

MOST URGENT

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/ 77.31-34

Dated: 14/11/17

To

The Principals / H.O.Os,
All the Institute of Technologies & I.T.Is,
Delhi / New Delhi.

Sub:- Cadre restructuring of DASS / Steno Cadre under GNCT of Delhi.

Sir / Madam,

I am directed to forward herewith a copy of letter dated 09.11.2017 received from the Dy. Secretary(Services), Services Deptt., GNCTD on the above cited subject, requesting therein to provide the requisite information in the enclosed format to the Services Deptt., GNCTD by 14.11.2017 (F/N) positively, so that a consolidated report may be submitted to the committee constituted for cadre review of DASS / Steno cadres.

It is, therefore, requested to forward the requisite information in the enclosed format latest by 14.11.2017, 3.00 p.m. to this Office, for its onward transmission to Services Deptt., GNCTD. The copy of letter dated 09.11.2017 of the Dy. Secretary(Services) & proforma have been uploaded on this Deptt. website i.e. www.tte.delhigovt.nic.in for necessary action.

Yours faithfully,

Encl. as above.

(PRASAD KUMAR P.)
SECTION OFFICER (ADMN.)

No.F.3(5)/Misc./2016/TTE/E-IV/ 77.31-34

Dated: 14/11/17

Copy forwarded for information & necessary action to:-

1. The P.S. to the Secretary(TTE) / Director(TTE), Delhi.
2. The P.A. to the Addl. Director(TTE), Delhi.
3. The Asstt. Programmer, DTTE(HQ), alongwith copy of letter dt.09.11.17 & Proforma, with the request to upload on the Departmental website.

(PRASAD KUMAR P.)
SECTION OFFICER (ADMN.)

6395 / Dn 169
117

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (BRANCH-II)
DELHI SECTT., 5TH LEVEL - A-WING, I.P. BSTATE, NEW DELHI
(<http://services.delhigovt.nic.in>)

628 (Incl. For Bt.)
13/11/17

4306-11

Date: 9/11/17

The HOD/Pr. Secretary/Secretary,
.....
Govt. of NCT of Delhi.

Cadre restructuring of DASS/Steno Cadre under GNCT of Delhi

It is requested to convey herewith the directions of the Chief Secretary, GNCTD, regarding the review of sanctioned strength / staff and requirement of additional posts in the department with their comments/proper justification before the three member committee constituted with the approval of Hon'ble LG, Delhi to give their recommendations regarding cadre restructuring of DASS/Steno Cadre of GNCT of Delhi.

All HODs are therefore, requested to provide the requisite information in the prescribed form in hard & soft copy at e-mail ID devkarthi81@gov.in to the Services Department by 14/11/2017 (F/N) positively, so that a consolidated report can be submitted to the committee constituted for cadre review of DASS/Steno Cadre.

Yours faithfully,

(Signature)
09/11/17

(D. KARTHIKEYAN)

DEPUTY SECRETARY (SERVICES)

PH: 23392447

Date: 9/11/17

- 1. HOD, Pr. Secretary, Govt. of NCT of Delhi
- 2. HOD, Secretary (Services), Govt. of NCT of Delhi
- 3. HOD, Pr. Secretary (Services), Govt. of NCT of Delhi
- 4. HOD, Secretary (Services), Govt. of NCT of Delhi
- 5. Joint Secretary (Coordination), Services Department with the direction to upload the report on the website of the Services Department.
- 6. HOD, Pr. Secretary (Services-IV), Govt. of NCT of Delhi

3459/E-IV
13/11/17

(Signature)
09/11/17

(D. KARTHIKEYAN)

DEPUTY SECRETARY (SERVICES)

DTCTT (E)

21/3/17
13/11/17

50/11/17
13/11/17

S.O. Chakraborty
DSC Admin

13/11/17

(Signature)

167C

PROFORMA
(to be filled by the Officer/Assistant)

DETAILS OF INFORMATION IN RESPECT OF DASS/STENO/CABINE
OFFICER/OFFICIALS

Name of the Department

Name of the In-charge/H.O.O.:

with contact number (Mobile/Landline)

Name of the post (DASS/Steno)	Sanctioned Post	Filled Posts	Vacant Post	No. of staff working in diverse capacity in the department	No. of additional posts required to be created in the department	No. of posts needs to be abolished in the department	Justification for creation/abolition of posts in the department	Remarks

(Signature of H.O./H.O.O.)
Name of H.O./H.O.O. with seal