

F. No. GA/67/2022-CONST- GA
Government of India
Ministry of Skill Development and Entrepreneurship
(GA Division)

#10, Shram Shakti Bhawan,
New Delhi, dated: 18th May, 2023

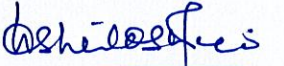
Office Memorandum

Sub: Preparation for shifting to Kaushal Bhawan – reg.

The undersigned is directed to refer to the subject cited above and to state that the construction work of this Ministry's new office building i.e. 'Kaushal Bhawan' at New Moti Bagh, Delhi – 110023 is almost completed. The shifting of MSDE from its existing office space at Shram Shakti Bhawan and PTI Building to Kaushal Bhawan is likely to be commenced by the last week of May 2023.

2.1 The Section officers/ Branch Officer/ Personal Staff of Senior Officers are, therefore, requested to prepare the details of records (including physical files, important documents etc.) and equipments pertaining to their Sections/ Divisions/office of Senior Officers which would be shifted to Kaushal Bhawan at the earliest but not later than 17.05.2023.

2.2 Remaining files/documents may be weeded out, as per procedure.


10/5/23

(Ashutosh Misra)

Under Secretary to the Govt. of India

Tele: 23465875

To,

1. All Officers/ Officials of MSDE
2. Sr.PPS/PPS/PS to Secretary, MSDE/SEA/ JS (KKD)/ JS (SM)/ JS (HU)/ JS (SSP)/ JS&FA/EA
3. Pay and Accounts Office

Copy to:

1. O/o Hon'ble Minister, SDE
2. O/o Hon'ble MoS, SDE