

**GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG: PITAMPURA: DELHI
(CO-ORDINATION BRANCH)**

F.5(2)/2014/CIR/CDN/TTE 114

Dated: 17/04/2014

To,

1. All Heads of Institution under DTTE,
2. All Branches In charge, DTTE (HQ) Delhi.
3. Board of Technical Education DTTE

Sub: One week induction Programmed for officers/officials of DTTE.

Sir/Madam,

Kindly refer to the subject mentioned above. In this regard I am directed to say that a one week induction programme is being scheduled w.e.f. 21.04.2014 to 25/04/2014 at the Conference Hall, Kasturba Polytechnic on various aspects of Office procedures, Planning, Vigilance, Services and Finance related issues along with the matter relating to RTI and court cases.

It is requested that all the interested employees of your institute/ office may be advised to attend the programme as per Schedule (Copy enclosed)

Encls. (As above)

Yours faithfully



**(VIJAY CHANDNA
ADMINISTRATIVE OFFICER (CDN))**

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Dated: 17/04/2014

Copy for information:-

1. P.S. to Director (TTE)
2. Assistant Programmer, with the request to upload the same on the website of DTTE.



**(VIJAY CHANDNA
ADMINISTRATIVE OFFICER (CDN))**

One Week Induction Programme for officers/official posted at DTTE (HQ)

Venue:- Conference Hall ~~DEPT~~ KP W

Date:-

DAYS	TIME-TABLE					
	10:00 AM to 11:30 AM	11:30 AM To 11:45 AM	11:45 AM to 1:15PM	1:15 AM To 2:00 PM	2:00 PM To 4:00PM	4:00 PM To 5:00 PM
MONDAY 21/4	Inauguration & Introduction to the course Shri V.P.Rao Director(TTE)	Tea -Break	Introduction to the various services Offered by the Department/Citizen Charter Dr. Vibhakar Shrimali & Ms Priyanka Yadav	Lunch Break	Processing of Branch matters, related to the topic of the day.	Review& feedback of the day Dr Vibhakar Shrimali & Ms Reena Toppo
TUESDAY 22/4	Handling of letters/PUC. Maintenance of file, Noting & drafting of the D/O & Official letters Shri Chavan		Introduction to Service Rule Shri Chavan			
WEDNESDAY 23/4	Introduction to Planning related matters Shri TC Nath		Introduction to GFR Shri TC Nath			
THURSDAY 24/4	Introduction to Vigilance Matters Shri Chavan		Introduction to processing of Court Cases Shri Chavan			
FRIDAY 25/4	Procedure of handling RTI matters (Introduction to RTI) Shri V.P.Rao Director(TTE)		Introduction to conduct of Examination & Counseling for admission Dr. Amita Dev & Shri AK Chaudary			

Let us invite all staff-members to participate
including those who are interested from I.T./Polytechnics.