

File No. A-24012/12/2023-Estt.I(E-63119)  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training  
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Employment Exchange Building  
PUSA Complex, New Delhi-110012

Dated: 01.11.2023

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**Office Order**

All Directors and above level Officers of DGT are directed to get prior approval of Secretary, MSDE, through DG(T) before proceeding on any kind of leave.

This issues with the approval of Competent Authority.

(Sonu Bhaita)

Under Secretary to the Govt. of India

Copy to

- a. All the officers concerned
- b. Sr. PPS to Secretary, MSDE
- c. PSO to DG(T)
- d. DDG(AK)/DDG(SKG)/DDG(IS)
- e. IT Cell with request to upload the same on the website
- f. Hindi Unit for translation
- g. Office order