

**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/490-495

Dated: May 26, 2025

MINUTES OF THE REVIEW MEETING HELD ON 22.05.2025 AT 11.30 AM UNDER THE CHAIRPERSONSHIP OF THE DIRECTOR (TTE /HE) REGARDING VARIOUS ISSUES OF DTTE AND DHE.

A review meeting was held under the chairmanship of the Director (TTE/HE) on 22.05.25 at 11.30 AM at the conference hall of the DTTE (Hqs) to review various issues of DTTE and DHE. Officers of DTTE and DHE were present. Minutes of the meeting are detailed below:-

I) At the outset the Director (TTE) informed that the following important issues are to be reviewed at the branch level and the Director (TTE/HE) will take a meeting in the next week with the concerned Dy. Directors:-

- a. Updation on Budget Estimates.
- b. Progress on 100 days action plan
- c. Issues pending with other departments as per report sent to CM office.

II) As per decisions taken in the last review meeting held under the chairmanship of the Secretary (TTE)/HE on 09.04.25, it was reiterated that:-

a) **100% utilization of budget funds:-** All the officers should ensure that the allocated budget funds are fully utilised in a transparent manner.

b) **Grievance Redressal System:-** The online grievances received through PGMS, LG Listening Post and CPGRAMS should be addressed within the time frame (i.e. PGMS-7 days, CPGRAMS-21 days and LG Listening Post-15 days). All concerned officers should ensure that there should be no 'overdue' pending grievances in their branch portals. It should be ensured that the grievances should be closed with logical conclusions. The grievances should not be kept pending for long period with the remarks that 'proposal under submission' or 'proposal under active consideration' etc. Offline grievances received through dak / public hearing hours should be effectively addressed.

c) **Field visits:-** All concerned officers of DTTE/HE are again advised to carry out inspections of ITIs and Universities under the administrative control of the department regularly. The proposals for release of funds for existing/new projects should be submitted alongwith field visit report. A weekly report of the inspection carried out be submitted to the Director branch.

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d) **Projects to be monitored:-** All the new and ongoing projects should be reviewed periodically by the concerned Dy. Directors. During the meeting DD (Planning) informed that the two ongoing projects i.e. redevelopment of ITIs at Shahdara & Pusa are being initiated.

e) **Cabinet proposals:-** It was reiterated that the cabinet proposals should be drafted strictly as per manual/ guidelines and be processed well in advance. It should be ensured that the proposals should be concise with the required annexures. Cabinet proposals for revised scheme of TECOS be submitted by the DD (Skill Development) shortly.

III) The following issues of the departments were also discussed:-

a) **Status of G.I.A. disbursal to Universities / Colleges:-** (i) DD (Planning) informed that first 25% of GIA has been released to Universities

b) The SOP for release of GIA prepared by the Planning branch be shared with Dy. Director (HE).

c) DD (Planning) informed that the MoU of the Universities with the department is still pending in r/o GIA. The Director (TTE) reiterated that the MoU should be done immediately as the MoU is the only link between the Granter and Grantee. Further, the Pattern of Assistance pending in r/o DSEU should be finalized at the earliest. Regarding uniform pattern of MOU and Pattern of Assistance of all Universities, a meeting be convened with the V.C.s/Controller of Finance of all Universities under DTTE/HE at the earliest and finalise the pending MOUs strictly as per the norms issued by the Finance Department.

d) On receipt of the minutes / recommendations of the BWC (Building Working Committee), the same should be examined pointwise and be submitted on file. There should be a proper examination / justification for escalation of cost, if any.

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

S.No.	Particulars	No. of cases pending	
		DTTE	DHE
1	No. of cases in the Supreme Court	00	02
2	No. of cases in the High Court	177 (including 13 contempt cases)	28 (including 2 contempt cases)
3	No. of cases in the CAT	149 (including 4 contempt cases)	0
4	No. of cases in the District Courts (including Labour Courts)	10	0
5	Total no. of pending court cases	336	30

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It was reiterated that all court cases should be attended properly and submit in time on file for appropriate decision and last minute urgencies should be given utmost importance. Further, A weekly reports of Pairavi Officers be submitted Secretary (TTE) by Litigation Branch.

IV) **Status of Vigilance cases on VCIMS:-** Out of pending 14 online pending v cases, 08 are pertaining to DSEU. (DD (E-I) to ensure clearing of these cases b at the earliest.

V) **Status on Audit paras:-** List of pending audit paras circulated by Sr. A.O. meeting. Most of the paras are very old and not pertaining to the branch mentio the list. Even the paras specifically pertain to Accounts branch are shown pending i different other branches. This should be sorted out by Accounts Branch and a fact be circulated to all concerned. The pending audit paras be completed at the earlie the same will be reviewed in the next meeting.

VI) **Status of vacancies/ proposals:-**

S.O.(E-II) has informed that DPC schedule for promotional posts has been pre The anomaly regarding promotional post of Jt. Director from the feeder cadre sho resolved with proper justification. The duties / responsibilities of Group Instructors be reviewed keeping in view of the shortage of teaching staff in ITIs

VII) **CAS issues:-** It was reiterated that a complete list of pending CAS matte two formats, one old pending cases and new list of eligible cases be prepared t branch at the earliest and initiate further appropriate action.

VIII) **University wise issues:-** It was reiterated that details of issues ment by the concerned VCs in their letter addressed to the Secretary (TTE) shou addressed and a point/issue-wise report in this regard be submitted immediately, b concerned officers of DTTE/DHE.

Meeting ended with vote of thanks to the chair.

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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 KUM.
DY. DIRECTOR (ADM
Dated: May 26, 2


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DY. DIRECTOR (ADM