

DGT-HC047/2/2017-O/o DD (TC)-Part (2) (E-4008)

Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training

1st Floor, Employment Exchange Building, IARI Campus,
Pusa, New Delhi-110012, the 2nd Nov, 2022

To,

All the RDs, RDSDEs [22]
(as per the list enclosed)

Subject: Guidelines/ standing instructions for dealing with court cases.

Madam/Sir,

It is to inform you that DGT has been experiencing a surge in court cases in the past few months so the following guidelines / clarifications, SoP(s), Template(s) and timelines are to be followed up by all the nodal offices/ RDSDEs while dealing court cases in order to ensure efficient and quick disposal of court cases.

Stage-1: On receipt of the writ petition / court case-

The below mentioned activities may be completed preferably within 21 days from the receipt of writ petition.

Timelines: Day 1 (D1) when the writ petition copy is received in the concerned office.

Where DN represents Nth day from receipt of writ petition {For example Day 2 (D2) =D1 and one more day; Day 3(D3) =D1 and 2more days and so on}

Sl. No.	Processes	Responsibility	Timeline
1.	Creation of e-file for each case separately, attaching relevant documents, and put a self-contained note to their in-charge.	Nodal officer (respective RDSDE) or dealing officer, respective Section at DGT Hqrs.	D1 (Day 1)
2.	Make case entry on LIMBS Portal	Nodal officer (respective RDSDE)	D1 (Day 1)
3.	Forward the case file to concern RD/HoD of RDSDE	Nodal officer (respective RDSDE)	D1 (Day 1)
4.	Forwarding case file to respective Section I/c at DGT HQ for getting the inputs, instructions and facts from DGT Hqrs.	HoD, RDSDE	D2 (Day 2)
5.	Forwarding case file to dealing officer to prepare the facts, instructions/Para wise comments	Respective Section I/c at DGT HQ	D2 (Day 2)
6.	Maintain case entries on separate platforms like Excel/Google Sheets as a backup	Dealing officer/Legal consultant, respective Section at DGT HQ	D2 (Day 2)

7.	Prepare facts/instructions/short submission as required in the case in consultation with Legal consultants/Young Professionals which will be forwarded to concern RDSDE. RDSDE with the help of counsel may prepare para wise comments as per the facts/instructions/submission forwarded by DGT HQ.	Dealing officer of, respective Section at DGT HQ.	D4 (Day 4) As per the requirement / work load (preferably within two working days)
8.	Verification of factual statement made in instructions/short submission and Forwarding case file to Section I/c of DGT HQ.	Nodal officer (Class-1 officer), Respective Section/Unit at DGT Hqrs.	D6 (Day 6) As per the requirement / work load (preferably within two working days)
9.	Forwarding case file to respective Section I/c /HoD at DGT HQ for approval.	Nodal officer, Respective Section/Unit at DGT Hqrs.	D7 (Day 7)
10.	Forwarding case file for approval of DG/AS in case of any input which requires any policy decision, any contempt case and any new instructions/facts which mandates the approval of DG/AS.	Section I/c at DGT HQ.	D7 (Day 7)
11.	After approval, forwarding case file to respective RDSDE	Section I/c at DGT HQ	D8 (Day 8)
12.	Forwarding case file to Nodal officer of respective RDSDE.	HoD, RDSDE	D8 (Day 8)
13.	Communication with Counsel concerned and liaising with them for preparing Counter Affidavit (CA).	Nodal officer (respective RDSDE)	D9 (Day 9)
14.	Forwarding case file with draft CA to HoD, RDSDE	Nodal officer (respective RDSDE)	D10 (Day 10)
15.	Legal vetting: In case, CA is drafted by Sr. Panel Counsel/ ASGI or similar case has already been vetted by Hqrs, no legal vetting will be required; the HoD concerned may verify the facts on the basis of the PWCs and approve for filing CA on behalf of UOI/DGT. In case, any new facts are observed, the same may be presented to DGT HQ for legal vetting.	HoD, RDSDE	D10 (Day 10)
16.	In case, CA is drafted by CGSC or Jr. Counsel, same may requested to be legally vetted by concerned Law officer/ASGI	CGSC & Nodal officer (respective RDSDE)	D11-17 (Day 11-Day 17) As per the requirement (preferably within a week)
17.	Signing and filing of CA	Nodal Officer (Gazetted Officer), respective RDSDE in liaising with Concerned Counsel	D13-D21 (Day 13-Day 21) As per the requirement (preferably within 2 days)

18.	Update Status on LIMBS Portal by respective RDSDEs	Nodal officer (respective RDSDE)	D13-D21 (Day 13-Day 21) As per the requirement
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Note: In case of any contempt petition or any urgent input required to be submitted in the Hon'ble court, the same should be done on priority basis irrespective of the above defined timelines.

Stage-2: On receipt of the order passed by the Hon'ble Court of Law-

The below mentioned activities may be completed preferably within 10 days from the receipt order passed by the Hon'ble Court of Law.

Timelines: Day 1 (D1) the date when the order is forwarded by the concern counsel or the petitioner ITIs itself.

