

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION**  
**OFFICE OF DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH WEST B-II, FU BLOCK, PITAMPURA, DELHI-34**

F.1/ DNWB/ADMIN/Promotion/2025/ 3626-31

Dated:- 05/08/25

**CIRCULAR**

**Subject: Regarding Original document verification promoted teachers from Asstt. Teachers/ Primary /Nursery of MCD/DOE /to T.G.T/TGT(Misc) for the year-2023 (as on 01-01-2024).**


In pursuance of promotion order F.No. DE.3 (74)/E-III/Promotion/2024/1990- -1981, dated 01.08.2025 & F.No. DE.3 (74)/E-III/Promotion/2024/1957- -1969 dated 01-08-2025 and further posting Order No. DE.3 (24)/E-III/Promotion/2024/548-554 dated 11-04-2025 & posting Order No. DE.3 (24)/E-III/Promotion/2024/542-547 dated 11-04-2025. The District Level Screening Committee has been constituted by District North West B-II, (Zone- XIII) authorities for checking/ verification of original documents of the promoted teachers. The list of Necessary Documents required at the time of verification as per check list is attached here with as **Annexure-B**.

Accordingly, such teachers posted in District North West B-II as per list attached as **Annexure-A**, are hereby directed to report for the verification of their documents on **08.08-2025** at **11.00 AM to 4.00 PM** at venue given below:

S.NO	Date of Verification	Serial No. of the candidate shown in Annexure-A
1	08-08-2025 & 11-08-2025	Serial No. 01 to 9 (MCD) & 01 to 02 (DOE)

**Venue:- ROOM NO-14 ,OFFICE OF NORTH WEST-B, F.U.BLOCK ,PITAMPURA, DELHI**

**Encl: As above**

  
**Dr. RAKESH RAHI**  
**DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH WEST B-II**


F.1/ DNWB/ADMIN/Promotion/2025/ 3626-31

Date: 05/08/2025

**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 (North), 0/0. The RDE (North) Pitampura, New Delhi.
4. DDE (E-III), Directorate of Education, Delhi-54.
5. OS (IT) with the request to upload the same in the Public Circular.
6. Guard File.

  
**Dr. RAKESH RAHI**  
**DEPUTY DIRECTOR OF EDUCATION**  
**DISTRICT NORTH WEST B-II**

**Annexure-A**

**List of Promoted Teachers from Assistant Tr. MCD to TGT**

S.No.	S.No.As Per List	Employee Name & ID	New Post	Category	NEW POSTING SCHOOL ID
1	11	ANIL KUMAR JAIN -20250645	TGT MATH	GEN	ROHINI,SECTOR-3-SV-143002
2	35	ATUL KUMAR-20250751	TGT S.SC.	SC	ROHINI,SECTOR-2,G(CO-ED)-SV-1413006
3	70	INDU GUPTA - 20250619	TGT MATH	GEN	ROHINI,SECTOR-7-SV-1413074
4	74	JAIPAL- 20250558	TGT HINDI	GEN	BEGUMPUR-GBSSS-1413077
5	125	NEHA SOOD- 20250629	TGT MATH	GEN	ROHINI,SECTOR-9 -SV(SHAHEED CAPT.SANJEEV DAHIYA)-1413010
6	136	PRAVEEN WADIWA -20250514	TGT ENG	GEN	ROHINI,SECTOR-7-SV-1413074
7	149	RAJESH KUMARI -20250723	TGT S.Sc.	GEN	ROHINI,SECTOR-3-SV-143002
8	184	SAVITA SETHI -20250727	TGT S.SC	GEN	ROHINI,SECTOR-6-SV-143004
9	214	SUNITA RANI-20250731	TGTS.SC	GEN	ROHINI,SECTOR-15,G(CO-ED)-SSS-1413071

**List of Promoted Teachers from Assistant Tr. (Pry/Nur.) DoE to TGT**

S.No.	S.No.As Per List	Employee Name & ID	New Post	CURRENT SCHOOL ID	NEW POSTING SCHOOL ID
1	02	ANUJA -20072652	TGT ENG	GHEVRA-SV-1413003	SAWADA (GHEVERA) COLONY -BLOCK-H-SV-1413267
2	14	KULDEEP-20160104	TGT HINDI	MANGOLPURI-PLOT-II-KAMDHENU-SBV-1412013	BEGUMPUR-GBSSS-1413077

*[Signature]*  
05/08/25



### Annexure-B

Check list for Document verification of recently Promoted Asstt. Teacher (Primary /Nursery)MCD/DOE to TGT.

