

GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH WEST (A), BL-BLOCK, SHALIMAR BAGH, DELHI

F.1/DNWA/ADMN/Promotion/2025/ 1768-1771


DATED:- 05/08/2025

CIRCULAR

Subject:- Regarding Original Document Verification of Promoted Teachers from Asstt. Teachers Primary/Nursery of MCD, DOE & Lab Assistant to TGT/TGT (MIL).

In pursuance of Order No. F.No. DE (3)(74)/E-III/Promotion/2024/1970-1981 dated 01/08/2025 and Order No DE.3 (74)/E-III/Promotion/2024/ 1957-1969 dated 01/08/2025, issued by the S.O(E-III) w.r.t promotion from the post of Assistant Teacher (primary/Nursery) of M.C.D&DOE to the post of T.G.T/T.G.T(MIL) who have been allocated various schools under the jurisdiction of District North-West A

The verification of documents is scheduled on 07/08/2025 and 08/08/2025 from 9.30 AM to 2.30 PM at venue SOSE Sector 18 Rohini Delhi School I.D 1310469. Accordingly, all such newly promoted teachers posted in the jurisdiction of District-North-West A (List attached at Annexure-A) are hereby directed to report for the verification of their documents as per checklist (List attached at annexure-B) on above mentioned schedule.. The list of necessary documents required at the time of documents verification as per checklist attached.



05/08/2025
DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH WEST-A
D.D.E. (E-III)
Dte. of Education, GNCTD
BL Block, Shalimar Bagh, Delhi

F.1/DNWA/ADMN/Promotion/2024/ 1768-1771

DATED:- 05/08/2025

Copy to:

8. P.S. to Pl. Secy. Education.
9. P.S to DE, Dir. Of Education.
10. RDE, North.
11. DDE, E-III.
12. DDE Zone-IX & DDE Zone-X.
13. Incharge (Computer Cell), Dte. Of Education.
14. Guard File.


DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH WEST-A
D.D.E. (E-III)
Dte. of Education, GNCTD
BL Block, Shalimar Bagh, Delhi

4/6/2025
04/8/25

ANNEXURE - A

LIST OF ASST TR OF MCD PROMOTED TO THE POST OF TGT ALLOTTED
DISTT NORTH WEST A

S.No	Employee Name	Post	Date of Birth	Category	Posted At
1	ANITA JAIN-20250614	TGT MATHS	01-05-1980	General	Bhorgarh-GGSSS-1310470
2	CHHATTAR SINGH-20250539	TGT ENGLISH	01-06-1979	SC	Shahabad Dairy-GBSSS-1310395
3	DEVKI SINGH-20250736	TGT SOCIAL SCIENCE	29-03-1968	General	Bhalswa Village SKV-1309280
4	DHARAMVIR-20250677	TGT NATURAL SCIENCE	01-09-1965	General	Bhorgarh-GBSSS-1310022
5	GANGA SINGH KUSHWAH-20250740	TGT SOCIAL SCIENCE	01-02-1967	General	Libaspur-GBSSS-1309262
6	KRISHNA BISHT-20250718	TGT SOCIAL SCIENCE	15-06-1966	General	Azadpur Colony-GGSSS-1309127
7	MANJITA DEVI-20250719	TGT SOCIAL SCIENCE	23-12-1967	General	Adarsh Nagar-GGSSS-1309034
8	MANJU SACHDEVA-20250720	TGT SOCIAL SCIENCE	16-06-1966	General	Libaspur-GGSSS-1309263
9	NEELAM-20250662	TGT NATURAL SCIENCE	09-11-1970	General	Bawana-SKV (Ravi-Shankar)-1310042
10	NEELU SINGHAL-20250511	TGT ENGLISH	24-09-1972	General	Badli-SKV-1310034
11	POOJA-20250630	TGT MATH	18-07-1976	General	Shalimar Bagh-BL-SKV-1309030
12	POONAM SHARMA-20250696	TGT SANSKRIT	09-11-1965	General	Vijay Nagar-SKV-1309167
13	RAJ SINGH YADAV-20250743	TGT SOCIAL SCIENCE	16-12-1966	General	Jahangirpuri, Block D - GBSSS -1309255
14	RAKESH-20250572	TGT HINDI	10-04-1977	General	HOLAMBI KALAN METRO VIHAR, A BLOCK G(CO-ED)(SSS-1310399
15	RENU KHOSLA-20250636	TGT maths	04-10-1965	General	Model Town No 1-SKV-1309026
16	SEEMA SULEKH-20250529	TGT ENGLISH	02-08-1989	SC	SV Sector B-4 Narela 1310408
17	SHASHI KANT SHAH-20250608	TGT HINDI	01-01-1988	ST	Libaspur-GBSSS-1309262
18	SONIA-20250688	TGT NATURAL SCIENCE	13-07-1972	General	Bhorgarh-GGSSS-1310470
19	SUMAN MALIK-20250702	TGT SANSKRIT	02-08-1965	General	Narela Sector B-4 SV-1310408

