

No.A.11021/1/2015-SDE (Pt)
Government of India
Ministry of Skill Development and Entrepreneurship

Shivaji Stadium Annex Building
Shaheed Bhagat Singh Marg
New Delhi-110 001
26th December 2017

OFFICE ORDER

Consequent upon separation of two verticals of the Directorate General of Employment and Training (DGE&T) under the Ministry of Labour & Employment (MoLE) (i) Training and (ii) Apprenticeship Training excluding Employment and their transfer to the Ministry of Skill Development and Entrepreneurship (MSDE) in pursuance of the OM No. 1/21/9/2014-Cab dated 16th April 2015 of the Cabinet Secretariat and subsequent Amendment in the Allocation of Business Rules 1961 vide S.O. 1200 (E) dated 2nd May 2015, the issue of formally declaring the Directorate General of Training (DGT) consisting of these two transferred verticals as an Attached Office under the administrative control of MSDE, has been carefully considered and it has been decided to declare DGT as an Attached Office of MSDE with immediate effect.

(1) Pursuant to declaration of DGT as an Attached Office of MSDE, the work distribution between MSDE and DGT would be as follows:-

(I) Functions to be directly managed by MSDE

- (i) Cadre Management of ISDS Officers -viz; recruitment, seniority, promotion, disciplinary matters, training, deputation, and transfer/postings of Gr. A Officers.
- (ii) Cadre Management of CSS/CSCS/CSSS Officers as per DoP&T guidelines
- (iii) National Instructional Media Institute (NIMI), Chennai.
- (iv). Indian Institute of Skills (IIS) and other similar autonomous bodies as may be set up in the field of Skill Development and Entrepreneurships
- (v) Polytechnics (including PwD)
- (vi) Policy, Legislation and co-ordination aspects of National Apprenticeship Programmes (NAPS)
- (vii) Central Staff Training and Research Institute (CSTARI), Kolkata

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(II) Independent functions to be discharged by DGT

- (i) Parliament matters including replies to questions concerning all subject allotted to DGT.
 - (ii) Creation, continuations and reallocation of posts, Recruitment, Seniority, Promotion, deployment and other Cadre management of all employees in DGT upto Group-B level.
 - (iii) Reviewing / Reporting Officers of all officers including ISDS Officers;
 - (iv) Monitoring implementation and evaluation of the various schemes and training programmes.
 - (v) Co-ordination with other Ministries / Departments and State Governments / UT Administrations for implementation of various programmes under Vocational Education & Training including it is, MITIs etc.
 - (vi) Collaboration with other National /International Institutes / Organisations for promotion of VET.
 - (vii) Performance appraisal of various DGT filed level Institutes
 - (viii) Budget Provision for DGT HQ and field level Institutes
 - (ix) All other matters not otherwise assigned to MSDE.
2. **Common Service Units:-** IFD, Parliament Section and Vigilance Section of MSDE would serve as common service units for both MSDE and DGT.
3. DGT would provide technical information for the policy formulation as well an executive direction of the Ministry for its implementation. DGT would have to coordinate the activities of the subordinate offices under it and keep the Secretariat informed about the various problems faced in the implementation of the policies. DGT, thus, could be considered as the headquarters of the field organisation rather than an extension of the MSDE Secretariat.
4. **Movement of Files / Letters-**
- (i) **Single File System** would apply to matters which have to be referred by the DGT to MSDE for seeking a sanction/order, i.e. a decision not within its own delegated powers.
 - (ii) As a rule, all notings in the Ministry will be on the DGT file. However, where sensitive or delicate matters in the sphere of personnel, policy issues and finance are involved, the recording of notes in 'duplicate' files / e-files may be permitted. This will be done at a stage of the SFS case or at or above a particular level, with the final decision thereafter being suitably recorded on the SFS File / e-file.



- (iii) As a convention, the secretariat noting on a SFS file shall start on a new page and the noting done sequentially-save in matters of the nature referred to above in para (ii).
- (iii) Action to implement the government decision in SFS case shall be initiated in and by the DGT on the return of the file. Orders so issued should specifically state that these have received the concurrence of MSDE. Copies of every sanction/order so issued by the DGT would be endorsed without fail to all the officers concerned in the Ministry.
5. **Exercise of Financial Power:-** DG, DGT shall exercise its delegated financial /administrative power without reference to the Ministry. However, such powers as have not been delegated to DG DGT, files for the same may be referred to IFD or the Ministry as the case may be.
6. If there is any difficulty in the implementation of the of the above order or need for any functional autonomy, the same may be referred to the Ministry for appropriate direction.
7. This issues with the approval of the Minister of SDE.



(Dr B K Ray)

Deputy Secretary to the Government of India

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2. Secretary, Ministry of Skill Development and Entrepreneurship, New Delhi.
3. AS&FA, Ministry of Skill Development & Entrepreneurs, New Delhi.
4. CCA, MSDE, Udyog Bhavan, New Delhi
5. PS to Minister of Skill Development & Entrepreneurship, New Delhi
6. PS to MOS (SDE), New Delhi
7. Prime Minister's Office (Kind Attn: Shri Anurag Jain, JS) South Block, New Delhi
8. Cabinet Secretariat (Kind Attn: Shri M K Bansal, Under Secretary), Rashtrapati Bhavan, New Delhi.
9. All Officers in MSDE / DGT

Copy for information to:-

- (i) DG, NSDA
- (ii) DG, NIESBUD
- (iii) CEO, NSDC



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