

File No. DGT-A-22012/02/2015-Adm.-II(Part)

Government of India

Ministry of Skill Development & Entrepreneurship

Directorate General of Training

Room No. 208, 2<sup>nd</sup> Floor,  
Employment Exchange Building  
Pusa Complex, New Delhi-110012

Dated: 5<sup>th</sup> June, 2020

**OFFICE ORDER**

In supersession of all previous Orders regarding the charge of Head of Office of DGT HQ, the following officers are given the charge of Head of Office under Rule 14 of the Delegation of Financial Powers Rules 1978 with the work allocation mentioned against each.

- a) Shri. C R Subramaniam, Deputy Director (Head of Office in respect of General Administration)
  - b) Ms. Sonu Bhatia, Under Secretary, Establishment (Head of Office in respect of all Establishment work)
2. The designated items of work in General Administration and Establishment is as per Annexure I.
  3. This issues with the approval of the Competent Authority.

**Sd/-**

**(Sanjay Arora)**

**Deputy Secretary to the Govt. of India**

**Distribution:-**

1. Ms. Sonu Bhatia, Under Secretary, DGT (Hqrs.)
2. Sh. C.R. Subramaniam, Deputy Director, DGT (Hqrs.).
3. Sh. N. R. Aravindan, Director, DGT (Hqrs.).
4. Sr.PPS to DGT/AS, PPS to DDG-I, PPS to DDG-II, PPS to DDG-III.
5. All the Directors, Deputy Secretaries, Under Secretaries, Deputy Directors in DGT (Hqrs.)
6. All Sections in DGT HQ
7. DDO(Cash), DGT HQ.
8. Pay & Accounts Officer, New Delhi, Mumbai, Chennai.
9. Office Order.
10. Spare copies.

## Annexure I

The administration Division consist of two function viz Establishment function and General Administration Functions. The items of Work in these two functions are hereunder:-

### ESTABLISHMENT FUNCTIONS

- Recruitment of Regular staff
- Assessment of vacancies
- Intimation of vacancies to SSC/UPSC
- Receiving of dossiers from the SSC/UPSC of the candidates
- Sending offer of appointment
- Getting medical examination
- Getting character and antecedents verified
- Joining of candidates
- Transfer/Posting order
- Opening of service book & attestation of entries,
- Obtaining oath of affirmation to constitution on first appointment
- Obtaining declaration of home town
- Obtaining family details
- Obtaining nominations where are required
- Promotion of staff
- ACP/MACP/pay fixation/pay issues
- Forwarding of application for deputation/SSC-UPSC
- Processing the pension and GPF final payment cases
- Processing leave travel concession claims
- Redressal of grievances of staff pertaining to establishment
- Processing of cases on retirement/death etc.
- NOC for passport & personal foreign visits
- Training of Employees of DGT
- Sanction of Leave/Leave encashment

### GENERAL ADMINISTRATION FUNCTIONS

- General Maintenance of office viz housekeeping/periodic and preventive maintenance
- Purchase of items & service
- Recruitment of Contractual/Outsourced staff
- Reply to Audit objections
- Govt. Accommodation
- Redressal of grievances of staff pertaining to General Administration
- Preparation of BE/RE
- Sanction of advances/withdrawal from GPF
- Sanction of contingent expenditure
- Sanction of furnishing of GR.D.GPF figures to PAO
- Sanction of Medical Advances/Claims
- Issue of CGHS/IDENTITY card
- Sanction of advances as per applicable Rules