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NATIONAL INSTITUTE OF

TECHNICAL TEACHERS' TRAINING & RESEARCH

An ISO-9001:2008 Certified Institute

(Ministry of Human Resource Development, Govt of India)

SECTOR 26, CHANDIGARH 160 019

संदर्भ : एनआईटीटीआर/पी/

Ref: NITTTR/RD/

दिनांक :

Dated :

Subject: Annual Workshops for Preparation of Operational Plan for the year 2014-15 and Review of work done during 2013-14 under the Scheme of Community Development Through Polytechnics (CDTP)

Dear Sir/Madam,

It is brought to your kind notice that the Annual Workshops for Preparation of Operational Plan for the year 2014-15 and Review of work done during 2013-14 under the Scheme of Community Development Through Polytechnics (CDTP) have been scheduled during March, 2014. Schedule of the workshops is as shown below:

		Dates	Time	Venue
Rajasthan		04 March, 2014	10:00 a.m. onwards	Govt Polytechnic College Bikaner
Punjab and Jammu & Kashmir		12 March, 2014	10:30 a.m. onwards	Conference Room NITTTR Chandigarh
Haryana, H.P, Delhi and Chandigarh		14 March, 2014	10:30 a.m. onwards	Conference Room NITTTR Chandigarh
Uttar Pradesh	Western & Bundelkhand Zone	20 March, 2014	10:00 a.m. onwards	Govt Polytechnic Kanpur
	Eastern and Central Zone	21 March, 2014		
Uttarakhand		25 March, 2014	10:00 a.m. onwards	Govt Polytechnic Pithoowala, Dehradun

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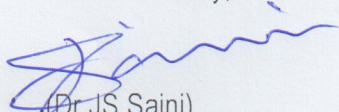
Officials from the MHRD, GOI, New Delhi and the State Directors of Technical Education shall also be requested to attend the Annual Workshops. During the Workshops, the Operational Plan for the year 2014-15 shall be prepared and the work done by each institution under the CDTP Scheme during the year 2013-14 **(from 1.4.2013 to 31.3.2014)** shall be reviewed. I would, therefore, request you to kindly provide us, the data of physical and financial progress achieved by your institution under the CDTP Scheme during the year 2013-14 **(Physical Progress from 1.4.2013 to 31.3.2014 and estimated expenditure likely to be incurred upto 31.3.2014 should also be taken into account)** on the Review Proforma enclosed herewith and furnish the same to the undersigned immediately by speed post/courier so that a consolidated report can be prepared and submitted to MHRD/DTEs for review purposes.

A copy of the duly filled in Review Proforma may also be brought while attending the Workshops. The above-mentioned review proforma can also be downloaded from this institute's website http://www.nitttrchd.ac.in/index.php?option=com_docman&Itemid=125.

You are kindly requested to attend the above workshop alongwith the Internal Coordinator and/or senior faculty from your polytechnic on the date and place mentioned above. **NOT MORE THAN TWO PERSONS PER INSTITUTION SHOULD ATTEND THIS WORKSHOP.** TA/DA for attending this workshop shall be borne by the individual institutions out of the recurring funds provided by the MHRD, GOI under the CDTP Scheme. NITTTR would, however, provide working lunch as per institute rules. Please come prepared so that fruitful discussion could take place during the review workshop.

Please treat it as **MOST URGENT.**

Thanking you,
Yours sincerely,


(Dr JS Saini)
Professor and Head

Encl: As above.

Copy to: All DTEs in Northern Region