

No.A.41017/03/2017-Estt
Government of India
Ministry of Skill Development & Entrepreneurship

Shivaji Stadium Annexe Building,
Shaheed Bhagat Singh Marg
New Delhi-110 001
December 27, 2017

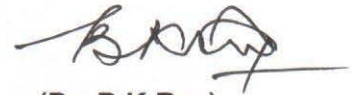
OFFICE MEMORANDUM

Subject: Consolidated Order regarding Channel of Submission and level of Final Disposal of Work including Delegation of Power to Secretary and other functionaries in the Ministry.

In supersession of various orders /instructions issued from time to time on the above mentioned subject, the undersigned is directed to forward herewith a consolidated order regarding channel of submission of files and final level of disposal of works including delegation of powers to the Secretary and other functionaries in the Ministry of Skill Development and Entrepreneurship for information and appropriate follow up action by all concerned.

2. Channel of Submission of files to the Minister of SDE and MoS (SDE) shall be regulated as per Office Order No. A.36017/01/2017-Estt dated 12th September 2017 (**Annexure-I**).
3. The above arrangement shall come into force with effect from **1st January 2018**.
4. This issues with the approval of the Hon'ble Minister of Skill Development and Entrepreneurship.

Encl: As above



(Dr. B.K.Ray)
Deputy Secretary (Admn) &HOD
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1. All Officers / Sections in MSDE
2. PS to Minister of SDE w.r.t. **Minister's Office Dy No. 763/F dated 7-12-2017**.
3. PS to MoS (SDE)
4. PS to Secretary, MSDE
5. PS to AS&FA
6. CCA, MSDE
7. Pay & Accounts Office, MSDEDG (T), DGT, MSDE, New Delhi
8. DG, DGT, MSDE, New Delhi.



Ministry of Skill Development and Entrepreneurship

CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES

CHANNEL OF SUBMISSION

The Government of India (Transaction of Business) Rules framed under Article 77(3) of the constitution define the authority, responsibility and obligations of each Ministry / Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Ministry / Department will be disposed of by, or under the direction of, the Minister in charge, these rules also specify:

a) Cases or classes of cases to be submitted to the President, the Prime Minister, the cabinet or its committees for prior approval: and

b) The circumstances in which the Ministry / Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

2. Action on the routine papers is initiated at the level of the Dealing Assistant and on important papers, at a higher levels e.g., Section Officer/Under Secretary. The normal channel of submission of papers is: - **Dealing Assistant /ASO – Section Officer – Under Secretary – DS/Director.**

3. Above the level of Deputy Secretary/ Director, a case may be disposed of at one of the following levels depending on its nature:- **Joint Secretary / Addl Secretary / Sr. Adviser (AS/SA) - Secretary- MOS-SDE /Minister of SDE (M (SDE))**

4. The Central Secretariat Manual Office Procedure (CSMOP) [14th Edition 2015] vide para 14 (ii) provides that the number of levels through which a file passes for a decision shall not exceed four. It further also provides that whenever level jumping is done in respect of any category of cases, each case on its return, will pass through all the levels jumped over, who in suitable cases, could resubmit the cases for reconsideration.

5. So far as the Ministry of Skill Development and Entrepreneurship is concerned, the following are general principles regarding channel of submission and final level of disposal of work:


- All Policy Matters/Matters of importance to be submitted to the Secretary/Minister through the Senior Adviser;
- All operational issues are to be disposed off at the level of Joint Secretaries. However, all JSs /Wing Heads at their discretion can submit all such cases to Secretary/Minister depending upon their assessment of the matter;
- JS level officers to decide about the finer details about the channel of submission in respect of their assigned Wings;
- Policy matters and matters of importance should ideally be discussed in weekly meetings / SMG before a decision is taken to formalise the proposal in file.
- Wherever the files are submitted directly to the Secretary without being routed through SA, she may at her discretion resubmit such files as found necessary to the Secretary with her remarks.

