

MOST URGENT

**Directorate of Training and Technical Education
Govt. of National Capital Territory of Delhi
Muni Maya Ram Marg: Pitampura, Delhi.**

No.F.DTTE/AC/1(1)/Budget/2016-17/ 6700-06

Dated: 21/09/17

MEETING NOTICE

A meeting of the DDOs/AAOs of all the Polytechnics, ITIs, Dy.App.Advisor, IBBS and BTE is scheduled to be held in the conference room of DTTE on 26.09.2017 at 11.00 AM to discuss the status of timely crediting the receipts into Govt. Account being received in their institutes/offices through SBI e-Payment Gateway and POS Machines. It has come to the notice that, according to the instructions issued by this office vide No. F(5)/7/Accounts/Cashless/2016-17/3995-97 dated 02.06.17 few institutes are not crediting the receipts into Govt. Account timely.

All are requested to deposit the pending Govt. credits in to Govt. Account at the earliest and attend the meeting with the following documents.

1. Copy of the last bank reconciled statement.
2. Details of Receipts from 8.11.2016 to 15.09.2017 in the format as below:-

S.No	Mode of receipts	Amount received	Amount deposited in Govt. Accredited Bank	Date of Deposit	Name of Bank	Balance amount to be deposited	Reason for non deposit
1	Receipts through SBI Collect						
2	Receipts through each POS machines						
3	Receipts through cash/cheque/draft etc.(Specify if any)						

K. Ashok Kumar
(ASHOK KUMAR)

DY. CONTROLLER OF ACCOUNTS, DTTE

To

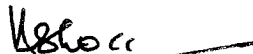
1. All Principals of Polytechnics.
2. All Principals of ITIs, Dy.App.Advisor, IBBS and BTE.
3. Accounts Officers & AAOs of HQ.

No.F.DTTE/AC/1(1)/Budget/2016-17/ 6700-06

Dated: 20/08/17

Copy forwarded for information to:-

1. PS to Director (TTE)
2. PA to Special Director, (TTE)
3. Assistant Programmer, HQ with the request to upload this in Department web-site.
4. The Administrative Officer (Care Taking), DTTE (HQ) with the request to arrange Drinking water, tea & snacks for the meeting.


DY. CONTROLLER OF ACCOUNTS, DTTE