

Chapter – IV

SECRETARIAT

WING

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1. ADMINISTRATION - I
(ADM. I)

Head of the Section	:	Section Officer
Cases submitted to	:	DS/Director/DG(JS)
Tel. No.	:	23001351
Auto	:	2351
Location	:	S. S. Bhavan (Room No.320)

1.	All administrative and service matters pertaining to all non-gazetted staff in the Directorate General of Employment & Training (Hqrs.) (e.g. Recruitment, appointment, promotion, transfer, seniority, fixation of pay, grant of regular leave, maintenance of service books, break – in - service, review at 50/55 years of ages, probation, confirmation, maintenance of rosters, LTC matters, etc.)
2.	Continuance of temporary non-gazetted posts at DGE&T (Hqrs.), converting them into permanent one, framing of recruitment rules for these posts and their modification except the recruitment rules of posts relating to Training Directorate.
3.	All matters relating to Group ‘D’ employees of DGE&T (Hqrs.)
4.	Maintenance of C.R. dossiers of non-gazetted (technical staff) of the DGE&T (Hqrs.).
5.	Issue of Identity Cards, Temporary passes, work connected with Photographer, Central Secretariat Library Cards, CGHS Cards, gate passes.
6.	Arrangements regarding cleanliness in Office premises.
7.	Deputing of Officers for checking punctuality in attendance and taking action against defaulters, issuing of instructions to Subordinate offices regarding maintenance of cleanliness and Checking attendance and to ensure that public are attended to with courtesy and their problems heard and disposed off promptly.

2. ADMINISTRATION – II SECTION
(ADM. II)

Head of the Section	:	Section Officer
Cases Submitted to	:	US/Director/DG(JS)
Telephone No.	:	23001367/ 23731398
Auto	:	2367
Location	:	S. S. Bhawan (Room No.330)

1.	All administrative and service matters pertaining to all Gazetted Officers in the Directorate General of Employment & Training (Hqrs.) and Group ‘A’ officers in subordinate offices under Training & Employment Directorates including WT Cadre of DGE&T (i.e., recruitment, appointment, promotion on deputation posts and transfer, seniority, fixation of pay, grant of leave, increment, break in service, pension and gratuity, forwarding of applications, review of cases under FR 56(j) at the age of 50/55 years, probation, confirmation, maintenance of rosters, STC, tour programmes of Heads of Institutes, counting of past service etc.)
2.	All administrative and service matters pertaining to Group ‘A’ posts and Officers of the CIRTES.
3.	Framing, as well, amendment of Recruitment Rules for all Group ‘A’ posts.
4.	Revival of Group ‘A’ posts which have attracted ban due to remaining vacant for more than one year.
5.	Court Cases relating to Group ‘A’ Officers under DGE&T.
6.	Reports/ Returns for O&M, Hindi, Coordination Section, Cabinet/ACC (monthly/regular) SC/ST and P.H. etc.
7.	Requisite information for Right to Information Act, 2005.

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3. ADMINISTRATION - III SECTION
(ADMN. III)

Head of the Section	:	Section Officer
Cases Submitted to	:	US/Director/DG(JS)
Telephone No.	:	23001359
Auto	:	2359
Location	:	S. S. Bhawan (Room No.320)

1.	Matters relating to accommodation of Officers/Sections/Units at the Headquarters of the DGE&T.
2.	All matters relating to Stores, Furniture, Stationery, Office equipment (Telephone, Typewriters, Comptometers, Calculators, Computers, etc.).
3.	Arrangements of heaters, heat convectors, coolers, table fans, Tube Lights, dusters, soap, glass tumblers, stitching of summer/winter Uniforms and supply of liveries to Gr. 'C' and Gr. 'D' staff.
4.	Maintenance of various registers such as stock register of stationery, drawing materials, furniture, cycles, typewriters, tyres, and other consumable stores, etc.
5.	Maintenance/repairs of staff car, cycles, etc. Log Book, monthly preparation of summary, timely payment of petrol bills etc.
6.	Engagement of casual labourers and dealing with railway receipts regarding incoming/outgoing components.
7.	Grant of various advances e.g. GPF, Scooter, Festival, Cycle, House Building, etc. Reimbursement of Medical claims, tuition fees and grant of children educational allowance to officers/staffs of DGE&T (Hqrs.) and grade 'A' Officers of Subordinate Offices, beyond the powers of the Heads of those Offices.
8.	Allotment of Government accommodation and matters connected therewith.
9.	Air Travel Bills and grant of permission to travel by air.
10.	Making Rubber Stamps, Name Plates etc. and timely payments of printing charges.

4. CASH SECTION
(CASH)

Head of the Section	:	Section Officer/ D.D.O.
Cases Submitted to	:	DS/Director/DG(JS)
Telephone No.	:	23001354
Auto	:	2354
Location	:	S. S. Bhawan (Room No.321)

1.	Monthly Pay bills.
2.	Posting of H.R. recoveries from the Rent Demand Statement.
3.	Overtime Allowance bills.
4.	Transfer T.A. bills.
5.	Tour T.A. bills.
6.	Leave Travel Concession Advance bills.
7.	L.T.C. final Bills.
8.	Advance of Pay & T.A. on transfer bills.
9.	Tour T.A. advance bills.
10.	Festival/Bicycle/table fan/Motor-cycle & Motor Car advance bills.
11.	Leave salary advance bills.
12.	House Building Advance bills.
13.	Natural calamities advance bills.
14.	Preparation of contingent bills (recoupment).
15.	Forwarding to Audit Officer payees' receipts for the amount drawn on contingent bills.
16.	Contingent bills (advance payment)
17.	Preparation of contingent (endorsement) bills.
18.	Preparation of contingent bills for drawl of postage stamps.
19.	Bill for award fund from the Compassionate Funds of India.

20.	Honorarium/Cash reward/Special increments etc. bills.
21.	Entertainment bills.
22.	Preparation of Bills of Medical Reimbursement claims.
23.	Passing the Conveyance charges bills.
24.	Dispatch of bills of gazetted officers to the treasury/PAO and receipt & distribution of the cheques.
25.	Reconciliation work.
26.	Marking entries of bills, cheques, etc. in the bill register and token register for non-gazetted post and preparing acknowledgement for bills.
27.	Processing of cheques for bills received from treasury/PAO.
28.	Preparation of acquittance rolls.
29.	Action of the acquittance rolls after disbursement of pay.
30.	Disbursement of the monthly salary of the staff.
31.	Preparation of challans for depositing cash in the bank/treasury.
32.	Remittance of cash by money order.
33.	Writing the cash book and closing it:
	(i) Entries and
	(ii) Transaction days.
34.	Issue of salary certificates.
35.	Issue of pay slips.
36.	Calculating Income Tax for Govt. Servants who are paying income tax.
37.	Assisting Officers in connection with Annual Income Tax return.
38.	Last pay certificates.
39.	Calculation of interest on advances for purchase of bicycle, motorcycle, Fan, Scooter and GPF & HB advances.
40.	GPF advance bills.
41.	GPF non-refundable withdrawal bills.
42.	Making recoveries in respect of Court attachment.
43.	Adjustments of missing credits.
44.	Audit.
45.	Retirement DCRG bills.
46.	CGEIS refund bills.

47.	Leave encashment bills.
48.	Foreign tours undertaken by Officers.
49.	Preparation of Bonus bill.
50.	Preparation of bills stipend charges of 500 students.

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5. INTERNAL WORK STUDY UNIT
(IWSU)

Head of the Section	:	Junior Analyst
Cases Submitted to	:	SA/CA/FA
Telephone No.	:	23001174
Auto	:	2174
Location	:	S. S. Bhawan (Room No.8)

1.	Study of the Organizational structure, methods of work and procedure of the DGE&T and its subordinate offices with a view to suggest measures to improve efficiency of the Organization.
2.	Study of the staffing pattern of the DGE&T and its field offices with a view to suggest economy in staff consistent with administrative efficiency.
3.	Study of the problems of records management, simplification of reports/returns, development of suitable filing system, etc.
4.	Office layout studies to ensure better utilization of available space.
5.	O&M Inspections of :
	(i) Sections/Units of the DGE& T (Hqrs.)
	(ii) Field offices of the DGE&T.
	(iii) Follow up action on the recommendation of the Inspection Reports.
6.	Collection, consolidation and review of various O&M returns such as monthly statement of cases pending over a month, recording and indexing etc.
7.	O & M Meetings taken by Director General/Joint Secretary (DG/JS) and follow up action on the minutes of the meeting.
8.	Competition on the knowledge of MOP for LDCs, UDCs, and Assistants of DGE&T (Hqrs.)
9.	Competition for Ministers Running Trophy for the Best Section at DGE&T (Hqrs)
10.	Compilation of information on behalf of DGE&T in regard to the annual review of: -

	a.	Rules, Regulation and Manuals.
	b.	Consolidations of Orders/Instructions.
	c.	Reports and Returns.
11.		Carrying out of Special Drives to clear pendencies and recording aspects in the DGE&T (Hqrs.)
12.		Consolidation/compilation of list of subjects dealt with by each Sections/Units in the DGE&T (Hqrs.)
13.		Allocation of disputed receipt/matters.
14.		Nodal Section in respect of DGE&T (Hqrs.) with regard to scheme Modernization of Government Offices.
15.		Fixation of time-limit for cases handled in DGE&T through Departmental Instructions.

6. LIBRARY

Head of the Section	:	Librarian
Cases Submitted to	:	DS/DG(JS)
Telephone No.	:	23001164
Auto	:	2164
Location	:	S. S. Bhawan (Room No.229 'C' Wing)

1.	Procurement, dissemination and distribution of publications relating to the subject studies of the department.
2.	Procurement of periodicals, Newspapers etc. and their circulation.
3.	Press clippings of the subjects and News items concerning DGE&T and bringing these to the notice of concerned officers.
4.	Weeding out of publications, newspapers, periodicals and other obsolete material in the Library.
5.	Overall organization of DGE&T Library on a functional basis for facilitating Technical Officers, Research and Other staff of the DGE&T for easy access and reference.
6.	Acquisition of material for reference purposes of the Department and extending Inter-Library-Loan facilities to other Libraries.
7.	Liaison with various Ministries, Research Institutions, Indian and Foreign publishers, Booksellers etc. for ascertaining the latest publications on technical and administrative matters of interest to the DGE&T.
8.	Representing the Department in All India Library conferences.

