

**Office of the Deputy Director of Education, District: West-B**  
**Directorate of Education G-Block, Vikaspuri, New Delhi-110018**

No. DDE/WB/ADMIN/2025/1633-38

Dated: 06/8/25

**Circular**

**Subject: Regarding original Documents verification of Promoted Teachers from Assistant Teacher (Primary/Nursery) – MCD & DOE to TGT/TGT (MIL) – DOE in District West – B.**

In pursuance of Appointment Order No: DE.3 (74)/E-III/Promotion/2024/1957-1969 & DE.3 (74)/E-III/Promotion/2024/1970-1981 dated 01/08/2025, the District Level Screening Committee has been constituted by District West – B authority for verification of original educational qualification documents and other relevant documents along with the latest Vigilance Clearance Certificate and No RDA/No Penalty Certificate. After verification, the Assistant teachers from MCD will get a certificate regarding verification of all the educational qualification as per applicable RRs to the post of TGT/TGT(MIL) from concerned DDE district (Directorate of Education, GNCTD) for relieving from his/her duties from the concerned Municipal Authority after submission of the said certificate.

The list of appointed teachers is attached herewith as Annexure – A and list of necessary documents require at the time of verification are as per check list attached herewith as Annexure – B.

Accordingly, the assistant teachers of MCD posted in District West – B (as per Annexure – A) & the assistant teachers of district West –B (as per Annexure – B) are hereby directed to report in person for the verification of their documents as per the schedule:

**Date & Day: 07/08/2025 (Thursday) & 08/08/2025(Friday), Timing: 11AM to 2PM**

**Venue: Conference Hall, 1<sup>st</sup> floor, office of the Deputy Director of Education, District West-B, G- Block Vikaspuri, New Delhi-18.**



**DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT WEST – B**

No. DDE/WB/ADMIN/2025/1633-1638

Dated: 06/08/25

Copy to: -

1. P.S. to Pl. Secy. Education
2. P.S. to DE Dte. of Education
3. RDE – West
4. DDE (E- III)
5. Incharge (Computer Cell) Dte. of Education with the request to upload on official website.
6. Guard File.



**DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT WEST – B**

## Annexure – A

**List & Schedule of original documents verification of promoted & appointed Asstt. Tr. (Primary/Nursery) of MCD to TGT/TGT (MIL)- DOE in District - West -B**

**Date & Day: 07/08/2025 (Thursday) & 08/08/2025(Friday), Timing: 11AM to 2PM**

**Venue: Conference Hall, 1<sup>st</sup> floor, office of the DDE (West-B), G-Block, Vikas Puri, New Delhi - 110018**

S. NO.	S. No. in the appointment order	Employee Name	New Post	Date of Birth	Category	Posted At
1	20	ANITA MEENA -20250734	TGT SOCIAL SCIENCE	19/06/1984	ST	Nihal Vihar, Nangloi- Govt. Sarvodaya Co-ed Vidyalaya-1617223
2	24	ANJNA KUMARI - 20250690	TGT SANSKRIT	15/07/1966	General	Ambika Vihar-GGSSS-1617033
3	40	BABITA RANI -20250617	TGT MATH	20 12/1984	General	Vikas Puri Block- F-G Co-ed SSS-1618016
4	63	GIRRAJ PRASAD MEENA - 20250603	TGT HINDI	01/04/1988	ST	Ambika Vihar-GBSSS-1617019
5	68	HIM KIRAN -20250687	TGT PUNJABI	25/09/1967	General	Janakpuri, Block A, No.2-GGSSS-1618064
6	82	KRISHN KANT YADAV - 20250560	TGT HINDI	15/01/1969	General	Nilothi-SBV-1617219
7	90	MAHESH KUMAR - 20250540	TGT ENGLISH	20/04/1982	SC	Govt. Sarvodaya Bal Vidyalaya, Nangloi-1617002
8	95	Manju Rani -20250709	TGT SANSKRIT	08/07/1967	SC	Nilothi-SKV-1617026
9	105	MOHINI -20250509	TGT ENGLISH	15/05/1968	General	Kakrola-GGSSS-1618020
10	106	Monia Kalra -20250626	TGT MATH	20/07/1969	General	Janakpuri, Block A, No.2-GGSSS-1618064
11	109	MUKESH KUMAR - 20250533	TGT ENGLISH	18/10/1968	General	Uttam Nagar-SBV-1618008
12	116	Namita Joshi Vashisht - 20250628	TGT MATH	08/05/1969	General	Janakpuri, Block A, No.2-GGSSS-1618064
13	142	RAJ KUMAR -20250742	TGT SOCIAL SCIENCE	04/12/1965	General	Govt. Boys Sr. Sec. School, Tikri Kalan, No. 1 - 1617001
14	147	RAJENDER SINGH TANWAR -20250744	TGT SOCIAL SCIENCE	18/01/1965	General	Mohan Garden-GBSSS No.1-1618072
15	161	REENA SHARMA - 20250635	TGT MATH	16/07/1980	General	Vipin Garden- Govt. Co-ed SS-1618316
16	176	SALONI SEHGAL - 20250520	TGT ENGLISH	07/02/1969	General	Govt. Sarvodaya Kanya Vidyalaya, Shiv Ram Park, Nangloi-1617222
17	180	SANTOSH JAIN -20250726	TGT SOCIAL SCIENCE	12/10/1971	General	Amalwas, Jawalapur-SKV-1617036
18	187	SEEMA KAKKAR - 20250522	TGT ENGLISH	01/10/1971	General	Nihal Vihar, Nangloi Govt. Sarvodaya Co-ed Vidyalaya -1617223
19	190	SEEMA YADAV -20250524	TGT ENGLISH	22/06/1968	General	Kakrola-GGSSS-1618020
20	210	Sunil Kumar Tanwar - 20250650	TGT MATH	25/02/1972	General	Janakpuri, Block C, No.1-GBSSS-1618006
21	223	Umesh Kumar Singh - 20250683	TGT NATURAL SCIENCE	15/12/1965	General	Sarvodaya (Co-ed) Vidyalaya, Kunwar Singh Nagar, New Delhi-1617214
22	230	Vandana Tikku -20250526	TGT ENGLISH	26/07/1966	General	Rajapur Khurd-G Co-ed SS-1618192
23	234	VIJAY KUMAR PRASAD - 20250578	TGT HINDI	05/01/1972	General	Hastal, Janta Flats- SBV-1618281
24	238	VIMAL -20250685	TGT NATURAL SCIENCE	04/08/1988	General	Nangloi, Phase I-GBSSS-1617025

