

DEPARTMENT OF TRAINING & TECHNICAL EDUCATION,
GOVT OF NCT OF DELHI,
MUNI MAY RAM MARG, PITAMPURA, DELHI-110034.
(ADMINISTRATION BRANCH)

No. F.3(03)/2025/TTE/E-IV/

371-374

Dated: April 23, 2025

MINUTES OF THE REVIEW MEETING HELD ON 09.04.2025 AT 03.00 PM UNDER THE CHAIRPERSONSHIP OF THE SECRETARY (TTE /HE) REGARDING VARIOUS ISSUES OF DTTE AND DHE.

A review meeting was held under the chairmansip of the Secretary (TTE/HE) on 09.04.2025 at 03.00 PM at the conference hall of the DTTE (Hqs) to review various issues of DTTE and DHE. Director (TTE/HE) and officers of DTTE and DHE were present. Minutes of the meeting are detailed below:-

I) At the outset the Secretary (TTE) informed that a meeting of the senior officers of GNCTD was held recently under the chairmanship of the Hon'ble Chief Minister, Delhi and as per decisions taken in the meeting, all the officers of DTTE and DHE are advised to adhere the following procedures in letter and spirit:-

- a) **Time frame:-** Each and every proposal/ project of the department should have a strict time frame within which the same should be completed.
- b) **Transparency:-** The proposals should be prepared without any bias and should be in a transparent manner.
- c) **Suggestions:-** Suggestions for improvement, if any on the existing schemes budget allocation or on the general policies of the department are welcome.
- d) **100% utilization of budget funds:-** All the officers should ensure that the allocated budget funds are fully utilised in a transparent manner.
- e) **Grievance Redressal System:-** Apart from timely disposal of online grievances received through PGMS, LG Listening Post and CPGRAMS all officers should ensure that the grievances received through dak and received during the public hearing hours should be effectively addressed.
- f) **Field visits:-** All officers are advised to carry out inspections of ITIs and Universities under the administrative control of the department regularly.
- g) **Projects to be monitored:-** All the new and ongoing projects should be reviewed periodically.
- h) **Cabinet proposals:-** The proposed cabinet proposals should be drafted strictly as per guidelines and well in advance.

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II) The following issues of the departments were discussed:-

a) **Status of G.I.A. disbursal to Universities / Colleges:-** (i) DD (Planning) informed that the requisition for release of first 25% of GIA is still awaited from two Universities i.e. DTU and IGDTUW. In the meeting it was decided that the mandatory release of first 25% of GIA be released to all Universities whether they have applied for it or not.

(ii) Revalidation of sanctions of previous years GIA should be done immediately.

(iii) SOP for release of GIA should be finalized by Planning Branch within a week.

(iv) DD (Planning) informed that the MoU of the Universities with the department is still pending in r/o GIA. The Director (TTE) has observed that the MoU should be done immediately as the MoU is the only link between the Grantor and Grantee. Further, the Pattern of Assistance is also pending in r/o DSEU. DD (Planning) has assured the same will also be completed within a week with the help of DD (E-I).

b) **Status of Court cases:-** As per the list submitted by the concerned branch Incharges, details of pending court cases is detailed below:-

S.No.	Particulars	No. of cases pending	
		DTE	DHE
1	No. of cases in the Supreme Court	01	02
2	No. of cases in the High Court	171	31
3	No. of cases in the CAT	150	0
4	No. of cases in the District Courts (including Labour Courts)	10	0
5	No. of Contempt cases	5 CAT & 10 HC	4 HC
6.	Total no. of pending court cases	332	33

Litigation Branch should ensure that details of new cases filed, if any, should be obtained from the Registry of CAT, High Court and Supreme Court on daily basis by the Parvy Officers and submit report to the Litigation branch. Weekly report will be submitted by the Litigation Branch to the Secretary (TTE) through the Director (TTE). It should be ensured that all court cases should be attended properly and submitted well in time on file for appropriate decision and last minute urgencies should be avoided. Utmost importance should be given to contempt cases are processed well in time.