7. COORDINATION SECTION
(COORD.)

Head of the Section	:	Section Officer
Cases Submitted to	:	Director//DG(JS)
Telephone No.	:	23001285, 23766337
Auto	:	2285
Location	:	S. S. Bhawan (Room No.515 'A')

1.	All Coordination work of various items.
2.	Circulation of various O&M instructions etc. from different Ministries relating to administrative, financial and other matters.
3.	Matters relating to Staff Councils.
4.	Coordinating the returns relating to representation of SC/ST.
5.	Collection and compilation of material for Annual Report of the Commissioner for SC/ST.
6.	Processing of proposals for de-reservation of reserved vacancies in respect of all the Subordinate Offices.

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8. CENTRAL REGISTRY SECTION
(CR SECTION)

Head of the Section	:	Section Officer
Cases Submitted to	:	US/Director/DG(JS)
Telephone No.	:	23001334
Auto	:	2334
Location	:	S. S. Bhawan (Room No.322)

1.	Receipt and Distribution of incoming Dak.
2.	Despatch of outgoing Dak.
3.	Cyclostyling work in High-speed printer.

9. BUDGET AND PLANNING SECTION
(B. P. SECTION)

Head of the Section	:	Section Officer
Cases Submitted to	:	US/Director/DG(JS)
Telephone No.	:	23001364
Auto	:	2364
Location	:	S. S. Bhawan (Room No.332)

<u>Part – I Budget and Planning</u>	
1.	Preparation of Budget Estimates, Revised Estimates and Final Estimates of DGE&T, specifically pertaining to:
	(i) DGE&T (Hqrs.) (Plan and Non-plan)
	(ii) Subordinate offices.
	(iii) Civil works programmes.
	(iv) Machinery and Equipment received through Foreign Aid.
	(v) Revenue receipts.
	(vi) Loans and Advances to Govt. Servants, etc.
	(vii) House Building Advances.
2.	Preparation of Performance Budget.
3.	Checking of Final Grant Statements and Appropriation Accounts received from Chief Controller of Accounts.
4.	Estimates Committee Report.
5.	Supplementary Demands for Grants/Advances from Contingency Fund.
6.	Preparation of Explanatory Memoranda for inclusion in Demands for Grants.
7.	Preparation of briefs in respect of Appropriation Accounts and Audit Reports for use in the PAC meeting.
8.	Follow up action on the recommendation of Public Accounts Committee.
9.	Receipt of monthly expenditure statement from Subordinate Offices and Sections concerned at Hqrs.

10.	Furnishing of the consolidated quarterly statement on pay and various types of allowances to Ministry of Finance received from subordinate offices.
11.	Accounting Procedures.
PART – II – Audit and Parliament Matter	
1.	Settlement of outstanding paras of Inspection Reports and Audit objections received from the Accountants General in respect of subordinate offices and Directorate General of Employment & Training (Hqrs).
2.	Co-ordination work in respect of Parliament Questions/ Assurances and allied references received from other Ministries / Departments and work relating to Parliamentary Committees.

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10 VIGILANCE AND FOREIGN TRAINING ADMINISTRATION
(V.F.T.A.) SECTION

Head of the Section	:	Section Officer
Cases Submitted to	:	Director/DG(JS)
Telephone No.	:	23001352 & 23355426
Auto	:	2352
Location	:	S. S. Bhawan (Room No.320 'A')

<u>A – VIGILANCE</u>	
1.	All Vigilance matters/disciplinary cases of Group 'A' & 'B' Technical Officers in DGE&T i.e. the officers for whom the disciplinary authority is either the president or Director General/JS.
2.	Scrutiny of complaints received from any source.
3.	Consultation with CVC for initiation of disciplinary cases against group 'A' & 'B' officers, (issue of charge sheet and appointment of Inquiring officers and Presenting Officers).
4.	Consultation with UPSC requiring the imposition of major/minor penalty cases.
5.	Review of major penalty cases as and when petition filed by the Petitioner.
6.	Nodal Section in respect of Vigilance matters referred to DGE&T (Hqrs.) by the Field Institutions/ Centers under the DGE&T.
7.	Vigilance Clearance in respect of all Groups of officers working in DGE&T (Hqrs.).
8.	Proposals relating to intimation of Sale/Purchase in Moveable/Immoveable Property of all Groups of Officers of DGE&T (Hqrs.).
9.	Annual Property Return of the officers of DGE&T (Hqrs.) and H.O.D. of Field officers under DGE&T.
<u>B – TRAINING</u>	
10.	Training of Foreign nationals in institutes under DGE&T in the following

	projects: -
	a. Commonwealth Fund for Technical Co-operation.
	b. Commonwealth Educational Co-operation Plan (I.C.C.R.)
	c. TCS Colombo Plan/Self Financing Trainees.
	d. ILO/UNDP/FAO/UNIDO/UNESCO/SIDA/FRG/USAID/Bilateral Agreements.
11.	Deputation of officials abroad /Completion of formalities –Official/Diplomatic Passports/Political and Security Clearance.
12.	(i) Appointment of Foreign Experts in Institutes under DGE&T. Completion of related formalities.
	(ii) Appointment of DGE&T Officials as Experts in Foreign Countries and completion of required formalities for their release to accept the appointment abroad.
13.	All matters relating to fellowships under various Schemes offered by Government of Italy/Germany/France/Austria/America/Japan etc.
14.	Furnishing of information in Questionnaires relating to Employment and Training in respect of ILO/UNDP/ARTEP/ARPLA/SIDA/ APSDEP/ICCR/FRG etc.
15.	Coordination with other Ministries/Embassies/High Commissions/Ministry of External Affairs and other International Agencies for Circulation of the “Vocational Training in India”. Procurement of Visas. Discussion for Fellowships.
16.	Preparation of Tailor-Made Programmes for Foreign officials for their Training at Foremen Training Institute/CSTARI/ATI (EPI).
17.	Publicity for admission of foreign nationals in the Institutes under DGE&T through Ministry of External Affairs.
18.	Foreign Dignitaries to India - Completions of Formalities for their visits.
19.	Miscellaneous references from Foreign Nationals/Trainees/Embassies/ High Commissions on matters pertaining to Employment Services/Vocational Training/Apprenticeship Training Programme syllabi etc.
20.	Reference from the Foreign Students for issue of Trade Certificates/preparation of paper on Vocational Training or any other related correspondence on

	Employment.
21.	Seminar/Workshop/Meeting relating to International importance under ILO/UNDP Programme.
22.	Parliament Question relating to VFTA Section
23.	Preparation of BE/RE for Foreign Travel Expenses head.
24.	Cases relating to Diploma Courses in Public Administration in the various Indian Institutes of Public Administration.
25.	Training Courses of Officers of DGE&T (Hqrs.) and its field offices in Technical Institutes.
26.	Training Courses of Officers of Field Officers DGE&T (Hqrs.) conducted by the Administrative Staff College of India, Hyderabad.
27.	Training course of staff and officers of DGE&T (Hqrs.) and its field, in different programmes conducted by ISTM.

11. HINDI UNIT

Head of the Section	:	Assistant Director(OL)
Cases Submitted to	:	Under Secretary/Director(Adm)/ DG(JS)
Telephone No.	:	2300165
Auto	:	2165
Location	:	S. S. Bhawan (Room No. 334 – C Wing)

1.	To convene and prepare agenda as well as minutes of the Official Language Implementation Committee Meeting. To ensure follow up action on the minutes of these meetings to be taken by the Sections.
2.	To constitute Official Language Committee, conduct meeting and carry follow up action on the minutes of the meeting on regular basis in the Subordinate Offices.
3	To notify Subordinate Offices under the rule 10(4).
4	To take action on creation of minimum Hindi posts in Subordinate Offices.
5.	Deputing officers/employees (including those from non-Hindi speaking areas) to Prabhod, Praveen, and Pragya classes under Hindi Teaching Scheme, train English typists and stenographers to work in Hindi, organize computer training in Hindi and its related matters.

6.	To inspect and monitor the sections of the Directorate in view of the progressive use of Hindi and to inspect and prepare report of the Subordinate Offices for reviewing the progress of Official Language. Thus removing shortcoming in the implementation work by circulating various orders, directions and instructions issued by the Department of Official Language as well as by the department at its own level.
7.	Conduct Hindi Workshop – To pick topics and give guidance on Official Language policy by guest lecturers or by self in the Directorate.
9.	To facilitate providing of Devnagari Script in the electronic equipments in the office.
10.	Hindi Salahkar Samity of DGE&T under the Chairmanship of the Hon'ble Minister – preparation of agenda for the meeting, follow up action on the minutes of the meetings, etc.
11.	To issue, memorandum, orders, etc. from time-to-time related to Official Language to ensure progressive use of Hindi.
12.	Filling up and submission of the questionnaire, bilingually, given by Parliamentary Committee on Official Language for inspection purpose.
13.	To process the assurances given and questions asked by the members of the Parliamentary Committee on Official Language.
14.	To give suggestions regarding implementation of Official Language to Sections and field offices to make them aware of the orders and instruction issued by the Official Language Department.
15.	To encourage Officers and Employees to work in Hindi by introducing various Incentive Schemes.
16.	To organise Hindi Day, Hindi Fortnight, Hindi Month – organise various competitions for both Hindi and non-Hindi speaking Officers and Employees, viz., Hindi essay writing, Hindi Typing, Hindi Stenography, Hindi noting and drafting – to prepare question papers, to evaluate answer papers and to organise prize distribution function.
17.	To collect data regarding quarterly, half-yearly, yearly Hindi report and to furnish the same to the concerned.

