

8/11/18
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088
(Establishment-IV Branch, Ph.27322927)

No.F.3(5)/Misc./2016/TTE/E-IV/ 7130-34

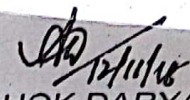
Dated: 12/11/18

CIRCULAR

It has been observed that a number of Officers / Officials (teaching / non-teaching) of Institutes (Institute of Technologies & I.T.Is) functioning under control of this Department frequently visit various branches of DTTE(HQ) without obtaining permission of the H.O.O. of the concerned Institute, which adversely affects the work / education of students of these Institutes as well as working in the Head quarter.

The higher authorities have taken serious view in the matter and directed that in future, the Officials of Institutes shall visit DTTE(HQ) only after obtaining prior permission of the concerned Principal / H.O.O. along with the purpose of their visit. Non-compliance will attract strict action against the erring officials.

This issues with the approval of the Competent Authority.

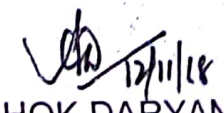

(ASHOK DARYANI)
ADMN. OFFICER (ADMN.)

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Dated: 12/11/18

Copy forwarded for information & necessary action to:-

1. The Principals / H.O.Os of all the Institutes of Technologies, I.T.Is, WCSC, Dy. App. Advisor with the request that above directions may be brought into notice of all the Officers / Officials of the Institutes for strict compliance.
2. All the Branch In-charges, DTTE(HQ).
3. The P.S. to the Secretary (TTE).
4. The P.A. to the Jt. Director(TTE/Admn.).
5. Guard file.


(ASHOK DARYANI)
ADMN. OFFICER (ADMN.)

Handwritten notes:
- uploaded for GIBIT official website
- 13/11/18 PA-MPL
- 15-11-2018
- to Circulate among all staff.