

GOVERNMENT OF NATIONAL CAPITAL OF DELHI
EDUCATION DEPARTMENT: SECRETARIAT
RECRUITMENT AND PROMOTION UNIT
ROOM NO.223, OLD SECTT. DELHI

F.No.1(7)/Edn.Sectt./RPU/CIC/PROMOTION/1/2021/7968-72 Dated- 12.06.2023

To

All Deputy Director of Education
Directorate of Education
Old Sectt., Delhi-54

**Sub: Promotion of Educational & Vocational Guidance Counsellor(EVGC)
to the post of Counsellor-in-Charge.**

Sir/Madam,

A proposal for filling up of 08 Vacant posts of Counsellor-In-Charge, by promotion from its feeder cadre post i.e. EVGC for the vacancy year 2022 & 2023 is under consideration in the Department.


Accordingly, requisite documents i.e. Complete folder containing APARs for the preceding 06 years i.e w.e.f. 2015-16 to 2020-21, Work and Conduct Report, Integrity Certificate, Penalty statement for the last 10 years and Vigilance Clearance Report at School and District Level, in respect of the following eligible EVGCs are urgently required:-

S.No.	Snty. No.	EMP ID	Name	Category	DoB
1	191	19970204	Chhavi Pandit	UR	25.12.1965
2	192	19970234	Upasana Khatri	UR	01.01.1969
3	193	19970242	Savita Ahuja	UR	21.11.1962
4	194	19970284	Suman Sachdeva	UR	02.10.1964
5	195	19970409	Manjula Bhagi	UR	18.03.1965
6	196	19970464	Rakhee Sharma	UR	26.07.1970
7	197	19970773	Amita Garg	UR	16.05.1968
8	198	19980732	Krishan Pal Singh	SC	23.01.1962

Therefore, all concerned Deputy Director of Education, DoE, are requested to forward the aforementioned requisite documents in r/o aforesaid eligible EVGCs within 07 days from the date of receipt of this letter positively so that the further course of action may be taken in the matter.

Yours faithfully,

Encl: As above.


Deputy Director Education (Sectt)

F.No.1(7)/Edn.Sectt./RPU/CIC/PROMOTION/1/2021/7968-72 Dated- 12.06.2023

Copy for information to:-

1. P.S. to the Secretary (Education)/DE/Joint DE(Admn.), DoE, GNCTD, Old Secretariat, Delhi-54.
2. DDE(EVGB), Directorate of Education, Jhandewalan, Karol Bagh, Delhi-05.
3. DDE(Vigilance), DoE, GNCTD with the request to provide Vigilance Clearance Report at HQ Level.
4. In-charge, Computer Cell with the request to upload this letter on www.edudel.nic.in



Deputy Director Education (Sectt)

NON REPORTING CERTIFICATE

This is to certify that the ACR/APAR for the period from _____
to _____ is respect of **Sh/Smt/Ms** _____, **EVGC**
has not been **reported** due to

_____.

Hence, the ACR/APAR for the aforesaid period may be treated as **Non Reporting Period.**

Dated: _____

Name, Signature with Seal of Officer

NON REVIEWING CERTIFICATE

This is to certify that the ACR/APAR for the period from _____ to
_____ in respect of **Sh/Smt/Ms** _____, **EVGC** has not
been **reviewed** due to

_____.

Hence, the ACR/APAR for the aforesaid period may be treated as **Non Reviewing Period.**

Dated: _____

Name, Signature with Seal of Officer

-1-
PROFORMA

1	Name of the officer (Sh / Smt / Miss)			
2	Employee ID			
3	Gender [Male /Female]			
4	Date of Birth			
5	Seniority No. in EVGC List			
6	Date of Appointment to the post of EVGC			
7	Date of physical joining as EVGC			
8	Category [UR / SC / ST]			
9	Present place of posting			
10	Present District			
11	Is ACRs / APARs for the years 2015-16 to 2020-21 available. [Yes / No] (Original ACRs/APARs will be required to be submitted)	Year	Yes	No
		2015-16		
		2016-17		
		2017-18		
		2018-19		
		2019-20		
2020-21				
12	(a) Whether any adverse remarks in ACR / APAR, reported / reviewed [Yes / No]			
	(b) If yes, whether the same was communicated to concerned officer [Yes / No]			
	(c) If yes, what was decision of competent authority in r/o adverse remarks, if any.			
13	Whether Work Conduct & Integrity certified by concerned senior officer & furnished [Yes/No]			
14	Whether any vigilance case pending or penalty imposed / in operation at school, zone , district, DOV level [Yes / No] , if yes , detail thereof. If not , a No Penalty Certificate is to be enclosed			
15	(i) Contact Number of concerned DDE			
	(ii) Individual Mobile Number			

Name & Signature of Head of School with seal

Name and Signature of DDE (District) with seal

Annual confidential report/Annual Performance cum Appraisal report for the following period:
Gradation thereof

Period	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Gradation						

In case one or more ACR/APAR of aforementioned period is not available, ACR/APAR of preceding years be provided

Period			
Gradation			

This is to certify that aforementioned information has been **verified from the service book/record** and found to be correct.

Checked & verified by

Name, Designation & Signature

Name and Signature of HOS with seal

The vigilance status of the officer is as under:-

.....

.....

Name and Signature of DDE with seal

ANNEXURE-C

Name of the Office/School

Sl.No.	Name & designation of the officer (Sh./Smt./K m.)	Date of Birth	Details of any vigilance matter/ disciplinary proceeding/criminal proceedings pending or contemplated against the officer	Details of the penalties imposed, if any	Details of the previous posting (s)		Any other relevant information
					Office/School	Period	
1	2	3	4	5	6	7	8

It is certified that above information is as per service book and personal files/ record and is true and correct.

Name, Signature of HOS/DDO with seal

Name, signature of DDE (District) with seal