

DGT-16/2/2024- O/o Dept. Secy (69401)
Government of India
Ministry of Skill Development & Entrepreneurship Directorate
General of Training

7th Floor, Kaushal Bhawan,
New Moti Bagh, New Delhi
Date: 07/07/2026

OFFICE MEMORANDUM

Subject: Ensuring compliance with timelines and accuracy in submission of information / Inputs-reg.

The Coordination & Parliament Section, DGT Headquarters, New Delhi, is the nodal section responsible for collecting, consolidating and submitting information/inputs relating to VIP references, PMO references, Cabinet Secretariat matters, NITI Aayog, Budget Announcements, Prime Minister's Announcements, e-SamikSha, Skill Profiles, Parliament Questions, Court Cases (LIMBS), CPGRAMS grievances, and other important matters received from the Ministry of Skill Development & Entrepreneurship (MSDE). As these matters are largely time-bound, they require prompt compilation, approval and submission to the competent authorities.

2. It has been observed that inputs from various Divisions/Sections of DGT Headquarters and field offices are, in several cases, received at the last moment or beyond the stipulated timeline. Further, some inputs are found to be incomplete or not in the prescribed format despite repeated reminders. Delays are also noticed in the submission of routine reports, including:

- Monthly updation of State Skill Profiles (to be submitted during the first week of every month);
- Monthly reports on pending matters/special campaigns, wherein discrepancies are noticed between the figures reported and the corresponding e-files/physical records; and
- Inputs for the Monthly D.O. Letter.

Such delays and deficiencies adversely affect the timely disposal of important matters relating to the PMO, Cabinet Secretariat, Parliament, VIP references, Court cases, and other time-bound assignments.

3. In view of the above, all Divisions/Sections of DGT Headquarters, RDSDEs, NSTIs, Extension Centres, NIMI and CSTARI are requested to accord utmost priority to all communications received from the Coordination & Parliament Section. It may be ensured that all requisite inputs, comments, reports and other information are furnished within the prescribed timelines, complete in all respects and duly verified for accuracy before submission.

4. All Heads of Divisions/Sections at DGT Headquarters and Heads of Departments/Heads of Offices of field offices are requested to disseminate these instructions among all concerned officers and officials and ensure their strict compliance. Any avoidable delay or submission of incomplete/inaccurate information, without adequate justification, may adversely affect the timely disposal of official business and should therefore be avoided.



(Sunil Kumar Gupta)
Dy. Director General

To:

1. All Division/Section heads at DGT HQ
2. All Regional Directors /HoDs of RDSDEs
3. All Principals/HOOs of NSTIs/Extension centers
4. Director, CSTARI
5. Executive Director- NIMI

Copy to:

1. Sr.PPS to DG(T)-for information
2. DDG (NRA) / DDG (SSN) -for information



(Sunil Kumar Gupta)
Dy. Director General