

**GOVERNMENT OF NCT OF DELHI**  
**DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION**  
**MUNI MAYA RAM MARG, PITAM PURA, DELHI**

[NG Branch]

F.No.25/Trg. Admn./ Misc./ Incident ITI- SHD /DTTE/.....620

Dated:.....23/08/16

**CIRCULAR**

I am directed to convey the directions of the Director (TTE) to implement the following safety measures/guidelines in their respective institute to prevent any kind of incident:

- I. Authorised officer (by concerned HOO/Principal) should carry out a safety audit in the institutes and further ensure from time to time that all safety norms are in place and complied with.
- II. Appropriate display of all the safety guidelines in the Labs/workshops and at prime locations as well.
- III. Transformers/ electrical rooms should be properly locked to prevent unrestricted entry of students/unauthorised persons in such places.

Therefore, all the HOO/Principals of ITIs/BTC/Polytechnics are requested to strictly adhere to all the safety precautions along with the abovementioned. Any lapse in this respect shall be viewed seriously.



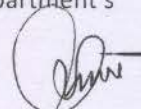
[P. S. Dhariwal]  
Admn. Officer (Trg.)

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Copy to:

1. P S to the Secretary (TTE)
2. P S to the Director (TTE),
3. P S to the Special Director (TTE)
4. P S to the Dy. Director Admn./Trg. (TTE)
5. Dy. Director (Academic), DTTE
6. Principal ITI/BTC.....Delhi/New Delhi for compliance please.
7. The Dy. Director (TE) with the request to circulate among all the Govt. polytechnics under DTTE for compliance please.
8. Programmer, Computer Cell, DTTE (HQ) with the request to upload on the department's website.
9. Guard File.



[P. S. Dhariwal]  
Admn. Officer (Trg.)