21/08/2025

07/09/25

20	SUMAN TANEJA-20250730	TGT SOCIAL SCIENCE	01-05-1967	General	Shalimar Bagh,Block AP-GGSSS-1309033
21	SUNITA AHUJA-20250703	TGT SANSKRIT	20-02-1968	General	Jahangirpuri Block E-GGSSS-1309258
22	USHA GUPTA-20250544	TGT HINDI	24-02-1967	General	Shalimar Bagh Block BL-SKV-1309030
23	VINAY-20250537	TGT ENGLISH	23-01-1987	General	Sarvodaya Co-Ed Vidyalaya,Village Libaspur-1310473
24	VINOD KUMAR-20250580	TGT HINDI	07-04-1985	General	Bhorgarh-GBSSS-1310022

ASST TRs OF DOE PROMOTED TO TGT OF DISTT NWA

S, No	Name Of The Teacher	Employee Id	Current School	New Post	Posted in
1	RENU	20090857	Shalimar Bagh Block BL-SKV-1309030	TGT ENGLISH	SBV BT Block Shalimar Bagh-1309005
2	ANITA CHAUHAN	19931309	Dhakka-SKV-1309025	TGT HINDI	Nehru Vihar -SKV-1207004
3	PRITI	20182811	Kalyan Vihar-SV-1309271	TGT MATH	Sarvodaya Co-Ed Vidyalaya,Village Libaspur-1310473

4/00/2025

04/08/25

05/8/2025

ANNEXURE- B**Check List for Document Verification of recently Promoted Asst Teacher**
Primary/Nursery to TGT from MCD/DOE

S.No.	Documents	Page No
1.	Personal Detail/ Verification Proforma as attached	
2.	Certificate regarding Educational Qualification duly attested by HOS (in Attached Proforma)	
3.	No RDA/No Penalty Certificate	
4.	Certificate regarding dis-continue/suspension/break-in-service	
5.	Vigilance Clearance Status Report	
6.	Cast Certificate (whereas applicable) (Duly attested by concerned HOS)	
7.	Copy of mark-sheet & Degree/Provisional certificate of Diploma (JBT/NTT/D.Ed./Equivalent Course)(Duly attested by concerned HOS)	
8.	Copy of Year wise mark sheet & Degree/provisional certificate of Graduation (B.A./B.Sc./B.Com/Equivalent Course (Duly attested by concerned HOS)	
9.	Copy of mark-sheet & Degree/Provisional certificate of Bachelor of Education (Duly attested by concerned HOS)	
10.	Copy of mark-sheet of secondary level only (Duly attested by concerned HOS)	
11.	Copy of permission of getting Higher Educational qualification from concern department (Duly attested by concerned HOS)	
12.	Copy of service book 1 st page (personal details) and copy of page having entries of requisite educational qualifications (Duly attested by concerned HOS)	
13.	Probation Clear Certificate from MCD	

Note:- Concerned teacher is hereby directed to bring all the above mentioned documents in original at the time of verification (Except Service Book)



PERSONAL DETAIL/VERIFICATION PROFORMA FOR PROMOTED TEACHERS FROM Asst TEACHERS
PRIMARY/NURSERY TO TGT
To BE VERIFIED BY EDMC/NDMC/SDMC/Concerned HOS

Promotion Order No.& Sr No.

A. Present Detail

- I. Name of the official (in Capital Letter).....
- II. Employee ID(DOE).....
- III. Designation.....
- IV. Date of Birth.....
- V. Category.....
- VI. Present Zone.....
- VII. Present School.....
- VIII. Posted at (School ID and Name).....

B. Deatil of intial appointment as Asst Tr

- I. Date of Joining as Asst .Tr..Primary/Nursery.....

C. Detail of Education Qualification as per service record :

S.No.	Course	Name Of Board/University	Month & Year of Acquiring Qualification	Subject
1	Secondary			
2.	Sr. Secondary			
	Diploma Course (JBT/D.Ed/Equivalent Course)			
3	Graduation (B.A/B.Sc./B.Com)			
4.	B. Ed			
5	Master Degreein (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 may knoweldge and belief. I have read and understood all provisions of the promotion circular,in case if any information is found false or incorrect on verification, the promotion may be cancelled and will be liable for the action to be taken against me as per law.

Signature of Official
Name & Designation

CERTIFICATE

This to be verified that :

1. The above particulars have been carefully verified from service book and other records of the official concerned and found correct
2. There is no Departmental Proceeding/Vigilance case against the official concerned

Signature with stamp of the HOS

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 Employee ID who is working in this school as (Designation) and his/her service has never been treated as Dies-Non and also certified that period of posting as Asst.Teacher Primary/ Nursery Category teachers counts towards duty

Date:-

Head Of School

Promotion Order No :

Serial No :

Name of School

School Code:.....

CERTIFICATE REGARDING QUALIFICATION

Certified that Sh./Smt./Ms.....working in the
school since..... as..... (Designation) I.D
No.....D.O.B..... has possessed the prescribed education
qualification as per Recruitment Rules for promotion to the post as
TGT.....(Subject name) for the vacancy year 2022 & anticipated vacancy for
the year 2023 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.

Date:

Head Of School

Note: Attach copy of Degree/Provisional and mark sheets of Prescribed Qualification duly attested
by HOS concerned with this proforma

Promotion order No:

Serial No: