

MOST URGENT

**GOVT. OF NCT OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, NEW DELHI
(RTI BRANCH, DTTE)**

(Ph. No. 27321014 , Email:- piohqtte.delhi@gov.in)

NO.F.2 (16)/2006/RTI/TTE/ID No.4393/ 1833-34
To

Dated: 02-08-17

Sh. Rakesh Kumar,
Flat No. 743, 1st Floor, DDA Flats,
Pocket-C, Loknaya Puram, Bakarwala,
Delhi- 110041

Sub: Supply of information Under RTI Act-2005

Sir,

With reference to your application received on **05/07/2017** vide ID No. **4393** addressed to the undersigned regarding supply of information under Right to Information Act 2005. The replies/information in r/o DTTE (HQ) provided by Custodians of record whose help was taken u/s 5(4) of RTI Act 2005 is as under:-

| | |
|-----------------------------------|---|
| Information Sought | Information provided as per available records in the branches |
| Information as per Sl.No. 01 | The applicant is advised to refer DTTE website www.ttedelhigovt.nic.in and check the portal "Recruitment Rules" for the RRs of various posts of Training Wing including information of Gazette Notification/orders/reference numbers of the letters issued by DTTE, GNCT of Delhi. |
| Information as per Sl.No. 02 & 05 | The requisite information does not pertain to this office. However, your RTI has also been transferred to the concerned 38 Nos of PIOs dated 06/07/2017 under Section 6(3) of RTI Act, 2005. |
| Information as per Sl.No. 03 | Contractual staff is engaged for a period for one year i.e. March to February at a time. |
| Information as per Sl. No.4 | The requisite information is enclosed . |
| Information as per Sl.No. 6 | A copy of duties and responsibility of C.I. stated in Training Manual for ITI/ITC, GOI ,DGT is enclosed and same is also applicable to C.C.I working in various ITI s. |

As per provisions of the RTI Act, 2005 u/s 19 (1), if you are not satisfied with the information, you may file an appeal to the 1st Appellate Authority. The address of First Appellate Authority is as under:-

**The First Appellate Authority,
Department of Training & Technical
Education, Room No.103, 1st Floor,
Pitampura, Delhi- 110034.**

Yours faithfully,


(AMOD BARTH WAL)
PIO(RTI) DTTE

Copy to the followings for further necessary action at their end please:-

1. The Assistant Programmer, DTTE with the request for upload the same on the Departmental Website. (Copy of RTI application is also enclosed).

It is clearly evident from the job descriptions that these posts are very much essential and in the absence of these supporting staff the costly equipments installed in the Lab / Workshop are not being used up to the optimum level and difficulties are also being faced in maintenance/ cleaning of those instruments. Besides that the faculty as well as the students are facing difficulties in performing practical classes. Similarly in the absence of librarian time gap arrangements has been made in the polytechnic as the result of that difficulties are being faced in purchasing/issuing and upkeep of books.

In view of the above, it is proposed to fill up these posts on contractual basis on the similar terms and conditions as approved by the time of the earlier recruitment as detailed below: -

- (i) The appointment will be for a period not exceeding One Year or the time which candidate selected by the DSSSB or promoted, whichever is earlier
- (ii) The appointment can be terminated by the Govt. by giving one month notice or giving one month salary without assigning any reason.
- (iii) In case the appointee wishes to leave the assignment he or she, has to give one month notice.
- (iv) The appointee shall do all the work as assigned by the officer in charge Head of the Institution.
- (v) The appointee shall not be entitled for any benefit of Provident Fund, pension, gratuity, medical attendance and treatment or any other benefit available to the Govt. Servant appointed on regular basis.
- (vi) The appointee will not be entitled for Govt. residential accommodation or HRA in lieu thereof.
- (vii) The appointment will not confer on the appointee any right or claim for regular appointment to the post and undertaking have to be furnished that no court case will be filled during or after completion of contract period for seeking any regular appointment.
- (viii) The appointee shall be on the whole time appointment of the college / Polytechnic and shall not accept any other appointment paid or otherwise during the currency of the contract. However he/she will be allowed to take part time assignment in case such assignment does not affect his/her duties in the college/polytechnic during working hours. Decision of the Govt. on this issue will be final.
- (ix) The appointee shall be entitled for casual leave of 8 days with the prior approval from the principal in a year in addition to govt. holidays. No other leave /vacation with or without pay will be admissible under any circumstances.
- (x) The payment of remuneration will be directly linked to performance of teaching duties and work actually performed and no remuneration shall be payable during the vacation period. This will include the initial basic pay, DP & DA as applicable as per govt. of India instructions.

The interview will be conducted under the Chairmanship of the Joint Secy. (TTE) as done earlier and the panel will be prepared for each post after the approval of Chairman.

47/11
22-9-18

107/E-1
22/9-18
19/1/PA/3527
22-2-08

OS. (S-I) 19/12

13/02/08

As per order
DDI (TTE)
21/2/08

Given under RTI Act
as per available record

JS (TTE)
We may seek concurrence of the

TRAINING MANUAL

for

Industrial Training Institutes and Centres

*Government of India
Ministry of Labour
Directorate General of Employment and Training
New Delhi 110001*



Tata McGraw-Hill Publishing Company Limited
New Delhi

McGraw-Hill Offices

New Delhi New York St Louis San Francisco Auckland Bogotá Guatemala
Hamburg Lisbon London Madrid Mexico Milan Montreal Panama
Paris San Juan São Paulo Singapore Sydney Tokyo Toronto

55. Suggested Duties of Principal, Supervisory and Instructional Staff of Industrial Training Institutes

(a) **PRINCIPAL** The Principal should ensure that:

1. all the instructions issued to him by the higher authorities are properly and expeditiously carried out;
2. accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition;
3. training programmes are carried out according to schemes;
4. raw materials are purchased in time and duly supplied;
5. machine and equipment are properly maintained;
6. manufactured products are properly accounted for and disposed off in accordance with the rules and instructions issued from time to time;
7. ensure that the foremen and supervisors maintain an extremely close supervision over the work of instructors and the progress of the classes;
8. Proper discipline is maintained in the institute;
9. there is close relationship between the trainees and the instructional staff;
10. proper follow up is maintained of the passed out trainees;
11. proper security arrangements are maintained and safety precautions observed.
12. The trainees get the proper medical aid and welfare arrangements are available; and
13. proper facilities are made available to the inspection staff of the State Directorate, DGE&T, and other authorised bodies.

(b) **GROUP INSTRUCTOR** The Group Instructors should ensure that:

1. proper coordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections;
2. the tests are regularly carried out, the trainees' work is correctly assessed, and proper record is kept in the progress cards;
3. raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time;
4. safety precautions are observed in the workshop; and
5. the sections function strictly according to the time schedule laid down and proper discipline maintained.

The Group Instructor will also conduct model lessons in his own or connected subjects.

The Group Instructor will also carry out any additional work entrusted to him by the Principal.

NOTES (i) The lessons prepared by instructors should be checked by the concerned Group Instructor for its correct planning and accuracy. This may be done at the beginning of each working day for which the Group Instructor may spend about 15 min. in each section.

(ii) The Group Instructor may also carry out a check of a certain percentage of these lessons to ensure proper planning of lessons and right standard.

(iii) The Group Instructor will also from time to time attend these lectures to ensure that the proper teaching technique is followed.

(c) **HOSTEL SUPERINTENDENT-CUM-PHYSICAL TRAINING INSTRUCTORS**

They will be responsible for:

1. imparting physical training to the trainees; and
2. arranging such cultural activities as are considered essential for creating team spirit, responsibility and a sense of discipline amongst the trainees.

(d) **INSTRUCTORS** The instructors will be responsible for:

1. taking of class of trainees in theory and practice according to the prescribed syllabus and graded exercises;
2. maintenance of attendance register, progress cards, raw material register, tools and equipment register, manufacturing register and other sectional records in accordance with the instructions;
3. checking and correcting of theory notes, practical work and journals of trainees;
4. preparing charts, drawing and other visual aid material for the section;
5. ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily;
6. requisitioning of tools and raw materials required for the section
7. ensuring close relationship with the trainees; and
8. attending to leave applications of trainees.

- NOTES (i) In giving theoretical training, the instructor will not depend on the textbooks or his old notes. He will prepare his lessons for each lecture and use the correct technique of teaching.
- (ii) The instructor will check the conditions of tools and equipment in his section and will see that the machines are in good working condition before beginning the practical class.

(e) **MILLWRIGHT FOREMAN** The responsibilities include:

1. To train all millwright instructors who are responsible for the maintenance and repairs of the machinery in all industrial training institutes/centres in the State/Union Territory.
2. To carry out special periodical inspection of the machinery in the industrial training institutes/centres in the State/Union Territory and to report on the state of maintenance and also to render advice with a view to improving the maintenance.
3. While Millwright Instructors concerned at the industrial training institutes/centres are responsible for the maintenance and normal repairs of the machinery, the Millwright Foreman will undertake major repairs to the machinery in abnormal cases with the help of the Millwright Instructors concerned.

(f) **TRAINING AND PLACEMENT OFFICER (IN RANK OF DY. DIRECTOR/JOINT DIRECTOR)**

In the new education policy, Government of India have laid great stress on linkages with the industry for training and placement. In this context, it becomes very essential to have a proper system of selection and placement of trainees in close co-ordination with industry. In order to accomplish this task systematically and effectively it is felt necessary to have a 'training and placement officer' separately of the rank of Dy. Director at each regional centre in each State/UT and of the rank of Joint Director at each RDAT, Ministry of Labour with adequate supporting staff to look after the following activities:

- (1) Conducting selection tests and interviews of ITI passed candidates for recruitment at ITIs, in co-ordination with industrial establishments.

RTI Application form

Dated: 03/07/2017

To
The Public Information Officer,
Directorate of Training & Technical Education,
Government of NCT Delhi,
Muni Maya Ram Marg, Pitampura,
New Delhi-110088.

4393 / IDNO
5/7/17

Sub: Request for information under RTI Act

Dear Sir/Madam,

With reference to the subject cited above, I request you to please provide copy of Gazette Notification /orders/reference letters issued by DTTE, Govt. Of NCT Delhi in compliance with the vocational and non-vocational staff, under the RTI Act, 2005.

I, hereby, declare that I am a Citizen of India and information sought in this application will be used in the best of the Public Interest.

The particular/details of Information/Documents asked for is given below:-

1. Copy of Gazette Notification & orders & reference letters issued by DTTE, Govt. Of NCT Delhi, which specify post wise categorically about the vocational and non-vocational staff working under DTTE?
2. Please also specify whether the Technical Supporting Staffs working in different Engineering colleges, under DTTE, Govt. of NCT Delhi, are Vocational or non-vocational.
3. Kindly specify period for which remuneration is sanctioned by finance department for all contractual Technical Supporting Staffs and Faculty deployed in various Engineering colleges and polytechnics, under DTTE, Govt. of NCT Delhi.
4. Kindly specify reason for non-payment of salary during summer & winter vacations to all contractual Technical Supporting Staffs and Faculty deployed in various Engineering colleges and polytechnics, under DTTE, Govt. of NCT Delhi.
5. Kindly specify post wise duties and responsibility of all contractual Technical Supporting Staffs deployed in various Engineering colleges and polytechnics, under DTTE, Govt. of NCT Delhi
6. Kindly specify duties and responsibility of all contractual Craft Instructors deployed in various Industrial Training Institutes(ITI), under DTTE, Govt. of NCT Delhi

I have deposited the required RTI Fee amount of Rs. 10/- towards application fee as per details below.

| Cash Receipt/ DD/ IPO/ Bankers Cheque No. | Date | Name of the issuing Bank/ Authority | Amount (in Rs.) |
|--|------|--|-----------------|
| | | | |

Further, I also undertake to pay any additional fees/charges (if applicable) as prescribed under the RTI Act.

Kindly provide the information as soon as possible and within time frame as stipulated under RTI Act, 2005.

Dated: 03/07/2017



(Signature of the applicant)

Name.....RAKESH.....KUMAR

Address: Flat No - 743, 1st

FLOOR, DDA FLATS,

POCKET - C, LOKNAYAK PURA

BAKKARWALA, DELHI - 110041

contact no - 828598 1240