

DGT/MSDE/GENL/2019
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

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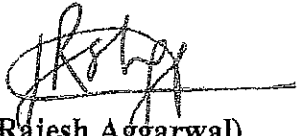
Dated the 4th February, 2019

MEMORANDUM

It is observed that, Directors who have been assigned as RDSDE in state Headquarters are going on tour to their field institutes quite often without any approval from their immediate senior officers. This has been viewed very seriously by the undersigned and all RDSDE are hereby directed to obtain prior permission from the DDG (Admin) for any tour program, even though their tour is on official purpose in their jurisdiction. If total number of days on tour (including holidays) in a month exceeding 10 days, they should get the approval from DG(T).

Directors are also required to obtain prior station leave for leaving their headquarters even while they go on leave or for personal work or even during weekends

Concerned DDO/PAO are requested to check for the copy of tour approval approved in writing by DDG (Admin) while processing the TA/DA claims.


(Rajesh Aggarwal)
Director General (T)

Distribution:

1. All the Regional Directors, Regional Directorates of Skill Development and Entrepreneurship / HODs of the Field Institutes under DGT.
2. All Directors, DGT Hqrs.
3. DDOs of all Field Institutes/ DDO-DGT(HQ), PPS to CCA, New Delhi
4. PPS to Secretary, Sr. PPS to DG (T)/Addl. Secy., PS to DDG-I, PS to DDG-II, PS to Director (Adm.).
5. Pay & Accounts Officer, MSD&E, New Delhi / Mumbai / Chennai
6. Cash Section (2 copies)
7. Personal file / Service Book of the officers concerned.
8. Office Order folder