

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

No.F.3(7)/2024/TTE/E-IV/3187-95

Dated: 12/07/2024

**ORDER**

**Sub:-Regarding Reporting and Reviewing Authority of APARs in respect of Officers/ Officials posted in DTTE.**

In supersession of all previous orders, the Competent Authority is pleased to order that the Reporting and Reviewing authority of Annual Performance Assessment Report (APARs) in respect of officers / officials working in DTTE shall be as under:-

S. No.	APARs in respect of Officers/Officials posted in DTTE.	Reporting Authority	Reviewing Authority
1.	I. Addl. Director / Spl. Director/Dy. Director, DTTE (HQ). II. Dy. Controller of Accounts, DTTE(HQ). III. Controller (BTE). IV. Principal of ITIs.	Director (TTE)	Secretary (TTE) / Pr. Secretary (TTE)
2.	Registrar / Adhoc DANICS Officer (BTE)	Controller (BTE)	Director (TTE)
3.	Assistant Directors, posted in BTE.	Controller (BTE)	Director (TTE)
4.	System Analyst, DTTE (HQ)	Dy. Director (IT)	Director (TTE)
5.	Administrative Officer, DTTE (HQ)	(i) Dy. Director of the concerned branch. (ii) Dy. Director (Admn.)/HOO, DTTE (HQ) { if Dy. Director of concerned Branch is not posted}	Director (TTE)
6.	Assistant Directors, posted in DTTE (HQ)	(i) Dy. Director of the concerned branch. (ii) Dy. Director (Admn.)/HOO, DTTE (HQ) { if Dy. Director of concerned Branch is not posted}	Director (TTE)
7.	Section Officer, posted in DTTE (HQ)	Administrative Officer / Dy. Director of the Branch.	Director (TTE)
8.	Statistical Officer, posted in DTTE (HQ)	Assistant Director (Plg./Stats.)/ Administrative Officer / Dy. Director of the concerned Branch.	Director (TTE)
9.	Section Officer, posted in BTE	Controller (BTE)	Director (TTE)
10.	Statistical Officer, posted in BTE	Controller (BTE)	Director (TTE)
11.	Assistant Accounts Officer, DTTE (HQ)	Dy. Controller of Accounts, DTTE (HQ)	Director (TTE)
12.	Accounts Officer, DTTE (HQ)	Dy. Controller of Accounts, DTTE (HQ)	Director (TTE)
13.	Sr. Accounts Officer	Dy. Controller of Accounts, DTTE (HQ)	Director (TTE)
14.	Assistant Accounts Officer, posted in BTE	Controller (BTE)	Director (TTE)
15.	Section Officer / Assistant Accounts Officer, posted in ITIs	Vice Principal Principal (if Vice Principal is not posted)	Director (TTE)
16.	Vice Principal of ITIs	1. Principal 2. DD (E-II) (if Principal is not posted)	Director (TTE)
17.	G.I.s of ITIs * The APARs of G.I. in respect of those Institutes where Vice-Principal and Principal both are posted, the reporting officer shall be Vice-Principal and reviewing officer shall be Principal. However in those cases where either Principal or Vice-Principal is posted, the reporting officer shall be Head of Institute and reviewing officer shall be DD (E-II).	Vice Principal / Principal	Director (TTE)
18.	C.I. and other subordinate Ex-Cadre staff of ITIs	Vice Principal / G.I. (if Vice Principal is not posted)	Principal / HOO
19.	Ministerial / Ex-cadre staff posted in DTTE (HQ) / BTE	Section Officer / Officer In-charge in Section	Dy. Director / Controller (BTE)
20.	Ministerial staff posted in ITIs	Section Officer / AAO (as the case may be)	Principal
21.	Steno Cadre posted in DTTE (HQ), BTE & ITIs.	Officers with whom attached	N.A

Contd...

In this regard, it is informed that as per guidelines of APARs contained in Swami's Handbook, Reporting & Reviewing Officer should have supervised the work of the officer / official for not less than three months. For computing the period of three months, any leave for a period of more than 15 days should be deducted. If they are under suspension, they should write/review the Reports within two months of date of suspension or one month of due date of completion of APARs whichever is later. Writing / Reviewing not permissible after this time-limit. If however, they are under suspension during major part of the writing / reviewing period, they should NOT write the APARs. If the employee concerned happens to be a relative, Reporting or Reviewing, as the case should be done by the next higher authority.

Further, in respect of Officers/Officials, who are not covered under any of the above category, immediate Supervisory Officer / Branch In-charge of Gazetted rank will be the Reporting Officer and the next Supervisory Officer of the Reporting Officer will review the APAR.

Any deviation from the above orders shall be viewed seriously.

  
12/07

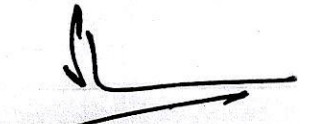
(SANJEEV KUMAR)  
DY. DIRECTOR (ADMN.)

Dated: 12/07/2024

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Copy to:-

1. PS to the Secretary (TTE) / Director (TTE).
2. PA to the JD(Plg.), DTTE.
3. Controller (BTE), Pitampura, Delhi.
4. DCA, DTTE(HQ).
5. All Principals of ITIs.
6. All Branch In-charges, DTTE(HQ).
7. System Analyst, Computer Branch, DTTE (HQ) with the request to upload the order on the Departmental website.
8. All officials through the respective HOO/Branch In-charge.
9. Guard file.



(SANJEEV KUMAR)  
DY. DIRECTOR (ADMN.)