

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034
(ADMINISTRATION BRANCH)

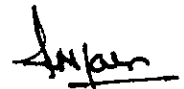
F. No.PA/DD(Admn.)/O.Ms/TTE/2020-21/01/P.B/7393-99 Dated: 18/8/2022

OFFICE MEMORANDUM

It has been observed that the number of administrative matters and references received in the Department from various quarters including VIP references have not been dealt by the concerned officials leading to inordinate delay. Besides, requisite action in some of the pending court cases has also not been taken which may invite Contempt proceedings against the higher authorities.

Therefore, it has been desired by the Director (TTE) that all the pending matters/dak received in various Branches of DTTE (Hq) should be disposed of within a period of one week, positively. If any matter/dak received till 17.08.2022 remains pending after 24.08.2022, the concerned Branch Incharge/Dy. Director will be held responsible for the same.

Accordingly, all the Dy. Directors/Branch Incharges are requested to ensure disposal of all matters pending till 17.08.2022 by 24.08.2022 and sent a certificate to the undersigned in the enclosed proforma latest by 25.08.2022 for appraisal for the Director (TTE). Further, the references/dak received in future, should also be processed/disposed in time bound manner and a monthly pendency/progress report in respect of important matters/court cases should be submitted by concerned Dy. Directors to the Director (TTE) in the 1st week of a month, prior to 7th day of every month.



(A.N. Gaur)

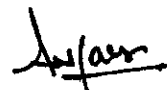
Deputy Director (Admn.)

1. The Jt. Director (Plg.), all Deputy Directors, A.Os, ADs under DTTE (Hq).
2. Controller, BTE.
3. DCA, DTTE (Hq.).
4. All Branch In-charges under DTTE (Hq.)/BTE.

F. No.PA/DD(Admn.)/O.Ms/TTE/2020-21/01/P.B/7393-99 Dated: 18/8/2022

Copy for information to:

1. PPS to Secretary (TTE), DTTE (Hq).
2. PS to Director (TTE), DTTE (Hq.).
3. The System Analyst, DTTE with the request to upload this O.M on the website of the Department



(A.N. Gaur)

Deputy Director (Admn.)

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DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
(Name of the Branch)

Certificate

It is certified that all pending matters/dak received upto 17.08.2022 have been processed/disposed till 24.08.2022. However, the following matters could not be processed/disposed due to the reasons mentioned against each:

S.No.	Subject/Matter of the dak/file	Pending since	Reasons for non-processing/disposal

Name & Signature alongwith
Stamp of concerned
Deputy Director