

Immediate

DEPARTMENT OF TRAINING & TECHNICAL EDUCATION,
GOVT. OF NCT OF DELHI,
(R & I BRANCH)

No.F.3(4)/2024/Misc/TTE/E-IV/Pt./3196-3201

Dated: July 12 2024

ORDER

All the correspondence such as dak/ files marked to the Institutes of Technologies (erstwhile polytechnics) and Universities / colleges under DTTE are dispatched to the concerned Institutions from the Centralized R & I Section at DTTE (Hqs). These correspondence are collected personally from the R & I Section from the concerned Institutions by hand by way of deputing dak messenger / Class-IV staff from time to time (usually twice a week).

In the recent weeks, it has been observed that all the correspondence such as dak/files are not collected by the Institutes of Technologies on regular basis and despite reminding repeatedly the concerned institutions telephonically, dak/ correspondence are pending at R & I section for more than a week, which cause unnecessary delay in important issues such as policy matters, vigilance matters, information/data sought by the Hon'ble Minister (TTE) etc.

As all the Institute of Technologies (erstwhile polytechnics) and G.B. Pant Engineering College, WCSC & DIET come under the administrative control of DSEU, it has been decided to send the dak/files/ correspondence marked to the Institutes of Technologies to the Delhi Skill Entrepreneurship University, Dwarka for further transmission to the concerned Institute of Technology at their level.

For effective functioning, one dak messenger / MTS from DSEU can collect all the dak/files pertaining to all Institutes of Technology, DIET, WCSC from R & I branch from DTTE (Hqs) on daily basis at around 04.00 PM without fail.

Dy. Directors / Branch Incharges of DTTE (Hqs), while marking letters / files to the Institutes of Technologies (under DSEU please mark their letters / correspondence to these Institutes of Technologies are requested to mention ' through DSEU Hqs').

This issues with the approval of the Director (TTE).

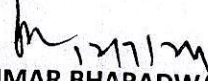

(RAJESH KUMAR BHARADWAJ)
HEAD OF OFFICE

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Copy forwarded for information and necessary action to:-

1. PS to Secretary (TTE)/ PS to Director (TTE).
2. Registrar, DSEU, Dwarka, New Delhi.
3. Campus Directors of all the 10 Institutes of Technologies & G.B. Pant Engineering College and Incharge of DIET.
4. System Analyst for uploading this circular on the website of the department.
5. All the Dy. Directors/ Branch Incharges of DTTE (Hqs)/ Registrar BTE/DCA/Incharge R & I Branch.
6. Guard file.


(RAJESH KUMAR BHARADWAJ)
HEAD OF OFFICE