

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI**

No. F. 3(33)/08/TTE/E-IV/ 2891-84

Dated: 13/04/17

To

The Deputy Director (Academic),  
DTTE (HQ)

The Principal  
KIT/ ITI Jail Road/ITI Shahdara/ITI Nand Nagri  
DTTE, GNCT Delhi.

**Subject: - Foundation training for newly recruited Grade-IV (DASS) / LDC.**

Sir/Madam,

In pursuance of letter No. F. 14(3)/1/2016/Trg./Misc./S-III/1545-1548, dated - 13/04/2017, of Services Department, Govt. of NCT of Delhi on the subject cited above, I am directed to convey the approval of the Competent Authority for attending the orientation / induction training program being conducted by the Directorate of Training, GNCT Delhi in r/o the following newly appointed Grade-IV (DASS) / LDCs:-

S. No.	Name of the Official / D.O.B.	Present place of posting
1.	Ms. Rinki / (01.07.1992)	Academic Branch, DTTE (HQ)
2.	Ms. Mala / (03.01.1985)	ITI Nand Nagri
3.	Mr. Gunjan / (03.05.1994)	Kasturba Institute of Technology
4.	Ms. Pritika Chaudhary / (04.01.1987)	ITI Shahdara
5.	Ms. Shikha / (07.02.1993)	ITI Jail Road

The training is scheduled w. e. f. 17/04/2017 to 22/05/2017 at the Directorate of Training, UTCS Building, Institutional Area, Behind Karkardooma Court, Shahdara, Delhi.

Accordingly, the above-mentioned officials are hereby relieved of their duties with the direction to report to the Assistant Director (Training), Directorate of Training, GNCT Delhi, w. e. f. 17-04-2017, to attend the aforesaid training programmes.

All Head of Offices concerned are requested to ensure that officials deputed for imparting training may report in UTCS as per above schedule. This orientation / induction course / training is compulsory for all the newly recruited officials.

Yours faithfully,

  
(PRASAD KUMAR P.)  
SUPERINTENDENT (ADMN)

Dated: 13/04/17

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1. The Assistant Director (Training), Directorate of Training, GNCT Delhi, UTCS, Institutional Area, Behind Karkardooma Court, Sharhdara, Delhi.
2. The Superintendent (S-III), Services Department, GNCT Delhi, 7<sup>th</sup> Level, B-Wing, Delhi Secretariat, I. P. Estate, New Delhi-110002.

3. The Asst. Programmer (IT & I), with the request to upload the letter in the departmental e-logs etc.

  
(PRASAD KUMAR P.)  
SUPERINTENDENT (ADMN)