

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH: LUCKNOW ROAD: DELHI
ADMINISTRATION BRANCH**

No. F. DDE (N)/ Admn./2025/ 3906-12

Dated: 4.../08/2025

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 North, 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- **07.08.2025** during office hours in Administration Branch, Office of the Deputy Director of Education, District-North, Lucknow Road, New Delhi-110054.

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 the prior approval of DDE (North).

[Signature]
SECTION OFFICER (Admn.)
District- North

No. F. DDE (N)/ Admn./2025/ 3906-12

Dated: 4.../08/2025

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 (North).
5. The Director (MCD), Education Department, 15th 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.

[Signature]
SECTION OFFICER (Admn.)
District- North

ANNEXURE-A

LIST OF TEACHERS WHO PROMOTED TO THE POST OF TGT/TGT (MIL) FROM ASSISTANT TEACHER (PRIMARY/NURSERY) of MCD

S.No	Name of official & serial no in the list	Emp ID	DATE OF BIRTH	Current post	Posted in
1	ANIRUDH PRASAD SINGH (14)	20250674	07/04/1967	TGT NATURAL SCIENCE	Nathupura-GBSSS (1207110)
2	GEETU SEHGAL (62)	20250656	14/12/1980	TGT NATURAL SCIENCE	Malka Ganj-SKV-1207035
3	Murari Prasad Thakur (112)	20250567	18/01/1969	TGT HINDI	Burari-SBV-1207009
4	NARENDRA PAL SINGH (119)	20250591	25/12/1966	TGT HINDI	Nathupura-GBSSS (1207110)
5	Nirmala Kumari (126)	20250721	02/10/1968	TGT SOCIAL SCIENCE	Burari-GGSSS-1207117
6	Rajni (150)	20250545	03/01/1966	TGT HINDI	Lancer Road-SV-1207032
7	RAMESH KUMAR (158)	20250574	01/11/1968	TGT HINDI	Nathupura-GBSSS (1207110)
8	Subodh Kumar Singh (203)	20250681	25/11/1966	TGT NATURAL SCIENCE	Nathupura-GBSSS (1207110)
9	SUNIL KUMAR (208)	20250598	08/11/1987	TGT HINDI	Burari-GBSSS-1207116
10	UPENDRA KUMAR (224)	20250652	31 12 1968	TGT MATH	Nathupura-GBSSS (1207110)
11	VIJAY KUMAR SINGH (235)	20250712	12/01/1973	TGT-SANSKRIT	Nathupura-GBSSS (1207110)

LIST OF TEACHERS WHO PROMOTED TO THE POST OF TGT/TGT (MIL) FROM ASSISTANT TEACHER (PRIMARY/NURSERY)/LAB ASSISTANT of DOE

S.No	Name of official & serial no in the list	Emp ID	CURRENT SCHOOL	Current post	New post	Posted in
1	HIMANSHU SHARMA (35)	20150085	Lancer Road-SV-1207032	ASSISTANT TEACHER (PRIMARY)	TGT SOCIAL SCIENCE	Model Town, No.2-GBSSS-1309011

NOTE: - The teachers whose name are inadvertently not included in the above list, must also report for verification of documents as per scheduled attached.

Handwritten signature and date: 04/07/20

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 st 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).

(Signature)
6/6/20

**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

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.(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.

Date :

Head of School

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. :-

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. :-