

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG: PITAMPURA: DELHI
(ADMINISTRATION BRANCH)

PA/DD(Admn)/MISC/TTE/2020/417-422

Dated: 08/05/2023

CIRCULAR

It has been observed by the Director (TTE) that the matters/files received from various Universities/Institutions under DTTE (HQ), are being dealt in the concerned received files itself and after final decision in the matter, the same are returned to the respective institution/university, without leaving any record of examination/decision with the TTE. In this process, sometimes the observations/minutes of the higher authorities which are not required to be conveyed to the concerned Institution/Universities are also provided to them.

In view of above, the Director (TTE) has desired that henceforth no matters should be processed in the files received from the concerned Institution/University and the matter should be examined and decided in the separate file of the concerned Branch of DTTE (HQ). After decision in any matter, only final decision should be conveyed to the concerned Institution/University by placing the photo-copies of only the inevitable papers in the files of the Institution/University.

Any deviation from the above instructions will be viewed seriously.



(A.N.Gaur)

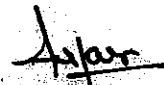
Dy. Director (Admn)

PA/DD(Admn)/MISC/TTE/2020/417-422

Dated: 08.05.2023

Copy forwarded to the following for information & necessary action:-

1. PS to the Secretary (TTE/HE), DTTE (Hq.).
2. PS to the Director (TTE/HE), DTTE (Hq.).
3. All the Dy.Directors, DTTE (HQ).
4. Dy. Director (Higher Education).
5. System Analyst, Computer Branch, DTTE (HQ), with the request to upload the order on department website.
6. Guard file.



(A.N.Gaur)

Dy. Director (Admn)