

F. No. DGT- IT /2020-OSD
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

OFFICE ORDER

DGT Hqr., New Delhi
Dated 11th April, 2020

Sub: DGT - Work from Home (WfH) guidelines during the COVID-19 Stay Safe - reg.

In view of the unprecedented situation faced by the nation to curb the spread of COVID-19 infection, and in the likelihood of the lockdown being extended or partially lifted, it is critically essential/ need of an hour to develop a functional protocol on the **Work from Home** / remote working model.

Hence, officers/employees at all levels are requested to extend full cooperation for the smooth functioning of the system by ensuring optimal utilization of e-office and digital/e-signatures (Aadhaar based). Almost all officers and staff members in DGT Hqrs., RDSDE/NSTIs have recently been issued WebVPN and e-office account to enable them to access e-office remotely through the NIC network at anytime from anywhere. Discussions, meetings through VC shall be channelized and fully utilized. Business of sending official files through e-office should start.

While in lock-down mode, all the HODS should ensure that faculty may also be engaged gainfully:

1. Do online teaching and evaluation through NIMI VC.
2. Carry on innovative projects.
3. Draw standardized lesson plan.
4. Prepare innovative questions for "Question Bank" through NIMI.
5. Work towards skill improvement plan.
6. Support for recently constituted Sector teams for identification of short-term and long-term courses in the thrust areas to be offered in the NSTIs/ITIs.

They should also compile weekly lesson plans and also the recorded audios and videos to be made available in context of the topics being taught. The trainers are also requested to use this time extensively in providing support towards the development of audio/video content as per their expertise of topics/trades and preparation of questions for Question Banks in coordination with NIMI, for hosting on the bharatskills.gov.in platform.

More and more output will need to be through online delivery. Towards this, we need to secure apart from our phones, our laptops/desktops, our mails, accessible between 9 AM to 6 PM. All the HoDs are requested to ensure that all officers/trainers/staffs should follow the above guidelines, maintain a record sheet of day-to-day activities of the individuals and also submit a comprehensive report to DGT Hqrs. on weekly basis and should be uploaded online (<https://dgt.gov.in/datacol/>) periodically by the HODs.

The individual officers/trainers handling the online classes through NIMI can also upload the details on daily basis.

Yours faithfully

-sd/-

(Deepankar Mallick)
DDG (CFI and Admin)

To.

1. All the Directors/principals of RDSDE's /NSTIs for compliance and further action
2. All the individuals officers /Staff
3. Sr PPS to DDG I, II and III for kind information.
4. All Directors/Joint Directors in DGT Qtrs. for necessarily follow-up