

**MOST-URGENT**

**GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF EDUCATION  
ESTABLISHMENT E-IV BRANCH: ROOM NO. 11-B  
OLD SECTARIAT: DELHI-110054**

**F.DE4 (13)/(91)DST/E-IV/2018** 66/3-17

**Dated** 11-7-19

To

1. The Deputy Director of Education (All Districts)  
Directorate of Education,  
Govt. of NCT of Delhi, New Delhi-110054.
2. The Director (Primary Education)  
North Delhi Municipal Corporation, 15<sup>th</sup> Floor, Dr, S.P Mukherjee Civic Centre,  
Jawaharlal Lal Nehru Marg, New Delhi-110002
3. The Director (Primary Education)  
East Delhi Municipal Corporation, 419, Udyog Sadan Patparganj Industrial  
Area Delhi-110092
4. The Director (Primary Education)  
South Delhi Municipal Corporation, 23<sup>rd</sup> Floor, Dr, S.P Mukherjee Civic  
Centre, Jawaharlal Lal Nehru Marg, New Delhi-110002

**Subject: Promotion of Assistant Teachers (Primary) to the post of Domestic Science Teacher.**

Sir/Madam,

This is in continuation of this office letter of even number dated 17/05/2019 wherein you were intimated that this Department is considering the cases for Promotion of the Assistant Teachers (Primary) to the of Post of Domestic Science Teacher from Directorate of Education and MCD and it was requested to send the requisite information i.e., Integrity Certificate & Vigilance Clearance Report in the prescribed Proforma. On scrutiny, it is observed that the requisite information in respect of the following Assistant Teachers (Primary) as per list enclosed has not been completed by the concerned department/teacher:

S. No	Name of Teacher	Deptt.	Empl. I.D	D.O.B.	D.O.A.	Name of School	Documents required
1	DIVYA GOYAL	EDMC	95003405	6-Nov-1964	26-Oct-1988	VASUNDRA ENC-I	1. Certified copy of concerned page of Service book containing the entry of Education Qualification. 2. IC & WC. 3. Current Vigilance Clearance Report. 4. Proforma as enclosed with circular dated 12.07.2018 to be filled. 5. ACR (2018-19).
2	MAMTA	EDMC	95027727	4-Sep-1964	23-Oct-1989	NAND NAGRI E-I	1. Proforma as enclosed with circular dated 12.07.2018 to be filled. 2. ACR (2018-19)
3	NIRMALA RAUTAN	NDMC	95012422	16-Oct-1970	10-Sep-1995	M.C.P. GIRLS SCHOOL SHAHBAD DAULAT PUR	1. Current Vigilance Clearance Report.

4	TANUJA GUTPA	NDMC	95011766	21-Jan- 1960	17-Oct-1995	M.C.P. GIRLS SCHOOL SHAHBAD DAULAT PUR	1. Current Clearance Report.      Vigilance
5	MADHU KAUSHIK	NDMC	95027233	23-Jul-1974	15-Jan-1997	HAIDERPUR (G)	1. Certified copy of concerned page of Service book containing the entry of Education Qualification. 2. IC & WC. 3. Current Vigilance Clearance Report. 4. Proforma as enclosed with circular dated 12.07.2018 to be filled. 5. ACR (2018-19)
6	POONAM RANI	NDMC	95024531	2-Dec-1973	7-Jan-1997	AHATA THAKUR DAS CO-ED KAROL BAGH	1. ACR (last 5 years).
7	DEEPIKA GUPTA	EDMC	95003287	5-Nov-1966	17-Mar-1998	TRILOK PURI- 32-I	1. Certified copy of concerned page of Service book containing the entry of Education Qualification. 2. IC & WC. 3. Current Vigilance Clearance Report. 4. Proforma as enclosed with circular dated 12.07.2018 to be filled. 5. ACR (2018-19)
8	RENU THAKUR	DOE	19995214	10-Dec- 1973	6-Sep-1999	SKV, DDA FLATS, EAST OF LONI ROAD, DELHI-93	1. ACR (2018-19).
9	MANISHA SETHI	DOE	199990478	4-Oct-1975	7-Sep-1999	SKV, VISHWAS NAGAR, COURT ROAD, DELHI- 32.	1. ACR (2018-19) 2. Current Vigilance Clearance Report.
10	LALITA SINGHAL	DOE	199990367	27-Oct- 1974	20-Aug-1999	SKV ADARSH NAGAR, DELHI- 33	1. ACR (2017-18 & 2018-19) 2. Current Vigilance Clearance Report.
11	KAVITA ARYA	DOE	20040471	16-Jul-1974	10-Nov-2004	S.Co-ed SSSchool, CBLK, MANGOL PURI, DELHI	1. ACR (2018-19).

Head of Department concerned are therefore, requested to personally ensure that the requisite documents, in respect of the teachers mentioned above, must reach the Directorate of Education (E-IV) on or before 20/07/2019 positively.

The contents of this circular may be brought to the notice of the concerned Assistant Teachers by the concerned department so that the concerned teacher may take appropriate action in completing the requisite documents in time. The Education Department, GNCTD will not be responsible for any type of communication failure between the two.

This may kindly be treated as MOST URGENT and Time Bound.

Yours faithfully,

Encl. As above

Assistant Director of Education (E-IV)

*[Signature]*  
10/7/2019