TRANSLATION WORK

18.	Parliamentary Work - Translation of – (i) Budget papers and Annual report of Directorate. (ii) Replies to Parliament Questions, Assurances, Amendments, Resolutions and Private Member Bills. (iii) Notifications, Rules, Acts and papers pertaining to Parliamentary Standing Committee.
19.	Work related with Directorate – Central Apprenticeship Council, National Vocational Training Council, Governing Council of NIMI, agenda and annexure of National Employment Service meetings, translation and vetting of appendices and minutes as well as demi-official letters, technical/general reports, standard drafts, periodical reports, etc.

EMPLOYMENT

DIRECTORATE

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1. EMPLOYMENT EXCHANGES-II SECTION
(EE-II SECTION)

Head of the Section	:	Section Officer
Cases Submitted to	:	JDX/DDG (E)/DG (JS)
Telephone No.	:	23001465
Auto	:	2465
Location	:	S. S. Bhawan (Room No.7)

1.	All work pertaining to Vocational Rehabilitation Centers for Handicapped in relation to:
	(a) Administration, (b) Establishment (c) Day-to-day working.
2.	Opening of new VRCs for Handicapped.
3.	Implementation of various rehabilitation programmes for the disabled job seekers through VRCs and monitoring/reviewing the progress thereof.
4.	Participation in various Committees, Conferences, etc. relating to welfare of disabled particularly economic rehabilitation of disabled.

2. EMPLOYMENT MARKET INFORMATION
(EMI SECTION)

Head of the Section	:	DDX
Cases Submitted to	:	DDG (E)/DG (JS)
Telephone No.	:	23001176
Auto	:	2176
Location	:	S. S. Bhawan (Room No.6)

1.	Compilation of data, based on EMI area statements, relating to public and private sectors for preparation of Quarterly Quick Estimates of Employment in the organized sector state wise/ All India.
2.	Scrutiny and tabulation of data received through ER-I returns, in smaller / larger sheets by different branches of public and private sectors by industry divisions and Gender etc. relating to previous and current quarters for working out control totals required for scrutinizing data processed electronically on the basis of quarterly EMI Statement received from States/UTs, for drafting of Quarterly and Annual Employment Reviews.
3.	Collection of data from various Ministries and other sources for inclusion in “Annual Employment review”.
4.	Supply of data in required format on Employment in the organised sector, to various users, e.g. Planning Commission, Central Statistical Organization, Institute of Applied Manpower Research, International Labour Organization, Reserve Bank, etc.

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3. EMPLOYMENT MARKET INFORMATION
(OCCUPATIONAL PATTERN)

(EMI – O.P. SECTION)

Head of the Section	:	DDX
Cases Submitted to	:	JDX/DDG (E)/DG (JS)
Telephone No.	:	23001464
Auto	:	2464
Location	:	S. S. Bhawan (Room No.6)

1.	Collection of primary data on occupational and educational details of employees on statutory return ER-II from all Public Sector establishments and non-agricultural establishments in the Private Sector employing 10 or more workers in alternate years for conducting “Occupational Educational Profile Studies” under the EMI Programme.
2.	Forwarding of scrutinized filled in ER-II returns and get it tabulated in DPU and generate industry-wise, occupation wise and education wise tables.
3.	Feed back to the State / UT Govts. for taking corrective measures for improving coverage and reliability of data.
4.	Preparation of various Appendices, Tables etc. and release of the reports entitled “Occupational and Educational Pattern of Employees in India - Public and Private Sectors.”

4. EMPLOYMENT MARKET INFORMATION (DEV.)
(EMI - DEV. SECTION)

Head of the Section	:	JDX
Cases Submitted to	:	DDG (E)/DG (JS)
Telephone No.	:	23001464
Auto	:	2464
Location	:	S. S. Bhawan (Room No.6)

1.	Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rules framed thereunder and to take action on:-
a.	Suggestion relating to amendments from States/User Agencies.
b.	Judicial matters and follow up of cases.
c.	States references on violation committed by establishments.
d.	Monitoring the progress of implementation of the provisions of the Act on the basis of the reports received from the States/Union Territories.
e.	Extend the provisions of the Act to the uncovered areas.
2.	Improvement and development (both quantitative coverage & qualitative up-gradation) of EMI Programme in consultation with States/UTs.
3.	Scrutiny and follow-up on response position for collection on EMI returns and corrective action required thereon.
4.	Schemes for improvement of EMI Programme.
5.	Examination of Annual Area Employment Market Reports received from EMI areas and point out the discrepancies / omissions in these reports to the respective Employment Officers.

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5. STATISTICS (EMPLOYMENT) SECTION
STATS (E) SECTION

Head of the Section	:	ADX
Cases Submitted to	:	DDX/DDG (E)/DG (JS)
Telephone No.	:	23002166
Auto	:	2166
Location	:	S. S. Bhawan (Room No.6)

1.	Creation of Employment Exchanges - Matters relating to Employment Exchanges Statistics.	
2.	Working Group meetings i.e. Employment Exchanges, minutes in respect of statistical returns.	
3.	Statistical information received from Employment Exchanges:	
	(i)	Monthly - 1.1
	(ii)	Quarterly - E .5.3
	(iii)	Half yearly – 2.1,2.3, 2.4, 2.5, 2.7,
	(iv)	Annually- 1.2, 1.3, 1.4, 2.2, 2.6
4.	Compilation of All India Statistical data on the basis of the information received from Employment Exchanges i.e. Data Registers:	
	(i)	Employment Exchanges data,
	(ii)	State-wise collection of data,
	(iii)	All India Statistical data.
5.	Supply of information to various Agencies/Research bureau etc.	
6.	In-service Training to Junior and Senior State Statisticians.	
7.	Preparation of material for annual report/standard reference notes.	
8.	Answering Parliament Questions including preparation of materials for answering possible supplementary.	
9.	All matters relating to Employment, Unemployment and Labour force.	

6. COMPUTER CENTRE/DATA PROCESSING UNIT
(D.P. UNIT)

Head of the Section	:	Senior Programmer
Cases Submitted to	:	JDX/DDG (E)/DG (JS)
Telephone No.	:	23002175
Auto	:	2175
Location	:	S. S. Bhawan (Room No.5)

1.	System Analysis & Design, software development for data processing.	
2.	Data entry, Pre-tabulation Scrutiny, Error listing and scrutiny, Data editing and computer operations for tabulation of data in respect of the following:-	
	(i)	Employment Statistics [EMI, EMI (OP) & EMI (DEV.)]
	(ii)	Employment Exchange Statistics – ES returns.
	(iii)	Census Central Government Employees returns
	(iv)	Craftsman Training Scheme and apprenticeship Training Programme.
	(v)	Miscellaneous tabulation as and when required.
3.	Administrative work related to Data Processing Unit.	
4.	Processing of pay bills of DGE&T(Hqrs.).	

7. EMPLOYMENT EXCHANGES – I SECTION
(EE – I SECTION)

Head of the Section	:	Section Officer/SREO
Cases Submitted to	:	DDX/JDX/DEX/DDG/DG(JS)
Telephone No.	:	23389783
Location	:	Jam Nagar House (Room No. 68)

1.	Policy matters pertaining to National Employment Service.
2.	Utilization of Employment Exchanges by employers and relaxation from Employment Exchange Procedure.
3.	Grant of priority for purposes of submission by Employment Exchanges.
4.	General matters relating to Scheduled Castes/Scheduled Tribes and Ex-Servicemen.
5.	Working Group on National Employment Service (including follow-up action on the recommendations of the Group).
6.	Employment Assistance – Forwarding of representations to the concerned State Directors/Other Ministries.
7.	Complaints on assistance or on functioning of Employment Exchanges in various States/Union Territories
8.	Special Employment Exchanges for Handicapped - Policy.
9.	Employment Exchange Procedure.
10.	Release of Employment Exchange Minutes.
11.	Residual work pertaining to Labour Depot, Gorakhpur.
12.	Matters pertaining to Private Placement Agencies.
13.	Revision/Updating of National Employment Service Manual (NESM)

8. EMPLOYMENT EXCHANGE-III SECTION
(EE-III SECTION)

Head of the Section	:	Under Secretary/Section Officer
Cases Submitted to	:	ADX/DEX/DDG (E)/DG (JS)
Telephone No.	:	23389783
Auto	:	
Location	:	Jam Nagar House (Room No.75)

1.	Work connected with Administration, Establishment and Day-to-day working of Coaching-cum-Guidance Centers for SC/STs and Special Coaching Scheme, including Group 'B' posts of the Employment Directorate at the Hqrs.
2.	Setting-up/Strengthening of Coaching-cum-Guidance Centers for SC/STs.
3.	Processing of cases to be referred to IFD / DOPT / Ministry of Law etc. received from CIRTES.
4.	Preparation and implementation of Plan Schemes for the welfare of SC/STs.
5.	Implementation of Special Coaching Scheme for SC/ST job seekers in Delhi, Ghaziabad and Coaching-cum-Guidance Centers for SC/STs.
6.	Monitoring of financial and physical progress of Coaching-cum-Guidance Centers for SC/STs.

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9.PLANNING CELL (EMPLOYMENT)
P C (E) SECTION

Head of the Section	:	Statistical Officer
Cases Submitted to	:	DDX/JDX/DEX/DDG (E)/DG (JS)
Telephone No.	:	23389783
Auto	:	
Location	:	Jam Nagar House (Room No.70)

1.	Coordination in respect of Plan Schemes of Employment Directorate.
2.	Coordination of Annual Report/Performance budget.
3.	Coordination of Committees/Conferences/Training of Officers
4.	Other miscellaneous work connected with coordination/execution of administrative work.

