

**GOVT. OF NCT OF DELHI**  
**DIRECTORATE OF EDUCATION**  
ESTABLISHMENT -IV BRANCH, OLD SECRETARIAT, DELHI

No.: DE.4(8)/(23)/E-IV/Lab.Asstt./2015/ 11680-89

Dated : 20/09/16

**CIRCULAR**

**Subject: - Regarding promotion of Group-D employees of Directorate of Education to the post of Laboratory Assistant.**

Group-D employees of Directorate of Education have been promoted to the post of Laboratory Assistant vide order No.: DE.4(8)/(23)/E-IV/Lab.Asstt./2015/11590-11600 dated 08.09.2016. **All DDE/ADE(HQ)/HOS are requested to download the above mentioned orders from Directorate of Education website i.e. www.edudel.nic.in - link- (Public Circular as well as order after login) and bring the same to the notice of all the promoted Group-D employees working in their District / Branch / School.**

All the concerned DDE and Heads of Branches are hereby requested to forward the details in Annexure-A (enclosed) in respect of the concerned Group D employees working under their administrative control to E-IV Branch after verification of documents etc. latest by **30.09.2016**

All the DDE/ Head of the branch must ensure that: -

1. Fresh Vigilance Clearance Report be obtained in r/o concerned official(s) and original may be sent to this branch.
2. Candidate has passed Matriculation exam with science (Theory+Practical) before 01.01.2015.
3. Candidate possess valid SC/ST & PH Certificate (where applicable) & entry of the same has been made in the service Book.
4. Candidate furnishes an undertaking in annexure - C (Format enclosed).
5. Candidate has not been promoted to any other Group-C Post.
6. No candidate, who is working in the District / Branch / School, has been left in r/o the promotion order dated 08.09.2016 in this verification drive.

In case of any discrepancies with respect to any Laboratory Assistant (newly promoted) is found, the matter may be referred (with attested copies of documents) through proper channel to E-IV Branch and such officials may not be relieved till receipt of clarification from Headquarter/E-IV Branch.

If any official does not accept promotion, no fresh offer of promotion will be made to him / her. Any Group 'D' official refusing promotion will be debarred from promotion to the Laboratory Assistant as per the guidelines/directions of the DOPT Office Memorandum dated 8<sup>th</sup> April, 2011. (This clause may be brought to the notice of the refusing candidate(s) in writing)



The Annexure-A, B, C & Vigilance report (Original) complete in all respect may be forwarded to E-IV Branch latest by 30.09.2016

This issues with the prior approval of Competent Authority, GNCT of Delhi.

  
(DEVENDER KUMAR UPADHAYA)

Assistant Director of Education (E-IV)

No.: DE.4(8)/(23)/E-IV/Lab.Asstt./2015/ 11680-89

Dated : 20/9/16

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

1. P.S. to Secretary (Education), Old Sectt., Delhi.
2. P.S. to Director Education, Old Sectt., Delhi.
3. Spl. Director of Education, Old Sectt., Delhi.
- 6 P.A. to Addl. Director of Education (Admn.), Dte. of Edn., Old Sectt., Delhi.
7. Sectt .Branch/School Branch Old Sectt., Delhi.
- 7 P.A. to Joint Director Education (HQ), Old Sectt., Delhi.
- 8 All branches of Dte. Of Education, Old Sectt., Delhi.
- 9 **All DDEs of Districts of Dte. of Education**
- 10 OS (IT) to upload this order on the website of the Department.

  
(DEVENDER KUMAR UPADHAYA)

Assistant Director of Education (E-IV)

**Annexure-A**

**Name of the District: -**

List of candidates under jurisdiction of District who have been promoted to the post of Laboratory Assistant vide order No. DE.4(8)/(23)/E-IV/Lab.Asstt./2015/11590-11600 dated 08.09.2016.

Sr No.	Name of the candidate	Sl No. in Promotion order dated 08.09.2016	DOA	DOB	Category	Whether all the documents have been verified from originals and found correct - (Yes / No) if No, a report may be attached:	Whether fresh Vigilance Clearance Report is obtained - (Yes/No) if Yes, attach the original copy. If NO, reason thereof)	Whether refused for promotion - (Yes/No) if Yes, a report may be attached.	Remarks, if any.

**OS (Admn.)/OS(E-I)**

**DDE/ADE(E-I)**

**EMPLOYEE INFORMATION FOR POSTING**

1. SI No. in the Promotion Order dated 08.09.2016 of Laboratory Assistant \_\_\_\_\_
2. Name of the candidate: \_\_\_\_\_
3. Father/Husband Name : \_\_\_\_\_
4. Gender (Male/Female): \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Category (Gen./OBC/SC/ST/PH): \_\_\_\_\_
7. Employee ID No. in Education Department (as Group-D) \_\_\_\_\_
8. Residential Address \_\_\_\_\_  
\_\_\_\_\_
9. Nearest School (With School I.D.) \_\_\_\_\_  
\_\_\_\_\_
10. Contact No. : (Mobile) \_\_\_\_\_

Dated :

Signature of official

**UNDERTAKING**

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.

Signature \_\_\_\_\_

Name \_\_\_\_\_