

**DEPARTMENT OF TRAINING & TECHNICAL EDUCATION, GNCTD,
PITAMPURA, DELHI.
(CARE TAKING BRANCH)**

No.F.17/Misc/CT/Bldg. Maint./7617-27

Dated: August 31 2022

CIRCULAR

A training programme on Fire Safety as a preventive measure will be conducted under the supervision of Sh. Ashok Kumar, Fire Consultant, Delhi Fire Service, Moti Nagar on 5th, 7th, 8th and 9th September, 2022 between 04.00 PM to 05.00 PM at the ground of Kasturba Institute of Technology (KIT), DSEU, to all the employees of this department posted at DTTE (Hqs) and Higher Education Department, GNCTD as per schedule given below:-

S.No.	Date	Training to be imparted to
1	05.09.2022	All Guards, Sweepers and staff having offices at Ground floor.
2	07.09.2022	All staff having offices on first floor
3	08.09.2022	All staff having offices on second floor
4	09.09.2022	Staff working in BTE & Higher Education.

All staff are required to attend the training programme without fail.

This issues with the prior approval of the competent authority.


(A.N. GAUR)
DY. DIRECTOR (ADMN)

No.F.17/Misc/CT/Bldg. Maint./7617-27

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Copy forwarded for information & necessary action to :

1. PPS to the Secretary (TTE), GNCTD, Delhi.
2. PS to Director TTE (Hqs), GNCTD.
3. The Deputy Director (Higher Education), GNCTD.
4. Sh. Ashok Kumar, Fire Consultant, Moti Nagar, Delhi.
5. M.K. Chattopadhyaya, Divisional Officer, Delhi Fire Service, Moti Nagar, Delhi.
6. Campus Director, KIT campus, DSEU, Pitampura, Delhi
7. All Dy. Directors/Controller (BTE)/AOs/SOs/Branch Incharges of DTTE (Hqs).
It is requested to get the above directions noted from all the employees for compliance.
8. The AE/JE (Electrical), North-West Building, Police Colony, Pitampura, Delhi with the request to kindly arrange fire extinguishers for training purpose.
9. The Security Officer, DTTE (Hqs), GNCTD with the request to video cover the training programme.
10. System Analyst, DTTE (Hqs) for uploading this circular on the website of deptt.
11. Guard file.


(A.N. GAUR)
DY. DIRECTOR (ADMN)