CHANNEL OF SUBMISSION

Sl. No.	Items of Work	Final level of disposal	Channel of submission above the level of Section Head
I.	All Policy Matters	M (SDE)	DS-JS-AS&FA-Secy-MOS
II.	Parliamentary Matters		
1.	Starred Questions	M(SDE)	US/DS-JS/Secy
2.	Unstarred Questions	MOS	US/DS-JS-MOS
3.	Facts of the cases etc.	JS	US/DS-JS
4.	Material to Lok Sabha/Rajya Sabha Sectt. for deciding admissibility of questions	JS	US/DS-JS
5.	Material asked for by other Divisions /Wings	JS	US/DS-JS
6.	Assurances-Implementation thereof	MOS	US/DS-JS
7.	Finalisation of all legislative proposals matters	M(SDE)	US/DS-JS/Secy-MOS
8.	Laying of documents on the tables of Lok Sabha/Rajya Sabha	MOS	US/DS-JS

Note:

- * Files pertaining to Admn and Policy Wings where final level of disposal is Secretary/MoS/M (SDE), are to be routed through SA.
- Joint Secretary would allocate the work in such a way that specific items of work only be considered either by Under Secretary or by DS and not by both.
- If the Joint Secretary feels it necessary to show specific file to Secretary, he may do so at his discretion.
- The terms "US", "DS" and "JS" denote the officer(s) of the concerned division.
- The term of DS also includes Director and other such DS equivalent posts.
- The term of US also includes Dy. Director and other such equivalent posts.
- The term of SO also includes Accounts Officer and such equivalent posts.



II.	Matters of Committees		
1.	Public Accounts committee Evidence	Secy.	US/DS-JS
2.	Parliament Consultative Committee	M(SDE)	US/DS-JS-Secy-MOS
3.	Budget Standing Committee	Secy.	US/DS-JS-Secy
4.	Other work of Parliamentary Committees	JS	US/DS-JS
5.	Preparation of notes for the Cabinet/Cabinet Committees/ Comments on Cabinet Notes received from other Departments/Ministries	M(SDE)	US/DS-JS-Secy-MOS
6.	Expenditure Finance Committee-Finalization of EFC Memo	Secy	US/DS-JS
7.	Representation on inter-Ministerial and Departmental Committees-decision thereon	Secy	US/DS-JS
8.	Representation on governing body/governing council/executive Committee of autonomous bodies	M(SDE)	US?DS-JS-Secy-MOS
III	Conferences/Seminars/Meetings		
1.	Sponsoring of Seminars/Conferences	Secy	US/DS-JS
2.	a) Deputation/participation in international meetings/ Conferences/seminars for JS and above	M(SDE)	DS-JS-Secy-MOS
	b) Deputation/participation in international meetings/ Conferences/seminars below JS level	Secy	DS-JS
3.	Briefs on Policy Issues on international meetings/conferences etc.	Secy	US/DS-JS
4.	Factual brief for international meetings/conferences etc.	JS	US/DS-JS
5.	Regional Meetings for review of various programmes- preparation of material and coordination of arrangements	JS	US/DS
6.	Meetings of the sanctioning Committees and Project Funding Committees- agendas thereof	JS	US/DS-JS
7.	Preparation and approval of minutes		
	(a)For national/international/inter-departmental meetings/ seminars/conferences etc.	Chairperson	US/DS-JS
	(b)Departmental meetings	Chairperson	US/DS