From the next meeting, review of status of individual court cases will be conducted. The Secretary (TTE/HE) noted that processing of court cases is very delayed and cases are handled in a very casual manner. Henceforth, DDs to monitor and review court cases in their respective branches. Director (TTE/HE) to monitor on monthly basis.

c) **Status of Online Grievances:-** A serious view was taken for the pending online grievances especially overdue pending grievances. It was stressed upon that all the online grievances should be addressed within the prescribed time limits. DD (E-I) and DD (SB) to strictly monitor the online grievances of DSEU and other Universities respectively. The status of pending online grievances will be reviewed in the next meeting.

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d) **Status of Vigilance cases on VCIMS:-** Out of pending 15 online pending vigilance cases, 08 are pertaining to DSEU. (DD-(E-I) to ensure clearing of these cases by DSEU.

e) **Status on Audit paras:-** DD-(Planning) informed that a number of audit paras are very old and even prior to his joining in DTE and in a number of pending audit paras, even the concerned files are not traceable. He was directed to make efforts to clear the pending paras at the earliest. DCA was directed to circulate the complete pending list of audit paras to the Director (TTE/HE) and all the concerned sections at the earliest. Status of all audit paras to be reviewed by the Director (TTE/HE) branchwise.

f) **Status of vacancies/ proposals:-** (a) Though there is a sufficient number of vacancies in the cadre posts, as these cadre posts are to be filled by the Services Department, DD-(Admin), TTE informed that (i) Requests are sent to Services Department from time to time for filling up of vacant posts and (ii) Online requisition was already submitted to DSSSB for filling up of 86 vacant posts of MTS. Advertisement was released by DSSSB, vide advertisement no. F-1(248)/P&P-I/DSSSB/2024/Advt./4390 dated 12.01.24. In the meeting it was decided to (i) send a reminder to DSSSB for filling up MTS posts and (ii) action to be initiated by the department for filling up of two vacant posts of Drivers AO. DHE informed that out of two sanctioned posts of Drivers, one post is vacant. It was decided to start efforts to fill up the post.

b) Details of incumbency position of ex-cadre posts in TTE is as under:-

S. No.	Particulars of the post	Sanctioned	Filled			Vacant posts
			Regular	Contractual	Total	
1.	Group A posts such as Jt. Director, Dy. Director & Principals	44	18	0	18	26
2.	Group B posts such as GI, CI, Drawing Instructors etc.	1003	414	224	638	365
3.	Group C posts such as Workshop Attendant, storekeeper etc.	145	38	0	38	107

DD (E-II) has informed that certain ex-cadre posts of Craft Instructors could not be filled up due to stay by Hon'ble CAT in a case filed by the CCIs. DD (E-II) was directed to take immediate legal steps for vacation of stay. Further DD (E-II) was directed to prepare a DPC schedule within a fortnight for ex-cadre promotional posts. The requisition to fill up the vacant posts of Principal / Vice Principal by UPSC should be finalized within a fortnight.

g) **CAS issues:-** It was discussed that a lot of grievances are received from former and existing employees regarding CAS. DD (E-I) was instructed to prepare a complete list of pending CAS matters in two formats, one old pending cases and new list of eligible cases within a week and initiate further appropriate action.

h) **University wise issues:-** Secretary (TTE) informed that details of issues mentioned by the concerned VCs in their letter addressed to the Secretary (TTE) was sent to the concerned branch Incharges. These issues should be addressed and a point/issue wise report in this regard be submitted within a week by the concerned officer.

Meeting ended with vote of thanks to the chair.

(SANJEEV KUMAR)
DY. DIRECTOR (ADMN.)

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Copy forwarded for information & necessary action to:-

1. PS to the Secretary (TTE)/ PS to the Director (TTE)
2. Jt. Director (Planning) / Controller (BTE) / DCA
3. All Dy. Directors of DTTE and DHE / All branch Incharges
4. System Analyst for uploading this minutes on the website of this department.
5. Guard file

(SANJEEV KUMAR)
DY. DIRECTOR (ADMN.)