

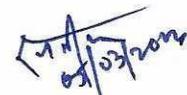
DGE-A-11011/3/2022-PC(E)
भारत सरकार/Government of India
श्रम एवं रोजगार मंत्रालय/Ministry of Labour & Employment
रोजगार महानिदेशालय/Directorate General of Employment
(पीसी(ई)अनुभाग/(PC(E) Section)

Shram Shakti Bhawan,
Rafi Marg, New Delhi-110001
Date- 02.03.2026
05.

Office Order No. 03 of 2026

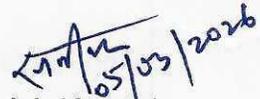
The undersigned is directed to refer that the following Deputy Directors shall act as Nodal Officer w.r.t. their respective regions and ensure smooth functioning with the SC/ST centers, DA centers, Modal Career Centers and Employment Exchanges under their supervision. The Nodal Officers shall act as the contact points between DGE and these offices and facilitate speedy resolution of any functional issues related with these offices.

Deputy Director (Ms./Mr.)	State/UT	SC/ST Center	DA Center	MCC	Employment Exchanges
Rajdeep Singh	<ul style="list-style-type: none">PunjabHimachalHaryanaJ&K	4	3	37	169
Ashish Verma	<ul style="list-style-type: none">DelhiAndhra PradeshLeh/Ladakh	2	1	35	29
Ashish Kumar	<ul style="list-style-type: none">RajasthanGujarat	2	3	29	99
Anupama Sharma	<ul style="list-style-type: none">Madhya PradeshChhattisgarhArunachal Pradesh	2	1	31	63
Ningthoujam Ajit Singh	<ul style="list-style-type: none">MizoramMeghalayaManipurNagaland	4	3	21	36


02/03/2026

	<ul style="list-style-type: none"> • Tripura 				
Saurabh Satyarthi	<ul style="list-style-type: none"> • Odisha • West Bengal • Andaman & Nicobar 	2	2	49	31
Savindra Singh	<ul style="list-style-type: none"> • Uttar Pradesh • Assam • Telangana 	3	3	65	238
Vandana Bisht	<ul style="list-style-type: none"> • Maharashtra • Goa • Uttarakhand 	1	2	34	59
Rajnish Kumar	<ul style="list-style-type: none"> • Bihar • Jharkhand • Tamil Nadu • Pudduchery 	3	4	64	134
Gaurav Jain	<ul style="list-style-type: none"> • Karnataka • Kerala • Lakshwdeep • Sikkim 	2	2	35	135
		25	24	400	993

2. The officers shall be responsible for specific Centers and designated States to ensure effective coordination and smooth implementation of activities. They will oversee and coordinate the functioning of the assigned Centers, ensuring that all programmes and initiatives are aligned with the vision, objectives, and strategic priorities of the Ministry. The DDs shall facilitate planning, execution, monitoring, and review of activities, and provide necessary guidance and support to help the Centers achieve their targets and deliverables within the stipulated timelines. They will also serve as the primary coordination link between the Centers and concerned State Departments, as well as other relevant stakeholders, to promote convergence, collaboration, and effective communication. The DDs shall regularly monitor the progress, identify challenges, and assist in resolving operational issues to ensure efficient implementation of programmes and achievement of intended outcomes.
3. This issues with the approval of competent authority.


 (Rajnish Kumar)
Dy. Director (Employment)

To
Officer Concerned

Copy for Information to: -

1. PPS to DDG(E),
2. PA to Director (E)/ PA to DS,
3. Concerned NCS Centre for SC/STs and DAs, MCCs and Employment Exchanges,
4. JDE(SS) for uploading on DGE website.

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G19V89U Jain. DD
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5/3/26

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(Rajnish Kumar)
DD (E)

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MCC Section

The regional Nodal Officer shall ensure the following Evaluation Aspects while monitoring the performance of NCSC for DA while going for supervision of a particular centre: -

1. Administrative Aspect

- ✓ Status of physical infrastructure like Center Building/ compound, ownership of building, parking, reception, classrooms, toilets, drinking water facilities, electricity back-ups, Fire-extinguishers, CCTV, First-Aid kit, number of computers, tools & equipment available in training class-rooms.
- ✓ Availability of disabled friendly infrastructure including ramps, railings, wheelchair, braille signage, toilets and other facilities.
- ✓ Number of trainees sanctioned for the Centre and current status.
- ✓ Number of Trainees allocated/ admitted and present at the time of Inspection.
- ✓ Number of sanctioned posts and filled-up posts at the Centre.
- ✓ Last 03 years' Physical target and achievement of the Centre (prescribed format)
- ✓ Records and Documents (intake, evaluation, rehabilitation, placements, aids & appliances records etc.)
- ✓ Registration of jobseekers and employers on NCS portal.