IV	Guidelines		
1.	Formulation and ,modification of guidelines for implementation of programme(s)	Secy	US/DS-JS
2.	Clarification	JS	US/DS-JS
3.	Forwarding of guidelines	DS	DS
V	National/State Level Training Programmes/ Workshops		
1.	Sponsoring thereof	Secy	US/DS-JS- Secy
2.	Organizing the programmes thereof	JS	US/DS-JS
3.	Correspondence with State Govts. and training institutions- <i>formulations</i> of programmes, course content, making necessary adjustments and releases of funds etc.	DS	US/DS
VI	Career Management Training		
1.	Recommendations of officers of the level of US and above	JS	DS-JS
2.	Recommendation of officers up to level of SO and equivalent	DS	US-DS
VII.	Allocation of resources		
1.	Policy	M(SDE)	DS-JS- Secy-MOS
2.	Fixation of targets under different schemes/programmes	Secy	DS-JS- Secy
3.	Release procedure	Secy	DS-JS- Secy
4.	Release of funds as per guidelines	US	US
5.	Release of funds involving relaxation of guidelines	JS	US-JS
VIII	Approval of Schemes/Projects under Programmes		
1.	Scrutiny and approval if schemes	Secy	US/DS-JS
2.	Approval by Central Sanctioning Committee/Project Funding Committee	Concerned Committee	US/DS-JS- Concerned Committee
IX	Review, Research and Evaluation Studies		
1.	Initiation, examination and commissioning of the proposal	Secy	US/DS-JS- Secy
2.	Research Studies in which Advisory/ Research Committee is involved		
(a)	Examination of Proposals, sanctions etc.	Advisory Committee	US/DS-JS-Adv. Committee
(b)	Examination of study reports and preparation of comments	JS	US/DS-JS
3.	Follow up on report	US/DS	US/DS

X	Monitoring		
1.	Monthly & quarterly review of progress of programmes	DS	US/DS
2.	General instructions to the State Govts. regarding periodical reports for monitoring progress of programmes	JS	US/DS-JS
3.	Monitoring physical/financial progress of approved projects under various programmes	JS	US/DS-JS
XI	Budget & Financial Matters		
1.	Finalization of budget/revised estimates for each division	Secy	US/DS-JS-AS&FA
2.	Drafting of performance budget	JS	US/DS-JS
3.	Reconciliation of expenditure	US	US
4.	Examination of audit reports	JS	US/DS-JS
XII	O&M Work		
1.	Annual review reports/returns/instructions prescribed by the Wing	JS	US/DS-JS
2.	Printing of orders/instructions/guidelines	JS	US/DS-JS
3.	Information on O&M inspection of sections	SO	
4.	Implementation of O&M inspection report	US	US
5.	Sending and calling of periodical reports	US	
6.	Indexing, recording and weeding out of files	US	
7.	Weekly arrears statement	US	US
8.	Cases pending for over one month	JS	US/DS-JS
XIII	Miscellaneous		
1.	Finalisation of Annual Report, Annual Plan/Five Year Plan of each Wing	Secy	US/DS-JS
2.	Material for monthly D.O. letter to Cabinet Secretary to be sent to GC section	JS	US/DS-JS
3.	Information, Education and Communication (Publicity) under the schemes	JS	US/DS-JS
4.	Preparation of annual action plan/work programme of the division/wing	JS	US/DS-JS
5.	Approval of Tour Programmes	Next Higher Officer	
6.	Action on tour notes/minutes of the meetings	DS	US/DS
7.	Material for President/PM/ Finance Minister's speech	Secy	DS-JS-Secy
8.	Brief Notes/Draft replies for Ministers	JS	US/DS-JS
9.	Publicity matters for the Ministry/ Deptt. as a whole	M(SDE)	US/DS-JS-Secy-MOS

10.	Allocation of work within the division (other than Estt. Matters and within the sanctioned strength and work norms)		
	(a) Among Non-Gazetted Officers	DS	US-DS
	(b) Among gazetted Officers	JS	US/DS
11.	Furnishing and calling of factual information	SO	
12.	Issue of utilisation Certification for the grants to PA&O	AO	
13.	Preparation of bills	SO	
14.	Reminders and acknowledgements for references other than VIP references	SO	
15.	Special permission to travel by air to non-entitled officer	Secy	DS-JS
16.	VIP references		
	a) Factual replies	The addressee	US/DS-JS-Addressee
	b) Replies involving policy	The addressee	DS-JS-Secy-MOS-M(SDE)
17.	Grant of C.L. and Compensatory Holiday	SO/Next Higher Officer	
18.	Leave application (except study leave) making recommendations to the Estt. Division		
	a) Group B (Non-Gazetted) C and D		US
	b) Group B (Gazetted)		US
	c) Group A upto the rank of US		DS-JS
	d) Other Group A Officers		US/DS-JS-Secy
19.	Grant of OTA		US/DS-JS
20.	Recommendations for grant of honorarium		US-DS-JS
21.	Sanctioning of honorarium up to Rs.2500/-	Joint Secretary (Admn)	US(A)- DS- JS
22.	Sanctioning of honorarium above Rs.2500/- but up to Rs.5000/- per annum or as may be fixed by MoF	Secretary	US-DS-JS-

