

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

No. DE-47/DDE/E/(4)(4)/2025/3596-3601
CIRCULAR

Date:

4/8/25

References: Appointment/Posting Order No. DE.3(74)/E-III/Promotion/2024/1970-1981 dated 01.08.2025 issued by the Section Officer, Establishment-III, Directorate of Education, GNCT of Delhi, Old Secretariat, Delhi.


Subject: Document verification for promotion of Assistant Teacher (Primary/Nursery) of MCD to the post of TGT/TGT(MIL) in Directorate of Education, GNCT of Delhi.

In pursuance to the Appointment/Posting Order No. DE.3(74)/E-III/Promotion/2024/1970-1981 dated 01.08.2025 issued by the Section Officer, Establishment-III, Directorate of Education, GNCT of Delhi, Old Secretariat, Delhi regarding promotion of Assistant Teacher (Primary/Nursery) working in MCD schools and promoted to the post of TGT/TGT(MIL) in Directorate of Education, GNCT of Delhi; 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 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 posted in Govt. school under jurisdiction of District East vide Appointment/Posting order dated 01.08.2025 is/are hereby directed to submit the file, within the stipulated time period as per checklist (Annexure 'A') in the office of the undersigned.

This issues with prior approval of the DDE(East).



(Kuldeep Kumar)
Section Officer (Admn)
District East

No. DE-47/DDE/E/(4)(4)/ 2025/

Date:

Copy 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) to comply with directions
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


(Kuldeep Kumar)
Section Officer (Admn)
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 must be issued by the next higher authority of the promoted teacher <i>(in Attached Proforma as per Annexure 'C')</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 Appointment/Posting Order)</i>	
4	Certificate regarding dies-non / suspension / break-in-service must be issued by the next higher authority of the promoted teacher <i>(in attached Proforma as per Annexure 'D')</i>	
5	Copy of Caste Certificate (as applicable) <i>(Duly attested by the next higher authority of the promoted teacher)</i>	
6	Copy of Year wise mark sheets & degrees of Graduation & B.Ed. <i>(Duly attested by the next higher authority of the promoted teacher)</i>	
7	Copy of permission letter of getting Higher Educational/Professional qualification from concerned department <i>(as applicable, duly attested by the next higher authority of the promoted teacher)</i>	
8	Copy of Service Book's page having entries of requisite educational qualification <i>(Duly attested by the next higher authority of the promoted teacher)</i>	
9	Copy of Service Book's 1 st page (personal details) <i>(Duly attested by the next higher authority of the promoted teacher)</i>	
10	Copy of appointment order and joining order in MCD <i>(Duly attested by the next higher authority of the promoted teacher)</i>	



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:

- The above particulars have been carefully verified from the service book and other records of the officials concerned and found correct.
- There are no departmental proceedings/ Vigilance case pending against the official concerned.

Date:

Name and Designation of the Issuing Authority

Signature of the issuing authority with date



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 and it is 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.

Name and Designation of the Issuing Authority

Signature of the issuing authority with date



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>

Name and Designation of the Issuing Authority

Signature of the issuing authority with date

