

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088
SECRETARIAT BRANCH

Phone:01127325467

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No.F. 1/Staff/DTTE/SB/2015/Pt. File /10/10-10/2

Dated: 11/08/2021

To,

Section Officer (CDN)
Directorate of Training & Technical Education
Pitampura, New Delhi 110088

Sub: Training Programmes for month of September to December, 2021

Sir,

Please refer to you letter no. F.5(41)/2017/Trg.Prog./CDN/TTE/206-210 dated 03.08.2021 on the subject cited above.


Following candidates are recommended to join the training program for "Office Procedure (including Record Management, Dak, Receipt, File Numbering/Filing, File Movement and checks on delays.)" as numbered on point 91 at page 261/C for three days as from 22.11.2021 to 24.11.2021.

S.No.	Name of the official	Designation
1.	Sh. Jagrat Dabas	Jr. Assistant
2.	Sh. Jitander Kumar	Jr. Assistant
3.	Sh. Ankit	Jr. Assistant

This is for your kind information and further necessary action at your end.


Yours faithfully,

Encl: As above.


(Dr. S.L. Bhandarkar)
Dy. Director (SB)

Copy to:-

1. PS to Secretary, TTE
2. PA to Director, TTE
3. The system analyst, TTE (HQ) requested to upload the information referred to above on the Deptt. Website www.tte.delhigov.nic.in


(Dr. S.L. Bhandarkar)
Dy. Director (SB)