

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
G.N.C.T. OF DELHI  
1, Pandit RSS Lane, K.G. MARG  
NEW DELHI-110001

F.No.9 (9)/Admn./Misc./WCD/09/II - 20578-80

Dated:

22 SEP 2016

**Sub: Information regarding promotion order issued by Education Department  
Vide letter No.F.4 (8)/(23)/E-IV/Lab.Asstt./2015/11590-11600 dated  
08.09.2016 and 11690 dated 20.9.2016.**

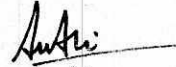
Directorate of Education vide order no.F.4 (8)/(23)/E-IV/Lab.Asstt./2015/11590-11600 dated 08.09.2016, Circular No.DE.4(8)/(23)/E-IV/Lab.Asstt.2015/11690-96 dated 20.09.2016, has circulated list of Group D officials who have been promoted to the post of Lab. Assistant in the Directorate on regular basis (copy available on web portal)

A schedule of verification of relevant particulars/documents has been issued vide circular No.1169-96 dated 20.09.2016 by Dte.of Education (copy enclosed). As per promotion order, no request for repatriation to parent department is to be considered by the Dte. Of Education.

In other circular no.11690-96 dated 20.09.2016, all the concerned HOOs are kindly requested to download the abovementioned order from Dte. Of Edn. Website i.e. [www.edudel.nic.in](http://www.edudel.nic.in) - link (public circular) and bring the same in the notice of all the promoted Group D employees working in Department of WCD.

All concerned HOOs are further requested to issue strict directions to all concerned promoted employees to report to E-IV Branch of Directorate of Education for verification of their documents along with original documents date, time and venue (as mentioned in the circular copy enclosed)

All concerned are informed accordingly.



A. D (Admn.)  
WCD (HQ)

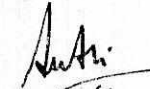
F.No.9 (9)/Admn./Misc./WCD/09/II - 20578-80

Dated:

Copy for information and necessary action to:

1. Asstt. Director of Edn. E-IV, Dte. Of Education, Old Sectt. Delhi.
2. PA to Director, WCD
3. All officials i.e. Sh.Jitender Singh/T, Sh.Madan Lal, Peon, Md.Qamruddin, C/T, Ms.Pushpa, Aya, Mr.Gautam Sharma, C/T and Govind Joshi, C/T through their Concerned DDOs/HOOs Pr.Br. of Director, WCD, CHB-I, Alipur, SAB, Dilshad Garden, Day Care Centre, Gulabi Bagh and SAB, Dilshad Garden, Delhi.

22 SEP 2016



A. D (Admn.)  
WCD (HQ)

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**GOVT. OF NCT OF DELHI**  
**DIRECTORATE OF EDUCATION**

ESTABLISHMENT -IV BRANCH, OLD SECRETARIAT, DELHI

No.: DE.4(8)/(23)/E-IV/Lab.Asstt./2015/11590-11600

Dated : 20/09/16

2445/2311  
21/9/16

**CIRCULAR**

This has reference to this office order No.: DE.4(8)/(23)/E-IV/Lab.Asstt./2015/11590-11600 dated 08.09.2016, vide which 354 Group-D employees of the Departments of GNCT of Delhi were promoted to the post of Laboratory Assistant in Directorate of Education.

All HODs are kindly requested to download the above mentioned orders from Directorate of Education website i.e. [www.edudel.nic.in](http://www.edudel.nic.in) - link- (Public Circular) and bring the same to the notice of all the promoted Group-D employees working in their Department.

All the HODs (except Directorate of Education) are further requested to kindly 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 in original: -

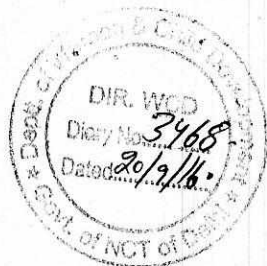
- i. Matriculation (10<sup>th</sup>) certificate & mark sheets (Science with Practical).
- ii. Caste Certificate / PH Certificate (Wherever applicable).
- iii. Copy of the Departmental Identity Card (original as well as copy)
- iv. Undertaking in the prescribed format (Annexure - C).
- v. Annexure-B (employees information for posting).

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

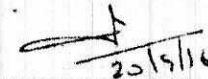
S.No.in promotion order dated 08.09.2016	Date for verification	Time	Venue
01 to 50	27.09.2016	11.00 A.M. to 1.00 PM.	E-IV Branch, Room No.11-B, Old Secretariat, Delhi-110054.
51 to 100	28.09.2016		
101 to 175	29.09.2016		
176 to 354	30.09.2016		

All the HODs are further requested not to relieve any promoted employee(s) from their Department till further posting orders from Directorate of Education.