Items Specific to Administration

(Administration & Establishment matters in respect of posts controlled by the Ministry)

Sl. No.	Type of Cases	Final level of disposal	Channel of submission above the section level
1.	Framing of recruitment rules		
2.	Group A posts (Above DS/Director))	M (SDE)	US-DS-JS-Secy-MOS
3.	Creation of Posts		
4.	Group A posts	M (SDE)	US-DS-JS-Secy-MOS
5.	Appointment and Promotions		
6.	Group A posts above DS/Director	M (SDE)	US-DS-JS-Secy-MOS
7.	Transfers		
8.	Other Group A Officers of and above the rank of US	Secy	US-DS-JS-Secy
9.	Grant of Leave		
10.	All Officers & Staff	US	US
11.	Note: Leave will be sanctioned by the Administrative Division on the recommendations of immediate superior officer of the officer concerned. Where considered necessary, the immediate superior officer may obtain the orders of next higher order.		
12.	Fixation of Pay		
13.	All cases	JS	US-DS
14.	Confirmation/Probation clearance		
15.	Group A Officers	M(SDE)	US-DS-JS-Secy-MOS
16.	Group-B Gazetted Officers	Secretary	US-DS-JS
17.	Up to Group-B (NG) Officers	JS (Admn)	US-DS-
18.	Ad-hoc Appointments		
19.	Other Group A Officers	M(SDE)	US-DS-JS-Secy-MOS
20.	Medical Claims	HOD	US-DS
21.	Increment	US	
22.	Pension Cases	HOD	US
23.	Forwarding of applications		
24.	Non-Sectt/AIS Group A and IT(Gazetted)	JS	US-DS-JS
25.	GPF first advance where no relaxation is required	US	US-DS
26.	GPF Second Advance/Part-final withdrawals	HOD	US-DS
27.	LTC/TA Advances	HOD	US
28.	House Building Advances	HOD	US/DS
29.	Car/Scooter Advance/Computer Advance	HOD	US/DS
30.	Festival/Cycle Advance, Leave Salary Advance	HOD	US



31	Security Passes		
	i) Regular employees	US	US
	ii) Daily wage labourers	JS	US-DS-JS
	iii) Non-Officials	SA	US-DS-JS-
32	a) Employment of daily wage labourers b) Sanction of wages	JS US	US-DS-JS JS
33	All Procurement for Office		
	i) Within the competence of HOD	HOD	SO/US
	ii) Beyond the competence of HOD	AS&FA	US-DS-JS
34	Arrangement of meetings/conferences cost of lunch, tea etc.	US	US
35	Telephone	HOD	SO/US
	a) Payment of Bills b) New Telephones		
36	Staff Cars/Three Wheelers	HOD	US-DS
	i) Petrol Bills ii) Repair iii) Purchase		
37	Stationery Items purchase	HOD	US-DS
38	Furniture purchase & repair	HOD	US
39	All procurement matters as per delegation of power to HOD	HOD	US