2. Physical Infrastructure

- ✓ Availability of Separate Reception Area, Counselling Area, Registration Desk, Classroom/Training facility, Library facility, Computer Lab facility, Separate Washrooms, parking etc.

3. Cleanliness/Hygiene

- ✓ Satisfactory/Unsatisfactory (with reasons)

4. Attendance Monitoring

- ✓ Attendance of employees: Physical or AEBAS (if physical, reasons)
- ✓ Attendance of trainees: Availability of Physical records of attendance for last 5 years

5. Technical/ Qualitative Aspect

- ✓ Subject being taught at the time of inspection including guest lectures for pre-recruitment training, soft skills etc.
- ✓ Standard of Training (whether satisfactory / not satisfactory):
 - Class duration with timing.
 - Frequency of class tests
- ✓ Comments on performance of trainees in the last tests:

- ✓ Whether syllabus of training is being followed as per time table.
- ✓ System adopted for follow-up with drop-outs and responsibility for dropouts:
 - Sessions with Trainees
 - Sessions with parents.

6. Financial Aspect

- ✓ Component-wise details of the funds requirements for development of the Center along with an action plan for next 3 years.
- ✓ Last 03 years' financial target and achievement of Centre (prescribed format)

7. Outreach Activities

- ✓ Outreach initiatives undertaken by centre (Awareness campaigns/camps, signage, social/digital media, print media)
- ✓ Any gaps found in awareness

8. Job Fairs

- ✓ Frequency of Job Fairs (within premises/outside)
- ✓ Availability of space within premises for conducting job fairs
- ✓ Number of Job Fairs conducted during the current year (month-wise) alongwith number of employers participated and jobseekers (participated/placed)
- ✓ Number of Job Fairs conducted during last two years alongwith number of employers participated and jobseekers (participated/placed) (to make a comparative analysis)
- ✓ Any challenges and issues being faced

9. Placements

- ✓ Initiatives for placement.
- ✓ Record of Placements during last 3 years.
- ✓ Status of placement assistance and period of handholding of the qualified candidates.
- ✓ Placement/self-employment linked relevancy of trainings in assigned trades vis-à-vis the industry requirements with respect to the regional as well as geographical specifications.
- ✓ Industry partnerships for placements.

10. Corporate Social Responsibility

- ✓ Initiatives for CSR
- ✓ Record of items/aid & appliances received under CSR and their disbursement
- ✓ Any new initiatives proposed for promoting CSR

11. Condemnation Committee

- ✓ Condemnation Committee formed or not
- ✓ If not, reasons
- ✓ If yes, date of last meeting

12. Grievance Redressal Mechanism

- ✓ Evaluate Existing Grievance Redressal Mechanism
- ✓ Public Display of contact persons
- ✓ Suggestions for improvement

13. Feedback Mechanism

- ✓ Evaluate Existing Feedback Mechanism
- ✓ Frequency of Parent Teacher Meetings
- ✓ Availability of Feedback Form
- ✓ Availability of Counseling and psychological support for trainees and parents.