20/9  
D.D (Admin)  
20/09



A (Admin)  
21/9

  
20/9/16  
(DEVENDER KUMAR UPADHAYA)  
Assistant Director of Education (E-IV)

**e-SCANNED**

Auth: 21/09  
Sh. Subhesh

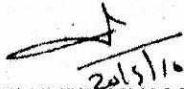
No.: DE.4(8)/(23)/E-IV/Lab.Asstt./2015/11690-96

Dated : 20/9/16

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

1. All the Head of Departments, GNCT of Delhi. (List enclosed)
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.

  
(DEVENDER KUMAR UPADHAYA)  
Assistant Director of Education (E-IV)

**Annexure-B**

**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. Residential Address \_\_\_\_\_  
\_\_\_\_\_
8. Nearest School (With School I.D.) \_\_\_\_\_  
\_\_\_\_\_
9. Contact No. : (Mobile) \_\_\_\_\_

Dated :

Signature of official

**Annexure - C**

**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 \_\_\_\_\_



Sl. No.	Department	Address
1	A&U Tibbia College	Karol Bagh, New Delhi-05
2	Babu Jagjivan Ram Memorial Hospital	E-Block, Jahangir Puri, Delhi-33
3	College of Art	20-22, Tilak Marg, New Delhi-01
4	Deen Dayal Upadhaya Hospital	Hari Nagar, New Delhi-64
5	Development	5/9, Under Hill Road, Delhi-54
6	Directorate of Health Services	F-17, Karkarduma, Delhi-32
7	Dr Baba Saheb Ambedkar Hospital	Sector -6, Rohini, Delhi-85
8	DSSSB	U.T.C.S. Building, Vishwas Nagar, Shahadara, Delhi-32
9	Department of Social Welfare	CLNG Complex, Feroz Shah Kotla, Delhi Gate, New Delhi-02
10	DTE OF PROSECUTION	Tis Hazari Court, Delhi-54
11	DTU (Formerly DCE)	Shahbad Daulat Pur, Bawana Road, New Delhi-42
12	Employment	2, Battery Lane Delhi - 110054
13	Envirment, Horticulture Unit	6th Level, C-Wing, Delhi Secretariat, I. P. Estate, New Delhi-02
14	Forest & Wild Life	A-Block, 2nd Floor, Vikas Bhawan, I.P. Estate, New Delhi-02
15	Forensic Science Laboratory	Sector -14, Rohini, Delhi-85
16	GAD	2nd Level, A-Wing, Delhi Secretariat, I. P. Estate, New Delhi-02
17	Govind Ballabh Pant Institute	2, J.L. Nehru Marg, New Delhi-110002
18	GTBH	Dilshad Garden, Delhi-95
19	Guru Nanak Eye Centre	Maharaja Ranjeet Singh Marg, New Delhi-02
20	Health & Family Welfare	9th Level, A-Wing, Delhi Secretariat, I. P. Estate, New Delhi-02
21	I & FC	4th Floor, ISBT Building, Kashmeri Gate, Delhi-06
22	INDUSTRIES	419, F.I.E. Udyog Sada, Patparganj, Industrial Area, Delhi-92
23	L.B.S.H	Khichri Pur Delhi-91
24	Lok Nayak Hospital	2, J.L. Nehru Marg, New Delhi-110002
25	Lokayukta	G-Block, Vikas Bhawan, New Delhi-02
26	Maharishi Valmiki Hospital	Pooth Khurd, New Delhi-39
27	MAMC	Bahadur Shah Zafar Marg, New Delhi-02
28	NCC	Chabi Ganj, Kashmeri Gate, Delhi-06
29	PAO	A-Block, Vikas Bhawan, New Delhi-02
30	Revenue	5, Shyam Nath Marg, Delhi-54
31	Rao Tula Ram Memorial Hospital	Jaffarpur, Delhi - 73
32	S.V.B. Patel Hospital	East Patel Nagar, New Delhi-08
33	Sanjay Gandhi Memorial Hospital	S-Block, Mangolpuri, Delhi-110083
34	Satyavadi Raja Harish Chand Hospital	Narela, New Delhi-40
35	Trade & Taxes	Vyapar Bhawan, IP Estate, New Delhi-02
36	Women & Child Development	1, Canning Lane, K. G. Marg, New Delhi-01
37	Welfare of SC/ST/OBC/Min	B-Block, 2nd Floor, Vikas Bhawan, New Delhi-02