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10. VOCATIONAL GUIDANCE (APTITUDE TESTING) UNIT
(VG/APT)

Head of the Section	:	SSO - I
Cases Submitted to	:	JDX/DEX/DDG (E)/DG (JS)
Telephone No.	:	23386845
Auto	:	
Location	:	Jam Nagar House (Room No.170)

1.	Policy matters & Testing programme pertaining to Selection of Craftsman Trainees for admission to Industrial Training Institutes/Model Training Institutes.
2.	Policy matters and Testing programme pertaining to selection of Apprenticeship Training in Industries.
3.	Development of New Tests for Selection and Guidance purposes:
(a)	Development of speed & Accuracy Test for assessing the Clerical Aptitude for selection / Guidance purposes.
(b)	Development of Spatial Orientation and Spatial Visualization abilities to assess the Spatial Ability for Selection and Guidance.
(c)	Development of General Mental Ability (Intelligence) Tests.
(d)	Development of Personality Adjustment Scale for assessing the areas of Adjustment of Handicapped and Normal Individuals for rendering employment counselling.
(e)	Development of Vocational Interest Test to assess the dominant areas of Interest to render Vocational Counselling to the Individuals.
(f)	Development of New Guidance tools such as Personal Data Bank, Interview Techniques, Career – Talks, Group –Discussions etc.
(g)	Development Classification Ability Test for Selection and Guidance.
4.	Development of Parallel Forms of Verbal, Numerical Perceptual, Spatial, Clerical Aptitudes and Intelligence Tests.
5.	Modification and revision of already developed Psychological Tests assessing

	different abilities, areas of Interest and Personality Traits.
6.	Adaptation of some Psychological Tests assessing different abilities, areas of Interest and Personality Traits.
7.	Validation Analysis for preparation of Norms/Selection Indices to Industrial Training Institutes / Model Training Institutes and Industrial Organizations on need bases.
8.	Conducting Follow-up Study to judge the effectiveness of DGE&T Aptitude Tests as tool of selection of Craftsman Trainees.
9.	Individual / Group Guidance Programmes.
10.	Consultancy service to banks, State Directorates and Other Organizations.
11.	Enquiries about Aptitude Tests / Guidance Tools.
12.	Requisition / Printing of Test Materials.
13.	Formulation, Managing, Supervising and providing guidance to various schemes for strengthening Aptitude Testing programmes such as:
	(a) Conducting job-analysis for identification of different abilities to be used in selection as well as guidance purposes.
	(b) Preparation of schemes for development of new psychological Tests.
	(c) Combination and permutation of different abilities to work out the predicting Success of Aptitude Tests.
	(d) Identification of new areas of abilities.
	(e) Identification of new areas of Performance and the abilities symptomatic of success in the area.
14.	Maintenance and supply of Aptitude Test Materials and conducting Physical Verification of Aptitude Test Material lying with different States/Union Territories and at DGE&T.
15.	Development of notes/handouts/pamphlets/charts etc. on Aptitude Testing Programme for Guidance and Training purpose.
16.	Organization of training seminars on Aptitude Testing for officers working at State Level for selection as well as Guidance purposes.
17.	Participation in Conference, Seminars, Career Fairs organized by other Organization and deliver Lectures.

11.VOCATIONAL GUIDANCE (GUIDANCE SERVICES) UNIT
(VG/GS)

Head of the Section	:	Psychologist
Cases Submitted to	:	DDX/JDX/DEX/DDG (E)/DG (JS)
Telephone No.	:	23386845
Auto	:	
Location	:	Jam Nagar House (Room No.170)

1.	Formulation of guidance policies, development of effective Vocational Guidance procedures and techniques, conducting special studies and preparing new schemes.
2.	Examination of review of old cases and case studies reported by Employment Exchanges.
3.	Review of the working of University Employment Information and Guidance Bureau (UEI & GBx) in the country and preparation of an Annual Report on the same.
4.	Preparing comments and taking action on Agenda/Recommendations of the Advisory Committees, Seminars on UEI & GBx.
5.	Preparing agenda Items/briefs on items sent by States and taking follow up action on the recommendations (relating to Vocational Guidance) made at the working group meetings of the National Employment Service and the Central Committee on Employment.
6.	Monitoring the functioning of Vocational Guidance Units functioning at different District Employment Exchanges.
7.	Development/revision and translation of career literature and critical examination of the career literature/reports brought out by Vocational Guidance Units/UEI & GBx and various other agencies. To supply career literature (in Hindi and English) published by DGE&T on demand.
8.	Rendition of Vocational Guidance/Information on job opportunities to individuals and organizations by post and to attend to related postal enquiries.

9.	Work relating to review of recommendations of ILO Conventions relating to Vocational Guidance and follow up action thereon.
10.	Work relating to implementation of Annual Plan, preparation and rendition of periodical returns, Performance Budget, Standard Reference Note, Annual Report, Parliament Questions/Assurances, etc. relating to VG/GS Unit.
11.	Preparing status paper on Vocational Guidance (Guidance Services) and other related work.
NOTE: As the post of DDX is lying vacant the work of Deputy Director of Employment Exchanges is being looked after by DDT as link officer.	

**VOCATIONAL GUIDANCE (SELF EMPLOYMENT
PROMOTION CELL)**
(S.E.P.C)

Head of the Section	:	Psychologist
Cases Submitted to	:	DDX/JDX/DEX/DDG (E)/DG (JS)
Telephone No.	:	23386845
Auto	:	
Location	:	Jam Nagar House (Room No.170)

1.	To monitor the scheme to strengthen Employment Exchanges for promotion of self-employment.
2.	Collection, maintenance and analysis of information on self-employment under implementation by Central Ministries and States/UTs.
3.	To attend Parliament Questions/VIP matters relating to the promotion of self-employment.
4.	Examination of cases of Self-employment for guidance and motivation.
5.	Collection and analysis of data on self-employment services rendered by the Self-Employment Promotion Cells and to prepare a Report on the same.
6.	Preparation of status paper, Cabinet Notes for the use of higher officers for attending different meetings and other uses.

7.	Preparation of Notes/Material for Annual Report, Standard Reference Notes, Budget debates, meetings/conference relating to promotion of self-employment.
8.	Preparation of brief on items received from State/UT and decision taken in the meetings and follow-up action on the recommendations made at the Working Group of the National Employment Service.
9.	Development of Psychological tools to identify the entrepreneurial potential.
10.	Any other matter connected with promotion of self-employment through Self-Employment Promotion Cells.
NOTE: As the post of DDX is lying vacant the work of Deputy Director of Employment Exchanges is being looked after by DDT as link officer.	

**12. CENTRAL EMPLOYMENT EXCHANGE, SURPLUS CELL
AND EX-SERVICEMEN CELL
(CEE SECTION)**

Head of the Section	:	S.R.E.O.
Cases Submitted to	:	DDX/JDX/DEX/DDG (E)/DG (JS)
Telephone No.	:	23389783
Auto	:	
Location	:	Jam Nagar House (Room No.68)

<u>C. E. E.</u>	
1.	As per the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and the EE (CNV) Rules 1960, CEE is a vacancy exchange in respect of following types of vacancies:-
(a)	Vacancies in posts of Technical and Scientific Nature carrying a basic pay of Rs. 1400/- or more per month (Pre-revised) occurring in establishments in respect of which the Central Govt. is the Appropriate Govt. under the Act; and
(b)	Vacancies that an employer may desire to be circulated to the Employment Exchanges outside the State or Union Territory in which the establishment is situated, shall be notified to the Central Employment Exchange (CEE).
2.	As per revised procedure laid down by DOPT O.M. No. 14024/2/96-Estt.(D) dated the 9 th November, 2005 all the vacancies notified to CEE as per EE (CNV) Act, 1959 are to be advertised in Employment News by Central Employment Exchange.
<u>EX-SERVICEMEN CELL</u>	
1.	To provide Employment Assistance to disabled defence service personnel and dependents of defence services personnel killed or severely disabled, whether during war or in peacetime (Subject to death/ disability is attributable to service) the Ex Servicemen Cell register the names of:
(i)	Disabled defence service personnel under Priority – I after receiving Secondary

		Index Card from concerned Rajya Sainik Boards.
	(ii)	Dependents of service Personnel under Priority-II A after receiving certified particulars / Bio-data from concerned Zila Sainik Boards and to forward their Registration Number and particulars to concerned Employment Exchange, Directorate General of Resettlement to provide employment assistance against the vacancies notified to them.
2.		Sponsor the names of Registered candidates against the vacancies earmarked to priority categories notified to Ex Servicemen Cell, if any, by Central Govt. Departments.

13. EVALUATION AND IMPLEMENTATION
(E & I Unit)

Head of the Section	:	ADX
Cases Submitted to	:	DDX/JDX/DEX/DDG (E)/DG (JS)
Telephone No.	:	23383641
Auto	:	
Location	:	Jam Nagar House (Room No.70)

1.	Preparation of annual integrated evaluation programme of Employment Exchanges, University Employment Information and Guidance Bureaux, Special Employment Exchanges for Physically Handicapped, etc.
2.	Circulating the approved evaluation programme to different Officers of Directorate of Employment for carrying out evaluation of Employment Exchanges in different States and Union Territories.
3.	Preparation of guidelines as per the policy and procedural instructions contained in NESM for conducting the evaluation of Employment Exchanges.
4.	Follow-up-action on the recommendations/suggestions made by the Central Visiting Officers in their evaluation reports with the respective State Governments/Union Territory Administrations.
5.	Examination of compliance reports received from various heads of employment of the State Governments/Union Territory Administrations.
6.	Bringing out the reports on the Integrated Evaluation Programmes at National level as and when required.