Entrepreneurship Wing

Sl.No.	Item of Work	Level of Final Disposal	Channel of Submission
1	Entrepreneurship Policy Matters	M (SDE)	US-DS-JS-SA-Secy
2	Entrepreneurship Promotion including awards and schemes	SA	US-DS-JS
3	Skilling for entrepreneurship development for Science and Technology	SA	US-DS-JS
4	Expansion of youth entrepreneurship education and capacity through forging strong partnership between educational institutions, business and other community organisations and set national standards for it.	SA	US-DS-JS
5	International Collaboration in Entrepreneurship	M (SDE)	US-DS-JS-SA-Secy
6	National Institute for Entrepreneurship and Small Business Development (NIESBUD), Noida, & Indian Institute of Entrepreneurship (IIE), Guwahati	Secy	US-DS-JS-SA

Wing-II- Skill Development & Vigilance

Sl.No.	Item of Work	Level of Final Disposal	Channel of Submission
1	Policy and Board Meetings pertaining to NSDC	Secy	US-DS-JS-
2	Operation of National Skill Development Fund(NSDF)	JS	US-DS
3	Implementation of PMKVY,PMKK,IISC	JS	US-DS
4	Convergence of Skill Development Schemes of other Ministries	JS	US-DS
5	Role of Coordination relating to skill development	JS	US-DS
6	World and India Skills- operational issues	Secy	US-DS-JS
7	Externally Assisted Programme (EAP) of World Bank	Secy	US-DS-JS
8	Vigilance matters concerning Group-A Officers	M-SDE	US-DS-JS-Secy-MOS

Wing-III: Economic & Policy

Sl.No.	Item of Work	Level of Final Disposal	Channel of Submission
1	Implementation of National Policy on Skill Development	SA	US-DS-EA
2	Making Broad Policies for all other Ministries/Departments with regard to market requirements and skill development	SA	US-DS-EA
3	NSDM Policy matters	Secy	US-DS-EA
4	NSDM other issues excluding Policy	EA	US-DS-
5	Common Norms	Secy	US-DS-EA-SA
6	Academic equivalence of skill sets	SA	US-DS
7	Doing market research and devising training curriculum in important sectors	SA	US-DS-EA
8	Sector Skill Councils matters	Secy	US-DS-EA-SA
9	Skill University Policy matters	M-SDE	US-DS-EA-SA-Secy-MOS
10	Skill loan Scheme	EA	US-DS
11	DBT related co-ordination	EA	US-DS
12	Co-ordination of Flagship Programmes viz., Swachh Bharat, Digital India , Make in India etc.	EA	US-DS
13	NBSC, NSQF	SA	US-DS-EA

14	NSDA Policy issues	Secy	US-DS-EA-SA
15	Maintenance of Database and Statistics relating to Skill Development and Entrepreneurship	EA	US-DS
16	Skill Gap Studies and Skill Awards	EA	US-DS

Wing-IV - IC&T Wing

Sl.No.	Item of Work	Level of Final Disposal	Channel of Submission
1	Cadre management of ISDS Cadre	Secy	US-DS-JS
2	Co-ordination with DGT and NSDC for integration of short term and long term skilling and vocational education and training CSTARI, Kolkata and NIMI, Chennai	JS	US-DS
3	Polytechnics	JS	US-DS
4	Apprenticeship Training	Secy	US-DS-JS
5	International Cooperation (IC)	Secy	US-DS-JS
6	Indian Institute of Skills and new autonomous Institutes on Skilling as may be set up by MSDE	M-SDE	US-DS-JS-Secy-MoS
7	All issues relating to technology , digitisation and Information Technology issues etc.	JS	US-DS
8	Website and e-office related matters including co-ordination with NIC	JS	US-DS
9	All legal matters	JS	US-DS-
11	Procurement of high value services	Secy	US-DS-JS



Ministry of Skill Development and Entrepreneurship
Statements indicating the items of work requiring approval of the
Minister of Skill Development and Entrepreneurship

