



महानिदेशालय,

दत्तोपंत ठेंगडी

राष्ट्रीय श्रमिक शिक्षा एवं विकास बोर्ड

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

दूसरी मंजिल, रोजगार कार्यालय भवन,

पूसा परिसर, पूसा रोड, आई.टी.आई. के निकट,

नई दिल्ली- 110 012

Phone : 011-25841119 / 21,

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DIRECTORATE GENERAL

DATTOPANT THENGADI NATIONAL BOARD FOR

WORKERS EDUCATION AND DEVELOPMENT

(Ministry of Labour and Employment, Government of India)

2nd Floor, Employment Exchange Building,

Pusa Complex, Pusa Road, Near I.T.I.,

NEW DELHI - 110 012

Email : director-general@cbwe.nic.in



DTNBWE&D/OO/AII/2026/ 809

Date: 05.02.2026

To,

✓ The Regional Director/Education Officer (SG)
Education Officer,
DTNBWED /IWE,
All.

Sub.: Streamlining Correspondence to Relevant Sections – reg.

It has come to the notice of the Competent Authority that certain Regional Directorates are forwarding correspondence to unrelated sections of the Head Office, New Delhi. This practice has resulted in duplication of work and delays in processing.

All Regional Directorates of DTNBWED are hereby directed to ensure that communications are addressed only to the section concerned with the subject matter. Copies should not be marked to other sections unless absolutely necessary.

The work pertaining to each section is briefly mentioned as below:

Admin Section	GAD Section	Education Section	Accounts Section
Leave, LTC-HTC, HQ permission, APAR,VRS, Retirement, Legal matters, Increment, Property return, MACP/DPC/ Promotion/ Transfer matter/SB Updation- Verification / Family declaration/ Permission for Passport- Visa/Higher qualification/ Comp-HBA Advances, seniority list, disciplinary proceedings, vigilance cases.etc. & any other matters related to Admin section.	All types of Sanction, Rent, Procurement and supplies through GeM, Infrastructure and facilities, Condemnation of articles, Liaison with other departments, scheduling meetings etc & any other matters related to GAD section.	Trg. Prog., Skilling & EPEP, NSDS, CSR, IT, MIS, Publication, E-learning, Social media MoU related, Tour Prog., Annual Report, Scrutiny & passing of prog. Vouchers, NCVET, PMKVY4.0, Pamphlet & SGF kit requirement, e-office, SIDH, online etc & any other matters related to EDN. Section.	Scrutiny and passing of supplier invoices, contractor payments, and other financial claims. Computation, All personal claims of officials, salaries, pensions, allowances, deductions, Retirement dues, Internal and External audits, depositing fees, fines, Preparation of Accounts, Budget estimate of the Board etc. & any other matters related to Accounts section.
Shri Anil Kumar AD(Admin)	Smt. Manda Thoot AD(GAD)	Shri S N Singh EO (Edn)	Shri Saurav Mallick Accounts Officer

Strict compliance with these instructions is required with immediate effect. This measure is intended to promote clarity, avoid duplication, and improve the overall efficiency of the Head Office.

This order is issued with the approval of the Competent Authority.

(Anil Kumar)

Asstt. Director (Admin)

Copy:

1. O/o Chairperson (GB), DTNBWED, New Delhi for information.
2. O/o Director General, DTNBWED, New Delhi for information.
3. The Section Heads EDN./GAD/Accounts, HQ, DTNBWED, New Delhi for information & n/a.

(Anil Kumar)

Asstt. Director (Admin)