14.MAN POWER (GENERAL) SECTION
MP (G) SECTION

Head of the Section	:	Research Officer
Cases Submitted to	:	DDX/DEX/DDG (E)/DG (JS)
Telephone No.	:	23389783
Location	:	Jam Nagar House (Room No.70)

1.	Work connected with employment policy, programmes and monitoring. Ministry of labour and Employment is the nodal Ministry responsible for overall employment and unemployment matters and this function is performed by the Man Power (General) Section.
2.	To coordinate the work relating to the Computerization of Employment Exchanges in the States/ UTs.
3.	Examination of various suggestions/proposals/reports on employment/unemployment received from the International Agencies like the ILO, ARPLA, ARTEP, UNDP, etc. from time to time.
4.	Collection & Compilation of information from various Ministries/Departments including Planning Commission on implementation of employment generation and poverty alleviation programmes like the Swaran Jayanti Shahari Rozgar Yojna (SGSRY); Prime Minister's Rozgar Yojana (PMRY); Pradhan Mantri Gram Sadak Yojana (PMGSY); Swarnjayanti Gram Swarozgar Yojna (SGSY); Sampoorna Grameen Rozgar Yojana (SGRY); Rural Employment Generation Programme (REGP); National Rural Employment Guarantee Act (NREGA) and Golden Quadrilateral Scheme (GQS) etc.
5.	Policy issues and making Right to Work a Fundamental Right including collection of information about the Unemployment Allowance/Benefit Schemes being implemented by the State Governments.
6.	Representations/ Memoranda/ Suggestions regarding employment and unemployment received from various individuals and organizations, unions,

	agencies, addressed to the Prime Minister, Minister of Labour and Employment and other Ministries/Departments etc.
7.	Examination of reports, publications etc. on employment and unemployment and related aspects received from the various Central Ministries/Departments/Institutions.
8.	Parliament Questions, private Members Bills, Resolution, Notices of Amendment motion on the address of the President of the India to the Joint Session of Parliament, Calling Attention Notices, No-Day-Yet-Named Motions, Special Mentions/Urgent Matters raised under rule 377, short during discussion etc. raised/moved in both the houses of parliament on general employment/unemployment matters. Supply of information to the Lok Sabha/ Rajya Sabha Secretariat on employment/unemployment matters for use of the Indian delegation attending the various Inter-Parliamentary Conferences.
9.	Work flow from the Participation of Directorate General of Employment & Training in the various Councils/Committees/Working Group etc. listed as under:-
(i)	Executive/General Council of Institute of Applied Manpower Research.
(ii)	General Council of the National Labour Institute.
(iii)	Various Committees functioning in the Ministry of Rural Development, Ministry of Urban Development. and Ministry of Poverty Alleviation and Ministry of SSI, Agro and Rural Industries etc.
(iv)	Various Committees/Working Groups set up by the Planning Commission from time to time in connection with the formulation of the Five Year Plan, etc.
(v)	Meeting on Multi purpose National Identity Cards and grant of work permit for non-citizen.
10.	Work connected with National -e-Governance Plan (NeGP)
11.	Work connected with the development of Common software for uniform adoption by all the Employment Exchanges in the country and internet connectivity.

15. SURVEY & STUDY DIVISION
(S&S Division)

Head of the Section	:	Statistical Officer
Cases Submitted to	:	DDX/JDX/DEX/DDG (E)/DG (JS)
Telephone No.	:	23382878
Location	:	Jam Nagar House (Room No.177)

<u>A – STATS (TRAINING UNIT)</u>	
1.	Collection of half yearly, yearly returns relating to Apprenticeship Training Scheme from:-
(i)	Regional Directorate of Apprenticeship Training.
(ii)	State Apprenticeship Advisors.
2.	Follow up, Scrutiny, Collection and Compilation of half yearly statistical returns relating to ATS-1 to 3 (revised).
3.	Preparation of Annual Publication titled “Trade Apprenticeship Training in India” and release thereof.
4.	Supply of information to Directorate of Training and various other user Organisations.
<u>B – SURVEY UNIT</u>	
1.	Preparation and publication of reports on survey & studies in selected areas with a view to make available information on present/future employment potential of various occupations/ industries.
2.	Collection of Occupational Statistical data from universities/ UPSC, SSCs, RRBs etc.
3.	Collection of CP-I Return from Employment Exchanges on quarterly basis.
4.	Follow up, scrutiny and compilation of quarterly returns.
5.	Preparation and publication study report titled “Bulletin on Job – Opportunities in India.”
6.	Conducting various ad-hoc Surveys/enquiries.

C – STATS (CENSUS UNIT)

Head of the Unit: ADX

1.	Launching of Census of Central Govt. Employees with 31 st March as its reference date.
2.	Collection of CGR returns from Employment Exchanges (EMI Units)
3.	Follow up, scrutiny, coding of census returns received from Central Government Establishments located all over country and missions abroad.
4.	Getting data processed in Computer Centre (DPU) of DGE&T.
5.	Preparation of publication of report titled “Census of Central Govt. Employees.”
6.	Supply of information to various Departments/Ministries.

TRAINING

DIRECTORATE

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1. TRAINING ADMINISTRATION-I
(T.A.-I)

Head of the Section	:	Section Officer
Cases Submitted to	:	JDT/DDG(AT)/DG (JS)
Telephone No.	:	23001372
Auto	:	2372
Location	:	S. S. Bhawan (Room No.328)

1.	All establishment matters in respect of Group B, C, D Officers and Staff in all institutes under the Training Directorate, including Regional Directorates of Apprenticeship Training (Except WT) such as: -	
	(i)	Appointments, promotions and transfer of Training Officers, Registrars, Programmer (Group-B)
	(ii)	Appointments, promotion and transfer of Office Superintendents, Librarian and Information Assistant and Assistants (Group-B Non Gazetted)
	(iii)	Departmental Promotion Committees.
	(iv)	Seniority.
	(v)	Compassionate appointments in Group C & D posts.
	(vi)	Pay fixation cases.
	(vii)	Disciplinary cases, appeals etc.
	(viii)	Superannuation/Retirement cases.
	(ix)	Review under FR 56 (j)
	(x)	Court cases relating to service matters and others related subjects.
	(xi)	Maintenance of SC/ST Rosters, de-reservation cases etc.
	(xii)	Relaxation of ban on filling up of posts.
	(xiii)	Revival of posts vacant for a period exceeding one year.
	(xiv)	Counting of past services of Group B Officers.

	(xv)	Maintenance of service book and sanctioning of leave of Training Officers (Group 'B' Gazetted) working in DGE&T (Hqrs.).
	(xvi)	Maintenance of Confidential Reports of Group B & C officers/staff.
	(xvii)	Matters relating to issue of NOC for issue of passport.
	(xviii)	Issue of No Demand Certificate to officials on superannuation.
	(xix)	Cases related to voluntary retirement.
2.		Matters relating to staff associations, federations, and JCM etc.
3.		Redressal of grievances relating to staff of field institutes.
4.		Grant of special pay.
5.		Medical reimbursement in respect of Group B, C & D officers of subordinate offices referred to in 1 above.
6.		Monitoring and evaluation of various returns on staff matters etc.

2. TRAINING ADMINISTRATION-II
(T.A. – II)

Head of the Section	:	Section Officer
Cases Submitted to	:	JDT/DDG(AT)/DG (JS)
Telephone No.	:	23001369
Auto	:	2369
Location	:	S. S. Bhawan (Room No.328)

1.	General Administrative matters concerned with all the institutes /offices under the Training Directorate except WT cadre and RDAT's
2.	Creation/Continuance of Non Plan and Plan (AVTS Scheme) posts, and Conversion of temporary Group 'B' posts into permanent ones. TA-II Section not created any Plan posts.
3.	Framing of Recruitment Rules for Group 'B', 'C' and 'D' Technical posts of the institute/offices under Training Directorate except Women Occupational Training (WT).
4.	Framing of Recruitment Rules for Ministerial posts of Group 'B', 'C' and 'D'.
5.	Revision of pay scales of Group 'B', 'C' and 'D' posts.
6.	Matters relating to Hindi.
7.	Canteens and Cooperative.
8.	Holidays and Working hours for the institutes.
9.	Matters relating to overtime allowance.
10.	Allotment of staff quarters' rules etc.
11.	Staff Car rules etc.
12.	Telephones and Fax.
13.	Sanction of office equipment/furniture, etc. of Training Institutes/offices under the Training Directorate except WT.

14.	Matters relating to liveries and uniforms.
15.	N.C.C. Training.
16.	Administrative Inspection Reports.
17.	Audit Reports.
18.	Quarterly Return of Staff Strength.
19.	Quarterly Return regarding theft cases.
20.	ACP cases of Group 'B'.
21.	Restructuring of cadre of Stenographers and filling up of posts of stenographers except Stenographer Grade - III of field institutes/offices.
22.	Restructuring of the cadre of Drivers and filling up the posts of Drivers except Driver ordinary Grade in the field institutes/offices.

3. CURRICULUM DEVELOPMENT UNIT
(C D UNIT)

Head of the Section	:	Deputy Director
Cases Submitted to	:	DT/DG (JS)
Telephone No.	:	23001236
Auto	:	2236
Location	:	S. S. Bhawan (Room No.519)

1.	Feasibility study for designation/introduction of new trades, designation of additional trades, revision/modification of curricula of the existing trades as under: -
	(i) Craftsmen Training Scheme.
	(ii) Apprenticeship Training Scheme.
	(iii) Women Occupational Training
	(iv) Restructure Pattern of Training under CTS/ATS.
	(v) Development of curriculum under Centre of Excellence scheme for Basic & Advanced modules.
2.	Coordination of work relating to Constitution of trade committees and their meetings.
3.	Getting approval of NCVT/CAC for introduction of new/revised/modified syllabi of various trades under various Vocational Training Programmes.
4.	Printing of trade syllabi of CTS/ATS through private publishers.
5.	Getting the agreement executed for various printing materials.
6.	Review and approval of reference books for various trades.
7.	Maintenance of Directorate General of Employment & Training and other Publications.
8.	Constitution/re-constitution of NCVT.
9.	Matters pertaining to convening meetings of NCVT and its Sub-Committees.

10.	Follow up action of various recommendations made in the meetings of NCVT and its Sub-Committees.
11.	Furnishing clarifications pertaining to policy matters/decisions under various Vocational Training Programmes under the purview of DGE&T.
12.	Scrutiny/Analysis of Agenda papers/minutes and other comments relating to the inter-Ministerial/Departmental meetings being attended by the Officers of DGE&T.
13.	Coordination/execution work relating to Plastic Processing Operator Trade being implemented by the Plastic Processing Industry/Institution, i.e., IPCL, CIPET, Ministry of Chemical and Fertilizers.
14.	Coordination of work relating to printing of Books, IMPs/Transparencies developed by NIMI and fixing the price/price formula.
15.	Court cases arising out of the implementation of various training schemes.
16.	MP/VIP references relating to the ATS/CTS and matters relating to NCVT.
17.	Publications received from various National Organisations, i.e., ISI, NCERT etc.
18.	Maintain liaison with State Governments/UT Administration in respect of SCVT matters.
19.	Miscellaneous matters relating to various Vocational Training Programmes.