S.No	Documents	PAGE No.
1	Personal Detail/Verification Proforma as attached	
2	Certificate regarding Educational Qualification duly attested by HOS (Copy Attached)	
3	No RDA/No penalty Certificate	
4	Certificate regarding dies non/suspension /break-in -service	
5	Vigilance Clearance Status Report DOE	
6	Caste Certificate ( if any)	
7	Copy of Mark-Sheet & Degree/Provisional certificate of Diploma (JBT/NIT/D.Ed/Equivalent Course (Duly Signed by concern HOS)	
8	Copy of Mark-Sheet & Degree/Provisional certificate of Graduation (B.A/B.Sc./B.Com./Equivalent Course (Duly Signed by concern HOS)	
9	Copy of Mark-Sheet Provisional certificate of Bachelor of Education (Duly Signed by concern HOS)	
10	Copy of Mark-Sheet Secondary Level Only (Duly Signed by concern HOS)	
11	Copy of permission of getting higher Educational Qualification from concern Department (Duly Signed by concern HOS)	
12	Copy of Service Book 1 <sup>st</sup> Page (Personal Details) and copy of page having entries of requisite Educational Qualifications	

**Note :** The concern teachers is hereby directed to bring all the above mentioned Documents In Original at time of verification (Except for Service Book)

**DIRECTORATE OF EDUCATION GOVT OF NCT, DELHI**  
**DISTRICT NORTH WEST B-II, F.U. BLOCK PITAM PURA, DELHI-34**

**Personal detail verification PROFORMA FOR PROMOTED TEACHERS FROM Asstt.Tr/Pry/Nur.MCD/DOE to TGT**

**Promotion order No:-**

**Serial no:-**

**1 NAME OF OFFICIAL (IN CAPITAL LETTER).....**

**2 EMPLOYEE ID (DOE).....**

**3 POST HELD.....**

**4 DATE OF BIRTH.....CATEGORY.....**

**5 ZONE.....**

**6 PRESENT SCHOOL IN (MCD/DOE).....**

**7 ALLOTTED SCHOOL WITH ID NAME.....**

**8 DETAIL OF APPOINTMENT AS TGT IN DIRECTORATE OF EDUCATION.....**

**9 DATE OF JOINING Asst Tr./Primary//Nursery.....**

**10 Detail of Educational Qualifications as per Service Book Record:-**

S.No.	Course	Name of University/Board	Month & Year Acquiring Qualification	Subject
1	Secondary/Sr. Secondary Level Degree/Mark-Sheet			
2	Diploma Course (JBT/D.ED/Equivalent Course)			
3	B.Ed.			
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 to 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 taken against me as per law.

**Date:-**

**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 officials and found correct.
2. There is no departmental proceeding/Vigilance case pending against official concerned.

**Date:-**

**Signature with stamp of HOS**

Name of the 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 the school since ..... as  
(Designation) I.D. No. ....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 :

Promotion order no;-

S.No.



Name of the 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 I.D ..... 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

Head of School

Date:

Promotion order no;-

S.No.

Name of the School:

School Code :

**CERTIFICATE REGARDING QUALIFICATION**

Certified that Mr./Mrs./Ms \_\_\_\_\_ is working in this school since \_\_\_\_\_  
as \_\_\_\_\_ I.D. No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ has possessed  
the prescribed educational qualification as per Recruitment Rules for promotion to  
the post as TGT..... (subject name) \_ for the vacancy year 2023  
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.

Dated \_\_\_\_\_

Head of School

Note: attach copy of Degree/Provision and Mark-sheet of master degree course only of the  
subject of promotion dully attested by HOS concern with this Performa.

Promotion order no;-

S.No.