



भारत सरकार

GOVERNMENT OF INDIA

कौशल विकास एवं उद्यमशीलता मंत्रालय/MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

प्रशिक्षण महानिदेशालय/Directorate General of Training

प्रमुख प्रशिक्षण संस्थान / NATIONAL SKILL TRAINING INSTITUTE

आउटर रिंग रोड, तुमकुर रोड, बंगलौर – 560 022 Outer Ring Road, Off: Tumkur Road,
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All Correspondence should be Addressed to
The Regional Director

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No.NSTI B-11011/5/2019/Adm/21

4th Jan 2022

OFFICE ORDER

It is to inform all that as per the instruction given by DGT, HQ to implement all the official correspondence though e-Office, most of the official correspondence are being done through e-Office and Physical correspondence are restricted to the extent.

However, it is noticed that still the same is not found implemented in full sprit. Hence, it is again instructed to use digital correspondence for the following activities and gradually we will convert all sort of correspondence to e-office.

- Leave application to be applied only thorough AE-BAS (<https://cndgt.attendance.gov.in/>)
- All the proposals, Training related /Guest Faculty/etc. to be submitted on e-office only.
- Information to the officials to be mailed to their Gov. Email ID only.
- Any circulars or notices to be displayed on the Official websites
- No Physical file should be opened for any purpose.
- List out the physical files available in the respective sections as on 31 Dec 2021. Scan the same and convert all the possible file to soft copy.
- Weed out of physical files after scanning the old files.

Henceforth the above activities to be implemented strictly.

Shri V Venkatesh, DD will lookafter the implementation of efilling and weeding out of file activities also to monitor the progress of implementation at NSTI, Bengaluru respectively.

Shri G. Venkatesh, DD to issue SoP for use of e-office /AE-BAS for the said correspondence, Ms.P Narmada, TO and team to assist officials to operate e-Office and AE-BAS and its related activities.

(TVLN RAO)
REGIONAL DIRECTOR

Copy to: All the Officers and Staff of NSTI, Bengaluru.