

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI – 110088.

(E-II Branch)

No.F.3(37)/2012/TTE/E-IV/346

Dated: 17/03/2021

CIRCULAR

Sub: Promotion to the post of Principal Group 'A' Gazetted in the Grade pay of 6600/-.

With reference to the above cited subject, please provide the following information in respect of all the Principals & Vice Principals ITIs/Assistant inspector of Training/Industrial Liasion Officer-cum-Officer In charge/Training Officer and Lady Principals of ITIs for Women in the pay scale Rs. 6500-10500 who have completed 8 years regular service in their respective grade in the Directorate of Training & Technical Education, GNCT of Delhi and holding degree in Engg./Technology in the subject concerned or its equivalent.

Following documents of all such officers in consideration zone may be sent:

1. Duly filled prescribed Performa verified from the service book/record of the official concerned (Blank Performa enclosed).
2. Work & conduct report (Blank Performa enclosed).
3. Integrity Certificate (Blank Performa enclosed).
4. Vigilance clearance report at the Institute level (Blank Performa enclosed).
5. ACR/APARs (in original) for last five years.

Further you are requested to ensure the correctness of the particulars of the officers/officials from their service records i.e. service book etc.

The requisite information(s) duly signed by HOO should reach the undersigned latest by 25/03-2021 positively.

No.F.3(37)/2012/TTE/E-IV/346

Copy for information & necessary action to:-

- 1) P.S. to Director (TTE), Delhi.
- 2) P.S. to Joint Director (TTE), Delhi.
- 3) All Principals/Vice Principals of all ITIs/Dy.A.A.O.
- 4) All Branches of TTE (HQ), Delhi.
- 5) System Analyst with the request to upload the same on Departmental Web-site

(Dr. (Mrs.)BABITA)
Admn. Officer(E-II)

Dated: 17/03/2021

(Dr. (Mrs.)BABITA)
Admn. Officer(E-II)

PROFORMA

1. Work & Conduct and Integrity Report :

Certified that Sh. /Smt. /Ms. _____ is presently working in this Institute as _____ and quality of his/her work & conduct is satisfactory and his/her integrity is beyond doubt and there is nothing adverse to my Knowledge.

Dated: _____

Signature of Principal / H.O.O.
With Seal

2. Vigilance Clearance Report at the Institute Level :

Certified that the records of service of Sh. /Smt. /Ms. _____ designation: _____ who is to be considered for promotion to the post of **Principals(Senior)/Assistant Director/Assistant Apprenticeship Advisor Group 'A' Gazetted** has been carefully scrutinized and it is certified that no vigilance case is pending at the Institute level.

Dated: _____

Signature of Principal / H.O.O.
With Seal

3. Caste Certificate in respect of the concerned officials :

This is to certify that Sh./Smt./Ms. _____ designation _____ belongs to _____ caste which is recognized as Schedule Caste/ scheduled Tribe as per his/her service record (attested copy of the certificate of SC/ST is attached).

Dated: _____

Signature of Principal / H.O.O.
With Seal

4. Any other remarks / information :

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Dated: _____

Signature of Principal / H.O.O.
With Seal