

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAM PURA, DELHI-110034
(E-II BRANCH)

e-File No.: DTTE-D025/1/2025-E-II-DTTE/2355

Dated:08/12/2025

To

1. The Dy. Director T.T.E.
DTTE (HQ)
2. The Principals/HOO/Dy. Apprentice Advisor
Govt. ITIs Delhi/New Delhi

SUB: INITIATION OF PROCESS FOR PROMOTION TO THE POST OF ASSISTANT DIRECTOR/PRINCIPAL (SR. SCALE)/ASSISTANT APPRENTICESHIP ADVISOR IN THE PAY MATRIX LEVEL-11 (RS.67700 Rs. 208700/-) FROM ELIGIBLE PRINCIPAL (JR. SCALE)/ VICE PRINCIPAL/ASSTT. INSPECTOR OF TRAINING/ INDUSTRIAL LIAISON OFFICER-CUM-OFFICER IN-CHARGE/ TRAINING EVALUATION OFFICER/SR. SURVEYOR/TRAINING OFFICER IN THE PAY MATRIX LEVEL-10 (RS. 56100-177500/-) GROUP-A UNDER TRAINING WING OF DTTE.

Sir,

With reference to the subject cited above, please provide the following information in respect of all PRINCIPAL (JR. SCALE)/ VICE PRINCIPAL/ASSTT. INSPECTOR OF TRAINING/ INDUSTRIAL LIAISON OFFICER-CUM-OFFICER IN-CHARGE/ TRAINING EVALUATION OFFICER/SR. SURVEYOR working in the pay Level Matrix -10 and who have completed **five years** regular service as on 31.12.2025 in their respective grade in Directorate of Training & Technical Education, GNCT of Delhi and holding the minimum Educational Qualification i.e. Diploma in Engineering/Technology.

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

1. Duly filled prescribed Performa verified from the serviced book/record of the officer as per the Performa enclosed
2. Work & Conduct report as per the Performa attached
3. Integrity certificate as per the Performa enclosed.
4. Vigilance clearance report at the institute level as per the Performa enclosed.
5. ACR/APAR (in original) for last five years i.e. from 2020-21 to 2024-25

Further it is requested to ensure the correctness of the particulars of the officer from the service record of the concerned i.e. service book etc.

The requisite information(s) duly signed by HOO should reach the undersigned latest by 22.12.2025 positively

Yours faithfully,
Digitally signed by
Neeraj Dhawan
Date: 08-12-2025
15:49:44
(Neeraj Dhawan)
Dy. Director (E-II)

Dated:.....

e-File No.: DTTE-D025/1/2025-E-II-DTTE/.....
Copy for information and necessary action to:-

1. PS to the Secretary-TTE
2. PS to the Director-TTE

3. The system analyst with the request to upload the same on department's website

**PERFORMA FOR PROVIDING THE INFORMATION FOR PROMOTION TO THE POST OF ASSISTANT
DIRECTOR/PRINCIPAL (SR. SCALE)/ASSISTANT APPRENTICESHIP ADVISOR**

1.	Name of officer with designation	
2.	Present Pay scale/level	
3.	Date of Birth	
4.	Date of initial appointment with post and pay scale	
5.	Mode of recruitment (UPSC/SSC/Compassionate/Redeployment/Absorption/Promotion) and date of entry in service in Govt. of Delhi	
6.	Date of 1 st /2 nd /3 rd regular promotion (including in-situ promotion) with post and pay scale under the old ACP scheme be mentioned against the concerned column stated above.	
7.	Qualification	
8.	Date on which the official is completing 10/20/20 years of regular service with their pay scale and subsequent pay band under MACP 2008	
9.	Whether the officer was/is under suspension/Departmental Vigilance case or any other criminal case contemplated/pending. If so, attach a brief note and copy of charge-sheet etc.	
10.	Whether any penalty was/is imposed on the official. If so, detail thereof along with a copy of relevant order.	
11.	E.O.L. on private affairs, if any.	
12.	Whether integrity certificate attached (Yes/No)	
13.	ACRs/APARs (in original) are enclosed for the last five year	
14.	Other details, if any, relevant as per the ACP	

Certified that the above particulars are taken from the service book of the officer concerned

(signature of the Principal/HOO, with seal)

PROFORMA

1. Work & conduct and Integrity report:

Certified that Sh. presently working as **PRINCIPAL (JR. SCALE)/ VICE PRINCIPAL/ASSTT. INSPECTOR OF TRAINING/ INDUSTRIAL LIAISON OFFICER-CUM-OFFICER IN-CHARGE/ TRAINING EVALUATION OFFICER/SR. SURVEYOR/TRAINING OFFICER** at this ITI and quality of his work & conduct is satisfactory and his integrity is beyond doubt and there is nothing adverse to my knowledge.

Dated:

Signature with seal

2. Vigilance clearance report at the institute level:

Certified that the records of service book of Sh. presently working as **PRINCIPAL (JR. SCALE)/ VICE PRINCIPAL/ASSTT. INSPECTOR OF TRAINING/ INDUSTRIAL LIAISON OFFICER-CUM-OFFICER IN-CHARGE/ TRAINING EVALUATION OFFICER/SR. SURVEYOR/TRAINING OFFICER** who is to be considered for promotion to the post of Assistant Director/Principal (Senior Scale)/Asstt. Apprenticeship Advisor Group-A gazetted has been carefully scrutinized and it is certificate that no vigilance case is pending at the institute level

Dated:

Signature with seal

3. Caste certificate in respect of the concerned officer:

This is certified that Sh. belongs to caste which is recognized as Scheduled caste/Scheduled tribe as per his service record (attested copy of the certificate SC/ST is attached)

Dated:

Signature with seal