14. Stipend disbursement

- ✓ Periodicity of submission of stipend bills
- ✓ Pendency of stipend payment
- ✓ Any related issues/suggestions

15. Hostel Facility

- ✓ Hostel available: Yes/No
- ✓ If yes, refer attached checklist for Hostels

16. Feedback & Observations of the Nodal Officer

- ✓ Problems being faced by the Centre during trainings in different trades:
- ✓ Priority-wise list of reformative actions suggested. (Overall/centre-specific)

17. Photographic documentation of hostel facilities, accessibility features, and mess hygiene etc.

- **In addition to above, the Nodal Officer shall be responsible to cover any other evaluation aspects as and when directed by the competent authority.**

Checklist for NCSCs for DA (Hostel)

1. Administrative & Infrastructure

- ✓ Hostel building ownership (leased/rented/owned).
- ✓ Separate wings for boys and girls.
- ✓ Toilets, bathrooms, drinking water facilities, electricity backup, fire extinguishers, CCTV, first-aid kits.
- ✓ Accessibility features: ramps, handrails, modified bathrooms, braille signage.
- ✓ Hostel cleanliness and hygiene standards.
- ✓ Hostel staff strength (warden, cook, mess bearer, security, sweeper, etc.).
- ✓ Hostel records: admission, attendance, maintenance, grievances, disciplinary actions.

2. Admission & Accommodation

- ✓ Priority criteria followed (DA trainees, SC/ST, economically weaker, outstation).
- ✓ Room allocation records and compliance with rules (no unauthorized exchanges).
- ✓ Adequate personal space, storage, and access to common areas.
- ✓ Hostel occupancy not exceeding sanctioned limits.

3. Mess & Canteen Facilities

- ✓ Mess timings displayed on notice board and in mess premises.
- ✓ Nutritious and hygienic meals provided.
- ✓ Roles of cook, assistant, mess bearer clearly defined.
- ✓ Mess Committee functioning and trainee feedback incorporated.
- ✓ Cleanliness of dining hall and kitchen.

4. Security & Monitoring

- ✓ CCTV coverage at entrances, exits, and common areas.
- ✓ 24x7 security staff deployment.
- ✓ Gate pass system for trainee movement.
- ✓ Visitor entry records maintained.
- ✓ Hostel in-charge daily monitoring rounds and incident logs.
- ✓ Monthly meetings with parents.
- ✓ Emergency drills conducted regularly.
- ✓ Incident reporting protocols in place.

5. Hostel Inmates' Movement

- ✓ Gate pass system functioning (no passes after 6:30 p.m.).
- ✓ Leave requests documented.

- ✓ Visitor permissions restricted to designated areas and times.
- ✓ No visitors allowed inside hostel rooms.
- ✓ Trainee compliance with movement rules.

6. Health & Hygiene

- ✓ Assistance available for residents with disabilities.
- ✓ Awareness sessions on hygiene and disease prevention.
- ✓ Regular cleaning/disinfection of living spaces, bathrooms, kitchens.
- ✓ Quarterly health checks by medical professionals.
- ✓ Staff trained in infection control and emergency response.
- ✓ Documentation of health incidents maintained.

7. Grievance Redressal

- ✓ Contact persons appointed and details displayed.
- ✓ Grievances escalated to Hostel Management Committee if unresolved.
- ✓ Mechanism effectiveness reviewed.
- ✓ Record of pending grievances with reasons.

8. Liaison with Local Police

- ✓ Head of Office designated as liaison officer.
- ✓ Regular meetings with police authorities.
- ✓ Incident reporting protocols include immediate police notification.

9. Disciplinary Actions

- ✓ Rules against ragging, harassment, discrimination enforced.
- ✓ Confidential reporting mechanisms available.
- ✓ Records of disciplinary actions maintained.

10. Committees

- ✓ Hostel Management Committee constituted and functioning.
- ✓ Mess Committee constituted and functioning.
- ✓ Monthly meetings with parents conducted.

12. Photographic documentation of hostel facilities, accessibility features, and mess hygiene.

In addition to above, the Nodal Officer shall be responsible to cover any other evaluation aspects as and when directed by the competent authority.

Visit Report

1. Name and Designation of Nodal Officer:
2. Name of Centre:
3. Date & Time of Visit:
4. Trades assigned to the centre:
5. No. of Trade-wise Trainees allocated/ admitted and present at the time of visit:
6. No. of sanctioned posts and filled posts at the Centre:
7. Name of Instructor(s) imparting training at the time of Inspection:
8. Trainings being imparted at the time of visit:
9. Views on standard of Training (whether satisfactory / not satisfactory):
10. Comments on performance of trainees in the last test:
11. Whether syllabus of training is being followed as per time table:
12. Status of physical infrastructure like class rooms, toilets, drinking water facilities, electricity back-ups, Fire-extinguishers, CCTV, Fist-Aid kit, tools & equipment/machinery available in training class-rooms.
13. Last 03 years Physical and financial target and achievement of Centre (prescribed format)
14. Problems being faced by the Centre during training:
15. Other issues raised by the Centre:
16. System adopted for:
 - Initiatives for placement:
 - Initiatives for CSR:
 - Parent Teacher Meeting:
17. Detailed Observations of the Nodal officer based on the checklist (separately for hostel):
18. Priority-wise list of reformative actions to be taken by the center:
19. Component-wise details of the funds requirements for development of the Center:

(Nodal officer)

The regional Nodal Officer shall ensure the following Evaluation Aspects while monitoring the performance of an SC/ST Center while going for supervision of a particular center: -

- **Administrative Aspect**

- ✓ Status of physical infrastructure like Center Building/ compound, classrooms, toilets. drinking water facilities, electricity back-ups, number of computers, number of teachers/ instructors.
- ✓ Number of trainees sanctioned for the Centre and current status.
- ✓ Number of Trainees allocated/ admitted and present at the time of Inspection.
- ✓ Number of sanctioned posts and filled-up posts at the Centre.
- ✓ Last 03 years' Physical target and achievement of the Centre (prescribed format)
- ✓ Does DGE specific records (eg passed out candidates, is maintained and shared by NIELIT with the centers constant intervals, i.e., monthly, quarterly.

- **Technical/ Qualitative Aspect**

- ✓ Subject being taught at the time of inspection including guest lectures for pre-recruitment training, soft skills etc.
- ✓ Standard of Training (whether satisfactory / not satisfactory):
 - Frequency of class tests
 - Certification after modules
 - Why MoLE candidate can't re-appear for exams like NIELIT's own candidate?
- ✓ Comments on performance of trainees in the last examination:
- ✓ Whether syllabus of training is being followed as per time table.
- ✓ System adopted for follow-up with drop-outs and responsibility for dropouts:
 - Sessions with Trainees
 - Sessions with parents.

- **Financial Aspect**

- ✓ Component-wise details of the funds requirements for development of the Center along with an action plan for next 3 years.
- ✓ Last 03 years' financial target and achievement of Centre (prescribed format)

- **Placements**

- ✓ Initiatives for placement.
- ✓ Status of placement assistance and period of handholding of the qualified candidates.
- ✓ Placement linked relevancy of courses vis-à-vis the industry requirements with respect to the regional as well as geographical specifications. For example, will placement

record improve if short term (3-6 months) courses like tailoring, beauty parlor, Mobile Repairing are introduced?

- **Feedback & Observations of the Inspecting Officer**
 - ✓ Problems being faced by the Centre during training:
 - ✓ Problems being faced by Institutes/trainees:
 - ✓ Priority-wise list of reformative actions to be taken by the center.

- **In addition to above, the Nodal Officer shall be responsible to cover any other evaluation aspects as and when directed by the competent authority.**

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Inspection Report

1. Name and Designation of Inspecting Officer:
2. Name of Centre:
3. Date & Time of Inspection:
4. Name and duration of Special Coaching/ Computer course:
5. No. of trainees sanctioned for the Centre:
6. No. of Trainees allocated/ admitted and present at the time of Inspection:
7. No. of sanctioned posts and filled posts at the Centre:
8. Name of Instructor(s) imparting training at the time of Inspection:
9. Subject being taught at the time of inspection including guest lectures for pre-recruitment training, soft skills etc.
10. Views on standard of Training (whether satisfactory / not satisfactory):
11. Comments on performance of trainees in the last examination:
12. Whether syllabus of training is being followed as per time table:
13. Status of physical infrastructure like class rooms, toilets, drinking water facilities, electricity back-ups, number of computers, number of teachers:
14. Last 03 years Physical and financial target and achievement of Centre (prescribed format)
15. Problems being faced by the Centre during training:
16. Problems being faced by Institutes/trainees:
17. System adopted for follow-up with drop-outs:
 - Initiatives for placement:
 - Sessions with parents:
18. Observations of the Inspecting officer:
19. Priority-wise list of reformative actions to be taken by the center:
20. Component-wise details of the funds requirements for development of the Center:

(Inspection authority)

