

**MINUTES OF THE O & M MEETING OF DGE&T (Hqrs.) HELD ON  
23.05.2007 AT 11.30 A.M UNDER THE CHAIRMANSHIP OF DG/JS**

The O & M meeting of the Directorate General of Employment & Training (Hqrs) under the Chairmanship of Director General/Joint Secretary was held on **23.5.2007 in Committee Room, “C Wing”, Shram Shakti Bhawan, New Delhi**. The Officers of the level of Section Officer and above, of the Directorate General attended the Meeting. This meeting had been called to review the progress of disposal of various items of work and pendencies for the quarter ending March, 2007. **List of the participants of the meeting is at Annexure.**

2. Welcoming the participants, Chairman asked Shri Rajendra Joshi, Senior Analyst, to take up the agenda proforma-wise so that he can review the status with concerned officers. Shri Joshi first asked the participants whether they have any comments to offer on the minutes of the last O & M meeting held on 20.02.2007. As no body raised any objection/additional points, **the minutes of the last O & M meeting were confirmed**. Thereafter, discussion started proforma-wise for the quarter ending March, 2007.

3. **Proforma –I** was regarding **Action Taken Report (ATR)** on the minutes of the last O & M meeting held on 20.02.2007 for reviewing the position for the quarter ending 31<sup>st</sup> December, 2006. There were 5 action points, which were discussed individually, as detailed below:

(i) **Reviewing of the situation of availability of LDC/UDC by DS(TL) in the DGE&T (Hqrs.) for posting some staff in the Record Room:** In this context, Chairman directed that efforts may be made to find out some solution to the problem of shortage of staff. Chairman desired that the deficiency in staff may be distributed equitably and asked DS(TL) to explore the feasibility of contractual employment and re-organisation of work of various Sections.

(ii) **Operation of DMIS software in the DGE&T:** Chairman directed that all Officers and Sections may start using the DMIS positively from 1<sup>st</sup> June, 2007.

(iii) **Reply to PMO/MP/VIP cases within 5 days:** This point was discussed while perusing Proforma-III of the Agenda.

(iv) **Note to be submitted to DG/JS regarding filling up of posts in various RVTIs:** The Chairman pointed out certain problems in filling up of posts in RVTI, Allahabad and directed that all the administrative sections and Divisional Heads may prepare a note on the vacancy positions giving details as to on what account the vacancy has arisen, why the post is vacant, what action has been taken to fill up the post. He also disconcertingly noted that at a few institutes the cost of training per trainee is increasing. The Chairman desired that the Divisional Heads may take suitable steps to stop this trend.

(v) **Position under the Apprenticeship Act – Court Cases – Apprentices vs. Employers:** The Chairman directed that the SLP filed in the Hon'ble Supreme Court may be pursued and the Hon'ble Court be approached to issue suitable orders for absolving the DGE&T from the list of Respondents in such cases.

4. **Proforma –II** showed the **pending PMO/MP/VIP references**. There were **10 cases shown pending** under this category. Adm-II Section had 3 cases, WT, EE-III and TC Sections – 2 each and MP (G) – 1 case pending. Chairman discussed these cases with concerned officers and issued directions for their early disposal. He directed that requests for transfers should be considered with holistic approach keeping in view the interest of the Organisation. The Chairman directed that transfers may be made annually and there should not be any mid-session transfers and all ad-hoc transfers may be discouraged. He further directed that disciplinary action may be initiated against those who repeatedly put political pressure for their transfer. With specific reference to the letter from Shri C. P. Majhi, Minister for SC/ST Development, Government of Orissa, the Chairman directed that the matter may be taken up with the Chief Secretary of Orissa. He observed that replies are often very lengthy and replies to letters received in Hindi are also submitted in English. He desired that the replies should be specific, to the point and in any case letters received in Hindi must be replied in Hindi only.

5. **Proforma-III** indicated the **pendency of cases (excluding court cases) of all sections in DGE&T (Hqrs)**. Total pendency at the end of the Quarter ending 31.3.2007 was 151. The Chairman complemented all for their efforts in bringing down the pendency to a manageable level.