DELEGATION OF POWER

MINISTER

Sl. No.	Items of work	Minister
1.	Policy matters	-Do-
2	Parliamentary matters a. Starred Questions b. Unstarred Questions c. Assurances in Lok Sabha & Rajya Sabha	-Do-
3	Finalisation of all legislative matters	-Do-
4	Laying of annual reports and other papers on the Tables of Lok Sabha and Rajya Sabha	-Do-
5	Parliamentary Consultative Committee	-Do-
6	Notes for the Cabinet & CCEA	-Do-
7	References from the MPs and VIPs	-Do-
8	Appointment and promotion of all Gr. A Officers	-Do-
9	Creation of posts	-Do-
10	Matter relating to international bi-lateral issues as such as signing of MoUs etc.	-Do-
11	Matters related to disciplinary cases against Gr. A Officers	-Do-
12	Deputation abroad of officers of JS level & above	-Do-
13	Extension of the period of deputation to ex-cadre post (above Director level) for the fifth year and beyond or second year in excess of the period prescribed in the recruitment rules in respect of JS level post	-Do-
14	Appointment of Heads of Autonomous Bodies in the MSDE	-Do-

Channel of Submission of files to the Minister of SDE and MoS (SDE) shall be regulated as per Office Order No. A.36017/01/2017-Estt dated 12th September 2017 (Annexure-I).



**Powers Delegated to various functionaries of the MSDE
SECRETARY**

Sl No.	Items of Work	Officer to whom power delegated for final disposal of work
1.	Comments on EFC/SFC Notes received from other Ministries	Secretary
2.	Framing and Amendment of Recruitment Rules of Gr-A and Gr-B posts up to the level of Director	Secretary
3.	Foreign Travel of Officers up to the level of DS/ Director	Secretary
4.	Sanction of leave in respect of JS & Above including ex-India leave	Secretary
5.	Public Accounts Committee evidence and Standing Committee	Secretary
6.	Court Cases involving policies and those in which Ministry is an interested party	Secretary
7.	Appointment/ Promotion/ Voluntary Retirement/ Resignation of Group-B Officers	Secretary
8.	Intimation under Conduct Rules regarding transaction of movable/ immovable properties in respect of officers of level JS & above	Secretary
9.	Extension of deputation of officer up to the Director level to other cadres for fifth year and beyond	Secretary
10.	NOC for private foreign visit in respect of officer level JS & above not exceeding one week and training/ deputation/ forwarding of applications of officers of the level DS & above	Secretary
11.	Appeal/ petition against penalty/ suspension in respect of Gr B & C officers	Secretary
12.	Work allocation among the Joint Secretaries	Secretary
13.	Transfer/Posting at the level of DS/ Director	Secretary
14.	Grant of permission to receive fees from outside agencies honorarium etc. For JS & above	Secretary
15.	Sanction of advances to non-entitled applicant for purchase of motorcar/computer	Secretary
16.	Appointment of CVOs in autonomous bodies-forwarding the proposal to CVC	Secretary
17.	Administrative matter regarding pertaining to NSDC/NIESBUD/IIE/NSDA	Secretary



18.	Proposal for Budget Estimate and Revised Estimate for the Ministry	Secretary
19.	Irrecoverable losses of stores or of public money excluding theft/fraud/ negligence up to Rs. 20 lakhs in each case.	Secretary
20.	Condemnation of motor vehicle and motorcycles up to Rs. 2 lacs or as may be modified by MoF from time to time	Secretary
21.	Indents, contracts and purchase for high value items -Rs50 lakhs and above <ol style="list-style-type: none"> 1. For open and limited tender contract upto Rs.5 crores. 2. For resultant and single tender offer or proprietary contract upto Rs. 5 crore 3. For agreements and contracts for technical collaboration and consultancy services up to Rs. 2 crores. 	Secretary
22.	Processing of re-appropriation proposals within the power of the Ministry	Secretary
23.	Action taken report on CAG para/drafts/Audits Para etc.	Secretary
24.	Review of monthly expenditure	Secretary
25.	Preparation of explanatory notes on savings/access about Rs. 100 crore in the grant.	Secretary
26.	Submission of surrender of savings to the Minister of Finance	Secretary
27.	Approval of schemes/projects costing upto Rs.100 crores or as may be modified by MoF from time to time	Secretary
28.	All matters related to PMO and Cabinet Secretariat	Secretary
29.	Nomination of representatives of the Ministry to committees formed by other Ministries/ Departments	Secretary
30.	Matters relating to interpretation of various policy provisions in MSDE	Secretary
31.	Approval regarding delegation of financial powers	Secretary
32.	Sponsoring of Seminars/Conferences	Secretary
33.	Briefs on policy issues on international meetings/conferences/seminars	Secretary
34.	Fixation of targets under different schemes and programmes	Secretary
35.	Review, research and evaluation studies	Secretary
36.	Material for president, Prime Minister and Finance Minister's speech	Secretary

