

MOST URGENT

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034
(Establishment-IV Branch - Ph-011-27322927)

No.F.3(04)/Misc. Corr./2019/TTE/E-IV/ 11324-90

Dated: 02/03/21

To,

1. The Controller, BTE.
2. The Principal, Institute of Technologies under DTTE.
3. The Principal, ITIs under DTTE
4. All the Branch In-charges, DTTE(HQ).

Sub: Forwarding of Incumbency statement in respect of Grade-II & III (DASS) officials.

Sir/Madam,

I am directed to forward herewith the copy of letter No. F.4/65/2008/S-II/601-02 dated 18.02.2021 issued by the Deputy Secretary (Services), Branch-II, Services Department, Govt. of NCT of Delhi on the subject mentioned above, vide which it is requested to provide the requisite information as per prescribed proforma No. I & II (copy enclosed) within three days, for onward transmission to the Services Department, Govt. of NCT of Delhi.

Yours faithfully,

Encl: As above.



(A. N. GAUR)

DEPUTY DIRECTOR (ADMN.)

No.F.3(04)/Misc. Corr./2019/TTE/E-IV/ 11324-90

Dated: 02/03/21

Copy to:-

1. P.S. to the Pr. Secretary(TTE) / Director(TTE), Delhi.
2. P.A. to the Joint Director(TTE), Delhi.
3. The System Analyst, DTTE(HQ) with the request to upload the same on Department's website.



(A. N. GAUR)

DEPUTY DIRECTOR (ADMN.)

678
24-02-21

1703/194/17
23/2/20

516

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

No. F.4/65/2008/S-II/ 601-02

Dated: 18/2/21

To
All the Head of Offices,
Government of NCT of Delhi,
New Delhi/Delhi.

Copy No 641
24/2/21

Sub: **Forwarding of incumbency statement in respect of Gr. II & III (DASS) Officials.**

652/DD/A
26/2/2021

Sir/Madam,

The Services Department is the Cadre Controlling Authority for DASS and Stenographer Cadre officers / officials. The deployment / posting of officials / officers of DASS Cadre and Steno Cadre in various departments, depending upon the respective sanctioned cadre strength of the departments is done by the Services Department. In the absence of complete service particulars this department is finding it very difficult to process of their promotion / regularization / transfer / posting etc. Besides updation of data is a continuous process and can be done only if the particulars are made available on regular basis from the respective departments.

Dr. M. J.

Dr. T.E.

JD STE 26/2
D. A. (A)

It is, therefore, requested that the complete incumbency statement in respect of Gr. II & Gr. III (DASS) officials posted in your department may kindly be provided to this branch, in the enclosed proforma along with vacancy position, at the earliest latest by **28th February, 2021**. **Copy of the circular/specimen statement can be downloaded from the website of Services Department. Besides, one consolidated statement pertaining to a single department is required to be forwarded by the HQ of the department.** Further, it is requested that when providing the statement, it may be ensured that the number of proforma enclosed should be same as to the filled up strength shown in the vacancy statement.

This issues with the prior approval of the Competent Authority.

451/E-12
02/03/2021

Encl.: As above.

Yours faithfully,

Deputy Secretary (Services)

No. F. 4/65/2008/S-II/ 601-02

Dated: 18/2/21

Copy to the Section Officer (Coordination), Services Department with the direction to upload on the circular on the website of this department.

Sh. Vipin
Sh. Ramesh

113

S.O (A)

Deputy Secretary (Services)

284/c

PROFORMA NO. I
(To be filled by office/Department)

DETAILS OF INFORMATION IN RESPECT OF GR.II / III(DASS) OFFICIALS

Name of the Department : _____

Name of nodal Officer (Designation) : _____

(Who are looking after Admn. Branch) _____

Contact No. : (O) 011- _____

: (M) _____

Total Sanction/filled/vacant posts

Posts	Sanctioned	Filled	Vacant	Post creation order number(s) with date	Post abolition order, if any
Gr- II (DASS)/ ASOs					
Gr-III (DASS)/ SAs					

Encl:- Proforma No. II duly filled by the department and duly countersigned by authorized officer.

Dated :

Signatures & Stamp of H.O.O.

Name of HOO _____

PROFORMA No. II
(To be filled by office/Department)

285/C

DETAILS OF CONSOLIDATED STATEMENT IN RESPECT OF GR.II & III (DASS) OFFICIALS

Sl. No.	Name Sh./Smt./Ms.	Date of Birth	Date of posting / joining in present department	Name of previous department(s) where posted	From	To	Whether working in diverted capacity Name of deptt.	Since when	Present Residential / Correspondence Address	Mobile no.	Whether PH (VH/DD/OH)	Remarks
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												

Signatures & Stamp of H.O.O.

Name of HOO _____