

File No. DGTC-16/2/2024-O/oDEPT. SECY (ESTT. I) / (E-69401)

Government of India

Ministry of Skill Development & Entrepreneurship

Directorate General of Training

7th Floor, Kaushal Bhawan,

New Moti Bagh, New Delhi

Date: 13.04.2026

OFFICE MEMORANDUM

Subject: Timely and Accurate Submission of Inputs – reg.

This section collects inputs from different sections/divisions of DGT (HQ) based on requests received from various divisions of MSDE, NITI Ayog, PMO and other offices. This section further compiles the information, and submits it to the competent authority for approval and onward submission to the concerned offices, including the O/o Hon'ble MoS, SDE and Secretary (MSDE), and other senior officers at MSDE, NITI Aayog, PMO and other offices. Most of these inputs are required on a priority basis, as they are sought by the aforementioned offices within short timelines.

Inputs received from various Sections/Divisions at DGT (HQ) are sometimes delayed/ provided at the last minute and, at times, incomplete or not in the prescribed format. This results in delays in compilation, approval, and submission, necessitating repeated follow-ups and leading to avoidable expenditure of time and effort.

As per the directions of the office of DG and DDG, DGT(HQ), the State Skill Profiles of all States/UTs are required to be updated based on data as of the last day of each month. It is also noticed that State Skill Profiles are not being updated on time, and reported data on pending matters (Special Campaign) often appears reluctant (specially i.r.o. of E-files & Physical files).

In view of the above, all concerned Officers/Sections/Divisions are kindly requested to accord utmost priority to communications received from the Coordination Division and ensure the following:

- Inputs are submitted within timelines;
- Information is complete, accurate, and as per requirements/formats;
- Due diligence is exercised to avoid errors;
- State Skill Profiles and pending matters etc. are updated/submitted on time.

It is also requested that all such communications from Coordination section may kindly be treated as urgent to avoid delays and repeated reminders. Your kind cooperation in timely providing the relevant inputs/data will be highly appreciated.

This is issued with the approval of the Competent Authority


13/04/26

(Amrit Pal Singh)

Director (Coord.), DGT (HQ)

Encl.: As above

To:

1. All Division/Section heads at DGT HQ
2. Director, CSTARI
3. Executive Director- NIMI

Copy to:

1. Sr.PPS to DG(T)-for information
2. PS to DDG (SKG)-for information