37.	Monthly DO letter to Cabinet Secretary	Secretary
38.	Meetings of Hindi Salahakar Samiti	Secretary
39.	Annual report of the Ministry	Secretary
40.	Advances/ Withdrawal from GPF when relaxation of rules is required	Secretary
41.	Engagement of Consultants	Secretary
42.	Submission of Vigilance clearances in respect of AIS officers posted in Ministry	Secretary
43.	Sanction of Honorarium to officials of the Ministry upto the prescribed amount i.e. Rs.5000/- per annum.	Secretary

AS/SA /JS/Economic Advisor

Sl No.	Items of Work	Officer to whom power delegated for final disposal of work
44.	Tour approval of US/DS/Director level	Joint Secretary concerned
45.	Transfer, posting of SO/US level	Joint Secretary(Admn)
46.	Nomination/Deputation for training programmes up to US level	Joint Secretary (Admn)
47.	Forwarding of application for deputation up to US level	Joint Secretary (Admn)
48.	Appeal/petition against penalty/suspension for Group C officers	Joint Secretary(Admn)
49.	Permission under conduct rules below DS level	Joint Secretary(Admn)
50.	Grant of permission to receive fees from outside agencies in respect of officers below JS level	Joint Secretary (Admn)
51.	Declaration of Head of Office	Joint Secretary (Admn)
52.	Career management Training of official of the level US & above	Joint Secretary (Admn)
53.	Framing of recruitment rule for Gr. C Posts	Joint Secretary (Admn)
54.	Meeting of the departmental official language implementation committee	Joint Secretary (Admn)
55.	Notifying offices under the Ministry whose 80% of the employees have acquired working knowledge of Hindi in the Gazette of India	Joint Secretary (Admn)
56.	Cash prize scheme regarding nothing & drafting in Hindi and financial approval thereof	Joint Secretary (Admn)
57.	Instruction for promotion of Hindi in the Ministry and in its attached and subordinate official	Joint Secretary (Admn)

58.	Implementation of Annual programmed regarding Official language issued by Department of Official Language	Joint Secretary (Admn)
59.	Great of Honorarium up to Rs. 2500 in a Financial Year to officers/staff in Ministry	Joint Secretary (Admn)
60.	Sanction of ex-India leave upto DS/Director	JS (Admn)
61.	Submission of files directly to Minister in respect of unstarred parliamentary questions	Joint Secretary
62.	Release of funds as per scheme guideline	Joint secretry
63.	Release of funds involving relaxation in the guidelines	Joint Secretary
64.	Information, education, communication under the schemes	Joint Secretary
65.	Brief notes/draft replies for Minister	Joint Secretary
66.	Allocation of work within the wing among the Gazette Officers	Joint Secretary
67.	Sanction of Earned leave up to DS/Director level	Joint Secretary
68.	Monthly performance appraisal of project implementing agencies	Joint Secretary
69.	Monthly performance appraisal of technical support agencies	Joint Secretary
70.	Fact of the case	Joint Secretary
71.	Material to Lok Sabha, Rajya Sabha Secretariat for deciding admissibility of question	Joint Secretary
72.	Work related to Parliamentary Committees other than Public Accounts Committee, Consolidated Committee and standing Committee	Joint Secretary
73.	Factual brief for international meetings, conferences and seminars	Joint Secretary
74.	Regional meeting for review of various programmers, preparation of material and co-ordination arrangements	Joint Secretary
75.	Annual review of reports, returns, instructions prescribed by the wing	Joint Secretary
76.	Meetings of the Sanctioning Committees and Project funding Committees	Joint Secretary