## Annexure – B

**List & Schedule of original documents verification of promoted & appointed Asstt. Tr. (Primary/Nursery) of DOE (District West-B) to TGT/TGT (MIL)- DOE in District - West -B**

**Date & Day: 07/08/2025 (Thursday) & 08/08/2025(Friday), Timing: 11AM to 2PM**

**Venue: Conference Hall, 1<sup>st</sup> floor, office of the DDE (West-B), G-Block, Vikas Puri, New Delhi - 110018**

S. NO.	S. No. in the appointment order	Employee Name	New Post	Current School	Posted in
1	04	MANOJ THAKRAN - 20072551	TGT ENGLISH	Paschim Vihar, B 4-SV(Coed)-1617008	Bawana-GBSSS-1310019
2	34	ANJU GUPTA -19965167	TGT SOCIAL SCIENCE	Paschim Vihar, B 4-SV(Coed)-1617008	Amalwas, Jawalapuri-SKV1617036
3	37	PANKAJ -20073139	TGT SOCIAL SCIENCE	Paschim Vihar, B 4-SV(Coed)-1617008	Ambika Vihar-GBSSS-1617019

**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 of Service book (Personal detail)		
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 DETAILS/VERIFICATION PROFORMA FOR PROMOTED TEACHERS FORM**  
**ASSISTANT TEACHER (PRIMARY/NURSERY) TO TGT**

Promotion/Appointment Order No. DE.3 (74)/E-III/Promotion/2024/

Sr. No. \_\_\_\_\_

**1. Personal Details:**

Name of the Official (in Capital Letter)	
Date of Birth	
Category	
Present Designation	Assistant Teacher(Primary/Nursery)
Employee ID (Asstt. Teacher)	
Date of initial joining as Asstt. Teacher (Pri./Nur.)	
Present School	
Promoted Designation (DOE)	TGT(_____)
Employee ID (DOE)	
Allotted School Name & ID (DOE)	

**2. Details of Educational Qualifications as per service book record:**

S. No.	Course	Name of University /Board	Month & Year of acquiring Qualification	Subjects
1.	Secondary			
2.	Sr. Secondary			
3.	Diploma course (JBT/D.Ed./equivalent)			
4.	Graduation			
5.	B.Ed/equivalent			
6.	Master Degree (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 provision 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 to certify 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 is no departmental proceedings/vigilance case pending against the official concerned.

Date: \_\_\_\_\_

Signature of HOS with Stamp



Name of School \_\_\_\_\_  
School Code \_\_\_\_\_

**CERTIFICATE REGARDING DIES-NON/SUSPENSION/BREAK IN SERVICE**

As per his/her service records available in the school, it is certified that there was no break in service, in respect of Sh./Ms./Smt. \_\_\_\_\_

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

Date:

HEAD OF SCHOOL

**CERTIFICATE REGARDING QUALIFICATION**

Certified that Sh./Smt./Ms. \_\_\_\_\_ is working in this school since \_\_\_\_\_ as \_\_\_\_\_ (Designation), Emp. ID \_\_\_\_\_ D.O.B. \_\_\_\_\_ has possessed the prescribed educational qualifications as per the latest recruitment rules of DOE, GNCT, Delhi for promotion to the post of TGT \_\_\_\_\_ (subject name) for the vacancy year \_\_\_\_\_ and also certified that the recognition of the University/Instructions and authenticity and validity of Degree/Course from which essential qualification has been acquired is as per Recruitment Rules of TGT/TGT(MIL).

Date:

HEAD OF SCHOOL



Name of 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 this school  
since \_\_\_\_\_ as \_\_\_\_\_ (Designation),  
Emp. ID \_\_\_\_\_ 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 as per his/her service record available in school.

Date:

**HEAD OF SCHOOL**

