

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION,
MUNI MAYARAM MARG, PITAMPURA, DELHI-110088.
ESTABLISHMENT-IV (Phone No: 011-27322927)**

No: F.3 (02)/2021/TTE/E-IV//0387-90

Dated: 27/01/2021

To:

The Principals/HOO,
ITI Narela / ITI Vivek Vihar / ITI Jail Road / ITI Dheerpur,
ITI Nand Nagri / ITI Arab-ki-Sarai / ITI Shahdara / ITI Malviya Nagar,
ITI Mayur Vihar / ITI Jahangir Puri / ITI Pusa / ITI Mori Gate / BTC Pusa,
ITI Tilak Nagar.
Under Deptt. of Training & Technical Education,
Govt. of NCT of Delhi.

Sub:- Regarding requirement of Reception Parties of MCD Bye-Elections (02 in North and 03 in East Delhi Municipal Corporation).

Sir/Madam,

The Bye-Election (02 in North and 03 in East Delhi Municipal Corporations) are proposed to be held shortly by State Election Commission. For the purpose of conduct of above said MCD Bye Election, the State Election Commission has requisitioned for staff for 03 Polling parties.

The Competent Authority has decided that under mentioned institutes may provide the reception parties as mentioned against each to State Election Commission as per prescribed proforma (copy enclosed) to facilitate conduct of the MCD Bye-Elections.

Sl. No.	Name of the Institute	Number of Reception Parties (comprising of three staff) to be composed
1.	ITI Narela	04
2.	ITI Vivek Vihar	03
3.	ITI Jail Road	04
4.	ITI Dheerpur	04
5.	ITI Nand Nagri	04
6.	ITI Arab ki Sarai	05
7.	ITI Shahdara	05
8.	ITI Malviya Nagar	03
9.	ITI Mayur Vihar	03
10.	ITI Jahangir Puri	03
11.	ITI Pusa	05
12.	ITI Mori Gate	02
13.	BTC Pusa	02
14.	ITI Tilak Nagar	03

Condt.....

It is also clarified that each reception party will comprise minimum of one "**Supervisor**" [Group Instructor / Grade-II (DASS)], "**one Reception Assistant**" [Craft Instructor / Grade-III (DASS)] and "**one Helper**" [WSC/WSA].

You are, therefore, requested to provide a list of requisite nos. of reception parties in the prescribed proforma as mentioned above on or before "**28.01.2021**" to this Office along with hard copy / soft copies (in CD/DVD) so that this time bound duty of conducting the MCD Bye-Elections (02 in North and 03 in East Delhi Municipal Corporation) may be completed smoothly and successfully.

This may be treated as "**TOP PRIORITY**".

Encl: As above



(A. N. GAUR)
DEPUTY DIRECTOR (ADMN.)

No: F.3 (02)/2021/TTE/E-IV/10387-90

Dated: 27/01/2021

Copy to:-

1. Deputy Secretary (Services), Services Department-II, 5th level, A-Wing, I.P. Estate, Delhi Secretariat, New Delhi-110002.
2. Deputy Secretary, State Election Commission, Govt. of NCT of Delhi & U.T. Chandigarh, Nigarm Bhawan, Kashmere Gate, Delhi-110006.
3. A.O. (E-II), with the request to advise Principals of concerned Institutes to furnish the data forthwith.



(A. N. GAUR)
DEPUTY DIRECTOR (ADMN.)

NAME OF INSTITUTE: _____
 DEPARTMENT OF TRAINING & TECHNICAL EDUCATION, GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI.)
 (in excel format)

SL. NO.	NAME	EMPLOYEE CODE	MOBILE NO.	PHONE NO.	EMAIL ID	DESIGNATION	SEX	AGE	ADDRESS	DISTRICT	APPOINTED AS (SUPERVISOR/RECEPTION ASSISTANT/HELPER)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

(Signature of Head of Office)
 With Seal

NAME _____
 Address of Institute _____
 Contact No. _____