GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF EDUCATION
POST FIXATION CELL
Room No.251, Old Sectt., Delhi 110 054.

No.DE.22/11/PFC/2013/ Dated:

CIRCULAR

In order to enable this Directorate to start the Post Fixation exercise for the year 2013-14 in respect of all Govt. Schools running under the Directorate of Education, Govt. of NCT of Delhi, all the Head of Schools are directed to submit the student enrolment data as on 31st August, 2013 on-line to MIS as per proforma available on the website of the Directorate on or before 10th November, 2013 positively. Simultaneously, hard copy thereof, duly signed by the HOS and further verified by the EO/DDE concerned also be furnished to the Post Fixation Cell, Room No. 251, Old Sectt., Delhi-54.

It may also be noted that the HOS shall personally ensure that the data submitted by them is correct, complete in all respects. The data once submitted shall be final and subsequently, no change of any kind shall be permissible under any circumstances. The incorrect/incomplete data, if any, furnished will be viewed seriously and the HOS shall be held personally responsible for the same.

Further, EOs/DDEs of the Districts concerned may also note that before verifying the hard copy of the aforesaid information/data of the School, they will satisfy themselves of the correctness of the data. Any cuttings/alterations in the hard copy shall not be acceptable.

This issues with the prior approval of Director of Education.  

Encl: As above.  

(PANKAJ SINGH)  
Asstt. Director of Education (PFC)

No.DE.22/11/PFC/2013/ Dated: 15/11/2013

Copy forwarded for information to:-

1. PS to Director of Education, Old Sectt., Delhi.
2. PS to Addl.Director of Education, Old Sectt., Delhi.
3. All Regional DE/Distt. DDEs/EOs/DEOs of Dte. of Education, Delhi.
4. All HOSs of Schools, Dte. of Education, Delhi.
5. EDP Manager for posting the same on the pop-up and circular link of the website of the Department.  

(PANKAJ SINGH)  
Asstt. Director of Education (PFC)