**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, E-IV BRANCH,
OLD SECRETARIAT, DELHI-110054.**

No.F.DE.4(8)/23/E-IV/2010/ *10711 – 10740*   Dated: *15/7/11*

To,

All the Heads of Departments
GNCT of Delhi,
Delhi

Sub: Providing of information for the purpose of promotion to the post of Laboratory Assistant in the Dte. of Education, GNCT of Delhi.

Sir / Madam,

With reference to this office letter of even number dated 1.7.2011 vide which it was requested to provide the details in the attached FORMAT and also send their attested copies of service book containing all relevant information i.e. Name, Date of Birth, Date of appointment / date of absorption / redeployment in the Department of GNCT of Delhi duly certified by the Official concerned and the concerned Head of Office.   In this connection, it is stated that replies has not been received from majority of the departments due to which DPC meeting is being delayed.

It is, therefore, requested to provide details in the attached FORMAT and also send their attested copies of service book containing all relevant information i.e. Name, Date of Birth, Date of appointment / date of absorption / redeployment in the Department of GNCT of Delhi duly certified by the Official concerned and the concerned Head of Office. **The above mentioned information is required for employees who are in the consideration zone as per list enclosed.** Separate format sheet should be used for each employee.

The above information may kindly be arranged to be provided with in 7 days from the issue of this letter as the DPC meeting is going to be convened very soon.

Yours faithfully,

**(B.D. GUPTA)
ASSISTANT DIRECTOR OF EDUCATION (E-IV)**

Copy to:
1   All the DDEs / HOS, Directorate of Education, Govt. of NCT of Delhi.
2   All the Branch of Head Quarter, Directorate of Education, Delhi.
3   O.S.(IT), Dte. Of Education with direction to load this circular on the Website in POP-UP form for information of all concerned.

**(B.D. GUPTA)
ASSISTANT DIRECTOR OF EDUCATION (E-IV)**