

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

F.3(14)/2025/TTE/ E-IV/ 804-808

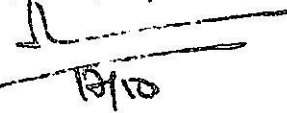
Dated: October 22, 2025

CIRCULAR

In continuation to this office circular No.F.3(10)/2025/TTE-E-IV/3422-26 dated 10.09.25, it is reiterated that all the Dy. Directors/ DCA/Controller (BTE)/Branch Incharges of DTTE & DHE are hereby directed to ensure that all the staff working under them are present in the office in time, latest by 09.30 AM and be available at office upto 06.00 PM, without any exception. Further, for maintaining punctuality and office decorum, the following instructions are issued:-

- Branch Incharges should check the attendance register of their branches regularly and put their initials as token of checking the register.
- Half a day Casual Leave to be deducted in case of each late-coming.
- The practice of short leave or WCL (Will Come Late) should be strictly avoided and instead leave application should be obtained.
- The normal lunch interval of half an hour (i.e. 01.30 to 02.00 PM) should be strictly observed.
- The tendency of leaving office during working hours and before the closing time should be firmly discouraged.
- A movement register be maintained for recording movement of officers / staff on field inspection, court duty or attending meetings outside the office premises, duly countersigned by the Controlling Officer.
- Attendance register should be kept on the desk of the branch supervisor and should be open for inspection by any higher officer.
- All the officers/ officials posted at DTTE and DHE will proceed on leave only after the applied leave is duly sanctioned by the competent authority.

This issues with the prior approval of the Secretary (TTE/HE).

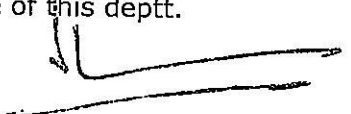

(SANJEEV KUMAR)
Dy. Director (Admn)/

F.3(14)/2025/TTE/ E-IV/ 804-808

Dated: October 22, 2025

Copy forwarded for information & necessary action to:-

1. PS to Secretary (TTE) / PS to Director (TTE).
2. JD (Planning)/ All Dy. Directors/DCA /Controller (BTE) / DD (HE)/ Controller(BTE) and All Branch Incharges of DTTE & DHE
3. System Analyst, DTTE (Hqs), for uploading on the website of this deptt.
4. Notice Board.
5. Guard file.


(SANJEEV KUMAR)
Dy. Director (Admn)/
Head of Office.