4. PLANNING CELL TRAINING
(P.C.T.) SECTION

Head of the Section	:	Deputy Director
Cases Submitted to	:	DDT/DDG (AT)/DG (JS)
Telephone No.	:	23718921, 23001404
Auto	:	2404
Location	:	S. S. Bhawan (Room No.618)

1.	Formulation of new programmes / projects / schemes including preparation of EFC, SFC, etc. and their follow up, processing in consultation with the Planning Commission and Ministry of Finance; issue of sanctions for:-	
	(i)	Establishment of new institutes and expansion of the existing institutes.
	(ii)	Creation of posts under various Plan Schemes.
	(iii)	Addition, alteration, renovation of existing Institute buildings, hostel buildings, staff quarters, etc. and additional hostels and new buildings for the Institutes and developmental works for good ambience and well being of the Institutes from plan budget according to the need.
2.	Formulation of Five Year Plan & Annual Plan Proposals to decide the plan budget of the Training Directorate of DGE&T; processing in consultation with the Planning Unit of this Ministry and the Planning Commission.	
3.	To provide required input for the Working Group on Skills Development & Training being constituted by the Planning Commission and hold its meetings on the directives of the Planning commission.	
4.	Monitoring progress of all the ongoing and new Plan Schemes concerning PCT and preparation of statements/reports relating to monthly / quarterly/half-yearly progress of achievement for review by the Secretary (L&E) & the Planning Commission.	
5.	Scrutiny of proposals for funds; preparation of Budget Estimates, Revised Estimates and Final Estimates for various Plan Schemes concerning PCT and	

	communication of approved figures to field office/ institutes concerned.
6.	Continuation of Temporary Group 'A' & Group 'B' posts created under various plan schemes dealt by PCT.
7.	Correspondence with the State Governments concerned for allotment of accommodation and /or land for setting up of the new institutes approved under plan schemes concerning PCT.
8.	Correspondence with the offices of the UNDP / ILO for various programmes under externally aided projects concerning PCT.
9.	Meeting with the officers of Deptt. of Economic Affairs/ UNDP/ILO & also with experts (under the UNDP projects) for implementation of the externally aided projects concerning PCT.
10.	Preparation of information concerning annual action plan and furnishing information/material to various Parliamentary Committees, viz. Standing Parliamentary Committee, Public Accounts Committee, etc. Updating of Performance Budgets, Standard Reference Notes and Annual Reports concerning PCT.
11.	Cases seeking financial assistance for setting up of Vocational Training Centers etc. received from VIPs / Legislatures, private agencies and NGO's in the country.
12.	Setting up of study groups to suggest overall improvement in the vocational training system. Scrutiny / analysis of reports submitted by such groups/ NGOs and their follow up.
13.	Appropriate action on the announcements made by the Central Government for new initiatives for local area development with reference to vocational training such as North Eastern States, Jammu & Kashmir, Islands Development Authority for Andaman & Nicobar Islands, etc. and also Skill Development Initiatives with Public-Private Sectors partnership throughout the Country.
14.	Preparation of comments on the EFC/SFC Memoranda concerning training activities received from other agent Ministries/Departments such as M/o Social Justice & Empowerment, HRD, Agriculture, etc.

5. APPRENTICESHIP SECTION
(A. P. SECTION)

Head of the Section	:	Assistant Director
Cases Submitted to	:	JDT/DAT/DDG(AT)/DG (JS)
Telephone No.	:	23001373
Auto	:	2373
Location	:	S. S. Bhawan (Room No.326)

1.	Implementation of Apprentices Act, 1961 and the matters connected thereto.
2.	Amendments to the Apprentices Act and Rules framed thereunder.
3.	Compilation of Statistical returns under the Apprentices Act, 1961.
4.	Matters concerning grievances of apprentices and employer regarding apprenticeship training.
5.	Apprenticeship Training for the students of 10+2 Vocational Stream, Graduate and Technician Streams.
6.	Basic Training and Related Instructions arrangements to apprentices.
7.	Rates of stipend for all categories of apprentices.
8.	Central Apprenticeship Council – Constitution, meeting thereof, and action taken based on the recommendation of Central Apprenticeship Council.
9.	Constitution of General Purposes Committee, Standards Committee and Appellate Committee, action taken based on the recommendation of these Committees.
10.	Review of Apprenticeship Training Scheme.
11.	Estimation of manpower requirements for designation of trades.
12.	Feasibility study for designation of new trades and deletion of old trades.
13.	General administrative matters concerning Regional Directorates of Apprenticeship Training (RDATs) including building and civil works.
14.	Assessment of performance of RDATs as per the target fixed by DGE&T (Hqrs.).

6. ADVANCED VOCATIONAL TRAINING SYSTEM SECTION
(AVTS SECTION)

Head of the Section	:	Deputy Director
Cases Submitted to	:	JDT/DT/DDG (AT)/DG (JS)
Telephone No.	:	23001370
Auto	:	2370
Location	:	S. S. Bhawan (Room No.328)

<u>PART – I AVTS PHASE – 1</u>	
1.	To prepare the Work Plan and fixing of Training targets for ATIs and State ITIs under the AVTS project.
2.	Scheduling of various activities of planned training programmes, e.g. creation/ filling up of posts, procurement of Machinery/Equipment & Tools, Preparation of training curricula, workshop layout/modifications, Training of instructional staff, organizing of pilot courses, etc.
3.	Monitoring of AVTS programme (Physical & Financial) and periodic review of the progress institute wise.
4.	Follow up action on the recommendations of Technical/evaluation report, Technical Advisory Bodies/Regional meetings and Inspection of ATIs by Senior Officers.
5.	Scrutiny of AVTS budget proposals of ATIs and Finalization of Budget Estimates, Revised Estimates and Final Estimates, Preparation of Plan outlay and Annual Plan.
6.	To prepare draft scheme, seeking financial assistance from donor agencies or through bilateral assistance for the development and expansion of the AVTS Project.
7.	Miscellaneous work, e.g. preparation of action plan report, annual report, performance budget, standard reference notes, preparation of progress charts.

<u>PART – II AVTS PHASE – II</u>	
1.	Revision/Formulation of syllabi for different trades and Revision of standard list of Tools and Equipment for the trades covered under AVTS phase – II.
2.	Monitoring Progress (Physical & Financial) through Monthly/Quarterly progress reports of Central Sector Scheme, Equipment Maintenance Scheme at ATIs.
3.	Processing of cases relating to Civil Works under Equipment Maintenance Scheme.
4.	Performance Budget/Annual Report/Action Plan Reports, Continuation of posts under Equipment Maintenance Scheme.
<u>PART – III STORES</u>	
1.	Policy matters pertaining to purchase of machinery/equipment, tools, furniture, raw materials, etc. for the field institutes.
2.	Framing/revision of guidelines for the purchase of Machinery & Equipment.
3.	Purchase of indigenous machinery/equipment and their follow up, wherever applicable with DGS&D. Attending to dispute cases.
4.	Import of sophisticated equipment both under the foreign tied projects and also as per the need of the individual institutions, including spares. For the import of equipment all the requisite formalities e.g. obtaining clearance from the Department of Electronics, Directorate General of Employment & Training etc. Adjustment of expenditure under the AID Accounts Budget, Foreign Exchange Budget & release of foreign exchange.
5.	Work relating to maintenance of equipment & vetting of service contracts. Maintenance of inventory records of aided equipment, budgetary provisions under AID Accounts Budget and adjustment.
6.	Condemnation/disposal of stores, Vehicles etc. Replacement of condemned vehicles, Guidelines regarding Transfer of Surplus machinery/equipment from one to another institute/States etc.
7.	Insurance claims in respect of damaged and disputed cases.
8.	Dealing with the reports on annual verification of stores at the field institutes.
9.	Settlement of Audit objections pertaining to irregularities in purchases by field Institutes.

PART – IV OTHER SCHEMES

1.	Retraining of Rationalized Industrial Workers of Public Sector Undertakings, under the Scheme of Counseling, retraining and redeployment of rationalized workers of CPSEs, implemented by Deptt. of Public Enterprises, Min. of Heavy Industries & Public Enterprises.
2.	Preparation of Annual Plan and fixing of training targets under above scheme of CSR and submitting proposal to DPE for release of funds.
3.	Issuing sanctions and monitoring of CRR Scheme.
4.	Monitoring progress (Physical & Financial) through monthly, quarterly Progress reports.
5.	Related correspondence with nodal institutes and Deptt. of Public Enterprises, Min. of Heavy Industries & Public Enterprises

7. TRADE TESTING CELL
(T.T.CELL)

Head of the Section	:	Deputy Director
Cases Submitted to	:	JDT/DT/DG (JS)
Telephone No.	:	23710703, 23001403, 23001406
Auto	:	2403, 2406
Location	:	S. S. Bhawan (Room No.601)

A. <u>SECTIONAL ACTIVITIES</u>		
1.	<u>TRADE TESTS:</u>	
	(a)	<i>APPRENTICESHIP TRAINING SCHEME:</i>
	(i)	All India Trade Tests for all trades.
	(ii)	All India and Regional Competition of Apprentices.
	(b)	<i>CRAFTSEMENT TRAINING SCHEME:</i>
	(i)	All India Trade Test for all trades.
	(ii)	All India Skill Competition of Craftsmen.
	(c)	<i>CRAFT INSTRUCTORS TRAINING SCHEME:</i>
	(i)	Final Trade Test for Craft Instructor
	(d)	<i>CRAFT INSTRUCTORS TRG. SCHEME ON MODULAR PATTERN:</i>
	(i)	All India trade tests for all trades for Craft Instructor on Modular Pattern
	(e)	<i>CRAFTSMEN TRG. SCHEME (RESTRUCTURED PATTERN</i>
	(i)	All India trade tests for Craftsmen under Restructured Pattern.
	(f)	<i>VOCATIONAL TRG. IN WOMEN'S OCCUPATION (ADVANCED SKILL COURSE)</i>
	(i)	8 & 4 months duration trades.
	(ii)	Advanced Skill Courses POT (General)
	(g)	<i>DEFENCE SERVICE PERSONNEL UNDER ON THE JOB TRAINING.</i>

