

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.  
(CO-ORDINATION BRANCH)

No.F.5(37)/2017/CDN/TTE/ 885 - 890

Dated: 27.06.2017

To.

1. All Principals Polytechnic/ITIs under, DTTE.
2. All Branch in-charges at TTE (HQ) / BTE

Sub :- Display board outside the office of each officer regarding Public Hearing on every working day between 10.00 a.m. and 11.00 a.m.

Sir/Madam,

I am directed to forward herewith a copy of circular No. 19/16/AR/2016/ Misc./Part-File-3(2017)/5119-5213 dated 21/06/2017 received from Secretary (AR), along-with a copy of note dated 14/6/2017 of Hon'ble C.M. on the subject mentioned above for further necessary action in this regard.

Action Taken Report may be provided to AR Deptt. on [arupdate@nic.in](mailto:arupdate@nic.in) under intimation to this office.

Yours faithfully,

Encl:- As above.

(PRASAD KUMAR P)  
SUPERINTENDENT(CDN)

No.F.5(37)/2017/CDN/TTE/ 885 - 890

Dated: 27.06.2017

Copy to :-

1. Deputy Director (AR), Delhi Sectt., I.P. Estate, New Delhi-110002. w.r.t. letter dt. 21/06/2017 of AR Department.
2. Asstt. Programmer, Computer Branch, TTE (HQ) with the request to upload the above communication on the Deptt. website [www.tte.delhigov.nic.in](http://www.tte.delhigov.nic.in) and also to forward a copy to AR Deptt. on [arupdate@nic.in](mailto:arupdate@nic.in)
3. P.S. to Secretary/Director (TTE)
4. P.A. to Addl. Director (TTE)

(PRASAD KUMAR P)  
SUPERINTENDENT (CDN)

41/2

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**ADMINISTRATIVE REFORMS DEPARTMENT**  
**7TH LEVEL, 'C' WING, DEPARTMENT OF CAPITAL NEW DELHI**

F.NO. 19/16/AR/2016/Misc/Part File-3(2016-17-5213) dated 21/6/17

**CIRCULAR**

Vide Circular No. F.NO.19/16/AR/2016/Misc/Part File-24701-95 dated 16/6/2017, all officers were requested to strictly adhere to the directions to be in their offices to meet the general public on every working day between 10.00 a.m. and 11.00 a.m. without appointments for redressal of public grievances. All the Pr. Secretaries / Secretaries / HODs were also requested to arrange to display small board outside the office of each officer and adequate size boards on the walls of all offices where public visits. The matter for display was also communicated.

However, it has been noticed that display boards have not been fixed by many departments. A copy of note dated 14/6/2017 of Hon'ble C.M. in this regard is enclosed.

All Pr. Secretaries/Secretaries/HODs are once again requested to ensure that these instructions are complied with immediate effect.

A compliance report regarding display of boards may be sent to the A.R. Department ([arupdate@nic.in](mailto:arupdate@nic.in)) latest by Friday i.e. 23.06.2017.

Dr. M.N. Tripathi  
A.A. (CDM)  
PS

Encl. As Above

(RAKESH BALI)  
SECRETARY (AR)

All Pr. Secretaries/Secretaries/HODs of GNCT of Delhi.

**Copy for information to:-**

- Secretary to L.G., Delhi.
- Addl. Secretary to C.M.
- Secretary to Dy. C.M.
- Secretaries to all Minister.
- Secretary (GAD)
- S.O. to C.S.

OF / CDM  
27/6/2017

OFFICE OF THE CHIEF MINISTER  
GOVERNMENT OF NCT OF DELHI

I had directed earlier that all officers will be available in their offices to meet public, without appointment, on all working days. However, I am told that many officers are not following this. CS should issue strict warning to all officers that any officer violating these instructions will face disciplinary action.

CS should also ensure that :-


1. Small boards are put up outside the rooms of each official declaring, "This officer is available to meet public, without appointment, on all working days between 10:00 to 11:00 a.m. If he is not present, please call up at \_\_\_\_\_ to complain."

2. Likewise, please put up adequate sized boards on the walls of all offices, where public visits stating :-

"All officers in this office are available to meet public on all working days, without appointment, between 10:00 to 11:00 a.m. If any officer is not present, please complain at \_\_\_\_\_ number."

3. All the calls on the above number should be recorded and the transcription of the same should be made available to my office daily. CS should also read these transcriptions and take appropriate action against delinquent officials and report back.

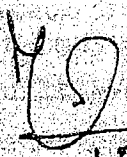
This step is extremely critical to make Government accessible to the people. Any violation would be viewed very seriously by the Government.

  
(Arvind Kejriwal)  
Chief Minister

CMA/538  
15-06-17

1493/AR  
15/06/17

CS

  
15/6/17

Sec (AR) J. Singh

Atul Di (AC)

15/6