

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION,
MUNI MAYARAM MARG, PITAMPURA, DELHI-110088.
ESTABLISHMENT-IV (Phone No: 011-27322927).

No: F.3 (7)/2015/TTE/Gr. III/E-IV/ 7817

Dated: 28-10-15


CIRCULAR

Subject:- Forwarding of service particulars in respect of the Cadre Staff to the Cadre Controlling Authorities without the permission of Competent Authority-reg.

It has been observed that Head of the institutions of various offices /Institutions (Viz. Polytechnics/ ITIs) under the DTTE are forwarding services particulars in respect of the Cadre Staff Posted under them, directly to the Cadre Controlling Authority, without the approval /permission of the Competent Authority.

This matter has been examined in this office and the Competent Authority has taken a serious view of the issue. Accordingly the Head of all Polytechnics/ITIs are hereby advised to strictly follow the codal formalities on the Service/Personal matters in respect of the cadre staff posted under them and also not to communicate directly with the respective Cadre Controlling Authority,

This issues with the prior approval of the Competent Authority.



(P.S. DHARIWAL),
ADMINISTRATIVE OFFICER (ADMN)

No: F.3 (7)/2015/TTE/Gr. III/E-IV/ 7817

dated: 28-10-15

Copy forwarded to the following for information & necessary action to:-

1. H.O.O./Institutes all Polytechnics/ITIs
2. All Branch Officers/Branch Incharges DTTE (HQ)
3. Controller, BTE
4. PS to Secretary (TTE)/Director DTTE (HQ)/Spl. Director (DTTE)
5. P.A. to Additional Director, DTTE
6. Assistant Programmer (DTTE, HQ) with the request to upload the matter in the departmental website.
7. Guard File.


(P.S. DHARIWAL)
ADMINISTRATIVE OFFICER (ADMN)