

F.No. DGT-T-11012/12/2021-DGT-DIR (CFI)

Government of India

Ministry of Skill Development & Entrepreneurship

Directorate General of Training

Old CIRTES, Building, IARI, PUSA

Room No. 107, 1st Floor,
Employment Exchange Building,
Pusa Complex, New Delhi – 110012.
Dated: 14th September, 2022

To

All the Regional Directors RDSDEs / Principals NSTIs. / IToTs.

Subject: All the un-important files to be weed out and physical space to be freed – reg.

Ref: Special Campaign 2.0 for disposal of Pending Matters from 2nd October, 2022 to 31st October 2022.

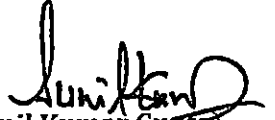
Sir/Madam,

Please refer to the OM no. 30011/02/2009-O&M (e.no.5866) dated 25th August 2022 received from Ministry of Personnel Public Grievances and Pensions (copy enclosed). A special campaign 2.0 will be conducted from 02nd October to 31st October, 2022 in all NSTIs / RDSDEs. This campaign is dedicated to weeding out of un-important Physical files of each/every section and the scrap material needs to be sold out, so that the unused space can be used effectively.

2. Therefore, all the NSTIs / RDSDEs are requested to carry out special drives to weed out old records/files as per manual of office procedure and must ensure that the un-important physical files need to be scanned properly and the data should be stored in respective records rooms, then only the weeding out process to be instigated. The disposal may be carried out periodically at regular intervals in order to maintain proper cleanliness of the office premises.

3. It is requested that reports on daily basis be submitted to DGT at cfidgt@gmail.com. Photos / Videos (soft copy) before campaign, during cleanliness drive and after campaign disposal to be captured and shared with CFI.

4. All the Principals/HoOs of NSTIs are requested to strictly monitor the progress of weeding out of records/files of the sections under their control.


(Sunil Kumar Gupta)
Director (CFI)
Tel. No. 25847032

Encl. As above

Copy to for information please:

1. Sr. PPS to Secretary, MSD&E, Shram Shakti Bhawan, New Delhi.
2. Sr. PPS to Director General (Training)/Addt. Secy., Kaushal Bhawan, N. Delhi
3. Deputy Director General (SS), DGT(Hqr.), Pusa Office.

Special Campaign

02.10.2022 to 31.10.2022

Name of the Division/Office:

State:

Sr. No.	Actionable/reference points	Status
1	Number of pending References from MP's	Pendency as on date
2	Pending references from the State Government	Pendency as on date
3	Pending Inter- Ministerial References (Cabinet Note)	Pendency as on date
4	Parliamentary Assurances pending	Pendency as on date
5	Pending PMO references	Pendency as on date
6	Number of Rules/ Processes identified for simplification	Provide details.
7	Pending public grievances and Appeals (CPGRAMS as well as grievances received from other sources)	Provide nos. of Public grievances pending on 1. CPGRAM portal 2. Recd from other sources 3. RTIs
8	Record Management	Prepare action plan and share
9	Identification of Cleanliness Campaign sites	Photos/video before campaign to be capture. Photos/video during the campaign to be captures Photos/video after campaign/disposal to be captured.
10	Space management planning	Prepare action plan and share
11	Scrap Disposal.	Prepare action plan and share

Signature :

Name & Designation:

Note: For all the above pendency (serial wise), combine all pendency in one file (MS word/excel/pdf) and attach with this report.