

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088

F.No.25(122)/Trg.Admn./DTTE/EL Matters/2020/1292-1295

Dated: 21-11-2022

CIRCULAR

Subject: Sanction of Earned Leave/LTC/LTC (Home Town) etc

It has been observed that Principals/ Vice-Principals/ H.O.O. or their equivalents are applying for availing of their earned Leave/ LTC/LTC (Home Town) at very short duration from the date of proceeding on their so stated Earned leave/ LTC / LTC (Home Town) accordingly their earned Leave etc could not be Processed in time / their Earned Leave etc could not be sanctioned before their due date of proceeding on leave/ LTC/LTC (Home Town).

I am directed to convey to all the Principals/ Vice-Principals/ H.O.O. that application with regards to Earned Leave / LTC/ LTC (Home Town) shall reach E-II (Branch (HQ) at least 15 days in advance from the commencement date of Earned Leave / LTC/ LTC (Home Town). It is also conveyed to all that nobody shall proceed on Earned Leave / LTC/ LTC (Home Town) without it being sanctioned and order being issued in this regard.

The Principals/ Vice-Principals/ H.O.O. of all the ITIs of Delhi to note it for strict Compliance.

This issue with the approval of Director TTE.


(NEERAJ DHAWAN)
Dy. DIRECTOR (E-II)

To.

The Principals/ Vice-Principals/ H.O.O. of all the ITIs of Delhi.

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Copy for information / necessary action to:-

1. PS to Commissioner Cum Secretary, DTTE(HQ), Delhi.
2. PA to Director TTE, Delhi.
3. Dy. Director (Admn.) (HQ)
4. DCA, DTTE (HQ)
5. System Analyst with the request to upload this Circular of Department Web-site.
6. Guard file.


SECTION OFFICER (E-II)