prior approval of DDE (C/ND).

  
**S.O. (Admn.)**


**District Central/New Delhi**

**NO.F.DE.51/DDE/C&ND/ADMN/2025/ 1564 - 70**

**Dated: 07/08/25**

Copy to:

1. PS to Principal Secretary Education, Directorate of Education, Delhi-54.
2. PS to Director Education, Directorate of Education, Delhi-54.
3. DDE (E-III), Directorate of Education, Delhi-110054
4. OSD to DDE (C/ND).
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.

  
**S.O. (Admn.)**

**District Central/New Delhi**

**Annexure-A**

LIST OF TEACHERS WHO ARE PROMOTED TO THE POST OF TGT/TGT(MIL) FROM ASSISTANT TEACHER (PRIMARY/NURSERY) OF MCD and DoE.

S.No.	Employee Name	Employee ID.	Date of Birth	Promoted Post	Posted In
1.	Kusum Lata Jeliya (DoE)	20070654	11.07.1980	TGT (Social Sc.)	2128020, Prasad Nagar, SKV (Baba Ramdev Nagar)
2.	Shakira Begum (MCD)	20250760	12.06.1966	TGT (Urdu)	2127184, Pataudi House, SKV

**Note: Teachers whose names are inadvertently not included in the above list must also report for verification of documents as per scheduled attached.**

**Annexure-B**

**Check List for Document Verification of Promoted Assistant Teacher (Primary/ Nursery) of MCD/DOE to TGT/TGT (MIL) in DOE.**

S.NO.	DOCUMENTS	PAGE NO.
1	Personal Detail/Verification Proforma (In Attached Performa)	
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	Work and conduct & Integrity certificate	
7	Caste Certificate (whereas applicable) (Duly attested by concerned HOS)	
8	Copy of mark-sheet & Degree/Provisional certificate of Diploma (JBT/NTT/D.Ed./Equivalent Course (Duly attested by concerned HOS)	
9	Copy of Year wise mark-sheet & Degree/Provisional certificate of Graduation (B.A./B.Sc./B.com/Equivalent Courses (Duly attested by concerned HOS)	
10	Copy of mark-sheet & Degree/Provisional certificate of Bachelor of Education (Duly attested by concerned HOS)	
11	Copy of mark-sheet of secondary level only (Duly attested by concerned HOS)	
12	Copy of permission for getting higher educational qualification-from concern department (Duly attested by concerned HOS)	
13	Copy of service book 1 <sup>st</sup> page (personal details) and copy of page having entries of requisite educational qualifications (Duly attested by. concerned HOS)	

**Note: - The Concerned teacher is hereby directed to furnish all the above-mentioned documents in original along with attested copies at the time of verification (Except original 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**

the School: \_\_\_\_\_

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

## NO PENALTY CERTIFICATE

certified that there is No Penalty in Operation as on date in no

Sh. Smt./Ms. .... working in the school since

(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.

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 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.

Head of School

Date :

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. :-