

F.DTTE/AC/AUDIT/Misc/2021/681-89

Dated: 16/02/23

MEETING NOTICE

I am directed to convene a meeting in the conference room at DTTE (HQ) under the chairmanship of DCA, TTE as per the scheduled date and time given below to review the status of outstanding Audit Paras/ amount raised by Directorate of Audit & AGCR of the respective Institutes under the administrative control of this Directorate.

Agenda items of Meeting	Participant	Scheduled Date & Time
1) To review the status of outstanding Audit Paras/ amount raised by Directorate of Audit & AGCR.	H.O.O/Principal and AAO of all ITI's	22.02.23 at 2.30 PM to 4.00 PM
2) Unaudited period of audit of the institute by the AGCR & Directorate of Audit and copy of request letter sent to audit body i.e. AGCR and Directorate of Audit for conducting the audit of unaudited period of the institute.		

All the concerned H.O.O/Principal, are hereby requested to attend the meeting alongwith A.A.O of the Institutes as per the scheduled date and time with detailed information in the prescribed performa enclosed while attending of meeting.

End: As above.

Yours faithfully,

(RACHNA KATHURIA)
Accounts Officer

1. Dy. Director (Trg.), DTTE (HQ).
2. Dy. Director (E-II), DTTE (HQ).
3. H.O.O/Principal of All ITIs .

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Copy forwarded for information:

1. DCA, TTE, Pitampura, Delhi.
2. PPS to Secretary, TTE.
3. PS to Director, TTE.
4. Sr. Accounts Officer, TTE.
5. System Analyst, TTE (HQ) to upload at the Departmental website.
6. SO (CT), TTE (HQ) with the request to make sitting arrangement alongwith tea & snacks for the meeting.

Rachna Kathuria
Accounts Officer