	(h)	<i>TRADE TESTS OF C.I.I.</i>
	(i)	Regional & National Work Skill of CII
	(ii)	Regional & National work Skill of CII (Supervisory Level)
2.	<u>CERTIFICATION:</u>	
	(a)	Issue of blank certificates for Craftsmen Training and Apprenticeship Training Schemes to the State Directorates & Regional Directorates & Apprenticeship Training.
	(b)	Issue of blank certificate for Instructors Training Scheme & WT Scheme, to the field institutes.
	(c)	Issue of blank certificate to DGRE for Defence Personnel.
	(d)	Affixing seal of Secretary, NCVT on the certificates issued under the aegis of NCVT.
3.	<u>RESULTS:</u>	
	(a)	Approval of results in respect of all tests of field institutes of DGE&T.
4.	<u>DRAWING:</u>	
	(a)	To prepare the drawings submitted by paper setters for 28 trade tests conducted by NCVT/DGE&T.
	(b)	To prepare the ink drawings of these trade tests.
	(c)	To prepare the drawings required for bill of material.
	(d)	Multiplication of question papers locally which are not sent to Govt. Presses for printing.
	(e)	To prepare the drawings, charts, graphs, etc. required to be displayed in DG/JS or DT, DAT room.
	(f)	To prepare the name plates, indication board, seating plan, etc. required for all the meetings conducted by DGE&T, Main Secretariat and CLC (C).
	(g)	To prepare folders for meetings of the Moderation Board.
	(h)	To assist TT Cell staff in dispatch of bills of material, question papers, etc. for all the trade tests.
	(i)	Other miscellaneous works related to drawing assigned by higher authorities from time to time.

5.	<u>MODERNIZATION:</u>	
	Work related with the Scheme “Modernization of Trade Testing and Certification” aided by World Bank (VTP) which includes:	
	(a)	Trade Testing (Preparation of Question Bank etc.)
	(b)	Establishment of Documentation Wing
	(c)	Certification.
6.	<u>MISCELLANEOUS:</u>	
	Translation of question papers for various trade tests into Hindi Language.	
B. <u>GROUP – A - STAFF ACTIVITIES IN THE SECTION:</u>		
	(a)	Preparation and Appointment of paper setters.
	(b)	Moderation of Question Papers.
	(c)	Checking of all typed out Question paper at different stages.
	(d)	Management of printing & collection of Certificates and Question Papers from the Govt. Presses.
	(e)	Checking of Results submitted by State Directors / Principal of Field Institutes of DGE&T.
	(f)	Organising, dispatch and distribution of Certificates and papers.
	(g)	Activities related to Modernisation of TT Cell.
	(h)	Counter verification of field in NTCs received from State Directors for affixing facsimile signature of Secretary, NCVT.
C. <u>ACTIVITIES OF STAFF OTHER THAN GROUP A IN THE SECTION.</u>		
	(a)	Activities related to paper setting, comparison, typing, printing/cyclostyling & distribution of Question Papers for all the trade conducted by TT Cell throughout the year.
	(b)	Activities related to printing, stamping, facsimile signatures & distribution of the certificates pertaining to all the trade tests.
	(c)	Scrutiny and dispatch of the results pertaining to all the trade tests.

8.WOMEN OCCUPATION TRAINING
(W.T.)

Head of the Section	:	Section Officer
Cases Submitted to	:	DDT/JDT/Dir. (WT)/DG (JS)
Telephone No.	:	23001363
Auto	:	2363
Location	:	S. S. Bhawan (Room No.332)

1.	Recruitment/Promotion, Posting and transfers.
2.	Seniority list preparation of Training Officers and Vocational Instructors.
3.	Forwarding of application, Grant of leave.
4.	Revision and fixation of pay scale.
5.	Collection compilation of information from NVTI/RVTIs , sending of returns to Coord Section in respect of Staff Strength/Vacancy/Incumbency(including SC/ST/OBC/Handicapped returns).
6.	Collection, compilation of returns received from NVTI/RVTIs of Audit Objections including objection related to Administration & follow up.
7.	Revival of posts.
8.	Work relating to RTI furnishing of information on request from public.
9.	Staff Strength related work.
10.	Verification of service/past service in respect of Gr. 'B' Officers.
11.	Probation & Confirmation /ACP Cases of Group 'B'/'C'.
12.	Continuation of Temporary posts of NVYI /RVTIs / Hqrs.
13.	Conversion of Temporary Posts.
14.	Appointment on deputation/transfer.
15.	Intimation of vacancies to Screening Committee.
16.	Review of vacant posts, intimation to Coord Section.
17.	Misc. matter of NVTI/RVTIs.
18.	Coordination work including returns to O& M Section, Adm-I & Hindi Unit etc.
19.	Diary & Dispatch work, Typing work.

9. TRAINING UNIT
(T.U.)

Head of the Section	:	Deputy Director
Cases Submitted to	:	JDT/DDG (AT)/DG (JS)
Telephone No.	:	23001229
Auto	:	2229
Location	:	S. S. Bhawan (Room No.511-A)

	<u>PART – 1</u>	
1.	All matters relating to training courses conducted at ATI/ATI (EPI)/CTI/FTI/CSTARI (Kolkata)	
2.	The advertisement for admission in Craftsmen Training Courses conducted at Model Training Institutes and Craft Instructor Courses conducted at ATI/CTI.	
3.	Scrutiny, examination and follow up action on the monthly progress report of the following Institutes:	
	(a)	CSTARI - Kolkata
	(b)	ATI- Hyderabad, Mumbai, Kanpur, Ludhiana, Chennai and Howrah.
	(c)	ATI (EPI)- Hyderabad and Dehradun.
	(d)	CTI - Chennai.
	(e)	FTI - Bangalore and Jamshedpur
	(f)	MITI - Haldwani, Jodhpur, Choudhwar and Calicut.
4.	Preparation of proforma with regard to:	
	(i)	Monthly progress report Technical inspection report
	(ii)	Information for the Committee of Direction.
	(iii)	Specimen for furnishing of information for different courses conducted at Institutes.
5.	Scrutiny of representation of trainees of 16 institutes and follow-up action thereon.	
6.	Preparation of Technical Inspection Schedule – follow up on the Technical Inspection carried out by the officers of DGE&T, action taken report and co-ordination with different Technical Sections as a follow -up	
	<u>PART – II</u>	
7.	CONSTITUTION OF INSTITUTE MANAGING COMMITTEE (IMC)	
	(a)	Preparation of the guidelines for constitution of Institute Managing Committee (IMC) in respect of the following Institutions:-
	(i)	ATIs - 6
	(ii)	ATI (EPI) - 2
	(iii)	CTI - 1

	(iv)	FTIs	-	2
	(v)	CSTARI	-	1
	(b)	Scrutiny of Agenda of IMC.		
	(c)	Follow up with Institute for holding the meeting.		
	(d)	Complete report on the minutes of the meeting.		
	(e)	Follow up action on the recommendations made in the meeting.		
8.	COMPILATION OF INFORMATION-COURSES/ TRAINEES.			
	Annual Report/ Standard Reference Notes/ Performance Budget/ Material requisitioned by different Technical Sections related to planning Commission, Parliamentary Committee/National Council of Vocational Training and Tabulation of information for the other Section in regard to completion of the Questionnaire.			
9.	INTER-ACTION OF INSTITUTES.			
	Preparation of Tailor-made courses by constant follow up with the Institutes as per needs of the establishment- Indian as well as Foreign Students.			
	<u>PART – III</u>			
10.	ADVERTISEMENT-SCRUTINY (UNDER NON-PLAN)			
	(a)	Follow up with DAVP for the release of 40 Advertisements in respect of Admission Notices released in Employment News under Non-Plan.		
	(b)	Follow up with the Office of Employment News for its release in time as per Training Schedule.		
	(c)	Preparation & Provision of Budget for release of Advertisement in respect of Field Institutes under Non-Plan Advertising & Publicity.		
	(d)	Maintenance of Register for the Advertisement released and entry of its Expenditure Statement received from DAVP.		
11.	BROCHURE –CUM- TRAINING CALENDAR			
	(a)	Follow up with Institutes for preparation of Brochure-cum-Training Calendar as per specimen issued by Directorate General of Employment & Training.		
	(b)	Follow up with the Department of printing, Ministry of Urban Affairs & Employment for getting the same printed at Govt. of India Press.		
	(c)	Forwarding the Brochure-cum-Training Calendar to different Govt. of India Undertakings, Ministry of Railways etc. and Foreign Delegations.		
12.	CIVIL/ELECTRICAL WORK UNDER NON-PLAN			
	(a)	Scrutiny of Civil/Electrical Works (non-plan) proposals forwarded by the under mentioned Institutes for approval of DG/JS and final Administrative approval/expenditure sanction by Finance.		
	(b)	Preparation of sanctions for the above work in respect of the following:-		
	(i)	ATIs/ATI-EPI (Hyd.)/CTI and FTI (B'lore.)		

