

DIRECTORATE OF EDUCATION, OLD SECTT-, DELHI
GOVT. OF NCT OF DELHI
ESTABLISHMENT-IV BRANCH, ROOM NO.11-B
OLD SECRETARIAT, DELHI-110054

No.F.DE.4(8)/(23)/E-IV/Lab.Asst./2013/498-612

Dated:-15-1-15

CIRCULAR

This has reference to this office order No. F.DE.4(8)/(23)/E-IV/Lab.Asst./2013/301-416 dated 09.01.2015, vide which 262 Group-D employees of the Departments of GNCT of Delhi were promoted to the post of Laboratory Assistant in Directorate of Education.

All the HODs (**except Directorate of Education for which separate order is being issued**) are hereby requested to issue strict directions to all concerned promoted employees to report to E-IV Branch of this Directorate for verification of their documents along with the following documents in original as well as one set of attested copies of the same by any Gazetted Officer as per schedule attached herewith :-

- i) Attested copies of mark sheets and certificates etc.
- ii) Attested copies of Caste Certificate / PH Certificate (Wherever applicable)
- iii) Attested copy of first page of services book and relevant page of service book where entry regarding Date of Appointment has been entered.
- iv) Affidavit on Non-Judicial stamp of Rs.10/- as per format enclosed duly attested by Notary Public (Format enclosed).

A schedule for verification of eligibility and other relevant particulars / documents of newly promoted laboratory Assistants is given as under :-

S.No.in promotion order dated 09.1.2015	Date of schedule for verification	Time	Venue
01 to 50	27.01.2015	10.00 A.M. to 1.00 PM.	E-IV Branch, Room No.11-B, Old Secretariat, Delhi-110054.
51 to 100	28.01.2015		
101 to 150	29.01.2015		
151 to 200	30.01.2015		
201 to 262	02.02.2015		

All the HODs are requested that promoted employees may be relieved only on receipt of further orders from Education Department.

This issues with the prior approval of Director of Education, GNCT of Delhi.


(RAMESH RAM)

ASSISTANT DIRECTOR OF EDUCATION (E-IV)

No.F.DE.4(8)/(23)/E-IV/Lab.Asst./2013/498-612

Dated:-

Copy to the following for information & necessary action to :-

1. All the Head of Departments, GNCT of Delhi.
2. P.S. to Secretary (Education), Old Sectt., Delhi.
3. P.S. to Director Education, Old Sectt., Delhi.
4. Spl. Director of Education, Old Sectt., Delhi.
5. P.A. to Addl. Director of Education (Admn.)/ Joint Director Education (HQ), Old Sectt., Delhi./ Sectt. Branch/School Branch Old Sectt., Delhi.
6. All branches of Dte. Of Education, Old Sectt., Delhi.
7. OS (IT) to upload this order on the website of the Department.


(RAMESH RAM)

ASSISTANT DIRECTOR OF EDUCATION (E-IV)

AFFIDAVIT

I (Name) _____

S/o _____

R/O _____

_____ do hereby

Solemnly affirm and declare as under :-

1. That I am a citizen of India.
2. That certificates and documents produced by me and the copies of the same deposited by me alongwith the application form during the course of verification of certificates are genuine and have been issued by recognized Institute or Board and if the same are proved to be fake or false, subsequently by the employer at any stage, my services shall be liable to be terminated without notice in addition to initiation of penal action as warranted.
3. That it is my true and correct statement.

DEPONENT

VERIFICATION

Verified at Delhi on this day i.e. _____ that the contents of this affidavit are true and correct to the best of my knowledge and belief and no part of the affidavit is false and nothing has been concealed or misstated therein.

DEPONENT

(SEAL & SIGNATURE OF NOTARY PUBLIC OF Rs.10/-)