6. **Proforma-IV** was regarding **progress of recording, reviewing and weeding out of files**. Under this category, Recording and Weeding out of files showed declining trend as compared to the last quarter. The Chairman desired that a special drive may be launched in the month of June for recording and weeding of files. He further directed that more files may be sent to the Departmental Record Room.
7. **Proforma-V** showed the **position of pending Audit Paras giving bifurcation as those concerning AGCR & Internal Audit**. The Chairman directed that a special drive may be launched to ensure settlement of audit objections.
8. **Proforma-VI** showed the **pendency of Court Cases**. The Chairman noted with concern the 2 cases showing Court Judgements pending for implementation by TC Section. Chairman directed that either appeal may be filed or compliance of the judgments may be carried out immediately.
9. **Proforma-VII** indicated **pending Parliament Assurances in Lok Sabha and Rajya Sabha**. In Lok Sabha, there was no pending assurance while in Rajya Sabha there were two cases concerning Stats.(E) Section. Shri S. K. Seth, JDX, clarified that the Assurance to Unstarred Q.No.817 has been fulfilled and the file pertaining to Assurance to Starred Q. No.306 is already under submission.
10. **Proforma-VIII** concerned pendency of matters raised under Rule 377 in Lok Sabha/Special Mention in Rajya Sabha. There was one case pending under Rule 377 in Lok Sabha, which concerned MP (G) Section. Shri K.S. Meena, JDX, clarified that the file is already under submission.
11. With the permission of the Chairman, Shri Rajendra Joshi, Senior Analyst, brought to the notice of the Chairman that the Departmental Brochure of DGE&T is still pending for printing. It was clarified by Dir. (SMR) that some re-allocation of work is on the anvil. The Chairman directed the DDG (AT) to hold a meeting with senior officers to decide on the re-allocation of work and submit a proposal as early as possible, preferably within one week.

Meeting ended with a vote of thanks to the Chair.

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**Annexure**

**LIST OF PARTICIPANTS OF THE O & M MEETING OF THE DGE&T (HQRS)  
UNDER THE CHAIRMANSHIP OF DG/JS HELD ON 23.05.2007**

| <b>Sl. No.</b> | <b>Name of the Officers</b> | <b>Designation</b> |
|----------------|-----------------------------|--------------------|
| 1.             | Shri Ashok Kumar            | DDG(AT)            |
| 2.             | Shri Sunil Mathur           | Director           |
| 3.             | Shri Y.P. Sharma            | Director(Trg.)     |
| 4.             | Shri H. A. K. Murthy        | Director (P)       |
| 5.             | Shri Tarsem Lal             | DS                 |
| 6.             | Shri R. K. Chugh            | Director (WT)      |
| 7.             | Shri D.P. Sabharwal         | JDT                |
| 8.             | Shri K.S. Meena             | JDX                |
| 9.             | Shri S.K. Seth              | JDX                |
| 10.            | Shri Yogesh Raizada         | JDX                |
| 11.            | Shri B.L. Meena             | DDX                |
| 12.            | Shri R. D. Meena            | DDX                |
| 13.            | Shri A. S. Khan             | DDX                |
| 14.            | Shri R. S. Dangi            | DDX                |
| 15.            | Shri Anil Grover            | DDT                |
| 16.            | Shri C. P. Sharma           | DDT                |
| 17.            | Shri Rajendra Joshi         | Senior Analyst     |
| 18.            | Shri S.N.S. Rahi            | ADT                |
| 19.            | Shri R. C. Khurana          | ADX                |
| 20.            | Dr. Aquib Javed             | SSO-I              |
| 21.            | Smt Chitra Agrawal          | SSO-I              |
| 22.            | Shri R. S. Dass             | RO                 |
| 23.            | Shri Sudhir Kumar           | SSO                |
| 24.            | Shri Amarjeet Singh         | Trg. Officer       |
| 25.            | Shri Ramesh Singh           | SO                 |
| 26.            | Smt. Rajeswari Moni         | SO                 |
| 27.            | Smt. Veena Dewan            | SO                 |
| 28.            | Shri B. M. Mondal           | SO                 |
| 29.            | Shri Sanjiv Kumar           | SO                 |
| 30.            | Shri R. S. Samyal           | SO                 |
| 31.            | Shri N. Choudhary           | SO                 |
| 32.            | Shri Mangu Lal              | SO                 |