	(c)	Work relating to addition and alteration of building of Field Institutes and Complete follow up with DG(works) – CPWD, Ministry of Urban Affairs & Employment.
	(d)	Follow up with Principal Accounts Office, Ministry of Labour For issue of Authority letter for Civil/Electrical Works, which the Institute has issued under their Delegated Powers.
	(e)	Maintenance of Register of civil/electrical work under Non-Plan in respect of-
	(i)	Completion certificate
	(ii)	Pending with Finance
	(iii)	Pending for shortage of funds
	(iv)	Pending with Institutes for want of information to the query of Finance.
13.	PERMISSION FOR OFF CAMPUS COURSES	
	The proposals are scrutinized for the permission of DG/JS for conducting the off Campus Courses conducted at Institutes.	
14.	O&M INSPECTION/SUPERVISION	
	a.	Furnishing of information for O&M Dossier to IWSU by 5 th of every month.
	b.	Providing support statistical information for O&M inspection proforma by the TU to Inspecting Officer.
	c.	Assisting the Officer in completion of the IWSU Questionnaire of Inspection Schedule.
15.	COORDINATION WITH OTHER DEPARTMENTS.	
	CPWD, Ministry of Urban Affairs & Employment	
	Deptt. Of Technical Education, M/HRD	
	Ministry of Finance and Ministry of I&B (DAVP)	
16.	HINDI RETURNS RELEATING TO TU	
	(a)	Monthly/Quarterly Returns sent to Hindi Unit.
	(b)	Preparation of brief notes for the Hindi Meeting as and when asked for.
17.	Parliament Question relating to TU	
18.	Maintenance of other record called from time to time.	
19.	Scrutiny of application of foreign students (iccr)	

10. TRAINING CRAFTSMEN SECTION
(T.C. SECTION)

Head of the Section	:	Deputy Director of Training/DO-II
Cases submitted to	:	JDT/DT/DDG(AT)/DG(JS)
Tel. No.	:	23001374 / 23001375
Auto	:	2374/ 2375
Location	:	S. S. Bhawan (Room No.326)

1.	Scrutiny of inspection reports of Standing Committee / Supplementary Inspection Reports of Industrial Training Institute / Centers.
2.	Grant of affiliation to Industrial Training Institutes (Govt.), and Industrial Training Centers (Private) to NCVT with the approval of affiliation Sub-Committee of NCVT.
3.	Matters relating to affiliation and holding the meeting of Sub-Committee of NCVT.
4.	All India Skill Competitions for Craftsmen (once a year) and All India Competitions for Apprentices (twice a year) and declaration of results thereof.
5.	Pre-cum-post release of training scheme-policy decision/ implications, allotment of seats in different ITIs etc.
6.	Joint Evaluation of ITIs.
7.	Monitoring of Craftsmen Training Scheme.
8.	General reference on craftsmen Training Scheme from other Govts. / Departments/Planning Commission etc.
9.	Formulations of Policy on affiliation matters and implementation thereof-issue of general instructions.
10.	General references on affiliation matters.
11.	Payment of cash award and issue of merit certificates to winners of All India Skill Competitions under Craftsmen Training Scheme / Apprenticeship

	Training Scheme.
12.	Financial implications regarding NCVT recommendations.
13.	Holding of award function in respect of best State and best Establishment under All India Skills Competitions for Craftsman and Apprentices respectively.
14.	All matters relating to budget of UTs/NCVT/All India Skill Competition for Craftsman Apprentices.
15.	Proposals/Schemes of UTs for creation of posts and; relating to service matters etc. requiring approval of Finance.
16.	Miscellaneous reference from individuals/organizations etc. in regard top opening of new ITIs/ ITCs providing of grants – in-aid / Financial assistance to private ITIs/ ITCs etc.
16.	Payment of fees for Central Govt. Standing Counsels in respect of court Cases.
18.	Payment of TA/DA to NCVT and other non-official members.
19.	Audit paras and Court cases pertaining to UJDTs.
20.	Court Cases pertaining to affiliations of ITIs/ITCs.
21.	O&M matters and returns and other general references from IWSU.
22.	Hindi Reports and other matters relating to progressive use of Hindi.
23.	VIP references regarding affiliation of ITIs/ITCs and Parliament Questions.

11. CENTRAL PROJECT IMPLEMENTATION UNIT
(CPIU)

Head of the Section	:	Joint Director of Training
Cases submitted to	:	DT/DG(JS)/Secy.
Telephone No.	:	23731235 / 23001235
Location	:	Room No.516, S.S. Bhavan

A. IMPLEMENTATION OF THE CENTRALLY SPONSORED SCHEME (CSS) OF “ESTABLISHMENT OF NEW INDUSTRIAL TRAINING INSTITUTES (ITIs) IN THE NORTH EASTERN STATES AND SIKKIM”.		
1.	The Centrally Sponsored Scheme “Establishment of Industrial Training Institutes (ITIs) in North Eastern States and Sikkim” has the following components:	
	1.	Scheme No. 1 : Establishment of New it is
	2.	Scheme No. 2 : Strengthening / Modernisation of Existing it is
	3.	Scheme No. 3 : Technical Assistance
2.	Receipt and examination of proposals from the NE States and release of Central assistance to the respective states to carry out equipment procurement as per NCVT/ CSTARI approval equipment list.	
3.	Necessary advice/ guidance provided to the state governments for carrying out procurements at the State level by adopting government procurement procedure. Progress monitoring is achieved by regular interactions, monthly meeting and review meetings taken by PM office and also through meetings held in North Eastern States.	
B. CENTRES OF EXCELLENCE :		
4.	Upgradation of 500 ITIs in the country - 100 ITIs from domestic resources and 400 ITIs through World Bank assistance. The total cost of the scheme is Rs 160 crores, Central share being Rs. 120 crores, in view of ratio of 75:25 as advised by M/o Finance.	
5.	Monitoring Training courses in the ITIs mentioned at (4) above.	
ACTIONS UNDER “NEW INITIATIVES / PROJECTS”		
6.	(a)	Taking note of various gains achieved in Vocational Training Project - Phase-I, and looking into the changing needs of vocational training due to rapid process of globalization, liberalization and changes in technology, the

	second phase of the Vocational Training Project estimated with estimated cost of approx. Rs. 782 crore with probable assistance from the World Bank is proposed to be started and as such work mentioned at (1) to (5) above will also be done for the 2 nd Phase of VTP.
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Head of the Section	:	Dy. Director of Training (SS)
Cases submitted to	:	JDT/DT/DG(JS)/Secy.
Telephone No.	:	23731235 / 23001234
Location	:	Room No.516, S.S. Bhavan

A. ACTIONS UNDER THE CENTRALLY SPONSORED SCHEME (CSS) OF “ESTABLISHMENT OF INDUSTRIAL TRAINING INSTITUTES (ITIs) IN THE NORTH-EASTERN STATES AND SIKKIM”	
1.	Monitoring and Follow up with the State Directors for implementation of different components under the scheme.
2.	Preparation of status report for review meetings of Secretary (L & E) with the State Directors from NE Region.
3.	Correspondence with DGE&T institutes and NE States for allotment of seats to the NE States in CTS in DGE&T institutes and State ITIs for training of the sponsored candidates and Instructors under Technical Assistance component of the scheme.
4.	Release of funds to the NE States for Civil works and payment of TA and stipend in accordance with the approved norms.
5.	Miscellaneous matters regarding queries raised by PSC, Parliament Question, and Monthly Progress Report for PMO.
B. UPGRADATION OF TRAINING INFRASTRUCTURE IN 100 GOVT. ITIs (Scheme of Centers of Excellence)	
6.	Monitoring and Follow up with the State Directors of 13 States for release of funds for Civil Works.
7.	Miscellaneous matters regarding queries raised by PSC, Parliament Question, Progress Report etc.
C. VTP PHASE-II WITH WORLD BANK ASSISTANCE	
8.	Preparation of Project proposal on Upgradation of 400 ITIs into Centers of

	Excellence and Strengthening of AHI
9.	Preliminary Work relating to meetings with States, reply to questions from PSC etc.
D. IMPLEMENTATION OF THE SCHEMES OF VOCATIONAL TRAINING PROJECT BEING CONTINUED DURING THE X PLAN PERIOD	
10.	Correspondence with DGET Institutes to monitor the progress on courses conducted under Hitech Training Scheme and Technical Assistance.
11.	Annual Plan, Outcome Budget, Half Yearly Performance Review by Planning Commission for the Scheme of Hitech Training and Technical Assistance.

Head of the Section	:	Dy. Director of Training (RPD)
Cases submitted to	:	JDT/DT/DG(JS)/Secy.
Telephone No.	:	23710703 / 23001404
Location	:	Room No.618, S.S. Bhavan

A. ACTIONS UNDER THE CENTRALLY SPONSORED SCHEME (CSS) OF “UPGRADATION OF 100 IT IS INTO CENTRE OF EXCELLENCE” WITH DOMESTIC RESOURCES.	
1.	All matters pertaining to preparation of Schemes, approval from concerned authorities, EFC, etc., and clarifications to all concerned including Parliamentary Committees.
2.	Monitoring and Follow up with the State Directors for implementation of different components under the scheme.
3	Preparations of status report for review meetings of Secretary (L&E) with the State Directors and participate in the meetings. Also prepare papers for meetings of Senior Officers with PMO, Ministry of Finance and other Departments.
4	Release of funds to the State Governments for equipments, etc.
B. UPGRADATION OF TRAINING INFRASTRUCTURE IN 400 GOVERNMENT ITIS WITH WORLD BANK ASSISTANCE (SCHEME OF CENTERS OF EXCELLENCE)	
5.	All matters pertaining to preparation of Schemes, approval from concerned authorities, EFC, etc., and clarifications to all concerned, including Parliamentary Committees.
6.	Meeting with representatives of World Bank and regular correspondence in all

	matters pertaining to the schemes.
7.	Monitoring and Follow up with the State Directors for release of funds. Continuous interaction with the State Governments for proper implementation of the Schemes.

12. INTEGRATED FINANCE (DESK)

Head of the Section	:	Desk Officer
Cases submitted to	:	Director/FA
Tel. No.	:	23001237 / 23001238
Auto	:	2237/2238
Location	:	S. S. Bhawan (Room No.521)

1.	Expeditious scrutiny, of proposals relating to implementation of various Plan schemes of Directorate General of Employment & Training (DGE&T) [including those of erstwhile World Bank assisted Vocational Training Project (VTP)], keeping in view the need to ensure economy in expenditure and adherence to the financial rules and instruction. Some of the Plan Schemes are:	
	(i)	Establishment of New ITIs in North Eastern States, Sikkim and Jammu & Kashmir
	(ii)	Upgradation of ITIs into Centers of Excellence
2.	Scrutiny of proposals pertaining to release of funds to State Governments/ UTs for procurement of equipment, furniture, civil works, etc. as well as continuation/creation/filling up of posts of VTP.	
3.	Scrutiny of proposals for procurement of equipment/ services and civil works at various field institutes of DGE&T, are handled in IF (Desk)	