



महानिदेशालय,
दत्तोपंत ठेंगडी राष्ट्रीय
श्रमिक शिक्षा एवं विकास बोर्ड
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
दूसरी मंजिल, रोजगार कार्यालय भवन
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DIRECTORATE GENERAL
DATTOPANT THENGADI NATIONAL BOARD FOR
WORKERS EDUCATION AND DEVELOPMENT
(Ministry of Labour and Employment, Government of India)

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NEW DELHI – 110 012

Email : director-general@cbwe.nic.in



File No. DTNBWED/HO/Admin/Office Order/

6287

Date: 29.08.2025

02/09/25

To,
The Regional Director / Education Officer (SG) / Education Officer
DTNBWED/ IIWE,
All.

Sub: "Consolidated instructions" - guidelines to be followed for Smooth Functioning of
Regional Directorates & IIWE.

In pursuance to this office earlier letter no. DTNBWED/ Admin./OO/ 2025/6183,
dated 22.08.2025, the Listed Officers of the respective Regional Directorates will acts as the
head of regional office 'with their designation' as mentioned in above letter and to be
function as the principal representative of the DTNBWED within the region. He/she ensures
effective implementation of policies, programmes, and projects of the organization in
alignment with the directives of the Headquarters. He/she shall conduct different types of
training programmes for skilling, upskilling, reskilling of the workers and their livelihood in
organised sector and unorganised sector. He/she shall enhance the revenue of the
organisation, arrange CSR fund etc. He/she shall also supervise and control all
administrative, technical, and financial functions within the region. In addition to this, a
consolidated guidelines and frame of functioning with role and responsibilities are attached
as 'Annexure- A', which has to be followed scrupulously until further order.

This is issued with the approval of the competent authority.

Yours faithfully,

02/09/25

Assistant Director (Admn)
DTNBWED, HQ, New Delhi

Copy to:

The Sectional Head, DTNBWED, HQ, New Delhi for information & implementation please.

O/o The Director General, DTNBWED, HQ, New Delhi for information please.

O/o The Chairperson, DTNBWED, HQ, New Delhi for information please.

02/09/25

Assistant Director (Admn)
DTNBWED, HQ, New Delhi

Annexure – A.

Key Functions & Responsibilities of Listed officers of Respective Regional Directorates
(As listed in H.O order no. DTNBWED/Admin./OO/2025/6183, dated 22.08.2025)

(a) Policy Implementation

- a) Ensure proper execution of policies, guidelines, and programmes as directed by the Headquarters.
- b) Monitor adherence to central government rules, financial norms, and organizational mandates.

(i) Administration & Coordination

- (a) Supervise and control all administrative, technical, and financial functions within the region.
- (b) Member Secretary of the Regional Advisory Committee.
- (c) Coordinate with state governments, district authorities, and local agencies to facilitate effective programme implementation.
- (d) Act as the liaison between Headquarters and regional offices/IIWE.
- (e) Ensure financial propriety and compliance with GFR and internal policies.

(ii) Personnel Management

- (a) Exercise administrative control over subordinate officers and staff posted in the regional office.
- (b) Approve TA bills/ Advance Tour programme of staff posted in the regional office. The TA bills/ Advance Tour Programme (ATP) of subordinate officers shall be forwarded as per the guidelines issued by Headquarter, DTNBWED, New Delhi earlier.
- (c) The medical claims of all the officers and staff posted in the regional office shall be forwarded as per the guidelines issued by Headquarter, DTNBWED, New Delhi earlier.
- (d) Recommend postings/transfers, disciplinary actions, and performance appraisals within the region.
- (e) Except Causal Leave and Restricted Holiday of the subordinate officers and staff, all types of leaves shall be forwarded as per the guidelines issued by Headquarter, DTNBWED, New Delhi earlier.

(iii) Programme & Project Monitoring

- (a) Oversee all projects executed in the region, ensuring timely completion and quality standards as per the instructions of competent authority.
- (b) Conduct regular inspections of Grants-in-Aid programmes or any other programme (as per the instructions of Headquarters) and submit performance and progress reports to Headquarters.
- (c) Organize and coordinate workshops, seminars, and orientation programmes as per the instructions of Headquarter.

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(iv) Financial Oversight and Delegation of Powers

- (a) Financial powers to respective eligible designations has been delegated vide letter no. 4714 dated 20.06.2025. These powers shall be reviewed periodically and revised as per organizational requirements.
- (a) Authorize expenditure within delegated financial powers as per the rules.
- (b) Ensure proper maintenance of accounts, utilization of funds, and audit compliance.

(v) Capacity Building & Training

- (a) Identify training needs of staff in the region and ensure capacity development initiatives.

(vi) Public Interface & Grievance Redressal

- (a) Address public grievances within the jurisdiction and ensure prompt redressal.
- (b) Represent the organization in official meetings, public hearings, and media interactions at the regional level.

(vii) Reporting Structure

- (a) Senior Most Officer of the Regional Directorate shall report directly to the Director General.
- (b) All subordinate Officers and staff of the Regional Directorate shall report to the Senior Most Officer.

Any other work allotted by the competent authority.

Where a doubt arises as to who is the head of any office or as to whether any authority is subordinate to or higher than any other authority or as to the interpretation of any of the provisions of these regulations, the matter shall be referred to the Headquarter, DTNBWED, New Delhi whose decision shall be final.

3/02/19/25