Ministry of Skill Development and Entrepreneurship
Delegation of Power to various functionaries in the Ministry
CVO

Sl No.	Items of Work	
77.	Vigilance clearance in respect of officers of Ministry	CVO
78.	Furnishing of various reports to CVC	CVO
79.	Vigilance Awareness Week	CVO



All other functionaries in MSDE

Sl. No.	Items of Work	
80.	Approval of tour programme	Next higher officer
81.	Allocation of work within the division for Non-Gazetted Staff	DS/Director
82.	Leave application except study leave making a recommendation to Establishment Division a. Group B Non-Gazetted Group C b. Group B Gazetted c. Group A up to DS/Director d. Other Group A Officers- JS & Above	a. US b. DS c. JS d. Secretary
83.	Leave sanction after recommendation for all Groups of Officers and Staff	US Establishment
84.	Leave Sanction in respect of Ex-India leave/Study leave	JS (Admn)
85.	NOC for passport and Identity Certificate	DS (Admn)
86.	Grant of CL and compensatory holiday (Non-Gazetted Staff)	SO/US
HOD, MSDE		
87.	Financial Powers have been delegated to HoD vide Order No. – G-19011/02/2015- SD&E dated 22/07/2015 as per DFPR, 1978 in consultation with the IFD and with the approval of the Secretary, MSDE.	ASO/SO/US/HOD
88.	Beyond Delegation – to be exercised with the approval of IFD/AS&FA	ASO/SO/US/HOD/ IFD /AS&FA



No.A.36017/01/2017-Estt
Government of India
Ministry of Skill Development and Entrepreneurship

Shivaji Stadium Annex Building
New Delhi-110 001
12th September 2017

Office Order

The Minister of Skill Development and Entrepreneurship has allocated the following work to the Minister of State (Shri Anantkumar Hegde) in the Ministry of Skill Development and Entrepreneurship.

2. All matter except those listed below at para 3 & 4 below shall be submitted to the Minister through Minister of State.

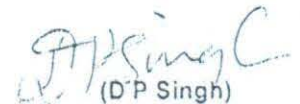
3. The following matters will be disposed of at the level of Minister of State:

(a) All matter relating to:-

- Unstarred Questions
- Assurances (Fulfilment / Extension of Time , request for dropping the assurances)
- Special Mentions
- Laying of Annual Reports / Rules / Regulations
- Authentication of Papers
- (b) - VIP References addressed to MoS (SDE)
- (c) - Matter relating to Official language
- (d) - Disciplinary Matters in respect of Group-B,C & D level
- (e) - Deputation for fifth year and beyond upto Group-B level Officers

4. Following matters will be submitted directly to the Minister:

- (i) Starred Questions
- (ii) Calling Attention Motion
- (iii) VIP References addressed to the Minister
- (iv) Establishment and Vigilance matters relating to JS and above in the Ministry including attached, subordinate offices, and autonomous bodies.
- (v) Any urgent / important matter requiring attention of the Minister.


(D.P. Singh)

Under Secretary to the Govt of India
Tel: 2345 0850

Copy to :-

- (i) PS to Minister of SDE
- (ii) PS to MOS (SDE)
- (iii) Joint Secretary (Dr Amandeep Garg), Cabinet Secretariat.
- (iv) Secretary, MSDE
- (v) Sr Adviser / AS&FA
- (vi) All Joint Secretary / EA
- (vii) All other Officers / Sections in MSDE
- (viii) DGT /Heads of NSDA / NIESBUD/ IIE Guwahati
- (ix) E-Office Notice Board
- (x) Website, MSDE
- (xi) Guard File.