

No. DGT-A-42/55/2021-Estt
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training

Room No. 109, 1st Floor
Employment Exchange Building,
Pusa Complex, New Delhi – 110012.
Dated: 21.06.2021

OFFICE ORDER

In view of the latest guidelines issued vide DoPT's OM dated 14.06.2021(copy attached), all Regional Directors/HODs of RDSDE/NSTIs/NSTI(w)/CSTARI and Divisional Heads of DGT(HQ) are hereby directed to ensure strict compliance of following instruction in offices under their jurisdiction with immediate effect till further orders: -

- a. All officers at the level of Under Secretary and above to attend office on all working days.
- b. All officers/officials of the level below Under Secretaries, 50% of such officials shall attend office on any working day and the remaining 50% shall work from home.
- c. Persons with Disabilities and Pregnant women employees shall continue to be exempted from attending office but are required to work from home till further orders.
- d. The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
 1. 9.00 A.M. to 5.30. P.M.
 2. 9.30 AM to 6.00 PM
 3. 10.00 A.M. to 6.30 P.M.
- e. All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- f. Those officers/ staff who are not attending office shall work from home and they should be available on telephone and other electronic means of communication at all times.
- g. Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided
- h. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces maybe ensured. HoDs may also ensure non- crowding in corridors, canteens etc.

This issues with the approval of Competent Authority.



(Pabitra Ghosh)
Deputy Director (Budget & Estt)

Copy to:

1. All Regional Directors/HOD of RDSDEs/NSTIs/NSTI(W)s
2. All Directors/Deputy Secretaries, DGT(HQ), New Delhi
3. Sr. PPS to DG(T), PPS to DDG(SS)
4. Under Secretaries, DGT(HQ)
5. DDO, Cash Section, DGT(HQ) and all field offices of DGT
6. IT Cell, DGT(HQ)