Sl. No.	Processes	Responsibility	Timeline
1.	Put up the court order with the counsel's opinion in case e-file with self-contained note to their in-charge.	Nodal officer (respective RDSDE) or dealing officer, respective Section at DGT Hqrs.	D1 (Day 1)
2.	Forwarding case file to DG for seeking approval of necessary compliance or filing appeal in the matter	Nodal officer (Class-1 officer)/ Section I/c, Respective Section/Unit at DGT Hqrs.	D2 (Day 2)
3.	Issuance of compliance letter/ orders to all concerned with endorsement to the respective counsel.	Concerned officer at DGT Hqrs. (other than court case dealing officer)	D4 (Day 4) As per the requirement (preferably within 2 days)
4.	Update case entries on separate platforms like Excel/Google Sheets	Dealing officer/Legal Assistant, respective Section at DGT Hqrs.	D4 (Day 4)
5.	Forwarding case file to dealing officer for further needful in compliance to Hon'ble court order.	Concerned officer (respective RDSDE/ respective Section at DGT Hqrs.)	D5 (Day 5)
6.	Update Status on LIMBS Portal	Nodal officer (respective RDSDE)	D5 (Day 5)
7.	Closing e-file, the status of compliance shall be recorded in the case file	Nodal officer (respective RDSDE) or dealing officer, respective Section at DGT Hqrs.	D5-10 (Day 5-Day 10) As per the requirement

Stage-3: For filing any appeal or other misc. applications –

The below mentioned activities may be completed preferably within 10 days from the receipt order passed by the Hon'ble Court of Law.

Timelines: Day 1 (D1) the date when the order is forwarded by the concern counsel or the petitioner ITIs itself.

Sl. No.	Processes	Responsibility	Timeline
1.	Put up the court order with the counsel's opinion in case e-file with self-contained note to their in-charge.	Nodal officer (respective RDSDE) or dealing officer, respective Section at DGT Hqrs.	D1 (Day 1)
2.	Prepare and put up proposal to DG/AS for filing any appeal.	Nodal officer (Class-1 officer) with consultation of Legal Consultants / dealing officer, of Respective Section/Unit at DGT HQ.	D3 (Day 3) As per the requirement (preferably within 2 days)
3.	After getting permission from DG, forwarding case file to DoLA, M/o Law & Justice (through electronic / physical mode)	Nodal officer (Class-1 officer)/ Section I/c, Respective Section/Unit at DGT HQ.	D4 (Day 4)
4.	After getting approval of DoLA, forwarding necessary instructions to the Counsel	Dealing officer/Legal Assistant, respective Section at DGT HQ.	D7-10 (Day 7 - Day 10) As the case is received from doLA.

Stage-4: Processing Legal fee bills:

The below mentioned activities may be completed preferably within 14 days from the receipt legal fees bills from the concern learned counsel.

Timelines: Day 1 (D1) the date when the bill is received from the concern counsel.

Sl. No.	Processes	Responsibility	Timeline
1.	Forward the counsel fee bills to respective RDSDE	Advocate / Section I/c, Respective Section/Unit of DGT HQ.	D1-D7 (Day 1-Day 7) As per the requirement (preferably within 1 week)
2.	Keep case entries on separate platforms like Excel/Google Sheets as a backup	Nodal officer (respective RDSDE)	D1-D7 (Day 1-Day 7) As per the requirement
3.	Scrutiny the legal fee claims as per the prescribed rules and verify the appearance of counsel with case assigned through mail/letter by DoLA/High Court. Any clarification/required documents may be sought directly from concern counsel. Put up draft sanction for payment.	Nodal officer (respective RDSDE)	D1-D7 (Day 1-Day 7) As per the requirement (preferably within 1 week)

4.	Signing and issuing approval for sanction	HoD, RDSDE	D3-D14 (Day 3-Day 14) As per the requirement (preferably within 1 week)
5.	Intimation to Counsel concerned & DGT Hqrs about bill generation, bill clearance etc.	Nodal officer (respective RDSDE)	D7-D10 (Day 7-Day 14) As and when required after successful payment


5. General Instructions:

1. The Nodal Officer shall liaise with the learned Advocate(s)/ASGI concerned for follow up of the Court hearing(s) and shall inform in advance any action required by the DGT HQ for completion.
2. The Nodal Officer shall ensure to attend each and every hearing relating to this Directorate General held by the Hon'ble Court in person or through his representative and/or through video conference;
3. Whatever happens in each hearing should be positively reported to the Headquarters by the Nodal Officer on the same day.

In view of the above, all concerned official / officers are requested to adhere to the above instructions and timelines.

This issues with approval of competent authority.

Yours faithfully,



(Ujjwal Biswas)

Director

Email- tc-courtcase@dgt.gov.in

Copy to:-

- Sr. PPS to Director General.
- Guard File.
- All Division/Sections at DGT Headquarters (addressed on the other side of the page), with the intention to be more vigilant and careful in disposing of court cases and take necessary action diligently without delay in complying with the orders of the Hon'ble Court of Law. The Nodal Officer will ensure compliance of the directions passed by the Hon'ble Court within the stipulated time frame.



