

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

No: F. 5(2)/2014/CIR./CDN/TTE/ 90-95

Dated: 23/03/2015

To

1. All Dy. Directors, (DTTE) HQ.
2. All Asstt. Directors, (DTTE) HQ.
3. All Principals (Colleges, Polytechnics & ITIs).
4. Controller, Board of Technical Education.

**Sub:- Regarding compliance of provisions of Manual of Office Procedure.**

Sir/Madam,

Please find enclosed herewith a copy of circular No. F. 13/04/2013/AR/1986-2145 dated 11/03/2015, received from the Special Secretary (AR), Delhi Secretariat, New Delhi, on the subject cited above for information & appropriate action at your end.

Yours faithfully,



(VIJAY CHANDNA)  
ADMN. OFFICER (CDN)

Encl: As above

No: F. 5(2)/2014/CIR./CDN/TTE/ 90-95

Dated: 23/03/2015

Copy to:-

1.  The Asstt. Programmer, TTE(HQ) with the request to upload the above noted information on the website of this Department at the earliest and return the same to this branch after uploading.
2. P S. to Director for information please.



(VIJAY CHANDNA)  
ADMN. OFFICER (CDN)

Pl upload  
file  
23/3/15  
Mrs. Sunita

564/R21  
13/3/15

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>TH</sup> LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI - 110 002  
Fax-23392621; email-arupdate@nic.in

F.13/04/2013/AR/1986-2145

Dated: 11/03/15

1421/PA/Dir  
17/3/15

CIRCULAR

**Subject:- Regarding compliance of provisions of Manual of Office Procedure.**

This is to invite a reference to this department's circular No. F.13/04/2013/AR/9968-10127/C dated 30.06.2014 (copy enclosed), it has been observed that some of the officer(s) of various departments of Govt. of NCT of Delhi are not mentioning their telephone/contact numbers and email address on the communication/replies sent to the citizens/ offices in Delhi & it becomes difficult for the citizens/officers to contact the concerned officers, if required.

As per provision of Manual of Office Procedure, Telephone Numbers of all the officers sending the communication should be written after their designation. Therefore, all Heads of the departments are again requested to kindly bring the aforesaid provisions to the notice of all the officials working in your departments & ensure the compliance of the same.

A report in this regard may also be sent to AR Department by 31/03/2015.

Encl. As above.

Dir (Edw)  
Dir (TTE)  
Dir (HE)

Dir (TTE) 13/3/15  
AO (Cadm)

*[Signature]*  
10/3/2015  
V.C. PANDEY, IAS  
SPECIAL SECRETARY (AR)  
Ph. 23392143

To,

1. All the Pr. Secretaries/Secretaries/Heads of the Departments, Govt. of NCT of Delhi.
2. All the Heads of Local Bodies/Autonomous Bodies, Govt. of NCT of Delhi.

169/AD/TTE  
17/2/15

Per circulate to all

*[Signature]*  
19/3/15

*[Signature]*  
18/3/15