

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

No.F.3(03)/2025/TTE/E-IV/ 532-536

Dated: June 23, 2025

**MINUTES OF THE REVIEW MEETING HELD ON 13.06.2025 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 chairmanship of the Secretary (TTE/HE) on 13.06.2025 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) a) **Status of G.I.A. disbursal to Universities / Colleges:-** It has been informed by J.D. (Planning) that no requests for release of second instalment of GIA is received from any University. It has been instructed to write to Universities to apply for second instalment of GIA alongwith Utilisation Certificate s of the funds released as first instalment of GIA released latest by 20.06.25 and be submitted on file for perusal.
- b) **100% utilization of budget funds:-** it was reiterated that all the officers should ensure that the allocated budget funds are fully utilized in a transparent manner. All procurement files of ITIs and ARMO files be submitted for approval by 30.06.25. The proposal for incubation centres be submitted immediately for seeking approval.
- c) **Review of schemes:-** All Plan schemes like craftsmanship scheme and scholarship scheme etc. should be reviewed periodically by the concerned DDs. Concerned DDs should also check and ensure that the central government schemes, to be implemented by the departments, if any, are duly processed in time.
- d) **Grievance Redressal System:-** The online grievances received through PGMS, LG Listening Post and CPGRAMS should be properly disposed off within prescribed time limits. All concerned officers should ensure that there should be no pending 'overdue grievances' in the online portals. The pending grievance in PGMS regarding laptop payment be cleared by the Planning branch with the help of NIC/GeM. From next review meeting each pending grievance will be reviewed. The dashboard of grievance portal should be made available in the screen of conference hall. DD (IT) to ensure display of online grievances dashboard in the screen of conference hall.
- e) **Status of Vigilance cases on VCIMS:-** The online pending vigilance complaints pertaining to Universities, especially DSEU should be properly attended.

Planning branch should ensure that the release of next installment of GIA to the Universities is strictly subject to zero pending of online grievances and clearance of all complaints at VCIMS portal.



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- f) During the meeting, it is observed that the MoU of the Universities with the department is still pending in r/o GIA, despite repeated observations of the Director (TTE) in every meeting that the MoU is the only link between the Government and Institutes. The position of pending MOU and POA is as under:-

Department	Pending MOU		Pending POA	
<b>DTTE</b>	1	DTU	1	DSEU
	2	NSUT		
	3	DSEU		
	4	DPSRU		
	5	IGDTUW		
<b>DHE</b>	1	Ambedkar University of Delhi	1	National Law University
	2	National Law University	2	Delhi Sports University
	3	Delhi Sports University	3	Delhi Teachers University
	4	Delhi Teachers University	4	Pradhan Mandri Uchhtar
	5	Pradhan Mandri Uchhtar Siksha Abiyan		Siksha Abiyan

Necessary steps are to be taken by the concerned officers for finalization of MOU and POA before release of second instalment of GIA.

II) **Field visits:-** All officers are again advised to carry out inspections of ITIs and Universities under the administrative control of the department regularly.

III) **Projects to be monitored:-** All the new and ongoing projects should be reviewed periodically. Revised PE for ITI Shahdara be submitted. Reminders to PWD be issued for the pending projects like redevelopment of ITI, Pusa. All PWD projects to be monitored periodically. Meeting of the Executive Engineer, PWD be convened to resolve the issue related to ITI Dheerpur. The issue of encroachment by Nirankaris to be taken up with DDA.

IV) **Cabinet proposals:-** The proposed cabinet proposals should be drafted strictly as per guidelines and well in advance. The cabinet proposal for Edu.city be submitted by DTTE/ DHE at the earliest.

V) **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	
		DTTE	DHE
1	No. of cases in the Supreme Court	00	02
2	No. of cases in the High Court	178 (including 13 contempt cases)	27 (including 2 contempt cases)
3	No. of cases in the CATs	155 (including 8 contempt cases)	0
4	No. of cases in the District Courts (including Labour Courts)	10	0
5.	Total no. of pending court cases	343	29

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It was reiterated that 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.

VI) **Dealing of VIP references:-** It was stressed upon that all the references received from Hon'ble M.P.s, Ministers, MLAs should be processed timely and a proper reply be sent after obtaining approval of the competent authority. All Branch Incharges are directed to monitor the Assistant Diary maintained by the dealing assistants in their branch.

VII) **Filling up of vacancies:-** DD (E-II) has been instructed to speed up the process of filling up of posts through UPSC. For promotional posts, it was instructed to revise the DPC calendar and process the promotion cases at the earliest possible.

VIII) **CAS issues:-** The guidelines for process of CAS matters be circulated to all concerned by E-I branch. It was reiterated 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 immediately and initiate further necessary action. The time line for process of CAS matters has already been circulated vide DD (SB) Office Memorandum dated 18.04.23. The time lines are detailed below:-

S.No.	Particulars	Date/period
1	Date of eligibility for CAS / Promotion	31 <sup>st</sup> July.
2	Submission of application/documents by eligible faculty members.	Within one month i.e. 31 <sup>st</sup> August
3	Scrutiny of CAS cases by IQAC/Scrutiny Committee	45 days i.e. 15 <sup>th</sup> October
4	Screening-cum-Evaluation/Selection Committee (All the selection procedures of the selection committee shall be completed immediately after the selection committee meeting itself)	30 days i.e. 15 <sup>th</sup> November
5	Concerned administrative branch should examine and submit proposal	15 days i.e. 30 <sup>th</sup> November

The new cases should be processed strictly according to the timelines detailed above and the process of old cases be started immediately the following time line be followed:-

S.No.	Particulars	Date/period
1	Scrutiny of old CAS cases by IQAC/Scrutiny Committee	By 16.07.2025 (30 days)
2	Screening-cum-Evaluation Committee (for AGP 7000 and 8000) Director level	By 26.07.2025 (10 days)
3	Selection Committee (For AGP 9000 and 10000)	06.08.2025 (10 Days)
4	Submission of proposal to H'ble LG	16.08.2025 (10 days)

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IX) **Implementation of e-Office:-** System Analyst informed that the complete data for scanning of files is received from all the branches of DTTE. The process of scanning is to be initiated by DD(IT) immediately. DD (HE) was directed to complete the list of scanning data in r/o of all the current files of DHE and start further processing. All branch incharges should ensure that all the regular staff working under them are having government e-mail ID. Secretary (TTE) informed that as per decisions taken in the senior officers meeting held under the chairmanship of the Chief Secretary, Delhi only the files processed in e-office will be received in Delhi Secretariat from 01.07.25. Hence DD (IT) to ensure that the complete process of e-office should be completed by third week of June, 2025.

X) **Punctuality:-** Secretary (TTE) advised that strict punctuality be maintained by all the officers / officials of DTTE & DHE.

Meeting ended with vote of thanks to the chair.

  
(SANJEEV KUMAR )  
DY. DIRECTOR (ADMN.)

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Dated: June 23, 2025

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.)