CIRCULAR

Sub: Clarification regarding leaves taken by Vocational Trainer and penalty clause.

Vocational Education is being run in 228 Govt. Schools of Delhi on the pattern of CSS "Vocationalisation of Secondary and Higher Secondary Education" in alignment with NSQF. Training delivery has been outsourced to NSDC empanelled Vocational Training Partners (VTPs).

Many HOS/Principals have raised query regarding leaves taken by Vocational Trainers deployed in the school. All HOS/Principals concerned are informed to note the following:

As per clause (D)(I) of the Tri-partite agreement signed between RMSA Government of NCT of Delhi, concerned Sector Skill Council (SSC) and Vocational Training partner (VTP), the Vocational Trainer deployed by VTP will be entitled to one casual leave per month with the prior approval of the HOS concerned. These casual leaves can be accumulated over a period of one academic year as per the requirement with the prior approval of the HOS concerned. Any casual leaves not availed during an academic year will lapse on the 31 March of the academic year.

Penalty Clause: While availing Casual Leave due and admissible, the Vocational Trainer posted in schools is required to submit his/her leave application to the HOS concerned. Other than that, Vocational Trainer can apply for leave in exceptional cases informing the HOS in writing well in advance who, in turn, will immediately forward such leave applications to the VTP concerned with a copy to Vocational Branch. VTP will arrange for a substitute in cases where the leave sought exceeds 10 working days. In case of any unauthorized absence of the Vocational Trainer for more than 10 working days, the Principal concerned will recommend to Vocational Branch a Penalty @ Rs. 500/- per day against the concerned VTP till a substitute is provided by the VTP.

This issues with the prior approval of SMD-RMSA.

(R.S. MEHRA)
D.D.E. (Vocational)

Heads of 228 Schools concerned.


Copy for information and necessary action to:-
1. PS to Secretary [Education], GNCT of Delhi, Old Sectt., Delhi
2. PS to Director, Education, GNCT of Delhi, Old Sectt., Delhi.
4. Vocational Training Providers (VTPs) & VTP Co-ordinator for information through e-mail.
5. OS [IT], Dte. Of Education, GNCT of Delhi for uploading the same on website of department.

(R.S. MEHRA)
D.D.E. (Vocational)