

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088
(ESTABLISHMENT-II BRANCH)

Email Id :- ngbranchdtte@gmail.com

F. 24(3)/MACP/2024/E-II/Trg.Admn./159-154

Dated: 29-08-2025

To,

**All Principals/Vice Principals/HOOs of ITIs/
& All Branches In-charge of TTE (HQ)**
Dept. of Training & Technical Education
Pitampura, Delhi.

Sub: For granting of financial up gradation under MACP Scheme reg.

Sir/Madam,

Please refer this office earlier letter dated 04.08.2025 vide which the information was sought in respect of all ex-cadre staff of ITI(s) i.e. from the post of WSAs up to the post of Principal (Sr. Scale) who have completed 10/20/30 years of regular service in their grade up to **30.06.2025**.

In this connection, it is again requested to submit the following information (if has not submitted yet) in the prescribed Performa, which should be duly verified from the service book of the officials concerned.

1. Duly filled prescribed Performa verified from the service book/record of the official concerned with copy of 1st page of service book.
2. Work & conduct report.
3. Integrity certificate.
4. Vigilance clearance report at the institute level.

The H.O.O. is also requested to submit separate performa (copy enclosed) for each eligible official/officer.

The requisite information duly signed/attested by the Principal/Vice Principal/HOO concerned, should reach this branch by **05.09.2025**.



(Neeraj Dhawan)

Deputy Director (Estb.-II)