

Career Management and Training Unit (CMT Unit)

Items of Work

1. **Training programmes of IAS officers of the Ministry conducted by various institutes in India.**
2. **Nomination and sponsoring of officers for Training Courses as per the job specification/description of the posts of Under Secretaries or equivalent posts and above under the Ministry of Labour & Employment and its attached and subordinate offices.**
3. **Training of Group 'B' and Group 'C' staff of the Ministry of Labour & Employment including its attached and subordinate offices at various institutes in India.**
4. **Organising decentralized training programmes for LDCs/UDCs/Stenographers.**
5. **Arranging Computer training for officers/staff through NIC as well as Private Institutes.**
6. **Arranging training for Class-IV employees/staff car drivers.**
7. **Assessing the training needs of officers at various levels.**
8. **Preparation of a roster of training programmes and arranging for training of officers in/under the Ministry of Labour & Employment at the ISTM, IIPA etc.**
9. **Preparation of Training Profile(s) of the officers of the Ministry of Labour & Employment.**

Other Information

Section Name: Career Management and Training Unit

Room No.: 116

Telephone No.: Auto
23719305 : 2141
23001141
: .

Officers in Channel:

Shri A.K. Sarkar – Section Officer

Shri N.C. Bhatia – Under Secretary

Shri U.D.N. Sidhwani – Deputy Secretary

Shri S.K. Srivastav – Joint Secretary
[Secretary](#)

Visit also at :
www.labour.gov.in

**10. Preparation of material for Annual Report
and Budget for CMT Unit.**

**** ** ***