

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION**  
**MUNI MAYA RAM MARG, PITAMPURA, DELHI- 110034**  
**(ESTABLISHMENT-IV BRANCH)**

**TIME BOUND**

No.F.3(12)/2023/TTE/E-IV/Vacancy Position/ 718-720

Dated 31/10/2023

To,

The Principals,/HOO  
All Industrial Training Institutes/BTC Pusa / IBBS (CSI),  
Dy. Apprenticeship Advisor, Pusa (Under DTTE)  
The Controller, Board of Technical Education  
(Through e-mail)

**Sub: Regarding furnishing information / details of Grade.II / III / IV (DASS) / STENO CADRE who are drawing their salary from concerned ITIs./Offices.**

Sir/Madam,

Services Department, Govt. of NCT of Delhi vide it's letter no. F.4/4/2020/S-II/2436 dated 18.10.2023, informed that as per data maintained by them, the vacancy position in respect above GNCTDSS Cadre of this Department are mismatched in their records. In this connection, Services Department has sent the prescribed proformas (Proforma No. I & II) to this office for updation the incumbency statement in their records.

In this regard, I am directed to request you to provide incumbency statement & information in the enclosed proformas (I & II) in respect of Grade-II & III & IV (GNCTDSS) / Steno Cadere who are drawing their salary from your Institute/Office to this office latest by 03.11.2023 positively as well as in the soft copy in excel file of the data may also be sent through e-mail at [aoadmndtte1@gmail.com](mailto:aoadmndtte1@gmail.com), so that the same may be forwarded to Services Department further necessary action.

This may be treated as **"MOST URGENT"**.

Yours faithfully,

End: As above.

  
**(G. SRI RAMAN)**  
**SECTION OFFICER (ADMN.)**

No.F.3(12)/2023/TTE/E-IV/Vacancy Position/ 718-720

Dated 31/10/2023

Copy for information & necessary action:-

- ✓ 1. System Analyst, Computer Branch, DTTE (HQ) with the request to upload the above said letter along with prescribed Proformas – I & II, on departmental website
2. Guard file.

  
**(G. SRI RAMAN)**  
**SECTION OFFICER (ADMN.)**

38/c

**PROFORMA NO. I**  
(To be filled by office/Department)

**DETAILS OF INFORMATION IN RESPECT OF GR.II / III / IV (DASS)/STENO CADRE**

Name of the Department : \_\_\_\_\_

Name of nodal Officer (Designation) : \_\_\_\_\_

(Who are looking after Admn. Branch) \_\_\_\_\_

Contact No. : (O) 011- \_\_\_\_\_

: (M) \_\_\_\_\_

Total Sanction/filled/vacant posts

Posts	Sanctioned	Filled	Vacant	Post creation order number(s) with date (enclose attested copy)	Post abolition order, if any (enclose attested copy)
Gr- II (DASS)/ ASOs					
Gr-III (DASS)/ SAs					
Gr-IV (DASS)/ JAs					
PS					
PA					
Steno					

Encl:- Proforma No. II duly filled by the department  
and duly countersigned by authorized officer.

**Signatures & Stamp of H.O.O.**

**Dated :**

**Name of HOO** \_\_\_\_\_

## PROFORMA No. II

(To be filled by office/Department)

### DETAILS OF CONSOLIDATED STATEMENT IN RESPECT OF GR.II, III, IV (DASS) & STENO CADRE

Sl. No.	Name Sh./Smt./Ms.	Date of Birth	Date of posting / joining in present department	Name of previous department(s) where posted	Whether working in diverted capacity	Present Residential / Correspondence Address	Mobile no.	E-mail id	Whether PH (VH/DD/OH)	Remarks
1.				Depths. From To	Name of deptt. Since when					
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

\* Separate forms to be filled for each post.

Signatures & Stamp of H.O.O.

Name of HOO

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