



**Indira Gandhi Delhi Technical University For Women**  
(Formerly Indira Gandhi Institute of Technology)  
Kashmere Gate, Delhi-110006

No. F. 3(170)/Admn./Representtion/IGDTUW/2018/ 503

Dated 27/06/2018

**CIRCULAR**

A copy of CIRCULAR bearing No. F.7/79/E-I/DTTE/2014/747-756/3429 dated 04.06.2018, issued by Addl. Director(TTE), Department of Training & Technical Education, Govt. of NCT of Delhi is hereby forwarded for information & strict compliance by all the Faculty Members/Teaching Staff and Non-Teaching Staff (Officers & Staff), IGDTUW. All the Deans, Deputy Deans, HoDs, Branch Officers & Sections Officers etc. are requested to bring the contents of the circular to the notice of all Officers & Staff under them.

*Indira*  
(Prof. R. K. Singh)  
Registrar

Enclosures: As above.

No. F. 3(1)/Admn./2013/IGDTUW/Vol.-I/ 503

Dated 27/06/2018

Copy to the following for information and necessary action:-

1. Addl. Director(TTE), Department of Training & Technical Education, Govt. of NCT of Delhi
2. All Deans, IGDTUW.
3. Chief Proctor, IGDTUW.
4. All Dy. Deans, IGDTUW.
5. All HoDs (MAE/ECE/CSE/IT/Applied Science/Arch & Plg.), IGDTUW.
6. Chief Hostel Warden, IGDTUW.
7. In-Charge (Medical centre), IGDTUW.
8. In-Charge (Training & Placement Cell), MAE, IGDTUW.
9. In-Charge (Training & Placement Cell), ICT, IGDTUW.
10. Dy. Finance Officer, IGDTUW.
11. System Analyst, IGDTUW with a request to upload the order on the University website.
12. Assistant Registrar (GA), IGDTUW.
13. Librarian, IGDTUW.
14. PS to Vice Chancellor, IGDTUW.
15. Section Officer (Personnel-I), IGDTUW.
16. PA to Registrar, IGDTUW.
17. Guard File.

*B.S. Rawat*  
(B.S. Rawat)

In-Charge (Personnel)

GOVERNMENT OF NCT OF DELHI **SPEED PAPER**  
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION  
MUNIMAYARAM MARG, PITAMPURA  
DELHI- 110034

No.F.7179/E-I/DTTE/2014-747-756/3429  
**CIRCULAR**

Dated: 04/06/18

It has been observed that staff members of DTTE are submitting their representations on various personal or service related issues directly to higher authorities and not "Through Proper Channel".

In this regard attention is invited towards Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training OM No. 11013/08/2013-Estt(A-III) dated 31 Aug. 2015 which stipulates that:

"Para 2: As per the existing instructions, wherever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him is to address his immediate official superior, or Head of his office, or such other authority at the appropriate level who is competent to deal with the matter in the organisation.

3. Such submission of representations directly to other authorities by-passing the prescribed channel of communication, has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these instructions. This can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the Central Civil Services (Conduct) Rules, 1964. It is clarified that this would include all forms of communication including through e-mails or public grievances portal etc."

Therefore all staff members working under DTTE are advised to strictly follow CCS (Conduct) Rules as interpreted by DOPT, Govt. of India above only.

This issues with the prior approval of Competent Authority.

Registrar  
8/6/18

Incharge (Bus)  
18/6/18  
ADDL. DIRECTOR(TTE)  
(Vivek Kumar Tripathi)

To,

1. The Vice Chancellor, Delhi Technological University, Delhi.
2. The Vice Chancellor, Indira Gandhi Delhi Technical University for Women, Delhi.
3. The Vice Chancellor, Delhi Institute of Pharmaceutical Science and Research, Delhi.
4. The Director, Indraprastha Institute of Information Technology, Delhi.
5. The Principals, All Govt. Institute of Technology.
6. The Principal, All ITIs.
7. The Principals, Govt. Engineering College under DTTE, Delhi.
8. All Branch Heads in the Directorate.