(Rajesh Kumar)
Assistant Director

List of RDSDEs-

S.NO.	Name of RDSDE	ADDRESS	EMAIL ID
1	ANDHRA PARDESH	RDSDE Vijaywada, SEEDAP campus, 2nd Floor, NTR Administrative Block, PN Bus station, Vijayawada - 520002	rdsde-ap-msde@gov.in
2	ASSAM	RDSDE Guwahati, 3rd floor, A.K. Azad, Rehabari, Guwahati-781008	rdsde-ne-msde@gov.in
3	BIHAR	RDSDE, Patna, 3rd floor, WITI Campus, Digaghat Patna-11	rdsde-bhr-msde@gov.in
4	CHHATTISGARH	RDSDE Chhattisgarh Government ITI Campus, Mana Camp, Raipur – 492015 Chhattisgarh	rdsde-chg-msde@gov.in
5	GUJARAT	RDSDE, Gujarat, Block no 8/2, Dr. Jivraj Maheta Bhavan, Gandhinagar - 382010	rdsde-guj-msde@gov.in
6	HARYANA	RDSDE, Haryana, Chandigarh RDSDE, Govt ITI (W), sector 59, phase 5, SAS Nagar, Mohali (Punjab)	rdsde-hry-msde@gov.in
7	HIMACHAL PARDESH	NSTI (W) Shimla Siemat Building, adjacent To Diet Campus. Shamlaghat (Shimla) H.P – 171011	rdsde-hp-msde@gov.in
8	JAMMU & KASHMIR	DTE, State Government of J&K, Government Polytechnic Premises, Bikram Chowk, Jammu-180004	rdsde-jk-msde@gov.in
9	JHARKHAND	RDSDE, Ranchi, Joint Training Building, Ground Floor, Hehal, Ranchi 834001	rdsde-jhr-msde@gov.in
10	KARNATAKA	RDSDE, Karnataka, NSTI Campus (FTI Campus), Outer Ring Road, Bengaluru 560022	rdsde-kar-msde@gov.in
11	KERALA & Lakshadweep	RDSDE Kerala & Lakshadweep, NSTI (W) Campus, Kazhakuttam, Trivandrum 695582	rdsde-ker-msde@gov.in
12	MADHYA PARDESH	RDSDE Bhopal, First floor ITOT Building, Gas Rahat ITI Govindpura, BHOPAL, Pin 462023	rdsde-mp-msde@gov.in
13	MAHARASHTRA	Ati Campus, V.n.purav Marg, chunabhatti, Sion (east) Mumbai-400022	rdsde-mha-msde@gov.in
14	NCR	RDSDE NCR, A-Wing, 3rd Floor, New CGO Complex, NH-IV, Faridabad-121001 Haryana	rdsde-del-msde@gov.in
15	ODISHA	RDSDE, Bhubaneswar, Dharmapada Bhavan (5th Floor), Idco Plot No.6, Mancheswar Industrial Estate, Bhubaneswar-751 010, Odisha	rdsde-odi-msde@gov.in
16	PUNJAB	RDSDE, Punjab, Camp NSTI, Gill Road, Ludhiana Punjab - 141003	rdsde-pun-msde@gov.in
17	RAJASTHAN	RDSDE Rajasthan, RDSDE NSTI (W) Campus Opp KV 3 Jhalana Doongri, Jaipur 302017	rdsde-raj-msde@gov.in
18	TAMILNADU	RDSDE Chennai, RDSDE, NSTI, CTI Campus, Guindy, Chennai- 600032 Tamilnadu	rdsde-tn-msde@gov.in
19	TELANGANA	RDSDE Hyderabad, Regional Director, RDSDE, Nsti Vidyanagar, Opp. Shivam Temple, Hyderabad-500007, Telangana	rdsde-tel-msde@gov.in
20	UTTAR PARDESH	RDSDE Kanpur NSTI Kanpur, CTI Chouraha, Sanjay Nagar, Kanpur, Uttar Pradesh 208022	rdsde-up-msde@gov.in
21	UTTARAKHAND	NSTI Dehradun, Green Park Niranjanpur, Dehradun, UK, 248171	rdsde-uk-msde@gov.in
22	WEST BENGAL	RDSDE, Kolkata, MSO Building E wing, Salt lake City	rdsde-wb-msde@gov.in

List of all Division/Sections at DGT Headquarters: -

- 1 Estt.-I
- 2 Estt.-II
- 3 Admin-III
- 4 Cash Section
- 5 Vigilance Foreign Training Assistance (VFTA)
- 6 Budget Section
- 7 RTI Cell
- 8 TC Section
- 9 Curriculum Development (CD Section)
10. Trade Testing Cell (TT Cell)
- 11 Apprenticeship Training (AP Section)
- 12 Hindi Unit
- 13 NPIU
- 14 Polytechnic Scheme
- 15 CR & Library
- 16 Scheme Section
- 17 CFI
- 18 Coordination