

**DELHI TECHNOLOGICAL UNIVERSITY**  
Established by Govt. of Delhi vide Act 6 of 2009  
(FORMERLY DELHI COLLEGE OF ENGINEERING)  
BAWANA ROAD, DELHI-110042

F.1/2-792/2019/Estt./DTU/495

Dated: 19/05/2026

**ENDORSEMENT**

The copy of the under mentioned paper is forwarded herewith for information and necessary action to the following:

1. PA to VC for kind information of the Hon`ble Vice Chancellor
2. PA to Registrar for kind information of the Registrar.
3. All Deans, HoDs./Branch In-charge DTU with request for wide circulation in their respective department/branches.
4. Head (Computer Centre) with the request to upload the same on the University website.

*Parveen*  
(Parveen Kumar Babloo)  
Section Officer (Estt.)

S. No.	Name of the Department	Dated	Subject
1.	Government of National Capital Territory of Delhi General Administration Department Leve-II, A- Wing, Delhi Secretariat	F.No.53/828/GAD/CN/ 2026/2551-2554 Dated: 28.04.2026	Submission of important references received from Government of India to the office of Hon`ble Chief Minister and Chief Secretary, GNCTD

Reg.  
45/c

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
LEVEL-II, A-WING, DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI - 110002

E-mail: [sgad@nic.in](mailto:sgad@nic.in)

Dated: 28.04.2026

F. No.53/828/GAD/CN/2026/2551-2554

To

1. All Additional Chief Secretaries/Principal Secretaries/Secretaries/Heads of Departments, GNCT of Delhi.
2. All Heads of Autonomous Bodies/Boards/Corporations/PSUs under GNCT of Delhi.

**Sub: Submission of important references received from Government of India to the office of Hon'ble Chief Minister and Chief Secretary, GNCTD**

Sir/Madam.

With a view to ensuring effective coordination and keeping the office of Hon'ble Chief Minister and Chief Secretary appropriately apprised of matters concerning the Government of National Capital Territory of Delhi, it has been decided that all Departments/Organizations under GNCTD shall adhere to the following instructions:

(i) Whenever any important reference, communication, or correspondence about any new programme/ scheme or any programme having any bearing on the subjects as per the Allocation of Business Rules 1993, is received from the Government of India by any Department/Organization, a copy thereof shall be forwarded to the office of Hon'ble Chief Minister and Chief Secretary, GNCTD, for information in accordance with the Transaction of Business of the Government of National Capital Territory of Delhi Rules, 1993

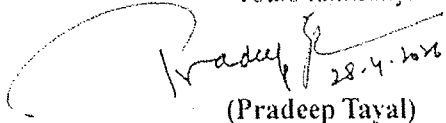
(ii) Similarly, whenever any reply or information is furnished by the Department/Organization in response to such reference, a copy of the same shall also be endorsed to the office of Hon'ble Chief Minister and Chief Secretary, GNCTD.

(iii) In a similar fashion, whenever the officers attend any meeting in the Govt. of India where important decisions are taken or directions are issued, the deliberations of the meeting may be informed to the office of Hon'ble Chief Minister and Chief Secretary, GNCTD.

The above instructions shall be complied with by all concerned.

This issues with the approval of the competent authority.

Yours faithfully.

  
(Pradeep Tayal)  
Joint Secretary (GAD)

Copy to:

1. Secretary(s) to Hon'ble Chief Minister, GNCTD.
2. Staff Officer to Chief Secretary, GNCTD.
3. Guard File.